



Volunteer Application for Teens Summer 2012

25 Boston Road
Chelmsford, MA 01863
978-256-5521
scolvin@mlvc.org

**Do you like children? Do you need Community Service Hours?
Volunteer to help your library this summer!**

*****Please return this completed application by June 30, 2012.*****

Name: _____

Address: _____

Email: _____ Phone: _____

Most communication will be done via email. Do you check your email on a regular basis? yes no

Grade: _____ (Grades 7 and up ONLY.)

Are you over 18? yes no If no, please have a parent/guardian sign below.

_____ has my permission to participate in Chelmsford Public Library's Teen Volunteer Program. S/he has reliable transportation to and from the library for training sessions and scheduled days during the event and planning dates.	
_____	_____
Signature	Date
Please print name: _____	Phone: _____

What is your favorite subject in school? _____

What extracurricular activities do you enjoy? _____

Do you have a cool hobby? Please tell us! _____

**Please return form to:
Sharon Colvin, Chelmsford Public Library, 25 Boston Road, Chelmsford, MA 01824
By June 30, 2012**

Please list any experience you've had with children. _____

What else will you be doing this summer? _____

Training is MANDATORY for volunteers helping in the Children's Room. Please check off which training you have completed or will attend.

- September 2011 Volunteer training**
- January 2012 Volunteer training**
- Story Teen Training – October 2011 or February 2012**

- Wednesday June 20, 4-5pm**
- Saturday June 30, 2-3pm**

Please indicate the program(s) in which you are interested.

Lego® Club

You will help the kids build Lego® creations, encourage creativity and help with crowd control.

- Saturday July 7, 9:30am- noon**
- Saturday August 4, 9:30-noon**

Dads & Donuts

You will help serve juice and donuts and help with general crowd control.

- Saturday June 9, 10am-noon**
- Saturday March 10, 10am-noon**
- Saturday July 14, 10am-noon**
- Saturday August 11, 10am-noon**

Harry Potter Birthday Party

This is an annual party with cake, crafts and music. We need fans who can help plan and run this event!

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- Tuesday July 31, 9:30am-1pm (plus planning meetings)**

Summer Crafts

You will help set up and clean up and encourage creativity.

Tuesdays 9:30am-12:30pm

- Tuesday July 3**, button making
- Tuesday July 10**, recycled crafts
- Tuesday July 17**, crowns
- Tuesday July 24**, presents
- Tuesday August 7**, book making
- Tuesday July 14**, yarn & fabric crafts

Building Bat Boxes

You'll help kids put together simple bat boxes. Experience with a hammer is preferred.

- Saturday July 7, 12pm – 4pm**

Peep & the Big Wide World @ the MacKay Branch

You'll read stories and help preschool age children do fun science experiments.

- Friday July 13, 12-2:30pm** (Water)
- Friday July 20, 12-2:30pm** (Ramps)
- Friday July 27, 12-2:30pm** (Shadows)

Young Storytellers Workshop @ the MacKay Branch

You'll play storytelling games with kids ages 6-12 and encourage creativity. Story Teens would be GREAT for this program!

- Saturday July 14, 10am-12:30pm**

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If You Give a Moose Some Breakfast

You'd help serve snacks and help children with a craft.

- Thursday July 12, 9:30am-noon (ages 4-6)**
- Thursday July 26, 9:30am-noon (ages 7-12)**

Fairies & Dragons Tea Party

You'd help with crafts and snacks. Children will be ages 6-12

- Thursday August 2, 9:30am – noon**

Ice Cream

You'll help children ages 6-12 make homemade ice cream.

- Thursday August 16, 9:30am – 1pm**

Percy Jackson Party

This is the 2nd year we've run this party. We need fans to help come up with games, crafts and trivia!

- Saturday August 18, 9:30am-1pm (plus planning meetings)**

There will be a party for ALL Teen Volunteers on Thursday August 2, 5-7pm!!

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Please sign and return this copy with your application

- A signed application is required before participation.
- Teen Volunteers are responsible for keeping track of their own schedules and commitments.
- Schedule changes MUST be done at least TWO WEEKS in advance.
- In case of illness or emergency, please contact Sharon ASAP.
- Please dress appropriately when you come into work: clean clothes without holes or inappropriate slogans, no bare midriffs and no swimwear. Use your judgment. Anyone inappropriately dressed will be asked to change or go home.
- While you are at the library, you are here for the kids. Please keep socializing to a minimum.
- Punctuality is very important. Please call if you will be more than 5 minutes late. Two unexplained tardies (arriving more than 10 minutes late with no call) will result in exclusion from the Teen Volunteer Program.
- We count on you to help run our programs. No shows are unacceptable and will result in exclusion from the Teen Volunteer program.
- Students are required to wear a nametag while working.
- Students will never be left alone with patrons or children and are expected to ask for help when necessary.
- A Children’s Librarian will be in charge of all events. If she is unavailable, another librarian will be there to help.
- At no time will the Teen Volunteer Program tolerate harassment, abusive language or behavior from or toward its participants. Any problems should be immediately reported to the Sharon Colvin, Teen Librarian or to Maureen Foley, Children’s Librarian.
- Teen Volunteers are **not** required to help patrons while using the library as a patron.
- Teen Volunteers who comply with all policies are encouraged to ask Sharon for a letter of recommendation.
- These programs are about sharing knowledge, being creative and having FUN! Please bring a smile and a positive attitude.
- Teen Volunteers are required to submit a signed copy of these policies with their application.

I have read and understand all of the above policies

Signature

date

Please print your name: _____

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Teen Volunteer Program Policies (Your Copy)

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