



Henry County Public Library

Be a Hero This Summer

Teen Summer Learning Volunteer Program

The Teen Volunteer Program is for youth ages 12-17 entering grades 7-12. It is an opportunity for teens to interact with people of all ages, demonstrate cooperation and responsibility, and develop job skills and good work habits.

Volunteers are vital to the success of the Henry County Public Library Summer Learning Program. If you are interested and can commit to volunteer hours May 21st through July 28th, please read all the information and complete the attached form. Return it to the Henry County Public Library by the deadline.

Teen Volunteers who complete their volunteer work will receive a certificate and an invitation to a special recognition gathering for Teen Volunteers. All volunteers will be given an official volunteer t-shirt.

Per library policy, **all volunteers, regardless of age, must have a background check on file at the library.** Please have your parent/guardian help you complete the attached background check form and return it with your application. Background checks will be paid for by the library.

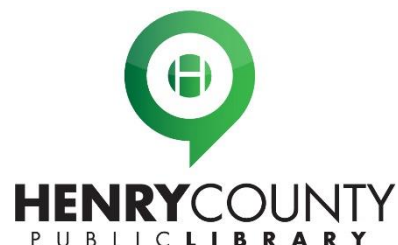
Deadline: Please read this application carefully and return the signed contract to the Henry County Public Library no later than **Tuesday, April 30th at 8 pm.** The library will begin interviewing potential volunteers on Saturday May 5th. All chosen volunteers will be required to attend orientation during the week of May 14th.

For questions or more information contact:

Teen Volunteer Coordinator

Suzanne M. Banta

845-5682/Suzanne@henrylibrary.org



Please keep this page for your records!

RESPONSIBILITIES AND REQUIREMENTS OF A TEEN VOLUNTEER

GENERAL REQUIREMENTS

1. This program is for youth ages 12 to 17 who have completed the 6th grade and submitted a volunteer application.
2. Dress neatly, arrive on time as scheduled, use appropriate language, speak quietly, converse with friends after, not during, volunteer hours, and behave responsibly and maturely at all times.
3. Do not enter any library offices or go behind the circulation desk without permission.
4. Let Suzanne know about schedule changes as soon as possible, especially if you exchange hours with other volunteers.
5. Call the library immediately if an emergency prevents you from working your shift.
6. Do not initiate discussions of religious, political, or other personal matters with library patrons.
7. Do not attempt to contact library children outside the library setting; do not offer to walk/drive library children anywhere.
8. Report any concerns or problems to a library staff member immediately.

SUMMER LEARNING REQUIREMENTS

1. Become completely familiar with how the summer learning program works, including the calendar of events. Check your handouts from training to refresh your memory and ask questions as often as needed.
2. Set a good example for others by joining the Teen Summer Learning Program and complete the program by its deadline.

SUMMER LEARNING VOLUNTEER TASKS

Tasks include, but are not limited to:

- Enrolling participants in the summer reading program and helping with paperwork.
- Helping during summer reading events. This includes program set-up and clean-up.
- Working on projects to prepare for summer programming.
- Helping to keep the Children's Room, Juvenile Fiction area, and Teen Area neat and clean.

Application for Teen Summer Reading Volunteer Program

Complete ALL blanks completely and neatly, including your signature and the signature of your parents. We will contact you to let you know we have reviewed and accepted your application.

Application Deadline: Tuesday, April 30th @ 8 pm.

NAME: _____

AGE: _____ CURRENT GRADE: _____

CURRENT SCHOOL: _____

HOME PHONE: _____

CELL PHONE: _____

EMAIL: _____

STREET ADDRESS: _____

CITY/ST/ZIP CODE: _____

PARENT'S NAME(S): _____

Best way to contact me for reminders and announcements is:

___ Home Phone ___ Cell Phone (___ call ___ text)

T-Shirt Size:

___ SM ___ MED ___ LG ___ XL ___ XXL

Please check all that you would have an interest in helping with this summer.

___ Program Registration

___ Program Set up/Clean Up

___ Assisting During Programs

___ Assisting With Arts and Crafts

___ Assisting with STEAM Activities

___ Photography

___ General Library Tasks (shelving, tidying, etc.)

This is not an all inclusive list, nor does it obligate you to work in these areas. It just gives an idea of what you are interested in.

Please briefly tell about other volunteer work you have done, any special interests you have, and your experience with and knowledge of the Henry County Public Library.

Tell us about any special skills or experiences you have had that would make you an excellent Teen Volunteer.

Please briefly explain why you want to be a part of the Teen Summer Volunteer Program.

IMPORTANT!! WE ARE LOOKING FOR VOLUNTEERS MAY 21st-JULY 28th

Please indicate the days and times you are available to volunteer in the chart below. Library hours are 9 am-8 pm Monday through Thursday. Friday and Saturday are open 9 am-5pm. Library staff is aware that school will still be in session in May. Please fill the chart out to reflect your availability on a typical week during the summer.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

I cannot work the following days/weeks: (examples: vacation plans, camps, music lessons, etc.)

Teen Summer Reading Volunteer Contract

Please read all information and the application thoroughly, front and back. Complete all sections of the application and sign below.

- I have read the information sheet and application thoroughly.
- I agree to work responsibly and conscientiously at my volunteer duties.
- I will work at least 10 hours between June 1 and July 16 as a teen volunteer.
- I will behave appropriately in the library, including limiting computer use to only volunteer responsibilities and saving conversations with friends until after my duties are finished.
- I will call Suzanne when I am unable to work during my scheduled volunteer time.
- I will sign in and out and keep track of duties performed on my time sheet.

Teen Volunteer Signature: _____

Date: _____

PARENT/GUARDIAN PERMISSION: Please initial and sign agreement below.

I understand that my child has agreed to be a part of the Teen Summer Reading Volunteer Program during the weeks of June 5 through July 19. I understand that my child's phone or email may be used to by the library to send out important reminders and announcements. I understand that my child is responsible for knowing his/her schedule and being on time for volunteer hours.

___ I have completely read the information sheet and application with my child and agree with the information provided.

___ I agree to help my child be responsible to the time they sign-up to work their volunteer hours.

___ I consent to the use of photographs or video of my child, taken during community service, to be used by the Henry County Public Library in exhibits or media this year and in the future.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____