

**Keene Public Library**  
**VOLUNTEEN and Teen Advisory Group Application**

Thank you for your interest in the Keene Public Library VOLUNTEEN and the Teen Advisory Group (TAG) Programs. VOLUNTEENS and TAG members should be able to work independently and follow instructions with a minimum of direction. To qualify for the VOLUNTEEN Program, a volunteer must be old enough to be in middle or high school. Volunteers must fill out the following application and contract. To be a VOLUNTEEN, a special training and orientation is also required. Please contact Gail Zachariah at 603-352-0157 or [gzachariah@ci.keene.nh.us](mailto:gzachariah@ci.keene.nh.us) to arrange a convenient time for a VOLUNTEEN orientation.

**PLEASE PRINT**

Name \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ Age \_\_\_\_\_ School and Grade \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

**PARENTS' NAMES AND PHONE NUMBERS**

Mother: \_\_\_\_\_ (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Father \_\_\_\_\_ (day) \_\_\_\_\_ (evening) \_\_\_\_\_

***In case of emergency, please contact:***

Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

The library will work with you to choose a volunteer schedule. Generally, you can volunteer between two and six hours each week. Please indicate **Days and times you are available to work as well as any special days that you know you are unable to work:**

Have you been a **VOLUNTEEN** at a library before? **YES** **NO**

Which phrase describes you best? *Please circle one phrase:*

- Enthusiastic and self motivated**
- Easy going and willing to learn**
- Slacker and disinterested**

Job duties will include (but are not limited to) registering children for reading programs, providing information to adult caregivers, preparing simple crafts, updating bulletin boards, cutting scratch paper, cleaning, straightening, picking up library materials, assisting with collection inventory, greeting patrons, signing up patrons for computer use, etc. The library has several ongoing special projects that you could help with. Do you have any interest in helping with:

- Revising our website for children and young adults?**
- Writing and reading book reviews for public service announcements on the radio, podcast, and cable TV?**
- Helping the library edit a literary magazine for teens?**
- Making flannel board pieces or puppets for future library programs? Creating library displays?**
- Being a Reading Buddy and mentoring younger a younger child with regular read aloud sessions?**
- Helping the library plan programs for teens**
- Participating in the library's Teen Advisory Group**

# Keene Public Library VOLUNTEEN and TAG Member Contract

Please go over this contract with your parent or guardian and place your initials next to each requirement indicating that you have read and agree to adhere to our policies.

As a VOLUNTEEN or TAG Member for the Keene Public Library I, (Name) \_\_\_\_\_

- Will be on time and dressed appropriately for all programs, special events, and meetings.
- I'll show respect toward the library patrons, staff, and my peers with whom I work.
- Will call the Youth Department at 352-0157 if a problem arises which would prevent me from performing my duties.
- Maintain confidentiality regarding library records.
- Will complete the tasks assigned to me to the best of my ability. I will make efficient use of my time by seeking out ways in which I may help others after completion of my own responsibilities.
- Will not allow friends to interrupt my work. I realize that I can take a short 15 minute break during my volunteer time if I want to visit with friends.

## ***Failure to comply with this contract will result in the following consequences:***

1<sup>st</sup> violation: Warning and review of contract

2<sup>nd</sup> violation: Phone call to parent or guardian

3<sup>rd</sup> violation: Reduction of hours and meeting between library staff, VOLUNTEEN and parent/guardian

## **CERTIFICATION OF APPLICANT:**

I have read and initialed each item in this contract and I agree to adhere to this policy. I also certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification or dismissal.

Student VOLUNTEEN's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

## **HOLD HARMLESS:**

***Name of VOLUNTEEN Applicant:*** \_\_\_\_\_

As the legal guardian of the participant in the Keene Public Library VOLUNTEEN or TAG program, I hereby agree to indemnify and hold harmless the Keene Public Library and its officers, agents, or any third parties injured by the participant for any injury in any way arising out of the participant's activities in the program. In addition, I understand the participant is not an employee of the Keene Public Library and as such, is not eligible for salary benefits or any other type of compensation arising from the services which he or she is voluntarily providing. I also understand that the Keene Public Library will not be responsible for any transportation to and from any activities.

Name of Legal Guardian (Print) \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_ Guardian's Relationship to applicant \_\_\_\_\_