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 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: __________________________________________________________
Children’s Room Volunteer Program Policies (Your Copy)

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