

## Teen Volunteer Agreement

The \_\_\_\_\_ Library has developed a program for area teens to volunteer during the summer. Teen Volunteers provide assistance with the children's and teens' summer reading clubs and with events at the library. Teen Volunteers are positive examples for younger patrons and encourage library usage and a love of reading. Your hours will be recorded and a Statement of Hours letter will be provided on our letterhead, signed by your Supervisor, by October 1<sup>st</sup>.

Before beginning their service, Teen Volunteers must sign the Teen Volunteer Agreement.

As a Teen Volunteer at the \_\_\_\_\_ Library, I agree to the following:

1. I will arrive at the library at my assigned time.  
If I am unable to do this, I will call \_\_\_\_\_ and notify \_\_\_\_\_  
(phone number) (staff member)  
If at all possible, I will do this at least 24 hours before I am scheduled to arrive.
2. I will remain at my post until my time slot has ended.  
If I am unable to do this, I will speak with the librarian on duty.
3. I will speak with \_\_\_\_\_ if I need to make changes to my schedule.  
(staff member)  
I will swap time slots and cover for other volunteers only with approval of a supervisor.
4. I will perform my duties as assigned.  
If I have questions about what I am to do, I will ask the supervisor.
5. I will refer patrons to the supervisor on duty when questions arise that are not directly related to my assignment.
6. I will be courteous and respectful of the library patrons, staff, and other volunteers.
7. I will use the phone only with the permission of a supervisor.
8. I will use the computer only with the permission of a supervisor.
9. I will not bring food or drink into the library (exception: water bottles with caps.)
10. I will wear a volunteer nametag while I am working.
11. I will wear appropriate attire.
12. I will focus on my assignment while I am working.  
I will keep socializing to a minimum.  
Out-of-town visitors and friends are welcome to use the library but may not participate as volunteers.

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Print name

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Signature

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Date