

HUNTLEY AREA PUBLIC LIBRARY JUNIOR VOLUNTEER APPLICATION

SUMMER 2019

YOU MUST BE ENTERING 7TH-12TH GRADE IN THE FALL

Hi, Junior Volunteer!

Thank you for your interest in volunteering. As a Junior Volunteer (JV) you'll staff the Children's Summer Reading Desk and register kids for summer reading, award prizes as they complete their reading goals, and help with other tasks as assigned. The theme for 2019 is: **Dig Into Summer!** Summer reading begins **June 5, 2019** and will continue through **August 3, 2019**.

Please fill out this application and return it to the library's Information Desk by **Saturday, May 18, 2019**. We will use the information you provide to schedule you. We typically have between 60-90 JVs volunteering every summer and we try to accommodate everyone's scheduling preferences to the best of our ability. If you are not able to volunteer on regular basis, you may be able to volunteer/fill-in for open spots that remain after we make our preliminary schedule. Unfortunately, we cannot guarantee a regular volunteer shift for late applications received.

All Junior Volunteers must attend a training session. Be sure to indicate on the application which training session you are able to attend. Monday, June 3, 4:00-5:00 PM, or Monday, June 3, 5:00-6:00 PM.

Once your application is submitted you can consider yourself a 2019 Junior Volunteer! Congratulations!

If you have any questions about the JV program, please call our Children's Desk for more information (847-669-5386, and press 4).

PLEASE READ THE FOLLOWING VOLUNTEER AGREEMENT AND SIGN BELOW

I understand that I am not entering into an employment relationship with the Huntley Area Public Library District and that I am not entitled to receive a salary or any employee benefits including workers' compensation. I understand that either the Library or I may terminate this volunteer relationship at any time without notice.

I also understand that I have an obligation to respect the confidentiality of any information that the Library requires a person to provide in order for that person to become eligible to borrow books and other materials and participate in library activities (library patron information). I understand that I must also respect the confidentiality of any information identifying individuals borrowing particular books or materials (circulation record information). I understand that my obligation of confidentiality continues into perpetuity.

I understand that the Library does not provide liability insurance for volunteers, does not provide insurance coverage for personal vehicles, and does not indemnify volunteers for liability they may incur by the performance of their gratuitous services for any library patron or the Library.

I agree to abide by the rules and regulations of the Huntley Area Public Library District.

SIGNATURE OF VOLUNTEER: _____ DATE: _____

SIGNATURE OF PARENT OR GUARDIAN: _____ DATE: _____



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NAME: _____
FIRST LAST

ADDRESS: _____
NUMBER STREET CITY ZIP CODE

PHONE NUMBER: _____ (HOME/YOUR PHONE/PARENT'S PHONE) CIRCLE ONE

E-MAIL: _____
(THIS SHOULD BE AN EMAIL THAT YOU OR A PARENT CHECKS REGULARLY AND MUST BE UNIQUE FOR EVERY VOLUNTEER)

AGE: _____ SCHOOL YOU WILL ATTEND THIS FALL: _____ GRADE: _____

HAVE YOU BEEN A JUNIOR VOLUNTEER AT THE LIBRARY IN THE PAST? YES NO

WHY DO YOU WANT TO VOLUNTEER AT THE LIBRARY? _____

HAVE YOU HAD OTHER VOLUNTEER EXPERIENCE? IF SO, WHAT KIND OF VOLUNTEER WORK HAVE YOU DONE?

WHAT ARE YOUR INTERESTS? (LIST HOBBIES, SCHOOL ACTIVITIES, CLUBS, ETC.) _____

EMERGENCY CONTACT PERSON:

NAME: _____

ADDRESS: _____

RELATIONSHIP TO YOU: _____

PHONE NUMBER: _____



APPLICATION DEADLINE DATE IS MAY 18, 2019!

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SCHEDULING INFORMATION AND INSTRUCTIONS:

- Mark ALL the days and times when you are willing/available to volunteer – this gives us scheduling options. If you only pick one, we may not be able to schedule you.
- Each JV is scheduled for ONE shift per week.
- Only TWO JVs are scheduled per shift.
- If you want to volunteer with a friend/sibling, you must select the SAME days and times on your applications and submit them together. No more than two people will be scheduled together.
- You will receive your volunteer schedule on Monday, June 3, at your volunteer training session – changes can be made at this time, if necessary (spots added, subtracted, or switched).
- You can pick up additional volunteer hours at your training session (we usually have some unfilled spots or spots that become available once volunteers review their schedules). Fill-in volunteers will have first shot at these spots.

WHAT DAYS AND TIMES CAN YOU VOLUNTEER? PLEASE MARK **ALL** THE DAYS/TIMES YOU ARE AVAILABLE – AT LEAST 3 – YOU MAY STAR YOUR PREFERRED SHIFT(S). [NOTE: YOU WILL ONLY BE SCHEDULED FOR ONE SHIFT]

MONDAYS: 9AM-12PM 12PM-2PM 2PM-4PM 4PM-6PM 6PM-8PM

TUESDAYS: 9AM-12PM 12PM-2PM 2PM-4PM 4PM-6PM 6PM-8PM

WEDNESDAYS: 9AM-12PM 12PM-2PM 2PM-4PM 4PM-6PM 6PM-8PM

THURSDAYS: 9AM-12PM 12PM-2PM 2PM-4PM 4PM-6PM 6PM-8PM

FRIDAYS: 9AM-11AM 11AM-1PM 1PM-3PM 3PM-5PM

SATURDAYS: 11AM-2PM

PLANNED SUMMER VACATION DATES: _____

I CAN ATTEND JV TRAINING ON: (PICK ONE)

MONDAY, JUNE 3, from 4:00 – 5:00PM MONDAY, JUNE 3, from 5:00 – 6:00PM

I CAN'T ATTEND TRAINING (WE WILL CONTACT YOU WITH YOUR SCHEDULE - YOU WILL BE TRAINED THE FIRST SHIFT YOU ARE SCHEDULED)

FOR LIBRARY STAFF TO COMPLETE

DATE APPLICATION RECEIVED: _____

APPLICATION COMPLETE: _____

JV ACCEPTANCE LETTER : _____



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