

# TEEN VOLUNTEER APPLICATION

Name _____
Age _____ Birthdate _____ Grade (7-12) _____ 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 <b>you</b> _____
Best phone number to reach your guardian (emergency contact): _____
Parent/guardian name(s) _____

Please describe why you are interested in volunteering at the West Bend Community Memorial Library. Is this a service project? What organization do you need hours for? How many hours do you need, and when do you need them by?

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New volunteers **MUST** attend ONE orientation. If you've volunteered before, you may either attend an orientation or set up an appointment with Hannah. Which will you attend?

- |                                                   |                                                                                             |
|---------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Monday evening date TBD  | <input type="checkbox"/> I am a new volunteer, but cannot attend either orientation         |
| <input type="checkbox"/> Tuesday evening date TBD | <input type="checkbox"/> I have volunteered before and will email Hannah for an appointment |

How would you like to volunteer? Check all that apply. See back of this page for more details.

- |                                             |                                                          |                                                              |
|---------------------------------------------|----------------------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Reading Booth      | <input type="checkbox"/> Family Nights                   | <input type="checkbox"/> Ice Cream Social (June 6, evening)  |
| <input type="checkbox"/> Storytime          | <input type="checkbox"/> Friday Fun                      | <input type="checkbox"/> Finale Picnic (August 1, afternoon) |
| <input type="checkbox"/> Teen Tuesdays      | <input type="checkbox"/> Task Binder                     |                                                              |
| <input type="checkbox"/> Kids Crafts/Movies | <input type="checkbox"/> Other children's programs (TBD) |                                                              |

I am available to volunteer on: (list specific times if applicable)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>						
<b>Afternoon</b>						
<b>Evening</b>						

I cannot volunteer on: (please list dates when you are on vacation, at camp, etc.)

**Please return completed forms/application to:**  
 West Bend Community Memorial Library attn. Hannah Kane  
 630 Poplar St. West Bend, WI 53095  
 Drop it in the mail, bring it in to the library, or email to: [hkane@west-bendlibrary.org](mailto:hkane@west-bendlibrary.org)

# Volunteer Opportunity Definitions

## **Reading Booth:**

Reading Booth volunteers are the bread and butter of summer reading. You help kids register for summer reading, explain how the program works, check reading folders, and hand out prizes. We need plenty of **outgoing, friendly, smiling** faces who aren't afraid to ask the librarian for help and clarification if needed. Staffing the reading booth means LOTS of interaction with kids AND adults. You'll be scheduled for a three-hour shift with another person. Shifts are 9:00 a.m. – noon, noon – 3:00 p.m., 3:00-6:00 p.m., and 6:00 – 8:00 p.m. on weekdays. (The library closes at 6 on Friday, so there is no 6-8 p.m. shift on Fridays). Punctuality is a MUST.

## **Weekly Programs** (includes Storytime, Teen Tuesdays, Kids Crafts, Movies, Family Nights and Friday Fun):

Each week, we have several programs that we need help setting up, running, and tearing down. Storytime crafts, movie days, and family night programs all require chairs set up, head counts taken, and cleanup afterward. Volunteers are scheduled to arrive before the program and help at the direction of the librarian for the duration. You will most likely be working with a lot of kids, so we expect a fun-loving, efficient, and friendly attitude.

- Storytimes: Tuesday and Wednesday mornings at 10:00 a.m. + Baby Storytime on Wednesday at 9:15 a.m.
- Teen Tuesdays: different events each week, usually fandom-related, that require some setup (projector, crafts, snacks)
- Kids Crafts and Movies: Wednesday afternoons at 2:00. Help set up the craft or movie, then help run the program and count attendance at Terika's direction.
- Family Nights: Thursday evenings. Help the performer or educational program get set up. This will involve moving furniture to make room for the program, and then moving it back at the end.
- Friday Fun: Friday afternoons at 1:00. Mostly setup, headcounts, and teardown.

## **Task Binder:**

Task Binder Volunteers help the library run smoothly by doing behind the scenes jobs. These volunteers work independently. There is a binder at the Information Desk with a list of tasks we need help with. Examples of these tasks might be paper cutting, preparing crafts, counting, breaking down and/or setting up carts (getting recently returned materials ready to shelve), shelving, shelf reading (making sure all the books on the shelf are in order), cleaning and tidying up, or larger-scale projects. Task Binder scheduling is very flexible, but MUST be arranged with Hannah in advance (so we have something ready for you to work on).

## **Other children's programs:**

We'll keep you first in mind for the various other events we have throughout the summer, but they are similar to the weekly programs in terms of volunteer tasks: setting up, keeping track of attendance, and tearing down.

## **Ice Cream Social & Finale Picnic:**

Our kickoff and closing events need a TON of volunteers. We need folks to scoop ice cream, keep supplies refreshed, clean up messes, set up and monitor yard games, keep trash under control, direct (foot and stroller) traffic, and generally help mitigate the mayhem.

# TEEN VOLUNTEER CONTRACT

(required before volunteer may start)

The West Bend Community Memorial Library has developed a program for area teens to volunteer. Teen volunteers provide assistance with various tasks 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 supposed 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 certify that the information included in this application is true and complete to the best of my knowledge. Any false information may result in the termination of volunteering at the library.
15. I understand that it is highly important for the library to protect the privacy of patrons who use its services and facility. I agree to treat any private information with the highest possible integrity and respect.
16. This application does not serve as an employment contract between the West Bend Community Memorial Library, the City of West Bend, and the volunteer. I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the library.
17. **I will never complain that I am bored (unless I can do so in at least three languages).**

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Volunteer Signature

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Date

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Parent/Guardian/Responsible Grownup Signature

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Date

# VOLUNTEER 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 in 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: \_\_\_\_\_

Volunteer Name (please print): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Parent/Guardian 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.")

