

# BLOOMINGDALE

PUBLIC LIBRARY

*for learning . . . for life*



## **KEEP THIS TOP SHEET.**

### **VolunTeens—Entering grades 7-12**

Thank you for your interest in our VolunTeen program. The work of our volunteers is valuable to us as well as to the community. BPL VolunTeens help keep the Youth Services Department neat and organized, prepare program materials, aid in supervising children's programs, and assist with other needed tasks. As a volunteer, you will be subject to the guidelines listed below. Please review these responsibilities and guidelines and make sure that you are willing to comply with them all.

The VolunTeen program is open to students in grades 7 - 12. VolunTeens commit to helping the library once a week for an hour per shift. Volunteer hours are scheduled around teens' availability and breaks are given around the winter and spring school breaks.

### **Advantages of the VolunTeen Program**

- If you do your job properly, you are gaining valuable job experience.
- You have the opportunity to demonstrate good attendance, dependability, creativity, and interpersonal skills while you work with us.
- You are eligible to receive letters of recommendation for job references, Honor Society, as well as school and community awards. You may fulfill service hours for school, honor society and organizations.
- Your work serves people of all ages and is a valuable contribution to the community.
- Special events, perks, and treats for VolunTeens ONLY.
- It is rewarding and FUN!

### **VolunTeen Guidelines**

- Please dress neatly. School-appropriate clothing is library appropriate clothing.
- Keep to your schedule and please be on time.
- If you are volunteering for a program, please arrive 15 minutes early for instructions.
- Check in at the Youth Services desk when you come to work and wear your badge.
- Check the VolunTeen binder and project drawers for your duties.
- Choose and complete projects in a timely and professional manner. Quality work is more important than being fast, though—make sure you do a job you can be proud of!
- Read all directions and ask questions about projects if you are unsure, to avoid unnecessary do-overs and wasted time.
- Keep an accurate record of your hours worked and projects you did on your timesheet.
- Do not bring friends, siblings, or children you are babysitting with you during your shift.
- Respect all rules regarding Library behavior. Please remember YOU represent the library and patrons and staff will look up to you!
- Be cheerful and respectful.



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### Academic Year VolunTeen Application

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone Number: \_\_\_\_\_ This is: Home \_\_\_ Cell \_\_\_ Email: \_\_\_\_\_

School: \_\_\_\_\_ Grade in the Fall: \_\_\_\_\_

Parent's Name(s): \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Medical Information (allergies, medication, etc.)

\_\_\_\_\_ Taking: \_\_\_\_\_ Allergic to: \_\_\_\_\_

\_\_\_\_\_ Taking: \_\_\_\_\_ Allergic to: \_\_\_\_\_

Why do you want to be a VolunTeen? \_\_\_\_\_

Have you ever volunteered in another location? (If yes, where?) \_\_\_\_\_

What strengths do you bring to the library's volunteer program?

What are some areas of personal growth you'd like to work on as a VolunTeen?

**Please submit TWO non-family references we may call to support your application as a VolunTeen.**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

By signing this application, you state that you have received and read a copy of the VolunTeen Guidelines and agree to abide by the rules as set forth within, as well as those set out in the training meeting and handbook. Please remember that the staff relies on VolunTeens to assist with many programs and activities. It is extremely important for all VolunTeens to be on time and prepared for their assigned shift. Please also note that all assignments are important and should be completed in a professional manner. VolunTeens who do not show up for their assigned shift without giving advance notice to the VolunTeen Coordinator will be released from the VolunTeen program after two occurrences.

\_\_\_\_\_  
VolunTEEN Signature and Date

\_\_\_\_\_  
Parent Signature and Date

**\*This application must be signed and returned to the Youth Services Department before any volunteer hours will be assigned.\***

**Please indicate the days and times you are available to work:**

Grey shaded areas are times the library is not open for volunteering. Do NOT select any of these.							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9:00-10:00							
10:00-11:00							
11:00-12:00							
12:00-1:00							
1:00-2:00							
2:00-3:00							
3:00-4:00							
4:00-5:00							
5:00-6:00							
6:00-7:00							
7:00-8:00							

**Please list any known vacation dates, holidays, etc. on which you will NOT be available for work:**

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**What kinds of projects interest you? (Circle all that apply)**

Preparing art and craft supplies and projects

Creating cards for elderly patrons

Maintaining the environment of the library

Technology

Assisting with programs

Working with library materials/organization

Working with children

Other: \_\_\_\_\_

Working with senior citizens