

VolunTeen Summer 2017 Agreement

To Teens and Parents/Guardians:

The Roseville Public Library VolunTeen Program is a way for teens to be of service to the library and its customers, to satisfy a volunteer requirement, to be a positive example for our community, to work with other teens, and to instill a love of leadership, community, reading and volunteering in others.

Our VolunTeen Program is essential to the success of our library programs. VolunTeens facilitate core library programs, assist staff with various tasks, and represent the library at special events. In addition, VolunTeens serve on the Teen Library Council and help plan library events, select library material and more.

The VolunTeen plays an important role in our library system. Each VolunTeen is expected to be present and ready to work when scheduled.

As a Roseville Public Library VolunTeen, I agree to:

1. Be between the ages of 13 and 18.
2. Attend one orientation session, scheduled for May 31st @ 5pm or June 3rd @330pm
3. Attend **all** Teen Library Council meetings (dates TBD)
4. Commit to and complete at least 10 volunteer hours during the VolunTeen session (May-August), including the orientation session (orientation for new VolunTeens only).
5. Arrive at the library branch or other assigned location at my assigned time. If I am unable to do this, I will call the library at (916) 774-5221 or find a replacement at least 24 hours before I am scheduled and call the library.
6. Fill out my time sheet after every shift. To remain at my post until my time slot has ended. If I am unable to do this, I will speak with the staff member in charge.
7. Perform my duties as assigned. If I have questions about what I am to do, I will ask the staff on duty.
8. Be courteous and respectful to library customers, staff and other volunteers.
9. Refer customers to library staff when questions arise that I do not know the answer to.
10. Wear a VolunTeens lanyard and/or name badge while I'm working.
11. Focus on my assignment while I'm working and to keep socializing to a minimum, including cell phone use and texting.
12. Use the public computers during my shift only with the permission of library staff.
13. Come to the library ready to focus on my assignment and without other responsibilities/commitments.
14. Give the City of Roseville permission to photograph me participating in official VolunTeen activities and to use those pictures in city and library promotional materials, i.e. flyers, displays, city website.
15. Enhance the lives of the community by creating exceptional experiences
16. Maintain a positive attitude and have fun!

Roseville Public Library VolunTeen Summer 2017 Application

(Applicant must be between the ages of 13 and 18)

Name: _____ Today's Date: _____

Address: _____ City/Zip: _____

Phone: _____ Email: _____

Birthdate: _____ School (2016-2017): _____

Dates or times May-Aug 2017 when you will be unable to volunteer: _____

Why do you want to be a VolunTeen? _____

What are some of your hobbies and interests? _____

What is one of your favorite books and why? _____

Which training session can you attend (check) :

☐ Wednesday, 5/31 Riley Library 5-6:30pm

☐ Saturday, 6/3 Riley Library 3:30pm-5pm

I have read and understand the VolunTeen Summer 2017 Agreement:

Teen Signature: _____

Parent/Guardian Signature: _____

Parent/Guardian Name (please print): _____

Phone: _____ Email: _____

Please turn this application in to any Roseville Public Library Branch by Monday May 22nd. The VolunTeen Coordinator will contact you once your application has been received. If you have any questions please contact Jordan Mahallati at (916) 746-1218.

We look forward to having you on our VolunTeen Team!

