



**Teen Summer 2023 Volunteer Application  
Ages 14-18 Years Old in High School**

*Please Print*

First & Last Name: \_\_\_\_\_ Age: \_\_\_\_ Grade: \_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

School: \_\_\_\_\_ Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I want to volunteer because:

- I need \_\_\_\_\_ volunteer hours as a requirement for school to be completed by \_\_\_\_\_  
*Date*
- Other: \_\_\_\_\_

Have you ever had any volunteer or work experience? Please explain.

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Are you familiar with this library?  Yes  No Are you a frequent visitor to the library?  Yes  No

Below are possible assignments that you may be asked to do, please check off the ones that interest you:

- Program prep – assembling crafts or craft kits.
- Program assistance – assist staff with assigned program, including set up and clean up.
- Shelf Reading – make sure an assigned area is shelved correctly.
- Cleaning – dusting shelves & cleaning book covers, toys, etc.
- Creative – assisting with displays and décor in the Youth Room.
- Miscellaneous items – cutting scrap paper, shredding, die-cutting, etc.

**PLEASE TURN OVER**



We will be using Signup.com to schedule. You can make a free account using your email on the website. We will have 2-hour shifts (see grid below) where you will be working on miscellaneous tasks. We will also have Special Programs (Summer Reading Kick-Off, Interactive Movie Night, etc.) that will typically run for 2-3 hours. We would like an idea of the days and times you are available for the summer; please check the time slots below that you would like to volunteer. There is no guarantee that you will be assigned those shifts.

DAY Hours	Sunday 12-5:30	Monday 9:30-9:00	Tuesday 9:30-9:00	Wednesday 9:30-9:00	Thursday 9:30-9:00	Friday 9:30-6:30	Saturday 9:30-5:30
Morning Shifts		10-12:00	10-12:00	10-12:00	10-12:00	10-12:00	10-12:00
Afternoon Shifts	12:30-2:30	12-2:00	12-2:00	12-2:00	12-2:00	12-2:00	12-2:00
	2:30-4:30	2-4:00	2-4:00	2-4:00	2-4:00	2-4:00	2-4:00
Evening Shifts		4-6:00	4-6:00	4-6:00	4-6:00	4-6:00	
		6-8:00	6-8:00	6-8:00	6-8:00		

Please provide dates of any planned vacation time:

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### Emergency Contact & Parent/Guardian Information

Parent/Guardian Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_  
*(If different than parent/guardian)*

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Please return this application to the Youth Services Desk or email to [askyouth@btpl.org](mailto:askyouth@btpl.org). Our teen volunteer coordinator will be in touch with you. You will have two opportunities to learn more about volunteering over the summer in Late May/Early June. Attendance will be required. Please choose which date you would like to attend:

Tuesday, May 23, 7-8 p.m.

Saturday, June 3, 10-11 a.m.

Many of our teen summer volunteer opportunities are in the Youth Department but assistance is also needed in the Adult and Teen Department. Volunteer opportunities are not guaranteed.

Thank you for your interest in volunteering at the Bloomfield Township Public Library.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_