

## TEEN VOLUNTEER AGREEMENT

### The Library agrees:

- To provide you, as a Volunteer, with a safe work environment.
- To provide supervision and training by a member of the Library staff, who will answer your questions and provide feedback regarding your work.
- To recognize your contributions as a Volunteer to the success of the Library's Summer Reading Club.

### As a Teen Volunteer, I agree:

- To abide by the rules and regulations of the Des Plaines Public Library and the guidelines set by the Library Staff.
- To maintain accuracy of any computer records I create or access, and maintain the privacy of those records.
- To arrive on time and check in with staff upon arrival at the 2nd floor.
- To be enthusiastic and friendly to every Library patron, fellow Volunteer, and staff member.
- To call the Library at 847-376-2839 as soon as possible if I am unable to work my volunteer shift.
- To dress appropriately and wear the uniform shirt provided.
- To be removed from Volunteer service if I don't follow the policies and procedures as described by Library Staff.

### As a Parent/Guardian, I agree:

- To encourage my teen to strive for good work habits, attendance, and behavior.
- To make sure my teen arrives on time and is picked up at the end of their work shift.
- To emphasize the importance of my teen's volunteer responsibility.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Emergency Phone: \_\_\_\_\_

- Thank you for applying. Please return this portion of the application to the Youth Services Desk by **5/21/17**



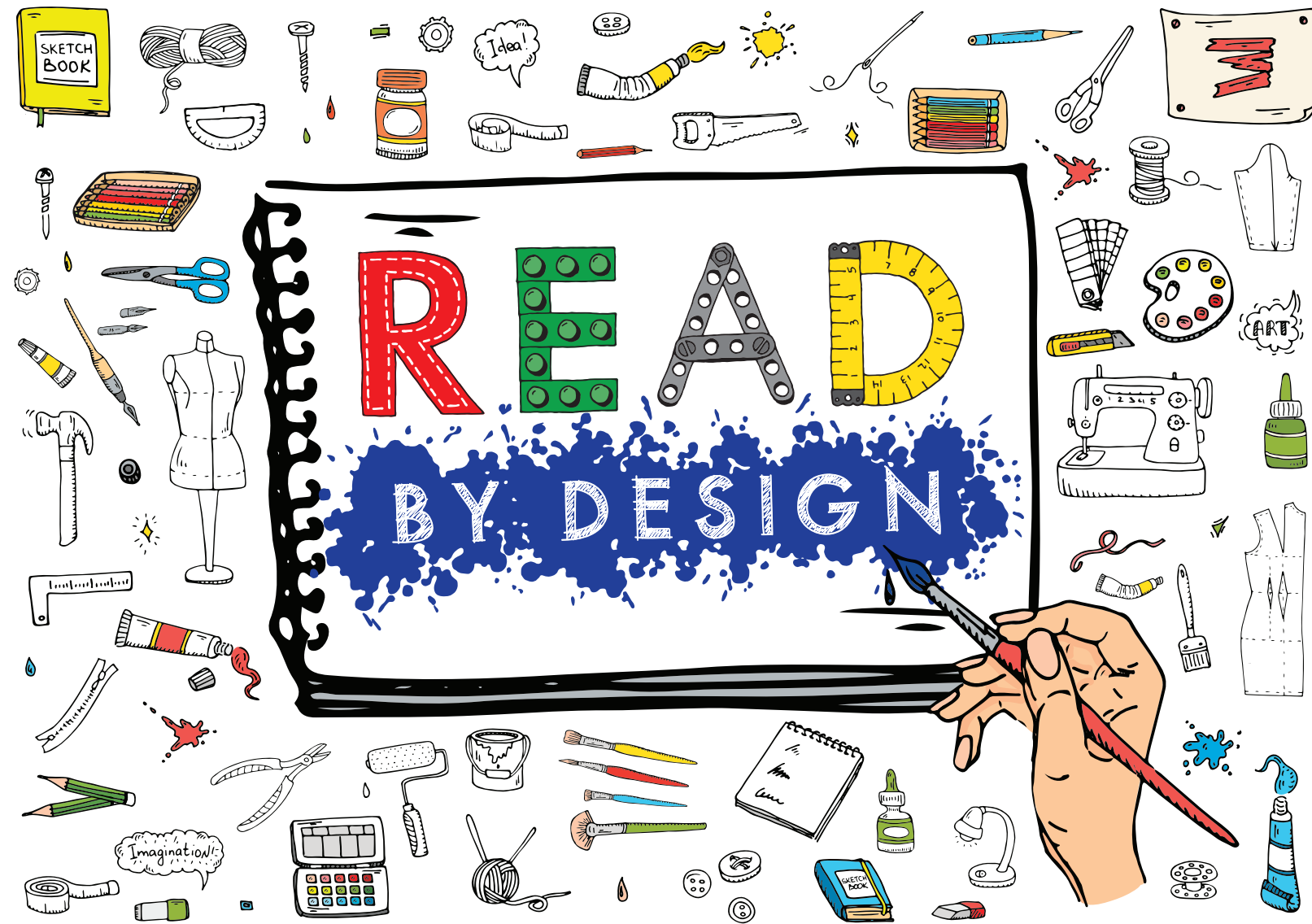
1501 Ellinwood St., Des Plaines, IL 60016  
 847.827.5551 • dppl.org

### Staff Only

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Training Date: \_\_\_\_\_

- Viewed T-shirt sample  
 Training info given



## 2017 SUMMER READING CLUB VOLUNTEER APPLICATION

### If you are...

- Interested in and enthusiastic for summer reading accomplishments
- Independent and comfortable talking to and interacting with families - children & adults
- Respectful and able to follow directions
  - Comfortable with computers
- Entering 7th - 12th grade in the fall
- Able to commit to a weekly schedule

**BECOME A SUMMER READING CLUB VOLUNTEER!**

### WHAT WILL I DO?

- Work 2 hours each week
- Greet families as they enter Youth Services
- Explain how the Summer Reading Club (SRC) works
- Register kids for the Summer Reading Club by computer
- Check reading logs and distribute prizes
- Help with programs
- Other tasks as needed

### WHAT DO I GET?

- Uniform shirt
- Weekly chances to win a prize
- An end of summer party (enjoy food, fun, and surprises)
- Community service hours

### FOR NEW VOLUNTEERS:

W, May 31 | 6:30 - 8:00  
 Th, June 1 | 6:30 - 8:00  
 F, June 2 | 6:30 - 8:00

SUMMER READING CLUB: **6/3 - 7/30** VOLUNTEER PARTY: **Saturday 8/5**

### HOW DO I GET STARTED?

- If you are entering 7th - 12th grade in the fall, complete the volunteer application
- Bring the application to the Youth Services desk by **5/21/17**
- Register for one mandatory training session
- Receive a Kids' Programs Form and Sunday options sheet for additional service hours. Prepare and bring the form to your training session.
- We regret that acceptance is not guaranteed. We will call to let you know on or before **5/26/17**

### FOR YOUR INFORMATION:

- Application due by **5/21/17**

### TRAINING SESSIONS

Mandatory to attend one.  
 Counts toward your service hours.

### REFRESHER TRAINING:

(for returning SRC volunteers only)

W, May 31 | 5:00 - 6:00  
 F, June 2 | 5:00 - 6:00

## SUMMER READING CLUB VOLUNTEER APPLICATION

Name \_\_\_\_\_  
 School \_\_\_\_\_ Grade: (Fall 2017) 7 8 9 10 11 12  
 Home Street Address \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 Email \_\_\_\_\_

Have you been a SRC volunteer before?  Yes\*\*  No

\*\*If yes, make sure to sign up for refresher training.

Do you have any other commitments or vacation this summer? For example: job, summer classes, or camp? If yes, please list dates and times you are unavailable. If you are going to miss more than 2 weeks in the summer, this is not the right time for you to be a volunteer.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

T-shirt size (circle one) **Adult S** **Adult M** **Adult L** **Adult XL** **Adult XXL**

(Applications received after **May 15** will receive a size Large)

Choose the top 4 time slots you are able to volunteer; mark them 1, 2, 3, 4. Please choose carefully; we use this information to determine your schedule.

Volunteers are scheduled the same day and same time each week.

For example, Wednesdays 1-3 pm.

Monday - Saturday, June 3 - July 30

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9-11 am						
11-1 pm						
1-3 pm						
3-5 pm						
5-7 pm						
7-9 pm						

### NEED TO CARPOOL OR VOLUNTEER WITH A SIBLING?

Yes, I need to work the same shift as:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_