

Office Use Only

Date submitted: / /

WCPL Teen Library Volunteer Application

INFORMATION

Name: _____

Address: _____

Phone: _____ *Email address: _____

If you list a West Caldwell school district email address, please email the teen librarian FIRST at richelle.defrank@westcaldwell.bccls.org or she will not be able to contact you using this address

Age: _____ Grade: _____ (must be in 7-12) School: _____

Emergency contact name: _____ Emergency contact phone number: _____

Parent/guardian Email: _____

REASON FOR VOLUNTEERING

Why would you like to volunteer at your library? Please select all that apply.

- Required service hours (how many _____)
- College application booster
- Something to do / I like volunteering
- Parents want me to give back to the community
- I just love the library and want to get involved

What are your strengths? Please select all that apply.

- Detail oriented (taking inventory, shifting books)
- Organized (program prep)
- Artistic (helping create flyers, assisting with craft programs, helping create book displays)
- Public Speaking (helping with story times, general program help)
- Tech savvy (assisting with coding, computer literacy, and smart device literacy)

FINE PRINT AND SIGNATURE

As representatives of the library, volunteers are expected to be respectful and courteous while both volunteering and using the library. Failure to being respectful and courteous can result in loss of volunteer hours. Volunteers schedule will follow a fixed pattern unless otherwise noted or agreed. With the exception of emergencies, notice of absence must be provided at least one day prior to scheduled time by either email (richelle.defrank@westcaldwell.bccls.org) or phone call (**973-226-5441**). If a volunteer fails to report absence for two consecutive weeks, they will be notified of their possible removal from the schedule, pending explanation.

Teens who volunteer are expected to do their work in a professional manner. During volunteer time, volunteers should only use their phone for emergencies. Volunteers are expected to perform tasks to the best of their abilities and in a timely manner. Time is valuable to both the librarians and volunteers.

Volunteering at the library is in high demand and we will be able to work out a schedule as best as we can but hours might not be guaranteed.

Teen Volunteer *Signature*: _____ Date: _____

Teen *Parent/guardian* Signature: _____ Date: _____