

WHAT WILL I DO?

- Work 2 hours each week
- Greet families as they enter Youth Services
- Explain how the Summer Reading Challenge (SRC) works
- Register kids for the Summer Reading Challenge 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

SUMMER READING
CHALLENGE:
6/1 - 7/28

VOLUNTEER PARTY:
Sa, 8/3
4:30 - 7:30

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 **5/19/19**
- Register for one mandatory training session
- Receive a Program Form 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 **5/24/19**

FOR YOUR INFORMATION:

- Application due by **5/19/19**

TRAINING SESSIONS

Mandatory to attend one
Counts toward your service hours

Tuesday, May 28 | 6:30 - 8:00

Wednesday, May 29 | 4:30 - 6:00 OR 6:30 - 8:00

Thursday, May 30 | 6:30 - 8:00

Friday, May 31 | 4:30 - 6:00 OR 6:30 - 8:00

SUMMER READING CHALLENGE VOLUNTEER REMINDERS

Write down what time slots you selected on your application to keep for your records.

Available time slots: Sunday - Saturday, June 1 - July 28

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

TEEN VOLUNTEER AGREEMENT

The Des Plaines Public 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 Challenge.

As a Teen Volunteer, I agree:

- To abide by the rules of the 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.