

The Farmington Library
6 Monteith Drive
Farmington, CT 06032
Attn: Laura A. Horn

Date Rec'd _____ Start Date _____ End Date _____

Department Assigned _____

Teen Volunteer Application

Dear Applicant,

Thank you for your interest in volunteering at the Farmington Libraries!

Teens volunteer at the library during the summer and during the school year. Some volunteers work for a short period of time to complete required community service or to help with a special project, and some volunteers work a regular schedule, coming in once or twice a week for an extended time. Volunteers help with the day to day business of the library (shelving books and movies, helping with the summer reading club, straightening shelves, preparing flyers and mailings) as well as contributing their special skills on an as-needed basis.

We will review your application and get in touch with you as soon as possible. Unfortunately, we cannot always accommodate volunteers: sometimes the library's needs do not match up with a particular volunteer's skill set or hours requirement (needing a large number of hours in a short time, for instance), and, at other times, we find ourselves unable to provide adequate supervision due to our limited staffing.

Teen volunteers play an important role at the library; we are excited to work with you! Please fill out the following application and emergency contact form and return it to the Information Desk on the second floor or hand it directly to me.

Sincerely,

Laura A. Horn, M.S.
Director, Information and Teen Services

Teen Volunteer Application (ages 14-17)

Please print carefully.

Date _____ -

Name _____

Address (Street, City, State, Zip) _____

Phone (____) _____

E-mail address _____

Grade _____ School _____

Are you completing required community service? Please circle: No Yes

If yes, how many hours? _____ By what date? _____ / _____ / _____

Please describe the source of your requirement (courts, scouting, religious organization, etc.):

Your skills, knowledge and experience you think may be useful to the library:

We take volunteers at the lending desk (filing DVDs, answering the phone, other duties as assigned), in the adult department (shelving, shifting books, other duties as assigned), in the teen department, and in the children's department. Please check all departments in which you'd be willing to volunteer:

Children's _____ Adult _____ Teen _____ Lending Services _____ Barney Branch _____

Your Availability – Please list specific one to three hour time slots or indicate morning, afternoon, or evening. If you are unavailable certain days of the week please leave those days blank.

Mon _____ Tues _____ Wed _____ Thurs _____ Fri _____ Sat _____

Please list the dates of any planned vacations. _____

___ I am willing to volunteer on a regular schedule throughout the year.

___ I am only available to volunteer during _____ (ie: summer, school year, etc)

Please provide two personal references (adults not in your family; teachers, counselors and coaches are fine):

Name Phone number Relationship to you

Name Phone number Relationship to you

Signature Date

