

**New Volunteer Application**

University City Public Library  
6701 Delmar Blvd.  
University City, MO 63130  
(314) 727-3150

Library Staff Only

Join our **Volunteer Team** to help with U City Library's 2018 Summer Reading Program: **LIBRARIES ROCK!**

**What** do our volunteers do? Volunteers work one 1 1/2 hr shift per week for at least 4 weeks in June & July. They

- LISTEN to young readers and award them prizes.
- MAKE new friends
- EARN community service hours
- HELP young children
- WIN prizes
- HAVE FUN being a volunteer

**Reporting /volunteering starts Friday, May 25<sup>th</sup> and ends Friday, July 20.**

**RETURN COMPLETED APPLICATION TO YOUTH SERVICES DEPARTMENT AT U CITY LIBRARY.**

**Instructions:** Please print neatly in black or blue ink. Don't forget to call us to sign up for a training session.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Volunteer Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip code \_\_\_\_\_ Are you able to receive text messages? Yes/No

School Next Year: \_\_\_\_\_ Grade Next Year: \_\_\_\_\_

Do **you** have a U. City Library Card? Yes/No

**What is the best phone number to reach you?** \_\_\_\_\_

New volunteers will be assigned 1 shift per week. You must commit to at least 4 weeks. Please circle 4 choices below and label them 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup>.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
3:00-4:30	3:00-4:30	3:00-4:30	3:00-4:30	3:00-4:30	2:00-3:00	2:00-3:00
4:30-6:00	4:30-6:00	4:30-6:00	4:30-6:00	4:30-6:00	3:00-4:15	3:00-4:15
6:00-7:45	6:00-7:45	6:00-7:45	6:00-7:45	6:00-7:45		

List any days you will not be able to volunteer. (day trips, camp, vacation, etc.)

I am available to substitute to work more shifts, if needed. Yes/No

When are you available to begin volunteering? \_\_\_\_\_

To become a volunteer you **must** successfully complete **one** of the volunteer orientation & training sessions. See below for dates and times. To RSVP, please call **727-3150** **by the day before the meeting you plan to attend.** Feel free to tell your friends and have them call to reserve a space at a training session, too.

**New Volunteer Orientation & Training**

Monday, May 14  
**4:30-6:30**

Wednesday, May 16  
**5:00-7:00**

Saturday, May 19  
**10:30-12:30**

Monday, May 21  
**6:00-8:00**

**Please discuss with your parent(s) your commitment to volunteering and the best times to volunteer when filling out your application.** Have your parents sign the back of this form and bring the completed application to the training meeting.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dear Parents/Guardians,

The University City Public Library has a tradition of a strong summer teen volunteer program. Our summer reading program is unique because children report/talk to teens about what they have read and teens offer encouragement and rewards to the children. We also host special events and parties for young readers with teen help.

There are many benefits for the teen. They get the positive feelings of helping young children. They make new friends. They earn community service hours. We think of this experience as training for a real job. We need your support to help them maintain their commitment to our program and to help nurture a budding work ethic. This is why we require your signature. Look at our requirements. Look at the schedule that you and your child are submitting.

We understand that especially in summer schedules can change. New opportunities can come up, camps may become available, and youth may get other jobs. However, we need adequate advance notice of a schedule change. We view our volunteer program as a job training experience and expect teens to treat it with the same level of dedication as a job.

### Expectations

- Volunteer at least once a week for a minimum of four weeks.
- Have a University City Public Library Card or MLC Library Card.
- Enjoy working with kids.
- Read a minimum of 12 hours and report and/or blog 3 times.
- Arrive on time for your shift(s).
- Call the Youth Services Dept. at (314)727-3150 **as soon as possible** if you cannot make your shift.
- No family, friends, or electronics while volunteering.

**Concerns** - which may result in losing community service hours and place in the program.

- Missing 2 shifts without calling the library.
- Repeated tardiness.
- Significant, repeated disruptive behavior.

All volunteers may attend the volunteer party with food, prizes, and certificate.

Shifts are assigned **after the training** when the completed **applications are turned in.**

We will call and let your child know their **first day of volunteering.**

I give my child \_\_\_\_\_ permission to volunteer in the 2016 Summer Reading Program.

**I understand that failure to meet the expectations will result in him/her being released from the program without volunteer service hours at the discretion of the library.**

**\*Parent/Guardian's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Parent/Guardian's Phone: \_\_\_\_\_

**Video/Photo Release:** Your signature grants permission to take photographs or use video footage of your child. We will not use the photographs or video images for commercial purposes or release your child's name unless we get separate permission.

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_