

WESTLAKE PORTER PUBLIC LIBRARY

TEEN VOLUNTEER APPLICATION

(See next page for **Teen Advisory Board** 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 **NO LATER THAN Friday, September 9th, 2022**. You can email it to aaron.spears@westlakelibrary.org or drop it off at the Youth Services desk.

If you are a new volunteer, you **must** attend an orientation meeting in order to participate in the Volunteer program. **The orientation meeting will both be held on ZOOM and take place on Tuesday September 13th @ 7pm**. The email you list below is where we will email the Zoom instructions. If you cannot attend, please contact the volunteer coordinator, Aaron Spears, at the above email or by calling (440) 250-5471.

Name: _____ Last First	Date: _____
Address: _____	Cell Phone: _____
City & Zip: _____	Home Phone: _____
Email: _____ (required)	
School: _____	Grade in Fall: <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10 <input type="radio"/> 11 <input type="radio"/> 12
Emergency Contact: _____	Contact Phone: _____

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

- School Service Hours College Applications Other _____
- National Honor Society 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?	

WESTLAKE PORTER PUBLIC LIBRARY

TEEN ADVISORY BOARD APPLICATION 2022/2023 School Year

The Teen Advisory Board (TAB) is a Teen-led group committed to helping the library. We are looking for leadership-minded Teens in **GRADES 8-12 ONLY** that enjoy planning and sharing their opinions while respecting the opinions of others. TAB is a group of teens who participate in and influence the functioning of the library and is a forum to have your opinions and suggestions heard. It is also an opportunity for additional volunteer hours. **You can apply for both general volunteering and the TAB.** The TAB will meet thru camera-on Zoom meetings every other month. Our first meeting will be **Sunday, October 9th at 2pm.**

All TAB members will receive volunteer/service hours for their involvement and are expected to participate in tasks and discussions that will benefit our community, including (but not limited to):

- **Attend Bi-Monthly, Camera-On TAB Meetings via Zoom**
- **Be an active participant in the group, be willing to share ideas, and interact in meetings**
- **Help make decisions that affect teens in the library and the community**
- **Gain volunteer and leadership experience to add to your resume**
- **Offer suggestions for Young Adult library materials (Books, Manga, Video Games, etc.)**
- **Help plan library programs, events, displays, service projects, and more**
- **Assist in designing the 2023 Teen Summer Library Challenge**

By filling out this application, you are committing to be an active and enthusiastic member of the TAB. Please fill out this form and email to aaron.spears@westlakelibrary.org or turn it in to the Youth Services department **no later than Friday, September 9th, 2022.**

Name: _____
Last First

Date: _____

Address: _____

Home Phone: _____

City & Zip: _____

Cell Phone: _____

Email: _____
(required)

School: _____

Grade in Fall: 8 9 10 11 12

Emergency Contact: _____

Phone: _____

I understand that attendance at the first official meeting, scheduled for **Sunday, October 9th at 2pm on Zoom** is required of all members. If, for whatever reason, I am unable to attend that meeting I must notify the Young Adult Librarian when I submit my application.

I understand that active involvement is expected and that not participating in projects and meetings may result in dismissal from the Teen Advisory Board and/or not getting my service hours approved.

Teen Signature: _____ Date: _____

Parent/Guardian's Signature: _____ Date: _____

VOLUNTEER GUIDELINES

Guidelines apply to both Volunteers and Teen Advisory Board Applications

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.

- **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 2022-April 2023. 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 including but not limited to social distancing, mask wearing and/or notifying the volunteer coordinator of COVID-19 exposure. 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. All applicants will be notified of their acceptance via email no later than **Friday, September 9th**.

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

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

****THIS PAGE INTENTIONALLY LEFT BLANK****

VOLUNTEER GUIDELINES

Guidelines apply to both Volunteers and Teen Advisory Board Applications

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.

- **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 2022-April 2023. 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 including but not limited to social distancing, mask wearing and/or notifying the volunteer coordinator of COVID-19 exposure. 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. All applicants will be notified of their acceptance via email no later than **Friday, September 9th.**

PLEASE KEEP THIS PAGE FOR YOUR RECORDS

IMPORTANT DATES:

**ALL new volunteers that are accepted are required to attend a cameras-on Zoom orientation on:
TUESDAY, SEPTEMBER 13, 7:00-7:30 PM**

**All volunteers accepted into the TAB are required to attend the first meeting on:
SUNDAY, OCTOBER 9 @ 2:00pm**

*If you are accepted as a volunteer but know that you will not be able to attend,
please contact the Young Adult Librarian (contact information below) in order to make alternate arrangements.*

If you have any questions, comments, or concerns...

Aaron Spears, our Young Adult Librarian, coordinates all teen volunteers at the library.

Mr. Spears' contact info is:

Email-Aaron.Spears@westlakelibrary.org

Phone- 440.250.5471 ext. 151

PLEASE KEEP THIS PAGE FOR YOUR RECORDS