

TEEN VOLUNTEER APPLICATION

THE LIBRARY ACCEPTS TEEN VOLUNTEERS WHO ARE BETWEEN THE AGES OF 14 AND 18. EXCEPTIONS TO THIS RULE ARE AT THE DISCRETION OF THE LIBRARY DIRECTOR.



TODAY'S DATE _____

THIS IS FOR

COMMUNITY SERVICE SCHOOL CREDIT OTHER _____

NAME _____

ADDRESS _____

PHONE _____ EMAIL _____

AGE _____ DATE OF BIRTH _____

PARENT/GUARDIAN NAME AND PHONE _____

GRADE _____ HIGH SCHOOL _____

TEACHER REFERENCE _____

REFERENCE'S CONTACT (PHONE OR EMAIL) _____

EXPERIENCE - LIST YOUR MOST RECENT VOLUNTEER SERVICE

1. WHERE _____ DATES _____

WHAT DID YOU DO THERE _____

2. WHERE _____ DATES _____

WHAT DID YOU DO THERE _____

AS A VOLUNTEER AT THE LIBRARY, WHAT WOULD YOU BE INTERESTED IN?

HELPING AT CHILDREN'S PROGRAMS SHELVING RETURNED BOOKS & SHELF READING

TEACHING ADULTS HOW TO USE THEIR HAND-HELD DIGITAL DEVICES

OTHER _____

DO YOU HAVE SKILLS, HOBBIES, OR INTERESTS YOU THINK WOULD BE HELPFUL AS A LIBRARY VOLUNTEER?

LIST YOUR AVAILABILITY DURING LIBRARY HOURS

MONDAY TO FRIDAY
10 AM TO 6 PM

SATURDAY
10 AM TO 4 PM

SUNDAY
12 NOON TO 4 PM

**SUMMER OPPORTUNITIES
ARE 12 NOON TO 3 PM,
MONDAY THROUGH
FRIDAY**

AVAILABILITY	AM HOURS	PM HOURS
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
SATURDAY		
SUNDAY		

ARE THERE DATES YOU WILL NOT BE AVAILABLE DURING THE SUMMER?

PLEASE READ AND SIGN:

I UNDERSTAND THAT COMPLETING THIS APPLICATION DOES NOT GUARANTEE A VOLUNTEER POSITION. ALSO, ALL VOLUNTEER ACTIVITY IS REVIEWED AND MAY BE CONCLUDED AT ANY TIME. BY SIGNING I AGREE TO PERFORM DUTIES THE LIBRARY CONSIDERS MOST NECESSARY AND HELPFUL TO ITS OPERATION. FURTHERMORE, I WILL ABIDE BY THE POLICIES OF THE CHESTER SPRINGS LIBRARY AND I AGREE TO KEEP CONFIDENTIAL ANY LIBRARY USER INFORMATION I MAY ENCOUNTER.

PRINT APPLICANT'S NAME _____

APPLICANT'S SIGNATURE _____

PARENT/GUARDIAN SIGNATURE _____
REQUIRED FOR ANY VOLUNTEER UNDER 18 YEARS OF AGE.

TEEN VOLUNTEER GUIDELINES:

Arrive on time
Record your hours in the Volunteer Log
Wear a VOLUNTEER badge while working
Give adequate notice when you will be absent
Dress appropriately for working with the public
Refer all questions to a library staff member
There are no silly questions – please ask

HERE'S WHAT YOU GAIN AS A LIBRARY VOLUNTEER:

New skills and knowledge
Civic responsibility and satisfaction in serving your community
Life-long learning opportunities
Supporting literacy in all areas of life
Customer service skills
Meeting new and interesting people of all ages
Finding the latest and greatest books, videos, and music



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