

# TEEN SUMMER VOLUNTEER APPLICATION



Please have your Application & Availability returned to the library no later than **JUNE 19<sup>th</sup>, 2023!**

The Teen Summer Volunteer Meeting will be on **MONDAY June 26<sup>th</sup>, 10AM – 11AM.**

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 26<sup>th</sup>, 10:00am to 11:00am** 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 26th, 10am-11am**. If I am unable to volunteer, I will contact the library by phone (401-615-9354) 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 Ms. 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 2023 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 26th, 10AM -11AM. (You may not be scheduled for all the positions you select on this application).

**Kickoff Children's Program (3 volunteers):**

**Magic Show:** Wednesday, June 28th 9:30am-11:30am \_\_\_\_\_ (2hr shift)

**Storytimes (1 volunteer per shift):**

**Library Babies - Mondays: July 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>, and August 7<sup>th</sup>**

Dates Wanted: \_\_\_\_\_ 10:00am – 11:00am (1hr shifts)

**Tales for Twos – Thursdays: July 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>, August 3<sup>rd</sup>, and 10<sup>th</sup>**

Dates Wanted: \_\_\_\_\_ 10:00am – 11:00am (1hr shifts)

**Preschool Storytime – Fridays: July 14<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>, August 4<sup>th</sup>, and 11<sup>th</sup>**

Dates Wanted: \_\_\_\_\_ 10:00am – 11:00am (1hr shifts)

**Craft Setup/Library Help (1 volunteer per shift):**

**Tuesdays: July 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup>, August 1<sup>st</sup>, 8<sup>th</sup>**

**Thursdays: July 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, 27<sup>th</sup>, August 3<sup>rd</sup>, and 10<sup>th</sup>**

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

10am – 11am \_\_\_\_\_ 12pm – 1pm \_\_\_\_\_ 2pm – 3pm \_\_\_\_\_ (1hr shifts)

**Community Solutions Drive (1 volunteer per shift):**

**Mondays: July 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup>, 24<sup>th</sup>, 31<sup>st</sup>, August 7<sup>th</sup>**

**Wednesdays: July 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup>, August 2<sup>nd</sup>, and 9<sup>th</sup>**

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

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

10am – 11am \_\_\_\_\_ 12pm – 1pm \_\_\_\_\_ 2pm – 3pm \_\_\_\_\_ (1hr shifts)

**Crafts with Ms. Chloe**

Thursday, July 20<sup>th</sup> 1:30am – 3:30pm \_\_\_\_\_ (2hr shift)

Thursday, August 3<sup>rd</sup> 1:30pm – 3:30pm \_\_\_\_\_ (2hr shift)

**Children's Programs (3 volunteers each event)**

**Toe Jam Band:** July 6<sup>th</sup> 2:30pm – 4:30pm \_\_\_\_\_ (2hr shift)

**Tomaquag Museum Storytellers:** July 12<sup>th</sup> 5pm – 7pm \_\_\_\_\_ (2hr shift)

**Dancin' With Hoops:** July 24<sup>th</sup> 2:30pm – 4:30pm \_\_\_\_\_ (2hr shift)

**Mystic Aquarium:** August 8<sup>th</sup> 9:30am-10:30am \_\_\_\_\_ (1hr shift)

August 8<sup>th</sup> 10:30am-11:30am \_\_\_\_\_ (1hr shift)

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

**Dates: August 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>**

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

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

**Book Groups (1 volunteer each)**

July 26<sup>th</sup> 10am-11am \_\_\_\_\_ (1 hr shift)

August 10<sup>th</sup> 2pm-3:30pm \_\_\_\_\_ (1.5hr shift)