



Teen Virtual Volunteer Application

**Do you love your library? Do you need Community Service Hours?
Become a Virtual Volunteer!**

Name: _____

Address: _____

Email: _____ Phone: _____

**Most communication happens 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**)

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 Virtual Volunteer Program. S/he/they
have access to a computer/tablet with reliable internet 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 x1122 or mmason@chelmsfordlibrary.org.
- You must have access to a computer or tablet with a webcam and reliable internet in order to volunteer at Zoom events.
- 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 for a virtual event (with no call or email), this will result in a two month ban from the volunteer program.
- Please call or email 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 representing the Library, so make sure that you wear clean clothing (no swimsuits) that is family-friendly, and be sure there are no inappropriate images in the background of your screen. Anyone dressed inappropriately will be asked to change and any inappropriate background images will require removal.
- Please make sure to fulfill your responsibilities as a volunteer. It is not acceptable to sign up and then do 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: _____

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Virtual Volunteer Program Policies (Your Copy)

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