Give back to your community by volunteering at Lewis & Clark Library! VolunTeens is a program for students who will enter grades 7-12 in the Fall of 2019. VolunTeens will engage in service activities at Lewis & Clark Library, including helping with Children’s and Teen Programs, behind-the-scenes work, and sharing favorite books with other readers.

VolunTeens will earn volunteer hours, gain job skills, and get great swag.

**HOW TO APPLY**

Complete the VolunTeen Application, which includes:
- VolunTeens Info Sheet
- Availability Sheet
- Expectations Sheet

Submit completed applications at Lewis & Clark Library’s Information Desk by Friday, May 24. Selected participants will be notified by 5/31.

**NEXT STEPS**

Teens will receive notification following the review of their application.

**If accepted:**
- VolunTeens MUST attend the orientation session on June 12 from 2-4 pm. This counts as volunteer time.
- VolunTeens will receive their summer schedule and review with their parent or guardian.
- VolunTeens will complete and return their Summer 2019 Commitment Form.

**If declined:**
- While Lewis & Clark Library strives to accommodate as many teens for volunteer programs as possible, our program may not be ideal for all teens. Teens may formally request reconsideration.

Please note: this program is not designed for youth seeking community service or restitution hours.

**QUESTIONS?**

Please contact Heather Dickerson, Teen Services Librarian 406.447.6683 | hdickerson@lclibrary.org
VOLUNTEENS INFO SHEET

Please print legibly.

Name: ____________________________________
Address: __________________________________
Phone: ___________________________________
Email: ____________________________________
School: ___________________________________
Grade in Fall 2019: _________________________

I'm interested in:

Helping at Children's Programs
This means: making crafts with kiddos, setting up and taking down tables and chairs, cleaning up

Helping at Teen Programs
This means: making crafts with teens, setting up and taking down tables, and chairs, cleaning up

 Being a VolunTeen Curator
This means: writing short book recommendations, creating displays, sharing what you love about books

Being a Behind-the-Scenes Ninja
This means: little contact with other library users, but helping to assemble kits, crafts, and other stuff

Statement of Intent

In your own words, tell us why you want to volunteer at Lewis & Clark Library.

What do you hope to learn?

What should we know about you?

What are your other summer commitments?

References

Please provide two personal references (adults not in your family; teachers, coaches, and counselors are great):

Name: ________________________________ Name: ________________________________
Phone: _______________________________ Phone: _______________________________
Relationship to you: __________________ Relationship to you: __________________
Please circle the dates/programs when you'd like to volunteer:

**JUNE**

- **Teen Craft Day** (Actual program time: 11-12)
  - Thursday, June 13, 10-12:30 (TEEN PROGRAM)

- **Free Book Day for Teens** (Actual Program time 2-3)
  - Wednesday, June 19, 1-3:30 (TEEN PROGRAM)

- **Teen Craft Day** (Actual program time: 11-12)
  - Thursday, June 27, 10-12:30 (TEEN PROGRAM)

- **Space/Slime Program**: 10:30 AM-12 PM AND 2-3:30 PM
  - Friday, June 28, 10-12:30 OR 1:30-4 (KID'S PROGRAM)

**JULY**

- **Tuesday Tales** (actual program time: 10:30-11:30)
  - Tuesday, July 2, 10-12 (KID'S PROGRAM)

- **Midweek Movie** (actual program time: 6-8)
  - Wednesday, July 10, 5:15-8:15 (TEEN PROGRAM)

- **Teen Craft Day** (Actual program time: 11-12)
  - Thursday, July 11, 10-12:30 (TEEN PROGRAM)

- **Tuesday Tales** (actual program time: 10:30-11:30)
  - Tuesday, July 16, 10-12 (KID'S PROGRAM)

- **Teen Craft Day** (Actual program time: 11-12)
  - Thursday, July 18, 10-12:30 (TEEN PROGRAM)

- **Teen Trivia Program** (Actual Program time: 6-7:30)
  - Wednesday, July 24, 5-8 pm (TEEN PROGRAM)

- **Escape Room** (Actual Program time: 6-8 pm)
  - Friday, July 26, 5-8:30 pm (TEEN PROGRAM)

- **Teen Maker Mayhem** (Actual Program Time: 2-4 pm)
  - Monday, July 29, 1-5 pm (TEEN PROGRAM)

- **Final Summer Reading Program** (actual program time: 12-2)
  - Tuesday, July 30, 11-3 (KID’S PROGRAM)
**EXPECTATIONS**

**Teen Responsibilities**

- Provide excellent customer service to staff and library users.
- Acts as a library ambassador.
- Follow assigned volunteer schedule.
- Communicate absences in advance.
- Put away cell phone during volunteer hours.
- Dress appropriately for volunteer duties.
- Protect the privacy of library users.
- Stays on track, even when best friends are around.
- Sign in and keep track of your volunteer hours.

I understand the expectations listed above, and understand that my behavior as a teen volunteer is a reflection of Lewis & Clark

Teen Signature: ________________________________

Date: __________

**Parent Responsibilities**

- Support your teen.
- Help your teen approach this responsibility as a job and allow the teen to work with independently with staff.
- Remind your teen to contact staff regarding schedule changes. Please empower your teen to do this unless there is an emergency.

I commit to supporting my teen as a volunteer at Lewis & Clark Library.

Parent Signature: ________________________________

Date: __________

**EMERGENCY CONTACT INFORMATION**

Name: ________________________________

Address: ________________________________

Phone: ________________________________

Phone: ________________________________

Relationship to you: ________________

Name: ________________________________

Address: ________________________________

Phone: ________________________________

Phone: ________________________________

Relationship to you: ________________

Is there anything else we should know about you? Anything that would help us set you up to have the best volunteer experience, ever?!