

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

## Expectations for Teen Volunteers

*Please read and sign*

- You will follow the schedule assigned by the library. You must give at least 24 hours notice if you cannot be at the library during your scheduled shift. If you are unable to be at the library during your assigned shift due to an emergency, or if you are running late, you will contact your assigned department and will let them know what is going on.
- If you miss a total of three shifts without notifying the appropriate department you will be dismissed from your duties as a volunteer.
- You must receive permission from your supervisor if you would like to volunteer for additional hours.
- You will sign in upon your arrival at the library, and you will sign out when leaving.
- You will dress in a professional manner.
- You will behave courteously to library staff and patrons, and will refrain from talking on your cell phone or socializing with your friends while volunteering.

I have read the expectations of teen volunteers, and understand that, as a volunteer, my behavior reflects upon the library.

Your signature here: \_\_\_\_\_

Name of Volunteer \_\_\_\_\_

(please print)

## Emergency Contact Information

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1. Name of person to contact in case of emergency Relationship to volunteer

Emergency Contact Phone Numbers (day, evening, cell)

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2. Name of person to contact in case of emergency Relationship to volunteer

Emergency Contact Phone Numbers (day, evening, cell)

## *Parent/Guardian Permission*

Volunteers under the age of 18 must have the written consent of parent or legal guardian in order to volunteer at the Farmington Library.

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Signature of Parent or Legal Guardian

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Print Name of Parent/Legal Guardian Here