



Henry County Public Library

Teen Summer 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 10 or more volunteer hours between May 30 and July 31, 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. If you are under 13 or have previously participated in the Teen Summer Volunteer Program you do not need to fill out the background check form. Background check forms will be filled out upon acceptance into the program.

Deadline: Please read this application carefully and return the signed contract to the Henry County Public Library no later than **Monday, May 15**. Applications can be turned in at the library or emailed to suzanne@henrylibrary.org. Applications who meet the requirement for the program will receive a call to confirm orientation dates by Friday, May 19. Volunteers chosen for the program will be required to attend a special volunteer orientation prior to their first shift.

For questions or more information contact:

Teen Volunteer Coordinator
Suzanne M. Banta
845-5682/Suzanne@henrylibrary.org



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 and completed the interview process.
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 reading 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 learning program, awarding prizes, and entering Summer Learning data into digital platform
- Helping during summer learning 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 throughout the summer

Application for Teen Summer Volunteer Program

Complete ALL blanks completely and neatly, including your signature and the signature of your parents. Applicants who meet the program requirement will be called for an interview by May 19. **Application Deadline: Monday, May 15 at 5 p.m.**

NAME: _____

AGE: _____ CURRENT GRADE: _____ T-SHIRT SIZE: _____

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)

Other: _____

IMPORTANT!! WE ARE LOOKING FOR VOLUNTEERS MAY 30-JULY 16

Please indicate the days and times you are available to volunteer in the chart below. Library hours are 10 am-7 pm Monday-Thursday and 10 am-5 pm Friday and 10 a.m.-3 p.m. Saturday. There is a potential for Friday night and Saturday night programs.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

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

Please check all that you would have an interest in helping with:

- | | |
|--|---|
| <input type="checkbox"/> Program Registration | <input type="checkbox"/> Program Set Up/Clean Up |
| <input type="checkbox"/> Assisting during programs | <input type="checkbox"/> Assisting with Arts and Crafts |
| <input type="checkbox"/> Photography | <input type="checkbox"/> General Library Tasks |
| <input type="checkbox"/> S.T.E.M. Programs | <input type="checkbox"/> Decorating |

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.

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

Teen Summer Volunteer Program 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 May 30 and July 31 as a teen volunteer.
- I agree to behave appropriately while being a representative of the Henry County Public Library.
- I agree to call Suzanne when I am unable to work during by scheduled volunteer time.

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 Volunteer Program during the weeks of May 30 through July 31. I understand that my child's phone or email may be used 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. I understand that this consent is not a requirement to participate in the program.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Orientation Dates:

Please the Teen Volunteer Orientation Session that works best with your schedule. At orientation you will be given all the information you need to have a successful summer at the library.

___ Mon, May 22, 4:30 p.m. ___ Tue, May 23, 4:30 p.m. ___ Wed, May 24, 4:30 p.m.