



Teen Volunteer Application

Teen Name (Print): _____
 Teen Date of Birth: _____
 Teen Address / City/ State / Zip Code: _____
 Teen Phone: _____
 Teen Contact Email: _____

Parent/Guardian Name (Print): _____
 Parent Phone: _____
 Parent Email: _____

Step 1. Please indicate to the left of the TASK DESCRIPTION your Top #1, #2, and #3 Volunteer Task Picks. Use numeric indicators #1, #2, and #3 for your choices NOT check marks.

_____ **Shelving/Reading Shelves (Year-round)**

After-school, Saturdays and increased shifts during June, July and August. Shelving is returning items to the shelves in correct order. Reading shelves is maintaining alpha and numeric order of the book collection. Training will be provided if necessary.

_____ **Summer Event Assist (Date Specific - Summer Only)**

During June and July, teen volunteers assist the children’s librarian with calendared special programs and events, including setup, crowd management and clean up.

_____ **Teen Reading Buddy Program (Mondays - Summer Only & PLEASE SEE THE BACK PAGE FOR FURTHER INFORMATION)**

During June and July, Teen Reading Buddies help incoming 1st, 2nd and 3rd graders maintain their reading skills in a relaxed one-on-one weekly Monday reading time.

Step 2. Please write the times you are available under which days you are available to volunteer.

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
A.M.						
P.M.						

All Volunteers at the Dripping Springs Community Library are encouraged to be library members, but it is not required.

The library does not participate in court appointed community service.

STUDENTS AGE 14 AND OLDER

This is an opportunity for students who plan to apply for college admission to earn community service hours.

During the school year, hours available are Monday to Wednesday 3:00 to 7:00 PM, Thursday 3:00 to 8:00 PM, Friday 3:00 – 6:00 PM and Saturdays 10:00 AM to 5:00 PM. Home Schoolers may volunteer during regular business hours. Summer volunteer hours expand to include shifts during regular business hours while school is out.

What we offer:

- Job related experience
- An opportunity to work with the public in a real world environment
- Verification of hours worked that may be used in certificate/portfolio/resume

What we require:

- A commitment of at least 2 hours per week or 36 hours per school semester. Students may only work a maximum of 4 hours per day when working special events.
- Dependability. Please be punctual for your scheduled shift and call the circulation desk at 512-858-7825 or email Carly.Hardcastle@dscl.org if you are unable to work. Teens that are absent and have not notified the library will be noted as “absent without notification” on the volunteer schedule. More than 3 “absent without notification” will result in losing eligibility to volunteer that semester.
- Eligibility and extra-curricular activities. Volunteers participating in extracurricular activities must work a minimum of 2 out of 4 scheduled Saturdays during a month to remain active on the Saturday shift. Shifts can be made up by working a different shift day or doubling a Saturday shift. Staff must be notified of these schedule changes.
- Dress code: the library follows the prescribed DSISD campus dress code.
- Summer Only: Candidates will be required to attend a 2-hour orientation that includes library policy, handouts, a library tour and training. Volunteer schedules will be set at orientation and teens will earn 3 hours community service credits for attending orientation.

Teen application forms are available at the Dripping Springs Community Library, and may be printed out from the Library’s website: www.dscl.org.

For more information, please call the Volunteer Coordinator, Tammy Mierow at 512-858-7825 or email Carly.Hardcastle@dscl.org

I have read and agree with the above listed volunteer eligibility requirements.

Teen Applicant’s Signature: _____ Date: _____

I, the Parent/Guardian, give permission for _____ to volunteer on the day(s) time(s) noted on the application page.

Parent or Guardian Signature: _____ Date: _____

Thank you for applying! We will email or call you within 5 business days. If there are no opportunities open, your application will be saved, and we will contact you when volunteer positions become available.

**DRIPPING SPRINGS COMMUNITY LIBRARY
VOLUNTEER DRESS CODE**

The Dripping Springs Community Library dress code follows closely the established DSISD dress code and it is expected that all volunteers, both adult & student alike; be neat and clean.

Any volunteer, failing to comply with the dress code standards will be asked to change the inappropriate item or to end their volunteer shift by signing out and removing their name tag.

- 1) Footwear appropriate to standing and walking is acceptable.
- 2) Clothing or other items depicting pictures, emblems, or writings that are lewd, offensive, vulgar, obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance is prohibited.
- 3) Revealing, transparent and/or distracting clothing is prohibited. No bare midriffs will be permitted. No spaghetti straps, low cut clothing, undershirts worn as outer wear, or halter tops are to be worn. Straps must be at least 1½ inches wide over the shoulder.
- 4) Hats, caps, or other headwear including sunglasses may not be worn during shift.
- 5) Pants should be properly fitting. Sagging is not allowed.
- 6) Shorts, dresses and skirts must be fingertip length with arms fully extended down the student's side or have an inseam no shorter than six inches. Slits in shorts, skirts, or dresses must not be above the fingertips or be of a distracting nature.
- 7) Hair must be clean, neat and reasonably styled. Hair must not obstruct vision or create a distraction.

I have read and agree with the above listed volunteer dress code.

Volunteer Printed Name

Volunteer Signature

Date

**DRIPPING SPRINGS COMMUNITY LIBRARY
PHOTO PERMISSION FORM**

Dripping Springs Community Library has my permission to use photographs of me or my child (a minor under 18 years of age) taken during Texas Summer Reading Club, Story-time or other library activities for use on their website or other promotional material. These pictures may be posted on Facebook as well as used for marketing and promotions within the library.

_____ Yes, Dripping Springs Community Library has my permission.

_____ Yes, Dripping Springs Community Library has my permission to post name(s) but not photograph.

_____ Yes, Dripping Springs Community Library has my permission to post photograph(s) but no name.

_____ Dripping Springs Community Library does not have my permission.

Printed Name of Photograph Subject

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian Date

**DRIPPING SPRINGS COMMUNITY LIBRARY
READING BUDDIES PROGRAM INFORMATION/APPLICATION**

Reading Buddies is a program that we host every summer. It pairs Teen Buddies (you) with Little Buddies (children in 1st and 2nd grade and sometimes even 3rd grade). This program gives the Little Buddies a safe place to read with an older role model who can help them grow in their love and confidence of reading.

We try to keep each Little Buddy with the same Teen Buddy each time the program meets. The only times we switch up Buddies are when a Teen is out, and another Teen needs to fill in for that day. Other than that, you will be partnered with the same Little Buddy each time.

Sessions are every Monday for about 30 minutes each. We do ask that Teen Buddies show up about 15 minutes early to get settled, get their packets, and look around for any books they feel their Little Buddy may enjoy (this typically starts after you have gotten to know your Buddy a little better and start to get an idea about what they like).

Please place a **check mark** next to one or more time slots that works best for you. If you are flexible on times and/or are willing to stay for multiple time slots, please mark that as well.

11:30

12:00

12:30

1:00

1:30

2:00

I am flexible on times

I am willing to work multiple time slots

Please look at the following dates, and place a **check mark** next to any days you will not be available to come in.

June 10th

June 17th

June 24th

July 1st

July 8th

July 15th

July 22nd

All Teen Buddies are required to come to our mandatory Reading Buddy Orientation on June 3rd from 1:00 PM – 3:00 PM. It is at this Orientation that you will meet all of the other Teen Buddies, discuss finalized schedules, and learn what will be happening in your Reading Buddy Sessions.

If you have any questions, please do not hesitate to email aleigha@dscl.org or call the library at 512-858-7825 and ask for Aleigha. We are happy to answer all your questions!

By checking this box you are stating that you would like to volunteer as a Teen Reading Buddy and that you have consent from a parent to do so.

Teen Signature _____

Parent Signature _____