

Name \_\_\_\_\_

## Library Pal Application PREREQUISITES

prerequisite (prē-rĕk' -wĭ-zĭt) *noun*. Something that is required before something else can happen.

1. By summer 2017, will you have finished one of these grades:  
→ 5, 6, 7, or 8? Yes No
2. Your training is very important, and it takes place on one day during  
May 30th–June 2. Can you be there? Yes No
3. Can you commit to missing no more than one shift from  
June 5 to June 30 and/or July 3 to July 28? Yes No
4. Do you have a Poudre River Public Library District card? Yes No

**If you answered all four questions “Yes,” please select a month and a shift on the back of this page. Fill out and turn in the application with this sheet!**

Each shift will include some of the following:

- Storytime—take pictures, count crowds, and help with storytime activities.
- Programs—help set up and take down, take pictures, count crowds, and help kids with hands on activities.
- Regular—help with library tasks, displays, book recommendations, window art, activities with kids and much more.

All shifts include a mascot appearance (but it’s not mandatory for every Library Pal to wear).

You can choose shifts in both June and July,  
but first priority in July will be given to Library Pals who do not have a shift in June.

- I would like to volunteer at Old Town Library / Harmony Library / Council Tree Library. (Circle any or all.)
- I can volunteer weekly June 5 to June 30 and/or July 3 to July 26 during any one of the shifts I've check-marked below.
- I can attend training the week of May 30 to June 2. (Check any or all.)

### Old Town

Old Town — JUNE	Monday	Tuesday	Wednesday	Thursday	Friday
9:30am - 11:30am					
1:30pm - 3:30 pm					

Old Town — JULY	Monday	Tuesday	Wednesday	Thursday	Friday
9:30am - 11:30am					
1:30pm - 3:30 pm					

Old Town — training	Monday	Tuesday	Wednesday	Thursday	Friday
9:30am - 11:30am		May 30			June 2
1:30pm - 3:30 pm			May 31	June 1	

### Harmony

Harmony — JUNE	Monday	Thursday
9:30am - 11:30am		

Harmony — JULY	Monday	Thursday
9:30am - 11:30am		

Harmony — training	Wednesday	Friday
9:30am - 11:30am	May 31	June 2

### Council Tree

Council Tree — JUNE	Tuesday	Thursday
9:30am - 11:30am		
6:30pm - 8:30pm		

Council Tree — JULY	Tuesday	Thursday
9:30am - 11:30am		
6:30pm - 8:30pm		

Council Tree — training	Tuesday	Thursday
9:30am - 11:30am	May 30	
6:30pm - 8:30pm		June 1



## Summer Reading Challenge 2017 Library Pals Volunteer Application

Must be turned in at Old Town, Harmony, or Council Tree Library by  
Monday, May 15, 2017

Name \_\_\_\_\_ Date of birth \_\_\_\_\_

Email address(es) \_\_\_\_\_

Snail mail address \_\_\_\_\_

City \_\_\_\_\_ ZIP \_\_\_\_\_ Phone \_\_\_\_\_

School \_\_\_\_\_ Grade completed by end of this school year \_\_\_\_\_

I know already that I will NOT be able to volunteer on the following dates in June and/or July:

\_\_\_\_\_

Some of my interests, hobbies, and skills are \_\_\_\_\_.

Parent/Guardian name(s) \_\_\_\_\_

Parent/Guardian email(s) \_\_\_\_\_

Phone where my parent/guardian can be reached during my shift \_\_\_\_\_

Alternate contact if above person is not available  
\_\_\_\_\_ Phone \_\_\_\_\_

Medical doctor/clinic \_\_\_\_\_ Phone \_\_\_\_\_

*I understand that in the event of any serious injury or illness of my child, library personnel will make every effort to contact me. If I cannot be reached, I authorize library personnel to sign such waivers as may be necessary to provide emergency medical, surgical, or dental treatment.*

## Pals Volunteer Code of Ethics and Work Agreement

I understand that as a Library Pal volunteer in Poudre River Public Library District—Old Town, Harmony, or Council Tree, I will be considered a valuable member of the library team and will be expected to assume the responsibilities in my job description.

I understand and agree to:

- Participate as a reader in the 2017 Poudre River Public Library District Summer Reading Program.
- Maintain a neat and clean appearance and dress appropriately for the job I'm doing, including wearing a nametag provided by the Library.
- Be reliable and punctual, notifying my supervisor as soon as possible if delayed or unable to keep to my schedule. (Old Town, 416-2827. Harmony, 204-8408. Council Tree, 416-2791. Answer Center, 221-6740.)
- Abide by the Library's Standards of Acceptable Behavior and interact with library customers in a courteous manner.
- Give full attention to my job, which means I will not bring friends or siblings with me to my job.
- Be a cheerful and cooperative team player, asking staff for help when I have problems or questions, and providing them with suggestions.
- Commit to a regular weekly two-hour shift in June and/or July. (The Library will allow me to miss one shift each month.)
- Share my love of books and reading with other young people in the Library.
- Attend my training shift during the week of May 30—June 2 at the library where I will be volunteering.

In return, Poudre River Public Library District agrees to:

- Provide necessary training and orientation.
- Review volunteer performance, maintain volunteer records, and provide a certificate attesting to volunteer's service at the end of the summer.
- Welcome volunteer as a team member in the Children's Services areas of Poudre River Public Library District.

Volunteer signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

Pal Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Parents: Photographs of Pals doing their volunteer work are often used in library publicity. If you do *not* want a photograph of your child used in this way, you must advise Library staff before your child begins the program. Thanks!

## **Applicant: Keep this yellow sheet for yourself!**

### **Important Dates in the 2017 Library Pals Program**

April 1–May 15: Applications accepted. The sooner you get your application in, the better your chances of being offered a position as a Library Pal.

By May 22: You will be notified by email whether you’ve been accepted and if so, when your shift is. Check your email regularly!

May 30–June 2: Training shifts, which absolutely positively may not be missed unless you have been a PAL before at the location to which you are applying this year.

June 5–June 30 and/or July 3–July 28: Four weeks of shifts, of which only one may be missed.

July 29: The Pals’ Farewell Party! Come to Old Town Library’s Community Room for food and games, 6:00 to 8:00.

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Note to myself: I put on my application that I'd be able to work one of the weekly shifts marked below.

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1:30pm - 3:30 pm					

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