

Welcome to the Teen Volunteer Network!

What is expected from our volunteers:

The staff at Lucy Robbins Welles Library puts a lot of work into planning programs with the knowledge that teen volunteers will be there to help. You cannot imagine how valuable you will be once you begin to volunteer for the library. This is most likely your first job and we want you to know what is expected of you.

- ◆ Interact with the children/adults who are coming to the program.
- ◆ No cellphones. Do not use your cellphones during the program.
- ◆ Help set-up before and help clean up after the program.
- ◆ Sign In Sheet: Sign in/out when you arrive and leave.
- ◆ When you sign up to volunteer at a program and later realize you can no longer help please call the library as well as sending an email.

How you are contacted with volunteer opportunities:

A Teen Volunteer Application must be completed and returned to the Adult Reference desk. Your contact information will then be added to the Volunteer data sheet.

Monthly, from September to June, you will receive an email with volunteer opportunities including dates, times and a brief description of the programs needing volunteers. You only need to respond for the program(s) for which you are able to volunteer; otherwise, simply disregard the email.

In early June there is an evening for teens to stop by the library and sign up for summer volunteer opportunities. You will be notified of this date via email. The date will also be included in the library's *Footnotes*.

The staff at the Lucy Robbins Welles Library appreciates your volunteer time. It is our hope that you find this experience to be valuable and enjoyable.

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Voice: 860-665-8700 Fax: 860-667-1255
<http://www.newingtonct.gov/library>

LUCY ROBBINS WELLES LIBRARY YOUTH VOLUNTEER APPLICATION FORM

First Name: _____ Last Name: _____

Birthday: Month: _____ Day: _____ Year: _____

Home Phone Number: _____

Street Address: _____

City & Zip Code: _____

Email: _____ **(Preferred)**

Emergency Contact Person: _____

Emergency Contact Phone Number: _____

School: _____

Grade: _____

Have you volunteered before? ☺ Yes ☹ No

If yes, where? _____

I hereby apply for work as a youth volunteer at the Lucy Robbins Welles Library. I certify that all answers contained in this application are true and complete to the best of my knowledge. I understand that if I am accepted, I will be expected to show up for work when I am scheduled.

Youth Volunteer Signature: _____

Parental Permission

If you are under 16 years of age, please have a parent/legal guardian sign the following permission form:

I _____, parent/legal guardian, grant permission for
_____ to volunteer at the Lucy Robbins Welles Library.

Parent or Legal Guardian Signature: _____

In case of emergency phone number _____

Date: _____