

**Teen Volunteer Application**

This information should be filled out legibly by the student:

Today's Date \_\_\_\_\_  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_  
 Phone \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 How do you want to be contacted? \_\_\_\_\_  
 Date of Birth \_\_\_\_\_  
 School \_\_\_\_\_  
 Grade/Year \_\_\_\_\_

Why do you want to volunteer at PDL? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Is this court ordered? \_\_\_\_\_ Please explain:  
 \_\_\_\_\_

Are you in NHS or Key Club? \_\_\_\_\_  
 How many hours do you need to complete? \_\_\_\_\_  
 When do you need to complete your community service?  
 \_\_\_\_\_

Do you work well independently? \_\_\_\_\_

Do you want to be a computer tutor? \_\_\_\_\_ If so, list  
 computer and tech skills:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Computer tutoring is held on Saturdays during the school year  
 from 10:00 am - 12:00 pm.*

Because teen schedules vary, we do not ask you to commit to a regular shift. Rather, at orientation, we will introduce you to Signup Genius, an online program we use for teens to select the shifts they'd like to work. We will ask you to do two shifts in the first two weeks after your training. After that, you may sign up for as many or as few opportunities as you wish. Volunteering is like having a job. We count on you to be here when you've signed up and to do the tasks you've been trained for while here.

Our Teen Volunteer Program is structured in a tiered format which allows teens to learn how to shelve an increasing number of collections at the library and demonstrate increasing responsibility. **Tier I Volunteers** (that's you!) help to put away (only) DVDs, CDs, adult/teen video games, youth magazines & baby materials. More information will be provided at your orientation.

**IN AN EMERGENCY, CONTACT:**

Name \_\_\_\_\_  
 Home phone: \_\_\_\_\_  
 Work phone: \_\_\_\_\_  
 Cell phone: \_\_\_\_\_

**Important!!! Please read before signing!**

I hereby apply to become a teen volunteer at the Plymouth District Library. I understand that if I am accepted, I will be expected to:  
 1) sign up using SignupGenius.com for ALL shifts I intend to work  
 2) show up to work the shift(s) I signed up for, and  
 3) to shelve only the items I've been trained to shelve.

\_\_\_\_\_  
*Applicant's Signature* *Date*  
 \_\_\_\_\_  
*Signature of parent or legal guardian* *Date*

**So, what's next? Please take this next step to get started:**  
 We provide orientation and training for new volunteers at least once a month. Please visit the Events page at PlymouthLibrary.org to register for an upcoming *Teen Volunteer Orientation* training session.

Please bring this application, completely filled out, with parent and student signatures to your orientation session.

Questions? Email Heather Pacheco, Teen Volunteer Coordinator, at [hpacheco@plymouthlibrary.org](mailto:hpacheco@plymouthlibrary.org).

*Thank you for your interest! We look forward to having you join our volunteer team!*