

2022 Summer Reading Volunteen Application

About the Program:

We are looking for enthusiastic, responsible and organized teen volunteers to assist with this year's Summer Reading Program — *Build Your Future*. Volunteers will help at the Summer Reading Desk in the Youth Services Department. Volunteering begins Wed, June 1 and runs through Sun, August 7.

Requirements to Volunteer:

- **Currently** in Grades 8–11 grade (entering Grades 9–12 in Fall 2022)
- Able to type — you don't have to be fast, just careful
- **Have a Helen Plum Library card** — *renew your card if it is expired*
- Available to work a 2-hour shift every week from June through the first week of August
- Submit your application via email by **5pm on Sun, April 24**
- Participate in an orientation session (details for these sessions are to be determined – you may be viewing an orientation session online)

Responsibilities Include:

- Registering children for the Summer Reading Program
- Checking reading logs
- Helping with prize distribution
- Helping with craft or program preparations
- Other library-related tasks as needed

As a Volunteer, I will:

- Notify us **in advance** if I am unable to come in for my assigned shift.
 - If I miss a shift without informing staff, I understand that my volunteer position will be reconsidered.
- Arrive on time for my shift.
- Remain on task. Please avoid texting while volunteering.
- Be polite to everyone.
- Tell a staff member at the desk if someone is being unkind.
- Be a good representation of the Helen Plum Library to the Lombard community. I will wear my Volunteen T-shirt and name badge for all my shifts. And my appearance will be neat and clean.

Acceptance into the Volunteen Program

We receive *many* applicants for few Volunteen positions, so fill out your application carefully and completely. We will notify you by **Monday, May 2** to let you know if you have been selected for the program.

Any Questions?

Please email Caitlin Atkinson, Teen Librarian, at catkinson@helenplum.org

IMPORTANT TO NOTE:

Plans may change due to the unpredictable nature of the pandemic. Our priority is the safety and health of our volunteers, patrons, and staff.

2022 Summer Reading Volunteer Application

Application Deadline: 5pm on Sun, April 24

Submit your application via email to Caitlin Atkinson at: catkinson@helenplum.org.

Be sure to fill out the application in its entirety (page 2 and 3)

- Complete the fillable PDF.
- You must complete your own application.
- Your completed application **must be signed by both you and a parent or legal guardian.**

Your Information

Name (First and Last): _____

Street Address: _____

City/State/Zip Code: _____ Phone Number: _____

Email*: _____ Helen Plum Library Card Number: _____

Grade in May 2022 (Helpful Hint: What grade are you in right now?): _____

***All communication will be sent to you by email.** Make sure that email addresses ending in @helenplum.org are added to your "safe" list.

Have you been a Volunteer at Helen Plum Library before? Yes No

Parent/Guardian Information

Parent/Guardian Name(s): _____

Parent/Guardian Phone Number: _____

Volunteer Orientation

Details for the orientation sessions are to be determined – most likely you be viewing an orientation session online. **If you do not participate in an orientation session, you will not be eligible to volunteer.**

Do you agree to participate in an orientation session?

yes

no

T-Shirts

If you are selected as a Volunteer, we will provide a T-shirt for you to wear while you are volunteering. All T-shirts are in adult sizes. Please check the size you will need (we will do our best to accommodate your request):

Adult Small

Adult Medium

Adult Large

Adult XL

Adult XXL

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Volunteer Shifts & Schedule Requests

The schedule begins Wed, June 1. When can you begin volunteering?

Volunteers will be scheduled for one weekly 2-hour shift. If selected, you will most likely volunteer the same day and time each week.

- In the table below, indicate up to 5 shifts you can volunteer. Label your first choice shift 1, your next choice 2 and so on.
- If you are not available for a shift, please leave the box blank.
- Be sure to review your shift choices with your parents/guardians **before** turning in your application.
- Questions? Please email Caitlin, Teen Librarian, at catkinson@helenplum.org.

PLEASE NOTE: we are not sure what library hours will be this summer, this is to simply indicate your availability and preference.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9-11							Library Closed
11-1							Library Closed
1-3							
3-5							
5-7						Library Closed	Library Closed
7-9						Library Closed	Library Closed

If available, are you interested in volunteering for more than one shift? Yes No
 Are you available to substitute for additional shifts if needed? Yes No

If you already know any dates that you are unable to volunteer due to vacation, camp or other conflicts, please note the dates here:

Signatures

I have read the information in this application and I understand the commitment and professionalism required from me to be a Volunteer.

Applicant's Signature _____ **Date** _____

I have read the application and reviewed the information provided by my child. I understand what is required of my child to participate as a Volunteer.

Parent or Guardian's Signature _____ **Date** _____