

Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ www.richtonparklibrary.org

"Enriching the Lives of the Community Through a Good Library Experience"

Richton Park Public Library District Teen Volunteering Application

Teen volunteering is available for teens ages 14-18. Shifts are typically 1-3 hours and are available afternoons, evenings, and weekends. RPPLD is looking for teens with a positive attitude, flexibility, and a desire to support library activities and services. If eligible, you may be contacted by the Teen Volunteer Coordinator.

Name: _____

Phone number: _____

Email: _____

Address: _____

City: _____ Zip code: _____

Current Grade: 9 10 11 12

Age: _____

How did you hear about RPPLD Teen Volunteering?

Have you ever worked or volunteered for RPPLD in the past? ____ Yes ____ No

If yes, please explain:

Why are you applying for service hours: (Check One)

Required for school? ____ Which School _____

Church ____ Other ____ (please explain) _____

**The library does not fill court ordered hours.*

Application Number of hours you are required to complete: _____

When do these hours need to be completed: _____

I certify that all statements provided on this application are true and complete.

Applicant's signature: _____ Date: _____

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Parental Consent Form and Agreement

Parent/Guardian Name: _____

Parent/Guardian Phone number: _____

I give permission for my child to be a teen volunteer for Richton Park Public Library District. I understand that, if selected for a volunteer position, they will be provided with orientation and training necessary for the safe and responsible performance of their duties, and they will be expected to meet all the requirements of the position, including regular attendance and adherence to Richton Park Public Library District policies and procedures. I understand that my child will not receive monetary compensation for the services contributed. I will support them by respecting their volunteer commitment and providing transportation if needed.

Parent/Guardian signature: _____ Date: _____

As a teen volunteer at the Richton Park Public Library District, I agree to the following:

For volunteering in person:

1. I will arrive on time and sign-in. If I am unable to do this, I will email the Teen Volunteer Coordinator, giving 24-hours' notice when possible.
2. I understand that two absences without prior notification will result in termination.
3. I will wear appropriate attire to the library (no clothing that is excessively revealing, no clothing with offensive or threatening messages).
4. I will speak with the Teen Volunteer Coordinator if I need to make changes to my schedule.
5. I will keep my cell phone in my pocket on vibrate and will not make or receive any calls that are not emergencies.

I understand what is expected of me, and promise to adhere to these rules and guidelines while volunteering for the library.

Volunteer Signature _____ Date _____