

2017 SUMMER VOLUNTEER APPLICATION

Last Name _____ First Name _____

Age _____ Birthday _____ Grade in school (next fall) _____ School _____

Email checked most _____

Parent's email (if they want to be kept in the loop) _____

Home Address _____ City, State, Zip _____

Best phone number to reach **you** _____

Best phone number to reach your guardian (emergency contact): _____

Parent/guardian name(s) _____

Is this your first time volunteering at the library? YES NO Can you fill in if someone else doesn't show up? YES NO

Would you like to volunteer before the Summer Reading Program starts, to help us set up? YES or NO

Is there anyone you'd like to work with? _____

How would you like to Volunteer?

Circle any you want, number if you have preferences. 1 = most want to do; 5 = least

_____ **Reading Booth** – Two people scheduled for three-hour shifts
9:00 a.m. – 8:00 p.m. Mondays – Thursdays; 9:00 a.m. – 4:00 p.m. Fridays

_____ **Storytime:** 9:30 – 11 a.m. Tuesdays **and/or** 9-11 a.m. Wednesdays
You'll help Terika set up the storytime craft, take attendance, and talk to kids.

_____ **Teen Tuesday:** 2 – 4 p.m. Tuesdays
Help Hannah set up, take attendance, and tear down.

_____ **Kids Craft/Movie:** 1 – 4 p.m. Wednesdays
You'll move furniture, help Terika prepare/clean up, and help kids with fun crafts.

_____ **Family Nights:** 4:30 – 7:45 p.m. Thursdays ***except July 6th***
We need help moving furniture, welcoming people who attend the program, and taking headcounts.

_____ **Friday Fun:** 12:30 – 2:30 pm. Fridays
We have all kinds of great activities planned, but we need your help moving furniture and getting set up.

_____ **Task Binder** Shelving, cutting, counting, labeling, organizing, AND MORE!

_____ **Ice Cream Social:** 5:30 – 8 p.m. Thursday, June 8 (Raindate: Monday, June 12, same time)

_____ **Butterfly Garden:** 9-11 a.m. Monday, June 12

_____ **Family Center Fitness Fun:** 9-11 a.m. Thursday, June 16

_____ **Petting Zoo:** 1-3:30 AND 6-8 p.m. Monday, July 3

_____ **Finale Picnic:** 5:30-8 p.m. Thursday, August 3

_____ **Edible Book Festival:** 5:30-8 p.m. Thursday, August 10

_____ **Stuffed Animal Sleepover:** 5:30-8 p.m. Thursday, August 17

Flip over to fill in your schedule!

Your volunteer times are (circle one): set in stone flexible
 How many hours a week would you like to work? 2 - 4 4 - 6 8+

Write down the times on these days that you are available.
 Be specific! List times you CAN work, AND when you're on vacation, at camp, etc.

Monday	Tuesday	Wednesday	Thursday	Friday
Summer Reading starts on June 8th this year!			June 8	June 9
June 12	June 13	June 14	June 15	June 16
June 19	June 20	June 21	June 22	June 23
June 26	June 27	June 28	June 29	June 30
July 3	July 4	July 5	July 6	July 7
	Library Closed			
July 10	July 11	July 12	July 13	July 14
July 17	July 18	July 19	July 20	July 21
July 24	July 25	July 26	July 27	July 28
July 31	August 1	August 2	August 3	
				That's the end!

2017 STUDENT VOLUNTEER CONTRACT

(required before volunteer may start)

The West Bend Library has developed a program for area teens to volunteer during the summer. Teen volunteers provide assistance with children's summer reading club and events at the library. Teen Volunteers are positive examples for younger patrons and encourage library usage and a love of reading. Before beginning their service, Teen Volunteers must sign this Student Volunteer Contract

As a Teen Volunteer at the West Bend Library, I, _____, agree to the following:

1. I will arrive on time and notify a staff member I am here. If I am unable to do this I will call the Library (262-335-5151) and notify a staff member.
2. I will remain at my post until my time slot has ended (except for restroom breaks) unless the librarian has asked me to do another task.
3. I will contact Hannah if I need to make changes in my schedule.
4. I will perform my duties as assigned in a pleasant manner. If I have any questions about what I am to do, I will ask a staff member.
5. I will refer patrons to the librarian on duty when questions arise that are not directly related to my job.
6. I will be courteous and respectful to the library patrons, staff and other volunteers at all times.
7. I will use the phone only with the permission of a staff member.
8. I will NOT eat food while on duty.
9. I will wear a volunteer nametag on the front of my shirt where people can see it when I am working.
10. I will wear appropriate attire to the library (no bathing suits, bare midriffs, short-shorts/skirts, clothing with offensive or threatening messages – basically school-appropriate; see Hannah with questions).
11. I will focus on my assignment while working. I will keep socializing to a minimum. Out of town visitors and friends are welcome to use the library but may not participate as volunteers unless they've completed the application and training requirements.
12. I will not use electronic equipment while on duty, including text messaging, listening to music or playing games.
13. I will keep my cell phone in my pocket on vibrate and will not make or receive any calls that are not emergencies.
14. **I will never complain that I am bored (unless I can do so in at least three languages).**

Volunteer Signature

Date

Parent/Guardian/Responsible Grownup Signature

Date

VOLUNTEER/PARTICIPANT RELEASE



This person named on this form wishes to participate in volunteering at the **West Bend Library.**

The **City of West Bend** and its employees wish to ensure to the fullest extent possible that they are not sued or held liable for injuries sustained by the participants. I make this release and agreement on my behalf, and on behalf of anyone who would be able to sue if I were injured while using, attending or participating in activities. In return for being allowed to participate volunteering;

I agree and acknowledge as follows:

1. I assume all risk by participating in volunteering at the library;
2. I release the **City of West Bend** and its employees from any and all claims, including negligence claims and claims relating to personal injury or property, arising out of my participating in volunteering, except I do not release reckless or intentional tort claims;
3. I have carefully read this document and understand it. With knowledge of the risks involved and the rights that I give up, I waive the rights I might otherwise have, and I freely sign this document.

Date Signed: _____

Participant's Name (please print): _____

Participant's Signature: _____

Parent's Signature: _____

If Participant is under 18 years old then:

1. Signature of Parent or guardian also required, and
2. The word "I" used above means "I and my parent/guardian.")

