

## **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. 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 are added to an On-Call list to help at special children's programs. There are also a limited number of times for scheduled weekly shifts. Tasks for weekly shifts may include helping keep the Youth Services Department neat and organized, preparing program materials, and assisting with other needed tasks.

***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.



## 2024-25 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.\*\***

School year VolunTeens are added to an On-Call list to help at special children's programs. There are also a limited number of spots for scheduled weekly shifts.

In order to provide more opportunities for students to earn service hours we will have four 8- week sessions during the 2024-25 school year. Please indicate available sessions:

Session Fall	September 8 - October 26	_____
Session Fall/Winter	October 27 - December 21	_____
Session Winter	January 5 - March 1	_____
Session Spring	March 2 - April 26	_____

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

Evenings: Monday Tuesday Wednesday Thursday

Weekends: Saturday Sunday

Programs only \_\_\_\_\_

Are you available to work the Annual Halloween Party on **Saturday, October 19, 2024**? Yes:\_\_\_ No:\_\_\_

Are you available to work the Fairy Tale Ball on **Sunday, March 2, 2025**?

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

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

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

Preparing art and craft supplies and projects

Maintaining the environment of the library

Assisting with programs

Working with children

Technology

Working with library materials/organization

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