

The Farmington Library
6 Monteith Drive
Farmington, CT 06032
Attn: Anna Boisvert



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 stint, to complete required community service or to help with a special project, and some volunteers work a regular schedule, coming in once a week for an extended time. Volunteers help with the day to day business of the library (neatening shelves, labeling books, assisting with programs, etc.) as well as contribute their special skills on an as-needed basis.

We will review your application and get in touch with you as soon as possible. Summer volunteers will be contacted in late May, shortly before the end of the school year. 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. If we are unable to accommodate you at the current time, we will keep your application on file for one year, at which point you would need to reapply to remain in consideration.

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,

Anna Boisvert
Teen Services Assistant
Farmington Libraries

Date Received:

Date Contacted:

Project Assigned:

Teen Volunteer Application (ages 14-17)

Date _____

Please print carefully.

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, other duties as assigned), in the adult department (labeling, 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 _____

Your Availability Please Circle Your top two choices for days to volunteer: **M T W Th F S**

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

