



SHELF/Teen Volunteer Application and Contract

Volunteer Information (Please Print)

Must be going into 6th grade or higher

Volunteer hours will be available in 2 hour increments.

Name _____ Age _____

Address _____ City _____

Phone _____ Email (required) _____

School _____ Grade Entering in Fall _____

Have you been a SHELF/Teen volunteer before? _____

Emergency Contact & Phone # _____

Teens and Parents: Please read the following and sign at the bottom to indicate your agreement.

The Jefferson Public Library appreciates your willingness to volunteer your services to assist the library, its patrons and the community. In signing this form as a volunteer, you are acknowledging that your services for the library are free and are intended as a contribution by you for the public service for the library, its patrons, and the community. It is understood that you are not an employee of the library and that while we will try to provide you with necessary information and guidance to perform your volunteer services; at times there may be limited supervision during your scheduled volunteer time. For any reason whatsoever either you or the library may terminate this volunteer agreement. While on library premises you will agree to abide by all of the rules of conduct governing the staff and employees of the library in performing your services. As a volunteer, you hereby acknowledge that you will perform your services in good faith and to the best of your ability under general guidelines provided to you.

Teen Volunteer Signature _____ Date _____

Parent/ Guardian Name _____

Parent/ Guardian Signature _____ Date _____

I do give / do not give permission for my child's photograph to be used in the Jefferson Public Library Promotional materials and website.

Please complete this application and return it to the Youth Services Department. Miss Tammy will then contact you to set up a time for your one-hour training.

Rev/ 5/2018



SHELF/Teen Volunteer Code of Conduct Jefferson Public Library

The Jefferson Public Library appreciates your help!
SHELF/Teen Volunteers make the library and its programs great!

1. Please be sure that your parent or guardian knows when you are to work. If you are scheduled to work, you are expected to be here on time. If you will be late or will not be able to come, please call the library at 920-674-7733 ext. 203 as soon as possible.
2. Volunteers are expected to work a minimum of 12 hours (Sept. – Aug.) to be eligible for the end of summer party. Reasonable exceptions for summer school, vacations, and shift availability are accepted.
3. If you must come early or stay late due to transportation, please understand that the library may not have work for you to do. You are welcome to stay and read a book!
4. You may use the library telephone for emergencies or for quick local calls to home for a ride, etc. The staff at the Youth checkout desk can assist you.
5. Always set a good example for others, especially younger kids. This means no inappropriate clothing, language, fighting (including play fighting), running inside, yelling, calling names, gossiping, etc.
6. A volunteer gets one warning for making a bad behavior or language choice, after that he or she will not be allowed to continue volunteering at the library.
7. Stealing reading prizes and/or supplies from the library is absolutely prohibited and will result in immediate termination, no warning required.
8. Please treat the library staff and patrons with courtesy and respect, and cooperate with them at all times.
9. When you are working, you are representing the library. You must act in a professional manner. Please remember that you “are” the library when working here, and patrons get their impressions of the library from you.

Volunteers who do not adhere to these rules will be terminated and will not be given references or recommendations.

Thank you for your cooperation and willingness to help!