

# Teen Volunteer Application and Policy

**To apply to the Teen Volunteer Program at the JFK Memorial Library, fill out this form completely and neatly. Hand this application in at the circulation desk, directly to the Youth Coordinator in the library, or email it to** **miguel.valentin@wallington.bccls.org** **. You will be notified by email if you have been selected for a volunteer interview.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Emergency Contact #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade:\_\_\_\_\_\_\_\_\_\_\_ Parent/GuardianName:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List 4 tasks you would like to volunteer for, in the order of preference (1 being the most interesting and 4 being the least).**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Craft Helper:** Create take-home craft kits for kids, cut out shapes from patterns and assemble them into bags as instructed by the Youth Services librarians at the library.
* **Program assistance:** Assist the librarians with programs both in the library and online.
* **Teen Committee:** Attend and Contribute to regular meetings to brainstorm program and event ideas.
* **Content Creation:** Tap into your creativity by creating content for the Youth Social Media platforms.

**How long do you intend to volunteer at the library? Please provide exact dates if known.**

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**What activity brings you the most happiness?**

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Teen Volunteer Policy

1. The library’s teen volunteer program is open to students in Grades 7 thru 12th grade. Students in sixth grade can begin to volunteer at the library in January of their sixth grade year; exceptions can be made if a sixth grader needs community service credit for religious obligations. Teens age out of the Teen Volunteer program after they graduate high school.
2. All teens must fill out a volunteer application and hand it in to the Circulation Desk, directly to the Youth Coordinator in the library, or email it to miguel.valentin@wallington.bccls.org
3. If your application is being considered, you will receive an email from the Youth Coordinator.
4. Prior to volunteering, all teens must meet with the Youth Coordinator for a short interview.
5. Each teen is responsible for filling out his/her Volunteer Timesheet each time he/she volunteers.
6. If a program has little or no attendance the volunteer may be asked by a librarian to help out with another library related task instead. Teens who do not wish to do so will not receive community service hours for that particular program.

**Attendance:** All teens are responsible for coming to any programs or community service hours they have committed to. Teens must provide at least **24 hours’ notice**, by phone or email, if they cannot attend. Call the library at 973-471-1692 or email the Youth Coordinator at miguel.valentin@wallington.bccls.org. *Teens who fail to attend their volunteer hours without prior notice more than 2 times will no longer be permitted to volunteer for the library.*

**Personal Conduct:** Volunteers are asked to be courteous and considerate of others. If patrons ask for assistance, volunteers should direct them to a staff member.

The JFk Memorial Library reserves the right to terminate the association between the volunteer and the library any time. Grounds for dismissal include, but are not limited to, failure to adhere to policies and procedures of the JFK Memorial Library.

 **I have read, understand, and agree to abide by the Teen Volunteer Policy. I understand that failure to adhere to the Teen Volunteer Policy will result in my removal from the Teen Volunteer Program.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Volunteer Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teen Coordinator Signature Date

