



Children's Programming Volunteer Application

**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:
Marty Mason, Youth Services Librarian
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.

- In case of illness or emergency, contact Marty ASAP at 978-256-5521 x4 or mmason@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 or email), this will result in a two month ban from the volunteer program.
- 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.
- You will be working with children, so make sure that you wear clean clothing (no swimsuits) that is family-friendly. Anyone dressed inappropriately will be asked to change or go home.
- While you are at the library, you are here for the kids. You must leave your cell phone and your other belongings in the Children's Office. Please make sure to interact with the kids and parents! It is not acceptable to stand around doing nothing. If you are unclear on what to do—ask! If there are two complaints about your behavior within a one year period, it will result in a two month ban from the volunteer program.
- There will be no harassment or abusive language from or toward any participants. This behavior will result in an immediate and permanent ban from the volunteer program.
- Volunteers are encouraged to ask Marty or a Children's Department librarian for a letter of recommendation.
- Library programs are about sharing knowledge, being creative and having FUN! Please bring a positive and welcoming 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. Training sessions are offered monthly.

I have read and understand all of the above. I understand that if I do not follow the policies outlined above that I may be required to attend more training before volunteering again.

Signature

Date

Please print your name: _____

**Please return completed form to:
Marty Mason, Youth Services Librarian
Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824**

Children's Room Volunteer Program Policies (Your Copy)

- ❑ In case of illness or emergency, contact Marty ASAP at 978-256-5521 x4 or mmason@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 or email), this will result in a two month ban from the volunteer program.
- ❑ 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.
- ❑ You will be working with children, so make sure that you wear clean clothing (no swimsuits) that is family-friendly. Anyone dressed inappropriately will be asked to change or go home.
- ❑ While you are at the library, you are here for the kids. You must leave your cell phone and your other belongings in the Children's Office. Please make sure to interact with the kids and parents! It is not acceptable to stand around doing nothing. If you are unclear on what to do—ask! If there are two complaints about your behavior within a one year period, it will result in a two month ban from the volunteer program.
- ❑ There will be no harassment or abusive language from or toward any participants. This behavior will result in an immediate and permanent ban from the volunteer program.
- ❑ Volunteers are encouraged to ask Marty or a Children's Department librarian for a letter of recommendation.
- ❑ Library programs are about sharing knowledge, being creative and having FUN! Please bring a positive and welcoming attitude!

**Please return completed form to:
Marty Mason, Youth Services Librarian
Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824**