



Volunteer Application for Teens 2015-2016

25 Boston Road
Chelmsford, MA 01824
978-256-5521 x125
jpetro-roy@mvlc.org

**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.)

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: _____

Please print name: _____

Phone: _____

Please return form to:

Jen Petro-Roy, Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824

What is your favorite subject in school?

What extracurricular activities do you enjoy?

Do you have a cool hobby? Please tell us!

Please list any experience you've had with children.

What else will you be doing this winter/spring?

Training is MANDATORY for volunteers helping in the Children's Room. Please check off if you have completed training OR contact Jen for a training appointment.

Yes

No

Please sign and return this copy with your application

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- A signed application is required before participation.
- Schedule changes must be done at least ONE WEEK in advance.
- In case of illness or emergency, please contact anyone in the Children's Dept ASAP. 978-256-5521 x4
- Please dress appropriately when you come into work: clean clothes without holes or inappropriate slogans, no bare midriffs and no swimwear. Anyone inappropriately dressed will be asked to change or go home.
- While you are at the library, you are here for the kids. Socialize before or after the program. Please make sure to do the work you signed up for. It is not acceptable to loiter in the corners and be unfocused. Doing this twice will result in exclusion from the Teen Volunteer Program for a 2-month period.
- 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 excluded from the Teen Volunteer Program for a 2-month period.
- 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, this will result in exclusion from the Teen Volunteer program for a 2-month period.
- Volunteers are required to wear a nametag while working.
- Volunteers are expected to ask for help when necessary.
- There will be no harassment, abusive language or bad behavior from or toward any participants. Any problems should be immediately reported to the Children's Dept Librarian.
- Teen Volunteers who comply with all policies are encouraged to ask a Children's Dept Librarian for a letter of recommendation.
- These programs are about sharing knowledge, being creative and having FUN! Please bring a smile and a positive attitude.
- Teen Volunteers are required to submit a signed copy of these policies with their application.

I have read and understand all of the above policies

Signature

Date

Please print your name: _____

Please return form to:

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