

Youth Library Council



The Youth Library Council is an advisory board of students who will be in 4th and 5th grade for the 2024–2025 school year. They help the library develop resources, services, and events to fulfill the needs and interests of school-age patrons while also promoting the library to students and the community.

Members are expected to:

- Have a love of the library
- Have a desire to help the community
- Be willing to work with and respect fellow Council members and staff
- Be interested in developing and volunteering for programs geared toward elementary school students
- Help promote the library and its resources in a fun and engaging way
- Miss **no more than 2 monthly meetings** per semester
- Attend at least **2 library events** per semester
- Follow all library policies and guidelines

If you are interested in becoming a member, please fill out and detach the **Volunteer Agreement and Release** form below and return it, along with your **Application** and **Recommendation Letter**, to the Kids Desk at the Main Library or the front desk at the West Branch by May 15, 2024. For questions, please email Miss Lauren Sutton at lsutton@carmelclaylibrary.org or call **317.814.3922**, or email Miss Kelli Trainor at ktrainor@carmelclaylibrary.org or call **317.814.3923**.



YOUTH LIBRARY COUNCIL VOLUNTEER AGREEMENT AND RELEASE

The Carmel Clay Public Library deeply appreciates your help, and we want to ensure that your volunteer experience is a productive and rewarding one. We will provide you with all the information, training, assistance, and feedback to support you in meeting the responsibilities of your Youth Library Council position. Please remember, if you accept this position, you will be required to attend monthly meetings regularly (no more than 2 missed meetings per semester) as well as 2 library events per semester. You will also be acting as a representative of the library and as such agree to the following:

1. As a volunteer, I understand that I am not an employee of the library and will not receive compensation for my services.
2. I will follow the library's policies, procedures, and rules.
3. I will do my best to present a positive image of the library to patrons and visitors.
4. I will complete my duties associated with my volunteer position on the Youth Library Council.
5. I will inform my supervisor or the library's Human Resources Manager of any problems or concerns I have regarding my volunteer position.
6. I will miss no more than 2 monthly meetings per semester.
7. I will attend at least 2 library events per semester.

I, _____, agree to serve as a volunteer for the Carmel Clay Public Library and follow the above guidelines. I release the library and its officers, employees, and representatives from any responsibility for personal injury and damage to or loss of property that I may experience while engaging in the Youth Library Council meetings and activities.

Signature

Date

Please complete and return this application form by May 15, 2024, if you are interested in becoming a member of the Carmel Clay Public Library's Youth Library Council for students who will be in 4th and 5th grade during the 2024-2025 school year. You may return this form, along with Volunteer Agreement and Release form and Recommendation Letter, to the Kids Desk at the Main Library or the front desk at the West Branch.

You will be notified about the results of your application by July 1, 2024. All new members will begin Youth Library Council in September 2024.

Name _____
(First Name) (Last Name)

School _____ Grade as of Aug. 2024 _____ Age as of Aug. 2024 _____

Address _____ City _____ State _____ Zip _____

Name of Parent or Guardian _____
(First Name) (Last Name)

Relationship to Applicant _____

Parent/Guardian Phone _____

Parent/Guardian Email (*used for monthly communication*) _____

Emergency Contact _____
(First Name) (Last Name)

Phone _____ Email _____

Relationship to Applicant _____

PARENT/GUARDIAN AGREEMENT

I, _____, the parent/guardian of _____,
(First and Last Name) (Child's Name)

agree to be responsible for my child attending 2 meetings and 2 library events at the minimum each semester (Fall 2024 and Spring 2025).

Signature of Parent/Guardian

Date

Please submit only one recommendation letter.

To complete your application for the Youth Library Council, you must ask a trusted adult—who is not a relative—for a recommendation letter. Teachers, coaches, or family friends are great adults to ask.

When asking for a recommendation letter, you may ask your adult to fill out this form instead of writing a full letter. Be sure to tell your adult what you're applying for and why you want this recommendation. It may take the adult a couple of days to complete the recommendation, so plan accordingly.

Typically, recommendation letters or this form are sealed in an envelope and not seen by the applicant, and we encourage this. When you receive your recommendation letter, whether sealed or not, remember to say thank you!

For the Adult Writing Your Recommendation Letter

I am writing a recommendation for _____.

How do you know this applicant?

Why would this applicant be a good member of the Carmel Clay Public Library Youth Council?

Printed Name

Signature

Date