

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 his/her 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 5/23/15

Staff Only

DATE: _____ TIME: _____ Staff Initials: _____

Training Date: _____

Viewed T-shirt sample

Training info given



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 I 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 I Get?

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

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

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

How Do I 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**

Refresher Training Sessions:

(for returning SRC volunteers only)

- Monday, June 1st | 5-6
- Thursday, June 4th | 7-8

Summer Reading Club Volunteer Application

Name _____

Grade: (Fall 2015) 7 8 9 10 11 12

School _____

Home Street Address _____

City _____ Zip _____ Phone _____

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

(Applications received after **May 18** will receive 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.