

KEEP THIS TOP SHEET.

VolunTeens—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 work with the VolunTeen Coordinator to set up a schedule that works for both the volunteer and the library. School year VolunTeens may work a scheduled weekly shift or are added to an On-Call list to help at special children's programs. There are a limited number of times for weekly scheduled shifts.

A completed application must be filed with the VolunTeen Coordinator.

All applications will be reviewed and applicants will be notified of their status. If you have not heard back within 2 weeks of filing your application, please call Carol Leeson, VolunTeen Coordinator at 630-924-2744.

ALL VolunTeens MUST attend a mandatory informational meeting to be scheduled 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!

VolunTeen Guidelines

- Keep to your schedule and please be on time.
- Check in when you arrive and wear your badge.
- Complete tasks quickly and cheerfully.
- Dress appropriately.
- Keep your timesheet accurate.
- Do **NOT** bring friends, siblings, or children you are babysitting with you during your shift.
- Respect all rules regarding behavior.
- Remember YOU represent the library.

2023-24 School Year VolunTeen Application

Name: _____ Preferred Pronouns: _____ Age: _____

Address: _____ City: _____

Phone Number: _____ Email: _____

School: _____ Grade : _____

Parent's Name(s): _____ Phone: _____

Parents' Email: _____

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?) _____

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 mandatory orientation meeting. 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.****

Would you like to have a regularly scheduled weekly one hour shift or would you prefer to be on call for special programs or projects?

Regular shift _____ Which days would work best for you (circle all that apply):

Evenings: Monday Tuesday Wednesday Thursday

Weekends: Saturday Sunday

Programs _____ Projects _____

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

Are you available to work the Annual Halloween Party on **Saturday, October 21, 2023**? Yes: ___ No: ___

Are you available to work the Fairy Tale Ball on **Sunday, March 3, 2024**?

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

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

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

Preparing art and craft supplies and projects

Technology

Maintaining the environment of the library

Working with library materials/organization

Assisting with programs

Other: _____

Working with children