



ADVENTURE BEGINS AT YOUR LIBRARY™

Teen Volunteer Application

Volunteers must be between 12 & 18 (still in high school or will have graduated this year). **Application Deadline:** Monday, May 6th. Application window will close early if the number of applicants is reached sooner than anticipated.

Name: _____ Age: _____ Check box if you want to also join TAB (Teen Advisory Board)

Parent/Guardian Name: _____

Parent/Guardian Phone: _____

Teen Contact Information (Phone or Email): _____

Days and Times

Summer Reading will run between May 28th and July 27th. Hours are divided between Morning (10:00 AM to 1:30 PM) and Afternoon (1:30 PM to 5:00 PM) but different hours can be permitted.

- | | | |
|--|--|--|
| <input type="checkbox"/> Monday Morning | <input type="checkbox"/> Wednesday Morning | <input type="checkbox"/> Thursday Afternoon |
| <input type="checkbox"/> Monday Afternoon | <input type="checkbox"/> Wednesday Afternoon | <input type="checkbox"/> Friday Morning |
| <input type="checkbox"/> Tuesday Morning | <small>For those who want to help Miss Darbie, Kids Crafts are on Wednesdays</small> | <input type="checkbox"/> Friday Afternoon |
| <input type="checkbox"/> Tuesday Afternoon | <input type="checkbox"/> Thursday Morning | <input type="checkbox"/> Saturday (10:00 - 2:00) |

Volunteer Duties

Indicate what you would prefer to help with this summer reading:

- I want to focus on the volunteer desk; signing people up and giving out prizes.
- I would also like to help Miss Darbie with Children during crafts and other library events.

Additional Library Things

- I want to help keep the library shelves organized, look for books, and other circulation tasks.

For those who can't do much during the summer but can come in May and/or August

- Want to help with decorating the library prior to Summer Reading and help to take stuff down after.

Do you have any experience shelving books? If yes, where? If no, would you like to learn?

Do you have any experience with kids? If yes, from where?

Please list any and all times and dates you will NOT be available to volunteer this summer. If you don't know exact dates, give your best guess.

Do you have any allergies? Or is there anything you want me to know about your medical history?

What is your shirt size for your volunteer shirt? _____

Please read the attached Volunteer Code of Conduct and information sheets. By signing below, you are agreeing to follow that code of conduct. You are also agreeing to attend our Summer Reading Volunteer Orientation on Friday, May 17th at 1 pm. Volunteers will meet everyone, get a tour of the library, get their volunteer schedule, create their t-shirt, decorate their badge, and have their questions answered about this year's summer reading. Volunteers must be able to attend orientation or arrange time to be oriented. For more information, please contact Misty using the contact info below.

Volunteer Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

My teen can drive and has permission to leave the library on their own.

Applicants will be contacted starting April 15th. If you have any questions, please contact Teen Services Librarian, Misty at 580-255-0636 or by email at misty.brodeur@duncanok.gov.

Please return application to library in person or the email above.



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Code of Conduct

- **Respect:** Please treat staff, patrons, and fellow volunteers with respect. Please respect this space by cleaning up after yourself, using indoor voices, and having appropriate conversations. Please show respect to staff, patrons, and fellow volunteers by addressing them as they prefer. Remember, while volunteering, you represent the library.
- **Know when to work and when to play:** We want to make sure you have fun! But you are also here to work. Sometimes, volunteer work isn't fun. Shelving, dusting, looking for lost books, etc. is part of the job. Please do not bring guests to hang out with you while you are volunteering.
- **Stick to your schedule:** Life happens! Let staff know if you can't make it to your scheduled volunteer time or if you need to adjust your total schedule. Please do not come in for extra volunteer time without clearing it first. Extra volunteers may disrupt rather than help. This doesn't mean you aren't allowed to be at the library when not scheduled! But please do not expect to be able to sign in to volunteer or distract other staff/volunteers who are working.
- **Be Library Ready:** Please abide by the volunteer dress code, wear your name tag, and come prepared to volunteer.
- **Consequences:** Mistakes happen. But not following the code of conduct will result in a conversation between the volunteer, staff, and the parent/guardian. In a worst case scenario, you may be asked to stop volunteering for a while. This doesn't mean you can't participate in library programs, but we want a productive, fun, and respectful library experience for everyone.

Always Be Kind



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Teen Volunteer Info

- **What hours can I volunteer?** Volunteer hours are from 10:00 AM to 5:00 PM. Generally, we split your time between the mornings (10:00 to 1:30) or afternoons (1:30 to 5:00), but that doesn't mean we can't work with you on your hours/days. No volunteer will be assigned a morning and an afternoon on the same day or volunteer more than 5 hours in a row. We won't be able to give everyone all the hours they request.
- **What is Summer Reading Orientation?** Orientation will be a time when you can meet other volunteers, create your Camp Counselor shirt, and decorate your name badge.
- **What will I be doing as a volunteer?** Summer volunteers help with signing people up for Summer Reading, giving out prizes, and assisting with library events, programs, and activities. You may be asked to help with crafts, take and make kits, and decorating. You may also learn how to shelve books and other library circulation skills. You will, of course, be able to participate in all kinds of teen crafts, programs, and the Volunteer Party!
- **What about lunch?** Volunteers need to bring or order lunch on days that they volunteer. They will not be allowed to walk down the highway to purchase food. Volunteers may participate in the library's free lunch program. While water and occasionally snacks will be provided, staff cannot purchase lunch for individual volunteers. Staff will sometimes have food days that teens are welcome to participate in.
- **Can I leave the library?** Volunteers who do not drive will not be allowed to leave the library without a parent/guardian. Volunteers with a driver's license can have their parents check the box stating they are allowed to transport themselves to and from the library. Volunteers with a driver's license will NOT be able to take another volunteer from the library without written permission from both parents/guardians. Staff cannot pick up or drop off volunteers. You must sign in and out with Misty!
- **What about a Volunteer Party?** Near the end of Summer, all the teen volunteers will be invited to a teen party. There will be food, games, prizes, and (possibly) more! We don't have a date on this yet, but we will know before the summer starts so you can plan to attend.
- **Do you still have questions?** You can call the library and ask for Misty, or you can send an email to Misty.Brodeur@duncanok.gov



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Photo/Video Release

We often take photographs and make videos during library events in order to promote the library. We post these to our social media, website, and newsletter. We occasionally also have news organizations present and send various media to outside publications such as the Duncan Banner, and local magazines. We do not use these items for profit in any way, but we would still like a release on file for your teen volunteer.

I hereby grant permission to DUNCAN PUBLIC LIBRARY to use photographs and/or video of me taken DURING ALL SUMMER READING **2024** EVENTS in publications, news releases, online, and in other communications related to the mission of
THE DUNCAN PUBLIC LIBRARY

(Signature of Adult, or Guardian of Children under age 18)

Name of Teen: _____

Address: _____

Phone: _____

Email Address (optional): _____

Date Signed: _____