

# WESTLAKE PORTER PUBLIC LIBRARY

## TEEN VOLUNTEER APPLICATION

We're looking for energetic and creative teens in grades 8-12 to help with a variety of tasks and programs in the Youth Services Department throughout the school year. Tasks may include shifting books, preparing materials for programs, filling displays, making crafts, or helping with Children's Programs. You choose your own shifts based on your availability and interests.

If you would like to volunteer with us, please fill out and return this form. You can email it to [aaron.spears@westlakelibrary.org](mailto:aaron.spears@westlakelibrary.org) or drop it off at the Youth Services desk. Once received, we will be in touch with you about our orientation process. This must be completed before volunteering can begin. The email you list below is where we will send instructions. If you have additional questions feel free to contact Aaron Spears, at the above email or by calling (440) 250-5471.

<b>Name:</b> _____ <span style="margin-left: 100px;">Last</span> <span style="margin-left: 150px;">First</span>	<b>Date:</b> _____
<b>Address:</b> _____	<b>Cell Phone:</b> _____
<b>City &amp; Zip:</b> _____	<b>Home Phone:</b> _____
<b>Email:</b> _____ <small>(required)</small>	
<b>School:</b> _____	<b>Current Grade:</b> <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12
<b>Emergency Contact:</b> _____	<b>Contact Phone:</b> _____

Why are you volunteering? *\*Note: we will not accept volunteers who are looking to complete Court Ordered service requirements.*

- |   |   |                                      |
|---|---|--------------------------------------|
| <input type="checkbox"/> School Service Hours   | <input type="checkbox"/> College Applications | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> National Honor Society | <input type="checkbox"/> Fun!                 |                                      |

Briefly describe or list past volunteer or work experience:	
Are you involved in any clubs or organizations?	
What are some of your interests and hobbies?	
Have you volunteered at WPPL previously? If so, when?	

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## VOLUNTEER GUIDELINES

Please read through the volunteering guidelines below. If you agree to the conditions, please sign at the bottom. Your signature and a parent/guardian's signature are required to volunteer at the Library. The second copy is for your records.

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- **VOLUNTEER ORIENTATION:** There is a mandatory orientation that all **new** volunteers are required to attend. However, if you are not available at the scheduled time, please make alternate arrangements with us **BEFORE** that day.
- **SERVICE PERIOD:** This application commits you to volunteering for the Westlake Porter Public Library from September-April (mirroring the school year). While there is no limit on the amount of service hours that you can complete, we do expect you to be an active volunteer during that entire time.
- **SERVICE HOUR SHEETS:** We understand that you are likely volunteering your time in order to fulfill service hour requirements for school, NHS, or another organization and will need a certificate or to have forms signed to verify your hours. We are happy to do this but will **NOT** be able to sign off on your service hours until your full service has been completed. **AFTER** the service period is over, certificates will be sent out to all volunteers, and you may come in to get a signature from one of our Youth Services staff members.
- **CALLING OFF & TARDINESS:** If you cannot make your shift, we ask that you please call the Youth Services Department at **(440) 250-5471** as soon as possible. While we understand that things do come up and you may not be able to make a shift, **excessive tardiness, calling off, and "no shows" are not acceptable.** When you agree to a shift, we are depending on you. If something comes up and you can't make it, you need to let us know as soon as possible so that we can make sure we have adequate coverage.
- **CELL PHONES & DEVICES:** Using cell phones or other mobile devices while volunteering is not allowed unless you are given specific permission from a supervising librarian. Please silence or turn off all mobile devices when you arrive.
- Come alone to complete your volunteer time. Babysitting, hanging out with friends, having parents assist in your tasks, etc. while on duty are not allowed.
- Respect everyone - this includes all library staff and patrons.
- If any problems occur with you or another volunteer, action will be taken to maintain a positive work atmosphere. **Please note that the Library reserves the right to dismiss any volunteer for any reason.**
- **COVID-19 Protocols:** All volunteers will be required to follow any safety protocols the Library has in place in relation to COVID-19. Any changes that may occur during the volunteer period will be clearly explained via group email.
- I understand that this document is only an application to become a teen volunteer.

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**By signing this document, I certify that I have read, understand, and agree to follow these guidelines.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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