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## 2017 Volunteer Application for Teens

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**Do you like children? Do you need Community Service Hours?  
Volunteer to help your library!**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Most communication will be done via email. Do you check your  
email on a regular basis?  yes  no  
(PLEASE MAKE SURE TO PRINT YOUR EMAIL CLEARLY)**

Grade: \_\_\_\_\_ (**Grades 7 and up ONLY**)

Would you like to receive reminders via text about your volunteer commitments?  
The library will never share your mobile number or text you about anything  
besides your volunteer commitments.  yes  no

If yes, Mobile Phone: \_\_\_\_\_

Are you over 18?  yes  no If no, please have a parent/guardian sign below.

\_\_\_\_\_  
has my permission to participate  
in Chelmsford Public Library's Teen Volunteer Program. S/he has reliable  
transportation to and from the library for each event and training session.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_

Phone: \_\_\_\_\_

**Please return completed form to:  
Sara Dempster, Head of Teen Services  
Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824**

**Please read the policies below and sign to indicate that you understand them. All teen volunteers are required to submit a signed copy of this form with their completed volunteer application.**

- Schedule changes must be made at least ONE WEEK in advance.
- In case of illness or emergency, contact Sara ASAP at 978-256-5521 x133 or sdempster@chelmsfordlibrary.org.
- We count on you to help run our programs. Not showing up when you are scheduled is unacceptable. If you do not show up twice (with no call), this will result in a two month ban from the volunteer program.
- Punctuality is very important. Please call if you will be more than 5 minutes late. If you are tardy twice (arriving more than 10 minutes late with no call), you will be banned from the program for a two month period.
- Please dress appropriately when you come into work: clean clothes without inappropriate slogans, no bare midriffs, and no swimwear. Anyone dressed inappropriately will be asked to change or go home.
- While you are at the library, you are here for the kids. Do not use your phone except in case of emergency. Please make sure to do your job and interact with the kids! It is not acceptable to stand around doing nothing. Doing this twice will result in a two month ban from the volunteer program.
- Volunteers are expected to ask for help when necessary.
- There will be no harassment or abusive language from or toward any participants. This behavior will result in an immediate two-month ban from the volunteer program.
- Volunteers are encouraged to ask Sara or a Children's Department Librarian for a letter of recommendation.
- These programs are about sharing knowledge, being creative and having FUN! Please have a positive attitude.

**Training is MANDATORY for all volunteers. Have you attended training?**

**Yes**

**No**

**New volunteers must register for a training session at [www.chelmsfordlibrary.org/calendar](http://www.chelmsfordlibrary.org/calendar). Training sessions are offered monthly.**

I have read and understand all of the above.

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Signature

Date

Please print your name: \_\_\_\_\_

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