



Thomas Ford Memorial Library's 2017 Teen Volunteer Application

Summer volunteer positions are open to teens entering 7th-12th grades in Fall 2017.

This year's Summer Library Challenge runs from June 7-August 4. **Please see reverse side for scheduling information.** We will accept up to 50 volunteers this summer.

one training session is mandatory for all volunteers. Please circle the session you'll be attending:

Tuesday, May 30
4-5 p.m.

Thursday, June 1
7-8 p.m.

Saturday, June 3
10-11 a.m.

My Information:

Name: _____ Grade in Fall 2017: _____

Address: _____

Phone: _____ Email: _____

Please describe any other volunteering or jobs you've done: _____

Why would you like to volunteer at the library? _____

Emergency contact information:

Name: _____ Relationship: _____

Phone: _____ Alt. Phone: _____

Parent/Guardian:

My child has my permission to volunteer at the Thomas Ford Memorial Library. I understand that it is my child's responsibility to be prompt and present during all scheduled hours, or for him/her to call the library to reschedule. I understand my child will have access to and be required to use the internet while volunteering.

Name: _____ Date: _____

Volunteer Schedules and SignUp Genius

After you attend orientation, we will email you a link and access code for the calendar on SignUp Genius, where you can sign up for your desired shifts. Please make sure you check your email 1-2 days after attending orientation. If you do not see an email, check your junk/spam folder. Call or email margaux@fordlibrary.org if you still do not receive an email containing the access code.

Volunteers Will: **

- Use a Chromebook and the Internet to register children for the Summer Library Challenge
- Help prepare for programs
- Interact face-to-face with children and parents
- Use *good penmanship* and spoken English
- Assist staff with other important projects throughout the library
- Remain at their assigned station
- Fulfill a two-hour shift up to twice a week
- Conduct themselves as helpful library representatives.
- **Be required to sign up for the Teen Summer Reading Program at Thomas Ford**

Do you have any food allergies? If yes, please list them here:

Are you interested in helping out beyond your scheduled shifts for programs, events, or projects?

Yes please!

No thanks.

If you have any questions or concerns, please contact:

Margaux, Youth Services Librarian : margaux@fordlibrary.org
Heather, Teen Services Librarian : heather@fordlibrary.org
Library phone number : (708) 246-0520

**Parents: Please contact the library if your child needs special accommodations to fulfill the roll of a volunteer, described above.