

2024 Summer Volunteen Application

About the Program:

We are looking for enthusiastic, responsible, and organized teen volunteers to assist with this year's Summer Reading Program. Volunteers will help at the Summer Reading Desk in the Youth Services Department. Volunteering begins **Mon, Jun 3** and runs through **Fri, Aug 2**.

Requirements to Volunteer:

- **Currently** in Grades 8–11 (entering Grades 9–12 in Fall 2024)
- Able to type—you don't have to be fast, just careful
- Have a Helen Plum Library card **or** attend a Lombard school
 - Priority will be given to Helen Plum Library cardholders
- Available to work at least one 2-hour shift every week from June through the first week of August
 - Additional shifts may be available on request
- Submit your application via email by **Sun, Apr 14**
- Participate in an orientation session at the Library
 - Orientation will be in May. More details will be available at a later date

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 Volunteen T-shirt and name badge for all my shifts. 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 **Mon, Apr 22** to let you know if you have been selected for the program.

Any Questions?

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

2024 Summer Volunteen Application

Application Deadline: 5pm on Sun, Apr 14

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): _____

Preferred First Name Printed on Badge (if different from above): _____

Street Address: _____

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

Email*: _____ (HPL) Library Card Number: _____

Current School: _____ Current Grade: _____

Would you like pronouns to be included on your name badge? Yes No

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

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

Optional

Pronouns: _____

Parent/Guardian Information:

Parent/Guardian Name(s): _____

Parent/Guardian Phone Number: _____

Emergency Contact:

Please indicate an emergency contact. Staff will contact this person in case of an emergency at the Library. The emergency contact can be a parent/guardian or someone else selected by the parent/guardian.

Emergency Contact: _____ 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

Volunteer Shifts & Schedule Requests

The schedule begins Mon, Jun 3. 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.
- Volunteers scheduled for a shift Mon-Fri at 6-8pm, Sat anytime, or Sun anytime will be awarded **an additional hour of volunteer time.**
- Questions? Please email Caitlin, Teen Librarian, at catkinson@helenplum.org.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10-12							Library Closed
12-2							Library Closed
2-4							
4-6						3-5	3-5
6-8						Library Closed	Library Closed

If available, are you interested in volunteering for more than one shift a week? 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: _____