



Name \_\_\_\_\_

## VolunTween Application PREREQUISITES

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

1. By summer 2018, will you have finished one of these grades:  
→ 5, 6, 7, or 8? Yes No

Your training is very important, and it takes place on May 31st, June 1st, or June 2nd and lasts two hours. Can you be there?

Yes No

3. Can you commit to coming to all four shifts you sign up for (barring illness)?  
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 shift on the next sheet. Fill out and turn in the application with this sheet!**

This year, each shift will be connected to a storytime or program. This may mean that you will help with the program itself, or it may mean that you will help with other tasks that need to be completed because of the program—such as tidying up. Over the four weeks, everyone should have a chance to learn a variety of tasks.

- Storytime—take pictures, count crowds, and perform storytime activities as directed. Please note, this may include standing up in front of a crowd of children and parents!
- Programs—help set up and take down, take pictures, count crowds, and help kids with hands on activities.
- Other—help with library tasks, displays, tidy up, book recommendations, activities with kids and much more.

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

Please rank the shifts in order of preference; you may leave shifts you can't do blank.

**Shifts will be allocated in order to give the maximum amount of tweens a chance to volunteer.**

- 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 31 to June 2 during any one of the shifts I've check-marked below

### Old Town

Old Town — JUNE	Monday	Thursday	Friday
9:00 - 11:00 am			
9:30 - 11:30 am			
1:00 - 3:30 pm			

Old Town — JULY	Monday	Thursday	Friday
9:00 - 11:00 am			
9:30 - 11:30 am			
1:00 - 3:30 pm			

### Harmony

Harmony — JUNE	Tuesday	Thursday
9:00 - 11:00am		
1:00 - 3:30 pm		

Harmony — JULY	Tuesday	Thursday
9:00 - 11:00 am		
1:00 - 3:30 pm		

### Council Tree

Council Tree — JUNE	Monday	Tuesday	Thursday
9:00 - 11:00 am			
10:30 am - 1:00 pm			
6:30 - 8:30pm			

Council Tree — JULY	Monday	Tuesday	Thursday
9:00 - 11:00 am			
10:30 am - 1:00 pm			
6:30 - 8:30pm			

### Training

Thursday, May 31 at Council Tree Library: 6:30 - 8:30 pm	
Friday, June 1 at Old Town Library: 9:30 - 11:30 am	
Friday, June 1 at Harmony Library: 2:00- 4:00 pm	
Saturday, June 2 at Council Tree Library: 9:00 - 11:00 am	



## Summer Reading Challenge 2018 VolunTween Volunteer Application

Must be turned in at Old Town, Harmony, or Council Tree Library by  
Monday, May 14, 2018

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

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

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

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

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

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.*

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

Date \_\_\_\_\_

## VolunTween Code of Ethics and Work Agreement

I understand that as a VolunTween for the Poudre River Public Library District, 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 2018 Poudre River Public Library District Summer Reading Challenge.
- 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, or use my cell phone during my shift.
- 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 shift in June and/or July.
- Share my love of books and reading with other young people in the Library.
- Attend my training shift during the week of May 31 – June 2.

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 \_\_\_\_\_

VolunTween Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

Parents: Photographs of VolunTwins 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 2018 VolunTween Program**

April 14–May 14: Applications accepted. The sooner you get your application in, the better your chances of being offered a position as a VolunTween.

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 31–June 2: Training shifts, which absolutely positively may not be missed, unless an exception is approved by staff.

June 5–June 30 and/or July 3–July 26: Four weeks of shifts.

July 29: The VolunTweens’ Farewell Party! Come to Council Tree Library for food and games, 6:30 to 8:30 pm.

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- Abide by the Library’s Standards of Acceptable Behavior and interact with library staff and 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.
- 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 3 at the library where I will be volunteering.

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

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