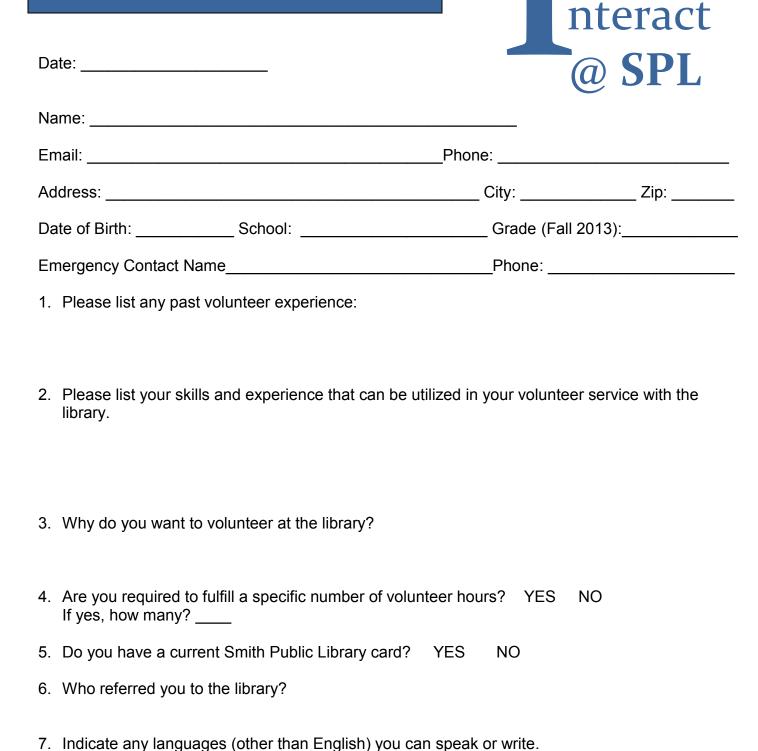
# TV Application at SPL

Teen Volunteers @ Smith Public Library



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# **Teen Volunteer Agreement:**

## THE SMITH PUBLIC LIBRARY AGREES TO:

- To provide our volunteers with a safe working environment.
- To provide guidance and training on a wide variety of library oriented tasks. We will answer any questions and provide helpful feedback.
- To recognize your value as a volunteer to the success of the library.

### AS A TEEN VOLUNTEER, I AGREE:

- To follow all of Smith Public Library's policies and procedures.
- To call the library as soon as possible if I am unable to report to my shift at the library.
- To arrive on time.
- Provide the Library with an accurate record of my hours worked by signing in and out on my volunteer time sheet.
- To dress appropriately. Casual clothes like shorts are fine, but nothing with holes or that is too revealing.
- To leave headphones off and keep phone calls and texts to a minimum.
- To respect the Library's patrons by being friendly and to guide them to a staff member when necessary.
- To accept the Library's right to dismiss me for poor attendance.
- To carry out my given tasks while maintaining a professional attitude and seeking assistance if I have a question or have completed my task.
- To leave younger siblings at home and not invite friends to hang out at the library during your shift.

### AS A PARENT, I AGREE:

- To encourage my teenager to strive for good work habits and attendance.
- To be responsible for all transportation and to ensure that my teenager arrives on time.
- To put emphasis on the importance of my teenager's volunteer responsibility.

I attest that all information provided is accurate and true to the best of my knowledge.

Volunteer Signature:	Date:	
Parent Signature	Date <sup>.</sup>	

