



Teen Volunteer Application

Do you love your library? Do you need Community Service Hours? Volunteer to help us out at CPL!

Name: _____

Email: _____ Phone: _____

Most communication will be done via email. Please be sure to check your email on a regular basis.

(PLEASE MAKE SURE TO PRINT YOUR EMAIL CLEARLY)

Grade: _____ (Grades 7 and up ONLY)

*** You must attend an in-person training at the Library before you can begin volunteering ***

What are your strengths and areas of interest? Tell us how you'd like to help out!

- Teen Advisory Board
- Organizing the collection (AKA shelf reading)
- Assisting at Children's events
- Cleaning toys and board books
- Library Publicity – Written & video book reviews & program promos

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. My child 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:
Children's Desk, Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824
youthservices@chelmsfordlibrary.org**

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 the Children’s Desk ASAP at 978-256-5521 x4.
- 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 phone call), 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 representing the library, so make sure that you wear clean clothing that is family-friendly (no swimsuits or inappropriate words or images). Anyone dressed inappropriately will be asked to change or go home.
- While you are at the library, you are here to help. It is **not acceptable** to stand around doing nothing, or chat with friends in the stacks. 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 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!

*** You must attend an in-person training at the Library before you can begin volunteering ***

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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youthservices@chelmsfordlibrary.org**

Children's Room Volunteer Program Policies (Your Copy)

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