



Middletown Township Public Library
Teen Volunteer Application and Policy

To apply to the Teen Volunteer Program at the Middletown Library, fill out this form completely and neatly. An incomplete form *will not* be accepted. Hand this application in at the Youth Services Desk in the library. Direct any questions to the Teen Librarian, Stephanie, at schadwick@mtpl.org. You will be notified by email if you have been selected for a volunteer interview.

Name: _____ Age: _____

Address: _____

Telephone #: _____ Emergency Contact #: _____

Email address: _____

School: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

List 3 programs/tasks you would like to volunteer for, in the order of preference. See the back of the Teen and Tween Calendar for current opportunities.

How long do you intend to volunteer at the library? Please provide exact dates if known.

Why do you want to volunteer at the library?



Middletown Township Public Library

Teen Volunteer Application and Policy

Teen Volunteer Policy

- Teens must be at least 14 years old to volunteer.
- All teens must fill out a volunteer application and hand it in to the Children's Desk.
- If your application is being considered, you will receive an email from the Teen Librarian.
- Prior to volunteering, all teens must meet with the Teen Librarian for a short interview.
- Each teen is responsible for filling out his/her Volunteer Timesheet in the Green Binder each time he/she volunteers.
- If a program has little or no attendance the volunteer may be asked by a librarian to help out with another library related task instead. Teens who do not wish to do so will not receive community service hours for that particular program.

Attendance: All teens are responsible for coming to any programs or community service hours they have committed to. Teens must provide at least **24 hours' notice**, by phone or email, if they cannot attend. Call the library's Children's Desk at (732) 671-3700 ext. 340 or email Teen Librarian Stephanie at schadwick@mtpl.org. Teens who fail to attend their volunteer hours without prior notice more than 2 times will no longer be permitted to volunteer for the library.

Volunteer Forms for School/Civic Organizations: Any volunteer forms that must be signed should be given to the Teen Librarian. Volunteer forms may not be signed by other staff members. Each volunteer may also receive one written letter at the completion of their volunteer service, which must be requested at least 1 week prior to the due date.

Resignation: Should you decide to leave the volunteer program, please notify the Teen Librarian as soon as possible.

Personal Conduct: Volunteers are asked to be courteous and considerate of others. If patrons ask for assistance, volunteers should direct them to a staff member. Volunteers are not permitted to use cell phones/electronic devices during their scheduled hours.

The Middletown Township Public Library reserves the right to terminate the association between the volunteer and the library any time. Grounds for dismissal include, but are not limited to, failure to adhere to policies and procedures of the Middletown Township Public Library.



Middletown Township Public Library
Teen Volunteer Application and Policy

I have read, understand, and agree to abide by the Teen Volunteer Policy. I understand that failure to adhere to the Teen Volunteer Policy will result in my removal from the Teen Volunteer Program.

Volunteer Signature

Date

Parent/Guardian Signature

Date

Teen Volunteer Coordinator Signature

Date