

Today's Date: _____

Larry J. Ringer Public Library

Teen Volunteer Application Form --- Summer 2009

****With parental permission, you can volunteer if you are age 12-19 or are in 7th - 12th grade****

Name: _____ Circle One: Male / Female

Address: _____

City (can put C.S. for College Station): _____ State _____ Zip _____

Phone(s): _____ (home) _____ (cell)
If you have more than one, which should we try first? home, cell (circle one)

Email: _____ (if you check your email often)

Age: _____ School (Fall 2009): _____ Grade (Fall 2009): _____

Emergency Contact:

Name: _____ Phone Number: _____

Relationship (mom, dad, etc.): _____

Availability: _____

Interests: _____

Do you have any health restrictions? _____ No _____ Yes

If yes, please describe: _____

I have read the volunteer agreement and guidelines.

Signature: _____ **Date:** _____

**PERMISSION OF PARENT OR GUARDIAN FOR YOUTH VOLUNTEER
AT LARRY J. RINGER PUBLIC LIBRARY**

I consent to allow _____ to work as a volunteer at the Ringer Public Library to help with the Children's Summer Reading Program. I understand that I am responsible for getting my child to and from the library on the days they volunteer. I will pick my child up promptly at the designated time. I understand that the library is not held responsible in case of an accident.

If my child will not be able to attend an event, I will call or have my child call 764-3416 or 764-3420 and let a youth services librarian know in advance.

Parent/Guardian Signature: _____ **Date:** _____

Larry J. Ringer Public Library

Teen Volunteer Agreement and Guidelines (You can keep this page)

I, _____ agree to serve as a volunteer for the Ringer Public Library and will follow the guidelines as stated below:

1. I will regard my assignment as a serious commitment. I will be on time or I will call my supervisor at 764-3416 or 764-3420 if I am unable to report at an assigned time. (If you are calling before we open, be sure to use the second number as we will not be answering the main line).
2. I will report to my supervisor at the Youth Services Desk when I arrive and before I depart.
3. While on duty, I will wear my volunteer badge.
4. I will dress neatly and cleanly. Volunteers should wear shoes and appropriate attire. (As a representative of the library, you are not allowed to wear tank tops, halter-tops, low-riding or sagging pants, or shirts and jeans with holes in them. Your clothing should also not have huge logos or possibly offensive words; if possible, we would prefer that you wear shirts without writing.)
5. As a representative of the library, I will be polite, courteous, and helpful to both library users and staff. If there is a problem with a patron, staff member, or another volunteer, I will let my supervisor know immediately.
6. Volunteers may not change the rules or make exceptions for anyone. If there is a question or problem, I will direct the patron (library user, customer) to a librarian.
7. I will refer any questions from patrons not related to the Summer Reading Club to a librarian. This includes questions about how to find a book, how to use the computers, how to get a library card, etc.
8. I will complete my assignments to the best of my abilities. I will ask a staff member if I have any questions about assignments or how to complete assignments.
9. If I am on a break, I will hang out in the small room at the back of the library. Snacks and soda are allowed back there, but not anywhere else in the library. I will not hang out behind the circulation desk or in the librarian/staff area. It is unsafe and disturbs the circulation staff and librarians working there.
10. Neither the Ringer Public Library nor the City of Bryan will be held liable for injuries sustained by me or any other person as a result of my action or the action of others.
11. I will maintain confidentiality of all information.

Signature: _____ Date: _____