

Teen Volunteers Rules

Before you arrive:

- Visit the children's staff to schedule your time
- If you can't make it to the library as scheduled, please call 885-6776 and let the library know.

When you arrive:

- Sign IN on the volunteer form
- Check with the children's staff to see what tasks need to be completed

While you're here:

- Tasks may include preparing crafts, cleaning or organizing, assisting with programs, shelving books, or shelf-reading.
- When you are working, please do not socialize with friends, talk loudly, or play music on your phone.
- As a library volunteer, it is not your job to interact with library visitors on behalf of the library. If you see a problem, or if a library visitor asks for you for assistance finding library materials, bring this to the attention of the library staff rather than trying to handle it yourself.
- If you are not sure how to do a task, please ask

When you leave:

- Let the children's staff know you are finished
- Sign OUT on the volunteer form

Your name: _____ Phone: _____

Your email: _____

Your age, grade & name of school: _____

Parent 1 Name: _____ Phone: _____

Parent 2 Name: _____ Phone: _____

What previous volunteer experience do you have?

The library is open 9 am – 8 pm Monday through Thursday, and 9 am – 6 pm Friday and Saturday. When do you prefer to volunteer?

I understand and agree to follow the teen volunteer rules.

Signed: _____ Date _____

Parent signature: _____ Date _____

Youth Services Staff: _____ Date _____