

LIBRARY VolunTEEN APPLICATION

PERSONAL INFORMATION

Name: _____

Address: _____

Telephone: _____

Parent Email: _____

Student Email: _____

INTERESTS AND WEEKLY AVAILABILITY

Please check what you are interested in and what times you are available.

1. Interested in: _____ a regular volunteer schedule _____ working a special event
2. Area of interest: _____ program prep. _____ shelf reading/ shelving maintenance _____ surprise me
3. Availability: (DeWitt District Library hours of operation available online @ www.dewittlibrary.org
Summer Shifts are 2 hours a shift from 10-12, 12-2, 2-4, 4-6)

_____ Mondays - time available _____

_____ Tuesdays—time available _____

_____ Wednesdays—time available _____

_____ Thursdays—time available _____

_____ Fridays—time available _____

_____ Saturdays-time available _____

T-SHIRT SIZE

Each Volunteer will receive a unisex t-shirt which they can wear during their shifts and at events. Please circle the size you would like.

XS

S

M

L

XL



13101 Schavey Rd. DeWitt MI 48820

517.669.3156

www.dewittlibrary.org

AVAILABILITY

Please list the dates that you are *unable* to work (including vacations, camps, etc.):

IMPORTANT DATES

Thursday, May 22—VolunTeen applications due

Wednesday, May 28—3:00-4:30 VolunTeen Mandatory Training Meeting (one of two options)

Thursday, May 29— 5:00-6:30 VolunTeen Mandatory Training Meeting (one of two options)

Thursday, May 29— completed work permits due

Tuesday, June 3—VolunTeen kick-off party and Tie-Dye shirts

Saturday, June 7—10:30—2:30 Reading Challenge Kick-Off at the property

Monday, June 9—regular table shifts begin

July 4—library closed

August 2—Last day of the Reading Challenge

PLEASE READ THE FOLLOWING AND SIGN BELOW

I certify that the statements made in this volunteer application are true and correct.

I understand that the DeWitt District Library reserves the right to accept or reject any applications. I understand that **volunteer applicants 14-17 years old need a work permit**. The library has a copy of the work permit which needs to be filled out and then signed by a representative from the school. At DeWitt High School, please contact Barb Laing or Ada Angst in the front office. At DeWitt Middle School, please contact Abby Nash or Kim Hunt in the counseling office. Home-schooled teens need to bring a birth certificate and permit to the local school to be signed.

Volunteers serve at the DeWitt District Library without compensation or benefits.

Volunteers serve at will and may be discharged at the discretion of the library director at any time.

Volunteers are recognized by the public as representatives of the library and shall adhere to DeWitt District Library policies for *Personal Conduct* as outlined in the DeWitt District Library Employee Handbook.

Applicant's Signature

Date

Parent or Guardian's Signature Required (if applicant is under 18 years of age)

Date

Please check all the events you would like to help out with for more volunteer hours. (There are more events listed on the back). All volunteers may also participate in the events. SRP= Summer Reading Program

| YES ✓ | DATE/ DAY | TIME (# vol. hrs.) | PROGRAM & description of duties | # VOLS needed | LOCATION |
|-------|----------------------------|---|--|-----------------------------|----------------------------------|
| | SAT 6/7 | 9am-3pm- (6 vol. Hrs, or a 3 hr shift) | <u>MURAL @ SRP KICK OFF</u> - (Physical labor) set up tent, chairs, tables, paint stations, clean up at end. | Any available | OUTSIDE @ LIBRARY PROPERTY |
| | | 10:30-3pm (5 vol.hrs) | <u>ACTIVITIES @ SRP KICK OFF</u> -Set up games (before), facilitate running the games (during), clean up games (after). | 4 | OUTSIDE @ LIBRARY PROPERTY |
| | | 10:30-3pm (5 vol.hrs) | <u>REGISTRATION @ SRP KICK Off</u> --Set up signs (before), distributing logs and explain the reading challenge to families (during), assist in clean up(after) | 2 | OUTSIDE @ LIBRARY PROPERTY |
| | | 10-4pm (6 vol. Hrs- or a 3 hr. shift) | <u>SRP REGISTRATION</u> - distribute logs and explain the reading challenge to families, assist adults in signing up for the reading challenge electronically. | 1 | INSIDE MAIN LIBRARY |
| | 6/8-6/15 All week | Waiting for confirmatio n | <u>MURAL</u> - Help set up paints & supplies, help clean up afterward (depends upon your shift) | Waiting for confirmation | ANNEX |
| | Every Tues 6/17-7/29 | 9:30-12PM (3 vol. hrs) | <u>Storytime & Crafts</u> - Help set up crafts, assist children in doing the craft, help clean up | 1 | ANNEX |
| | TUES 6/17, 7/8, 7/22 | 1:30-4:30- (3 vol. hrs) | <u>Color Your World Lego Playdate</u> Help set up, assist children with creations, help pick up. | 2 | ANNEX |
| | THURS 6/19 | 1:15-4:30 (3 vol. hrs.) | <u>Broadway Bootcamp</u> - Help set up, help clean up | 1 | ANNEX |
| | WED 6/24 | 2:30-4:30 (2 vol. hrs.) | <u>Cotton Candy Science</u> - Help set up, assist children with experiments, help clean up | 1 | ANNEX |
| | THURS 6/25 | 1:00-4:00 (3 vol. hrs.) | <u>Swifties Unite Party</u> - Help set up, assist photo booth and crafts, help clean up. | 2 | ANNEX |
| | TUES 7/1 | 3:30-6:30 | <u>Farmers Market</u> - Help set up, | 1 | Downtown DeWitt |

| | | | | | |
|--|---------------|----------------------------|--|-------|--|
| | Tues 7/1 | (3 vol. hrs.) | assist kids with a craft, help clean up. | | |
| | THURS 7/9 | 2:30-4:30 (2 vol. hrs.) | <u>EMANATA</u> -Meggie Ramm <u>Comics</u> - help set up, help clean up | 1 | ANNEX |
| | TUES 7/15 | 1:30-3:30 (2 vol. hrs.) | <u>ZIYN</u> - Potter Park Zoo brings <u>animals to library</u> - help set up, help clean up | 1 | ANNEX |
| | THURS 7/24 | 1:30-3:30 (2 vol. hrs.) | <u>Balloon Bonanza</u> - help set-up, assist children with balloons, help clean up. | 1 | ANNEX |
| | TUES 7/29 | 3:30-6:30 (3 vol. hrs.) | <u>Farmers Market</u> - Help set up, assist kids with a craft, help clean up. | 1 | Downtown Dewitt |
| | FRI 8/1 | 1-4pm (3 vol. hrs.) | <u>Drumcommunity</u> - help set-up, help clean up | 2 - 3 | Riverside Park / City Community Room (rain plan) |