

2018 Summer Reading VolunTeen Application

About the Program:

We are looking for enthusiastic, responsible and organized teen volunteers to assist with this year's summer reading program— *Libraries Rock*. Volunteers will help at the summer reading desk in the Youth Services Department. Volunteering begins Saturday, June 2 and runs through Sunday, August 5.

Requirements to Volunteer:

- **Currently** in 7–11 grade (entering Grades 8–12 in Fall 2018)
- Able to type—you don't have to be fast, just careful
- **Have a Helen Plum Library card—renew your card if it is expired**
- Available to work a 2-hour shift every week from June through the first week of August
- Submit your application by **Tuesday, May 1**
- Attend an orientation session on **Monday, May 14** or **Saturday, May 19**

Responsibilities Include:

- Registering children for the Summer Reading Program
- Checking reading logs
- Helping with prize distribution
- Other Library-related tasks as needed

Attendance and Behavior Guidelines:

- Notify us **in advance** if you are unable to come in for your assigned shift. If you miss three shifts without informing staff, your volunteer position will be reconsidered.
- When you are volunteering, you are representing the Helen Plum Library to the Lombard community. You are expected to wear your VolunTeen T-shirt and name badge for all shifts. Your appearance should be neat and clean.

Acceptance into the VolunTeen Program

There are *many* applicants for few VolunTeen positions, so fill out your application carefully and completely. We will notify you by **Wednesday, May 9** to let you know whether or not you have been selected for the program.

Any Questions?

Visit or call Youth Services at (630) 627-0316 or email Katie, Teen Librarian, at kguzan@helenplum.org

This page is for you—please keep it.

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Application Deadline: 9pm on Tuesday, May 1

Submit your application at the Youth Services Desk.

For Staff Use Only

Received by: _____

Date: _____

Be sure to fill out the application in its entirety (page 2 and 3)

- Print clearly. Your application will not be accepted if we cannot read your handwriting.
- You must complete your own application.
- Your completed application **must be signed by you and a parent or legal guardian.**

Your Information

Name _____

Address _____

Phone Number _____ Email* _____

Helen Plum Library Card Number _____ Grade in May 2018 _____

Helpful hint: What grade are you in **right now**?

***If you provide an email address on this application, all communication will be sent to you by email.** Make sure that email addresses ending in @helenplum.org are added to your "safe" list.

Have you volunteered at Helen Plum Library before? Yes No

Parent/Guardian Information

Parent/Guardian Name(s) _____

Parent/Guardian Phone Number _____

VolunTeen Orientation

Which VolunTeen orientation session will you attend if you are selected for the program?

If you do not attend an orientation session, you will not be eligible to volunteer.

Monday, May 14 from 7-8pm

Saturday, May 19 from 10-11am

T-Shirts

If you are selected as a VolunTeen, we will provide a T-shirt for you to wear while you are volunteering. All T-shirts are in adult sizes. Please check the size you will need (we will do our best to accommodate your request):

Adult Small

Adult Large

Adult Medium

Adult XL

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VolunTeen Shifts & Schedule Requests

The schedule begins Saturday, June 2. When can you begin volunteering?

VolunTeens will be scheduled for one weekly 2-hour shift. If selected, you will most likely volunteer the same day and time each week. In the table below, indicate up to 5 shifts you are able to volunteer. Label your first choice shift 1, your next choice 2 and so on. If you are not available for a shift, please leave the box blank. Be sure to review your shift choices with your parents before turning in your application. Questions? Please visit or call Youth Services or email Katie, Teen Librarian, at kguzan@helenplum.org

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9–11							Library Closed
11–1							Library Closed
1–3							
3–5							
5–7						Library Closed	Library Closed
7–9						Library Closed	Library Closed

Understand that it is unlikely that we will have additional shifts available. In the event that we do, please answer the following:

Are you interested in volunteering for more than one shift? Yes No
 Are you available to substitute for additional shifts if needed? Yes No

If you already know any dates that you are unable to volunteer due to vacation, camp or other conflicts, please note the dates here.

Signatures

I have read the information in this application and I understand the commitment and professionalism required from me to be a VolunTeen.

Applicant's Signature _____ **Date** _____

I have read the application and reviewed the information provided by my child. I understand what is required of my child to participate as a VolunTeen.

Parent or Guardian's Signature _____ **Date** _____