

Reading Road Trip!

2010 VolunTeen Program Information

Youth Services
Helen Plum Library
110 W. Maple Street, Lombard, IL 60148
(630) 627-0316 * helenplumyouth.blogspot.com



Who Candidates for this program must:

- Have a valid Plum Library Card
- Be currently in **8th-12th grade**
- Be responsible, enthusiastic, friendly, polite, trustworthy, helpful, and organized
- Pay attention to detail, and have handwriting that is easy to read
- Be willing to work **one or two 2-hour shifts** each week in **June and July**
- Attend an orientation session on Saturday, May 22nd or Thursday, May 27th

What VolunTeens staff the Summer Reading Desk in the Youth Services Department. Responsibilities include:

- Registering children for the program
- Checking reading logs
- Helping with reading prize distribution
- Performing other library related tasks as needed

When The following dates are important:

- Application deadline: **Monday, May 11th by 9 PM**
- Orientation Sessions:
Saturday, May 22nd from 10– 11 AM **or Thursday, May 27th** from 7– 8 PM
(Please note the session you will attend on your application form.)
- Start of the 2010 Summer Reading Program: **Saturday, June 5th**
- End of the 2010 Summer Reading Program: **Sunday, August 8th**

Any Questions?

Contact Claudia Krauspe in Youth Services, 630-627-0316

This page is for you – please keep it!

Return the application on the following pages.

2010 VolunTeen Program Application

Youth Services
Helen Plum Library
110 W. Maple St., Lombard, IL 60148
(630) 627-0316 * helenplumyouth.blogspot.com

For Staff Use Only

Returned on:

Date _____

Time _____

Return Sequence # _____

Application Deadline: 9 PM on Monday, May 10th

Submit your application early - Space is limited!

- ▶ Please complete this form by printing clearly or typing.
If we can't read your writing, your application will not be accepted!
- ▶ Your completed form must be **signed by both you and a parent** before we will accept it.
- ▶ Return the form to Youth Services **on or before May 10!**

Information About You

Name: _____

Name to use on your VolunTeen nametag: _____

Phone _____ email (optional) _____

Address: _____

Library Card #: _____

School Attending in Fall 2010: _____

Grade in the Fall: _____

Parent/Guardian Information

Parent/Guardian Name(s): _____

Parent/Guardian Phone Numbers:

Home or Work _____ Cell _____

Volunteer Experience

Have you ever volunteered before? If yes, what did you do?

Required VolunTeen Orientation

Which VolunTeen orientation session will you be attending if you are selected for the program?

Please note your choice.

If you don't attend an orientation session, you will not be eligible to participate as a VolunTeen.

_____ Saturday, May 22nd from 10 – 11 AM

_____ Thursday, May 27th from 7 – 8 PM

T-Shirts & Dress Code

If you are selected as a VolunTeen, we will provide a T-Shirt which you are expected to wear when you work as a volunteer in the library. Remember, you are representing the Plum Library to the Lombard community – your appearance should be neat and clean. The library in summer can get warm, so shorts are acceptable. However, if you wear shorts, please make sure they are not **too** short. **Your T-Shirt may not be longer than the hem of your shorts! Midribs must be covered!**

All T-Shirts will be adult sizes. Please check the size you will need if you are selected as a VolunTeen:

Adult Small Adult XL
 Adult Medium Adult XXL
 Adult Large

VolunTeen Shifts & Schedule Requests

The schedule will begin **Saturday, June 5th** and end **Sunday, August 8th**

Please check one of the following:

My last day of school is **before June 5th**
 My last day of school is **after June 5th** and is on _____ .

VolunTeens will be scheduled for one or two 2-hour shifts each week during the days and times noted below. Shift choices will be prioritized according to when we receive completed VolunTeen applications.

Please check your preference:

1 shift per week 2 shifts per week

Are you willing to be called as a **substitute for additional shifts**?

YES NO

Please notify us in advance if you are unable to volunteer for your assigned shift for a reason such as a family vacation, a doctor's appointment, or other important commitments. If you already know you have dates you are unable to volunteer due to vacation, camp, or other conflicts, please note them here:

Dates I am unable to work in June:

Dates I am unable to work in July:

VolunTeens are scheduled for the same day of the week and time of day each week.

Please note at least **5 shift choices below**, in your order of preference. **Put a “1” in the square that represents your 1st choice for a regular weekly date and time, a “2” in the square for your 2nd choice, etc.** You may note more than 5 shifts if you want, but you will not be scheduled for more than one or two regular shifts depending on when you are available. It is very important that you review your choices with your parents before you turn in your application. If you are unsure how to fill this out, please call Youth Services for assistance.

	9 – 11	11 – 1	1 - 3	3 - 5	5 - 7	7 - 9
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday					Library Closed	Library Closed
Sunday	Library Closed	Library Closed			Library Closed	Library Closed

Signatures

<p>I have read the information in this application and I understand the commitment required from me to be a VolunTeen:</p> <p>Applicant’s Signature: _____ Date: _____</p>	
<p>I have read the information in this application and I understand what is required for my child to participate as a VolunTeen:</p> <p>Parent or Legal Guardian’s Signature: _____ Date: _____</p>	