



Teen Volunteer Application Bozeman Public Library

Name _____ Phone _____

Address _____

School _____ Grade _____ Age _____ e-mail _____

Clubs, interests, hobbies, activities, etc. _____

Are you required to fulfill a certain number of volunteer hours?

How many & for what program? *Note: short-term/temporary volunteering is limited to a maximum of 12 hours*

Is there a time frame/deadline that you need hours by? (If yes, specify date)

Please check those activities and duties that interest you:

- ___ Attending Teen Advisory Group (program/event plan, teen area improvements etc.)
- ___ Helping with children's programs (summer reading, special celebrations, crafts)
- ___ Helping children's librarians (name tags, photocopying, basic clerical/library duties)
- ___ Helping with library materials (shelving, organizing, searching, repairing, cleaning)
- ___ Helping with special events/projects (book sales, fundraisers, publicity)
- ___ Helping with computer/technical services (web page, basic computer maintenance)
- ___ Other (please describe):

Please provide information for two references (non-related adults who know you well)

Name/position _____ Phone _____ e-mail _____

Name/position _____ Phone _____ e-mail _____

What days and times are you available? (Weekends can be available if no other times work, but weekday availability is strongly suggested)

Monday _____ Thursday _____

Tuesday _____ Friday _____

Wednesday _____

I hereby apply for the Teen Volunteer Program at Bozeman Public Library.

Signature _____ Date _____

Library Student Volunteer Agreement

This agreement is intended to indicate the seriousness with which we treat our volunteers. The intent of the agreement is to assure you both of our deep appreciation of your service and to indicate our commitment to do the very best we can to make your volunteer experience here a productive and rewarding one.

I. LIBRARY

We, the Bozeman Public Library, agree to accept the services of the volunteer named at bottom and we commit to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the responsibilities of their position.
2. To ensure diligent supervisory aid to the volunteer and to provide feedback on performance.
3. To respect the skills, dignity and individual needs of the volunteer, and to do our best to adjust these individual requirements.
4. To treat the volunteer as an equal partner with Library staff, jointly responsible for completion of the Library's mission.

II. STUDENT VOLUNTEER

I, _____, agree to serve as a student volunteer for the Bozeman Public Library and I understand that volunteer positions are not covered by worker's compensation.

- To perform my volunteer duties to the best of my ability.
- To adhere to Library policies and procedures.
- To meet time and duty commitments or to provide adequate notice so that alternate arrangement can be made.

III. AGREED TO:

_____ _____
Student Volunteer Staff Volunteer Coordinator

Date

Student Volunteer Permit

(To be signed by parent or guardian if applicant is less than 18)

Telephone _____ Date _____

_____ has my permission to work as a volunteer at the Bozeman Public Library.

_____, parent or guardian

Volunteer Enrollment Form **Skills** and **Interest** List:

Please check those that apply:

Skills:

COMPUTER ____ (If you check here, please list software program applications):

TYPING/KEYBOARDING ____

KNOWLEDGE OF AV EQUIPMENT ____ (If you check here, please list AV equipment)

FILING ____

WRITING PUBLICITY ____

CALCULATOR ____

COPY MACHINE ____

FAX MACHINE ____

OTHER ____

Interests:

STORYTELLING ____

MUSICAL ____

THEATRICAL ____

ART/GRAPHICS/LETTERING ____

PHOTOGRAPHY ____

CLERICAL ____

OUTREACH ____

PLANNING AND MANAGING A SPECIAL PROJECT ____

MENDING AND MAINTENANCE OF COLLECTION ____

GARDENING ____

BULLETIN BOARDS/DISPLAYS ____

OTHER (Please list) ____