



Somerset County Library System
BRIDGEWATER LIBRARY- SPRING SESSION
TEEN VOLUNTEER APPLICATION

TURN THIS PAGE IN

This form must be handed in (in person) at the Bridgewater Library's Youth Services Reference Desk by 5:00 PM on Friday, January 15, 2016. **We ask that the application be filled out and handed in by the volunteer.** The application also must be signed by the teen and the teen's parent or guardian. Late applications will not be accepted, **NO EXCEPTIONS.** You must be in 7th to 12th grade in the 2015-2016 School Year to be eligible to volunteer.

Date _____

Please print clearly.

Name _____
Last First

Address _____

Town _____ State _____ Zip _____

Home Phone _____ Volunteer Email _____

Cell Phone _____ **Best time to contact:** Morning Afternoon Evening Anytime

School: _____ Grade _____

Emergency Contact (Name / Phone / Email Address/ Relationship to yourself)

Spring Session: Monday, 2/1/15 - Saturday, 6/11/16. Applications are due Friday, January 15, 2016 by 5 PM. You will be contacted by February 1st with the status of your application. Please carefully read over the Volunteer Positions page on the KEEP portion of the application. Information about availability, scheduling and restrictions are described under each section.

Volunteer Positions: Children's Program Assistant Behind-the-Scenes Volunteer
 Youth Services Shelver Teen Advisory Board

Official Use Only

Date/Time: _____

Librarian Initials: _____



BRIDGEWATER LIBRARY

One Vogt Drive
P.O. Box 6700
Bridgewater, New Jersey 08807
(908) 526-4016 ext. 126
www.sclsnj.org

Teen Volunteer Agreement

What You Can Expect from the Library:

- The library staff will work with you to try to resolve problems with scheduling or assigned tasks. Please tell us, if there is a problem.
- The library staff will assist with any difficulties with library users, including lines of waiting people.
- The library staff can provide, upon your request, documentation of community service hours based on your timesheet. Please see the teen librarian for further details.

What's expected of You:

Consider this volunteer opportunity just like a job – you must be on time, courteous and enthusiastic. Try your best to follow the volunteer guidelines and give your best effort to assigned duties. Remember, you are representing your library!

As a Teen Volunteer for the Somerset County Library System, I agree to the following guidelines:

1. I will arrive at the library at my assigned time and notify a staff member I am here.
2. I will keep track of my schedule.
3. If I cannot make a scheduled shift, I will call the library and tell a staff member or leave a message. This call should be made one day prior to the absence or as soon as possible.
4. I understand that rescheduling a missed shift may or may not be possible.
5. I will make sure that my ride home arrives before the library closes.
6. I will wear a volunteer nametag while I am working.
7. I will focus on my volunteer assignment and keep socializing to a minimum.
8. I will perform my assigned duties in a pleasant manner, being courteous and respectful to all library users, staff members and other volunteers at all times.
9. I agree to keep confidential any personal information I may encounter regarding library users, staff members and other volunteers.
10. I will refer library users to the staff when questions arise that are not directly related to my duties.
11. I will not bring food or drink into the library, with the exception of water bottles with caps.
12. I will keep my cell phone on vibrate and will not make or receive any calls that are not emergencies. If I must take an emergency call, I will tell a staff member.
13. I will not use any electronic devices while volunteering.
14. I will wear appropriate attire to the library. No bare feet, no bathing suits, no exposed mid-riffs, no shorts and skirts that are higher than two inches above the knees, no clothing with offensive or threatening messages, no revealing or distracting attire, etc. A library staff member may cancel my volunteer shift for the day if I fail to follow this guideline.
15. I will maintain a positive attitude and set a good example.
16. At the discretion of the library staff, I may be asked to stop volunteering if I fail to follow these guidelines or if I have repeated call-outs or no-shows.

A Big Thank You! ...for taking the time to fill out this application.

We are pleased that you are interested in volunteering with us. On your first day, your volunteer supervisor will explain your specific assignments in detail.

When you sign below, you are stating that the information you have provided is true, and that you understand and accept our guidelines for volunteering.

Volunteer's Signature _____ Date _____

Parent or Legal Guardian's Signature _____ Date _____

(An electronic copy of this Teen Volunteer Agreement is available on our SCLSNJ.org for your information & review.)

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KEEP THIS PAGE FOR YOUR RECORDS

Dear Volunteers and Parents,

Welcome to Bridgewater Library's School Year Volunteer Program! To be a volunteer, you must be in 7th to 12th grade in the 2015-2016 School Year. Most assignments will be emailed to our volunteers, will be distributed on a first come, first served basis, and will be limited per session. Because of this, it is important that you provide us with an email address that you check often. It is also important that you add the email address ksalerno@sclibnj.org to your address book so volunteer emails do not end up in your spam folder. We encourage volunteers to give us their own email address. If you share an email with your parent, it is important that you (the volunteer) are given the opportunity to read and respond to any volunteer emails that are sent. Please carefully read over the Volunteer Positions page. Information about availability, scheduling and restrictions are described under each position.

Volunteering is a responsibility. Please read the Teen Volunteer Agreement on page 2, and the additional guidelines specific to Bridgewater Library's volunteer program on page 4. You and your parent are also asked to sign a copy of the agreement. Please be aware that failure to comply with these guidelines will result in a series of warnings, which may lead to your dismissal from our program.

You will be contacted via email by Monday, February 1 (the first day of the Spring Session) to confirm the status of your application and the volunteer positions you've signed up for. Please note that there are limited volunteer opportunities during the school year. You must reapply for each volunteer session.

If you have any questions, please contact Bridgewater Library's Youth Services Department: bwljuv@sclibnj.org or 908-526-4016 x126.

2015-2016 School Year Teen Volunteer Program:

Spring Session: Monday, February 1 – Saturday, June 11

Applications will be available on Monday, December 7 and will be due 5 PM on Friday, January 15

Applications for our 2016 Summer Teen Volunteer Program will be available on Monday, April 4 and will be due by 9 PM on Thursday, April 28.

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VOLUNTEER POSITIONS

Please read over each description carefully and mark your choices for your records

- Children's Program Assistant**
This position entails working with children. As a program assistant you will help librarians in preparing and implementing children's programs such as crafts and other activities. Work might include die cutting, setting out craft materials, cleaning up, helping children with crafts, etc. Volunteers will be emailed when we need assistants and will be assigned on a first come, first served basis. Most programs are on weekdays after school.
- Behind-the-Scenes Volunteer**
In this position you will help cut out materials for programs and/or help with other preparation for library events. You may also be asked to do a variety of tasks including stuffing envelopes for mailings, cleaning the covers of books, cleaning up toys in the play area, etc. If you just need a few hours of volunteer time, this would be a perfect opportunity. Volunteers will be emailed when behind-the-scenes opportunities become available.
- Youth Services Shelver**
In this position you will be reshelving recently returned books, audio books, DVDs, CDs, and other materials into the Children's and Young Adult collections. This is a great opportunity for anyone who is detail-oriented. Volunteers who mark this choice will be contacted by the Shelving Supervisor regarding training and scheduling. No Saturdays. This position is limited and subject to need/availability. Most school year opportunities are for shelving.
- Teen Advisory Board**
The Teen Advisory Board (or TAB) is a group designed to give teens a voice in the library. The group meets once a month for an hour, giving teens the opportunity to offer suggestions for books, movies, video games, and programming. Community service hours are awarded just for attending regular monthly meetings. In addition, committees are formed to work on ongoing projects in the library, providing more opportunities to earn service hours. At the very least, you will earn 1 hour of community service monthly, though you can earn more by joining one of these committees—it's up to you how involved you'd like to be! This is a great way to get involved with your community and gain great résumé material for college!

Please note: TAB is open to all students, grades 7-12. You do not have to apply to be a volunteer to attend meetings. However, by filling out this form, you will be added to our TAB email list and will get reminders about our monthly meetings for the duration of the volunteer session.

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TEEN VOLUNTEER AGREEMENT

As a Teen Volunteer at the Somerset County Library System, I agree to the following:

1. I will arrive at the library at my assigned time and notify a staff member I am here.
2. I will keep track of my schedule.
3. If I cannot make a scheduled shift, I will call the library and tell a staff member or leave a message. This call should be made one day prior to the absence or as soon as possible.
4. I understand that rescheduling a missed shift may or may not be possible.
5. I will make sure that my ride home arrives before the library closes.
6. I will wear a volunteer nametag while I am working.
7. I will focus on my volunteer assignment and keep socializing to a minimum.
8. I will perform my assigned duties in a pleasant manner, being courteous and respectful to all library users, staff members and other volunteers at all times.
9. I agree to keep confidential any personal information I may encounter regarding library users, staff members and other volunteers.
10. I will refer library users to the staff when questions arise that are not directly related to my duties.
11. I will not bring food or drink into the library, with the exception of water bottles with caps.
12. I will keep my cell phone on vibrate and will not make or receive any calls that are not emergencies. If I must take an emergency call, I will tell a staff member.
13. I will not use any electronic devices while volunteering.
14. I will wear appropriate attire to the library. No bare feet, no bathing suits, no exposed mid-riffs, no shorts and skirts that are higher than two inches above the knees, no clothing with offensive or threatening messages, no revealing or distracting attire, etc. A library staff member may cancel my volunteer shift for the day if I fail to follow this guideline.
15. I will maintain a positive attitude and set a good example.
16. At the discretion of the library staff, I may be asked to stop volunteering if I fail to follow these guidelines or if I have repeated call-outs or no-shows.

Additional Guidelines Specific to Bridgewater Library:

1. I will be diligent about checking my email for volunteer information and opportunities. If I share an email address with my parent(s) or guardian(s), I understand that it is my responsibility to read emails relating to volunteering and I will respond when necessary.
2. I will sign up for no more than four (4) hours of volunteer shifts in one day.
3. In addition to system guidelines on dress code, (see system guideline 14), I will not wear open-toed or backless shoes.
4. If unable to arrive on time to a shift, I will call the Youth Services Reference Desk (908-526-4016 ext. 126) and notify whoever is working at the desk. If possible, I will do this at least one day before my scheduled shift. I understand that it is my responsibility to make these phone calls, and my parent or guardian will not make these calls for me unless there is an emergency. I also understand that I may be dismissed from the School Year Volunteer Program for not showing up for scheduled shifts without notification, showing up late for scheduled shifts without notification, or calling out excessively.
5. If I need a letter documenting my service hours, I will email Katie Salerno (ksalerno@sclibnj.org) the details of what I need. Letters need two weeks' notice.