

# TEEN SUMMER VOLUNTEER APPLICATION



Please have your Application & Availability returned to the library no later than **JUNE 21st, 2021!**

The Teen Summer Volunteer Meeting will be on **MONDAY JUNE 28<sup>th</sup>, 2020 1pm to 3pm.**

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Preferred Contact Method (phone or email): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Grade (MUST BE 7<sup>TH</sup> GRADE AND UP): \_\_\_\_\_ School Name: \_\_\_\_\_

## EMERGENCY CONTACTS

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

I, \_\_\_\_\_, hereby agree that I will read and follow the Coventry Public Library's volunteer expectations explained via the Guidelines & F.A.Q. provided, as well as what is explained to me at the Teen Volunteer Meeting on **Monday June 28<sup>th</sup> @ 1:00pm to 3:00pm** prior to the beginning of the Summer Reading Program.

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

\*\*\* PLEASE DROP FORM OFF AT THE LIBRARY TO THE TEEN LIBRARIAN KYLIE OR EMAIL THE COMPLETED FORM TO: [kwoodmansee@coventrylibrary.org](mailto:kwoodmansee@coventrylibrary.org) \*\*\*

# SUMMER READING VOLUNTEER CONTRACT

Thank you for your interest in volunteering at Coventry Public Library this summer. Please read the following contract and sign, along with a parent or guardian, at the bottom.

- I will report for my scheduled volunteer hours on time as defined by my schedule given at the volunteer meetup on Monday June 28<sup>th</sup> 1pm – 3pm. If I am unable to volunteer, I will contact the library by phone (401-822-9102) or email ([kwoodmansee@coventrylibrary.org](mailto:kwoodmansee@coventrylibrary.org)).
- At the beginning and end of my volunteering for the day, I will check in with the Teen Librarian to log the hours I completed that day.
- I will wear my volunteer t-shirt that I made at the volunteer meetup or other appropriate attire. No bathing suits or flip-flops. Dress should be appropriate for a representative of the library.
- I will keep my cell phone on vibrate and will not use it during my volunteering time, unless there is an emergency or I need to arrange for a ride.
- I will assist library staff with assigned projects during my volunteer shifts. During slow periods of time, I will keep myself occupied with quiet activities (i.e. read, schoolwork, draw, help set up crafts, etc.).
- I will perform my volunteer duties as assigned in a pleasant manner. If I have questions, I will ask a library staff member.
- I will be courteous and respectful to library patrons, staff, and other volunteers at all times.
- I will not bring friends or relatives with me when I am volunteering.
- I will not enter into library staff work areas or staff room unless invited to do so by a staff member.
- Any questions, problems, or concerns should be brought to Kylie, the Teen Librarian, or Miss. Cara, the Head of Youth Services.
- I understand the library reserves the right to evaluate, refuse, and/or terminate volunteers whose performance is not satisfactory (i.e. not showing up, being late, rudeness, etc.).

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

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **SRP 2021 Volunteer Availability Sheet**

**NAME:**

Please check the positions that you are interested in volunteering for this summer. A Volunteer Schedule will be provided at the **mandatory meeting on JUNE 28<sup>TH</sup> 1PM – 3PM.** (You may not be scheduled for all the positions you select on this application).

**Decorate Children's Room (1 volunteer per shift):**

June 29<sup>th</sup> \_\_\_\_\_ June 30<sup>th</sup> \_\_\_\_\_ July 1<sup>st</sup> \_\_\_\_\_ July 2<sup>nd</sup> \_\_\_\_\_ 10-11:30am (1.5hr shifts)

**Drive Table for Pound (2 volunteers per shift):**

**Mondays: July 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, August 2<sup>nd</sup>**

Dates Wanted: \_\_\_\_\_

10am-12pm \_\_\_\_\_ 12pm-2pm \_\_\_\_\_ 2pm-4pm \_\_\_\_\_ (2hr shifts)

**Wednesdays: July 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>, August 4<sup>th</sup>, 11<sup>th</sup>**

Dates Wanted: \_\_\_\_\_

10am-12pm \_\_\_\_\_ 12pm-2pm \_\_\_\_\_ 2pm-4pm \_\_\_\_\_ (2hr shifts)

**Outdoor Storytimes (2 volunteers per shift):**

**Fridays: July 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>, August 6<sup>th</sup>, 13<sup>th</sup>**

Dates Wanted: \_\_\_\_\_ 9:30am – 11:30am (2hr shifts)

**Craft Setup (1 volunteer per shift):**

**Mondays: July 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, August 2<sup>nd</sup>**

**Wednesdays: July 7<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup>, August 4<sup>th</sup>, 11<sup>th</sup>**

**Fridays: July 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup>, 30<sup>th</sup>, August 6<sup>th</sup>, 13<sup>th</sup>**

Dates Wanted: \_\_\_\_\_

10am – 11:30am \_\_\_\_\_ 2pm – 3:30pm \_\_\_\_\_ (1.5hr shifts)

**Special Performers (3 volunteers each event)**

**Through Me to You Puppetry:** July 12<sup>th</sup> 9:30am-12pm \_\_\_\_\_ (2.5hr shift)

**Magic Palooza:** July 20<sup>th</sup> 2:30pm-5pm \_\_\_\_\_ (2.5hr shift)

**Fiddle & Fun:** August 5<sup>th</sup> 1:30pm-4pm \_\_\_\_\_ (2.5hr shift)

**Animal Experiences:** August 11<sup>th</sup> 9:30am-12pm \_\_\_\_\_ (2.5hr shift)

**Halfway Point Craft (2 volunteers per shift):**

**Dates: July 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup>**

Dates Wanted: \_\_\_\_\_

10am-12pm \_\_\_\_\_ 12pm-2pm \_\_\_\_\_ 2pm-4pm \_\_\_\_\_ (2hr shifts)

**Flower Pot Craft (2 volunteers):**

July 14<sup>th</sup> 9:30am-12pm \_\_\_\_\_ (2hrs)

**Cara's Book Group (1 volunteer)**

July 28<sup>th</sup> 2:30pm-4pm \_\_\_\_\_ (1.5hrs)

**KRARI Book Group (1 volunteer)**

August 12<sup>th</sup> 2:30pm-4:30pm \_\_\_\_\_ (2hrs)

**End of Summer Reading (2 volunteers per shift):**

**Dates: August 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup>**

Dates Wanted: \_\_\_\_\_

10am-12pm \_\_\_\_\_ 12pm-2pm \_\_\_\_\_ 2pm-4pm \_\_\_\_\_ (2hr shifts)