### Jeen 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.

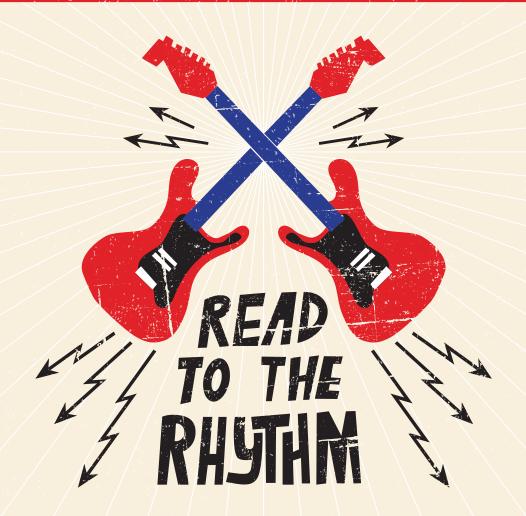
### As a Parent/Guardian, I agree:

- 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 his/her work shift.
- To emphasize the importance of my teen's volunteer responsibility.

Volunteer Sign	ature:	Date:
Parent/Guardi	an Signature:	Date:
Emergency Ph	one:	
	for applying. Plea 1 Services Desk by	se return this portion of the application <b>5/23/15</b>
Staff Only		
DATE:	TIME:	Staff Initials:
Training Date	:	
Viewed T-shirt		
Training info	given	



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



2015 Summer Reading Club - Volunteer Application

### Hey Rockstar! If you are...

•Interested in and enthusiastic for summer reading accomplishments •Independent and comfortable talking to and interacting with families—children and 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 J Do?

- Greet families as they enter Youth Services
- Explain how the Summer Reading Club 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 J Get?

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

# How Do 1 Get Started?

- If you are entering 7th-12th grade, complete the volunteer application
- Bring the application to the Youth Services desk by 5/23/15
- Register for one mandatory training session
- Receive a Kids' Programs
   Form and Saturday/
   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 5/30/15

# For Your Information

• Application due by 5/23/15

Training Sessions (Mandatory to attend one. Counts toward your service hours.)

### For New Volunteers:

Monday, June 1st | 6:30-8 Tuesday, June 2nd | 6:30-8 Wednesday, June 3rd | 4:30-6 Friday, June 5th | 4:30-6 or 6:30-8

# Refresher Training Sessions: (for returning SRC volunteers only)

Monday, June 1st | 5.6Thursday, June 4th | 7.8

Summer Reading Elub: June 6 - August 1
Volunteer Party!: Date to be announced soon!

# Summer Reading Elub Volunteer Application

Name						
Grade: (Fall 2015)	7	8	9	10	11	12
School						
Have you been a SRC vo					_	
or camp? If yes, please	list dat	tes and	times	you are	unavai	lable. If you are going to miss more
1						
2						
				Phone		
(A)	pplicatio	ons recei	ved afte	r May 18	will recei	ve a size Medium

Choose the top 4 time slots you are able to volunteer; mark them 1, 2, 3, 4.

Volunteers are scheduled for the same day and same time each week. For example, Wednesdays 1.3 pm. Typically, volunteers are here for 2 hours each week, a minimum of 12 hours total (6 weeks at 2 hours a week).

### Monday · Friday June 8th · July 31st

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

# Want to volunteer on Saturdays?

Special Saturday times are available.

Check here if interested and Cheryl will contact you with more information.