

BLOOMINGDALE

PUBLIC LIBRARY

for learning . . . for life



VolunTeens

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 from the time they are accepted into the program until mid-May. Volunteer hours are scheduled around student availability. VolunTeens are given time off around winter and spring holidays.

***Registration is taken throughout the school year. Forms will be accepted until the program is full.
Training will take place on an individually scheduled basis with the VolunTeen Coordinator.***

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.

It is rewarding and FUN!

Responsibilities

- 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.
- Please dress neatly.
- When your time is complete please record the time you leave on your timesheet.
- You **may not** bring friends, siblings, or children you are babysitting with you during your shift.
- Respect all rules regarding behavior. Please remember YOU represent the library.

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2014 School Year VolunTEEN Application

Name: _____ Age: _____

Address: _____ City: _____

Phone Number: _____ Email: _____

School: _____ Grade: _____

What is the best method for contacting you? _____

Parent's Name(s): _____

Why do you want to be a VolunTEEN? _____

How many volunteer hours are you looking for? _____

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

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. 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 attempting to find a replacement for that shift, and 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.****

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VolunTEEN Questionnaire 2014 School Year

Name: _____ Age: _____
Address: _____ City: _____
Phone Number: _____ Email: _____
School: _____ Grade: _____
Birthday: _____

What is your favorite holiday: _____

What was the last thing you read for fun? _____

What's your favorite type of music? _____

How did you hear about the VolunTEEN program?

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

What are three words that describe you? _____

What's one fun fact about you that not many people know?

What other activities are you involved in?

What should be part of an awesome volunteer program?

What areas interest you?

Preparation of artistic materials: _____

Clerical (typing, filing, etc.): _____

Maintaining the atmosphere of the library: _____

Assisting with programs: _____

Creating cards for homebound patrons: _____

Other: _____

**Are you available to work at the Library Halloween Party on
Saturday, October 25, from 12:15 p.m.*—3:30 pm?**

Yes _____ No _____

*** Come at 11:30 for a volunteer lunch**

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VolunTEEN Emergency Information

Name: _____ Date: _____

Address: _____

Home Phone Number: _____

In case of emergency, contact:

Name	Phone Number	Address	Relationship
Name	Phone Number	Address	Relationship
Name	Phone Number	Address	Relationship
Doctor Name	Phone Number	Address	
Hospital			

Emergency Medical Information (allergies, medication, etc. please specify "taking" or "allergic to")

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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, school holidays, etc. on which you will NOT be available for work:
