

# 2023 Summer Reading Volunteer Application

## About the Program:

We are looking for enthusiastic, responsible, and organized teen volunteers to assist with this year's Summer Reading Program, *Find Your Voice*. Volunteers will help at the Summer Reading Desk in the Youth Services Department. Volunteering begins Thu, Jun 1, and runs through Fri, Aug 4.

## Requirements to Volunteer:

- Currently in Grades 8–11 (entering Grades 9–12 in Fall 2023)
- 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, Apr 16**
- Participate in an orientation session at the Library

## 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 and 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 Volunteer T-shirt and name badge for all my shifts. My appearance will be neat and clean.

## Acceptance into the Volunteer Program:

We receive many applicants for few Volunteer positions, so fill out your application carefully and completely. We will notify you by **Mon, May 1**, to let you know if you have been selected for the program.

## Any Questions?

Please email Caitlin Atkinson, Teen Librarian, at [catkinson@helenplum.org](mailto:catkinson@helenplum.org).

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## Application Deadline: 5pm on Sun, Apr 16

Submit your application via email to Caitlin Atkinson at [catkinson@helenplum.org](mailto: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\*: \_\_\_\_\_ (HPL) Library Card Number: \_\_\_\_\_

Grade in May 2023 (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 attending a session at the Library. 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 Large

Adult 2XL

Adult Medium

Adult XL

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## Volunteer Shifts & Schedule Requests

The schedule begins Thu, Jun 1. When can you begin volunteering?

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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](mailto:catkinson@helenplum.org).

	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:

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## 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: \_\_\_\_\_