



**Teen Summer 2024 Volunteer Application**  
**Ages 14-18 Years Old in High School**  
**Due Date: July 1, 2024**

*Please Print*

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

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: \_\_\_\_\_

Are you familiar with this library?  Yes  No Are you a frequent visitor to the library?  Yes  No  
Are you interested in being a volunteer through the next school year?  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**



## Shift Signup

We will be using Signup.com to schedule. You can make a free Signup.com account using your email. We will have 2-hour shifts (see grid below) where you will be working on miscellaneous tasks. We will also have shifts to assist with special programs that will typically run for 2-3 hours. Volunteer shifts are first-come, first-serve, so check Signup.com frequently and sign up for the shifts you're interested in.

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
Afternoon Shifts	12:30-2:30		12-2:00			12-2:00	12-2:00
	2:30-4:30		2-4:00		2-4:00		2-4:00
Evening Shifts		4-6:00		4-6:00			
		6-8:00		6-8:00			

## 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. Attendance is highly encouraged, and you can sign up on the Library's online calendar at [btpl.org/events](http://btpl.org/events).

Saturday, June 1, 10-11 a.m.

Thursday, June 27 7-8p.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: \_\_\_\_\_