

Batavia Public Library
Junior Volunteer Application
(Please print)

Staff: Date returned _____

Name: _____ Date: _____

Address: _____

City: _____ Telephone: _____

Grade: _____ Age: _____ Birthdate: _____

School: _____

Parents' Names: _____

Name(s) and telephone number(s) of person(s) to contact in case of emergency:

Name: _____ Telephone: _____

Name: _____ Telephone: _____

Have you ever volunteered or worked for pay before? ___ Yes ___ No

If yes, what did you do? _____

Why do you want to work as a junior volunteer at the Batavia Public Library? Please write your response here:

(Application continues on back)

Please return your completed application to the Youth Services Desk by Friday, May 14 .

Name: _____ Phone number: _____

Please indicate which of the following, Option I, Option II, or Option III, you would prefer *by circling Y for yes or N for no*. *If you are interested in more than one option, please also indicate your 1st, 2nd, and 3rd choices*. Please note that all Options and scheduling preferences will be based on the date the application is returned to the Youth Services Desk.

OPTION I: (Weekly schedule) Y___ N___ (circle): 1st 2nd 3rd

Under this option, you will be regularly scheduled to work one hour per week. You may be asked to straighten shelves, make copies, and prepare craft projects or similar tasks. Please indicate below which days and hours you would be available to volunteer. Please mark as many days and times as possible. We will try to accommodate your request. You will be notified of your schedule.

| | Morning (9a-12n) | Afternoon (12n – 4p) | Evening (4p – 7p) |
|-----------|---------------------|-------------------------|----------------------|
| Monday | _____ | _____ | _____ |
| Tuesday | _____ | _____ | _____ |
| Wednesday | _____ | _____ | _____ |
| Thursday | _____ | _____ | _____ |
| Friday | _____ | _____ | _____ |
| Saturday | _____ | _____ | _____ |

OPTION II: (Special Events) Y___ N___ (circle): 1st 2nd 3rd

Under this option, you will be scheduled as needed for special programs and/or projects. You will be given at least one day's notice and could decline if you were not available at the time requested. Please indicate below any scheduling conflicts.

OPTION III: (Book Buddy) Y___ N___ (circle): 1st 2nd 3rd

Book Buddies help beginning readers practice their reading skills. They will meet once each week on various days either in the morning or afternoon. You will be notified after the calendar has been confirmed. Please indicate below any scheduling conflicts.

SUMMER SCHEDULE: If you have any special scheduling issues like summer vacation, camp, swimming lessons, etc. please indicate these here:

Junior volunteers are expected to abide by the rules of the Library and to conduct themselves in a manner which is in accordance with these rules.

Junior volunteer signature

Date

Parent's signature

Date

Please return your application to the Youth Services Desk no later than May 14, 2010.

Batavia Public Library

Junior Volunteers

Students - Grades 6-9

Summer 2010

Are you a student going into grades 6-9 with a Batavia Library card or go to a Batavia school? Interested in becoming a Batavia Public Library Junior Volunteer? During the summer months, Junior Volunteers have three volunteer options to choose from.

Weekly Volunteers will be scheduled for one hour per week. Weekly volunteers may be asked to straighten shelves, organize magazines, help prepare for special programs, photocopy, cut out storytime projects, organize fingerplays or flannelboards, cut scrap paper, check puzzles and games, or stamp bookmarks or similar tasks.

Special Event Volunteers will be called on as needed for special programs with times and days varying. Special Event Volunteers may be asked to monitor a game, serve refreshments, hand out tickets, usher or other duties assigned by YS staff.

Book Buddy Volunteers will help beginning readers practice their reading skills. Book Buddy times and dates will vary during the summer. The number of volunteers needed depends on the number of book buddy registrants so volunteers are generally rotated and may not be scheduled every week.

All junior volunteers are asked to:

- Be on time.
- Dress neatly.
- Respect library rules.
- Call the Library's Youth Services department if unable to work that day, (630) 879-4775.
- Sign in and out during volunteer times.
- Visit with friends after volunteer hours.

Still interested? Great! Now, you'll need to fill out the attached application and return it to the Youth Services Desk no later than the date noted on the application. All applications will be reviewed. Students selected as junior volunteers will be notified of their schedule prior to their start date. The summer session will begin Monday, June 14 and continue through Saturday, August 14.

If you have any questions please feel free to contact Joanne Zillman or Ruth Arrott at the Library, (630) 879-4775.

