

## Teen Volunteer Application

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Thank you for your interest in volunteering at the Parsippany- Troy Hills Public Library. We value your willingness to help. Please complete this application and return it to the Information Services Desk or email it to [teens@parsippanylibrary.org](mailto:teens@parsippanylibrary.org). **You will be notified as the summer volunteer program is being organized.** Given the high volume of applications received, please fill out the following application with as much detail as possible. For school year volunteering: *please keep in mind you will be notified only if a volunteer spot opens up during the school year.* These positions are first come first served.

Name:  
Address:  
Phone:  
Email (please print legibly):  
School:  
Grade Level:  
Library Card#:

Parent/Guardian Name:  
Emergency Contact:  
Phone(s):

Are you interested in volunteering during the school year? If so please choose the day(s) of the week you are available to volunteer. You will be notified *only* if a spot opens up during the school year (please check all that apply):  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Please list any relevant experience and any special interests (i.e. previous volunteer work, interest in technology, creative skills, etc.)

Have you ever volunteered in a library before?

Yes  No

Student Agreement:

I am willing to complete my volunteer hours at the Parsippany Public Library if selected as a Teen Volunteer. I have read and agree to abide by all of the Teen Volunteer guidelines. I will be on time and work the hours assigned to me. I will complete all assigned tasks in a satisfactory manner. I understand that if my work is deemed repeatedly unsatisfactory, my status as Teen Volunteer will be terminated.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Agreement:

I hereby give \_\_\_\_\_ permission to work as a Teen Volunteer at the Parsippany Public Library.

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

# Teen Volunteer Rules and Guidelines

-Please keep as a reference-

1. All Teen Volunteers must be in 8th grade or higher, **be Parsippany residents and have a library card in good standing.**
2. All Teen Volunteers must sign-up for hours using the SignUp website. An invitation will be emailed to you on acceptance into the program. Please make sure you fill out this application with a valid, easy-to-read email address.
3. Teen Volunteers must dress appropriately and professionally and wear a nametag during their hours.
4. If you are unable to come in when scheduled, you must call and inform a staff member in the Information Services department. Repeated failures to call or email may result in the termination of the volunteer agreement.
5. All Teen Volunteers are members of the Teen Volunteer Team and should attend Team meetings. Priority is given to active, well-trained volunteers.
6. No cell phone use in the library during volunteer hours. If you need to make an important call, please let someone know and then step outside to make your call.
7. Treat fellow volunteers, library staff and library patrons with respect.
8. Guidelines for volunteering:
  - a. Upon arrival, you must sign into the Volunteer book behind the Customer Service desk
  - b. You will then begin work in your assigned area: shelving, organization, Teen Central, program help, etc.
  - c. All assigned duties must be completed satisfactorily
  - d. If you are assigned to shelf read, please do so thoroughly. It is not possible to accurately shelf read the entire library in 30 minutes or an hour or even 5 hours