



THOMAS FORD MEMORIAL LIBRARY'S 2018 TEEN VOLUNTEER APPLICATION

Summer volunteer positions are open to teens entering 7th-12th grades in Fall 2018.

This year's Summer Library Challenge runs from June 4-July 27. **Please see reverse side for scheduling information.** We will accept up to 50 volunteers this summer.

one training session is mandatory for all volunteers. We will be using new software this year, and all of us need training. Please circle the session you'll be attending:

Tuesday, May 22
4-5 p.m.

Thursday, May 31
6:30-7:30 p.m.

Saturday, June 2
10-11 a.m.

My Information:

Name: _____ Grade in Fall 2018: _____

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.