

Warminster Township Free Library

Teen Volunteering Information Sheet

Volunteering FAQ's

What is expected of me?

- Show up on time
- Show up for all assigned shifts you have committed to
- If you are running late or are unable to make it contact us ASAP
- Not every job requires patron interaction, but nevertheless please be aware that patrons do not know who is a staff member and who is a volunteer. Therefore, it is important to always be cordial and simply explain to patrons that you are a volunteer and will be happy to direct them to a staff member who can answer their question
- For those jobs that do require patron contact please put your electronic devices away even when it is quiet
- Ask questions! If you don't know something, please ask. We are happy to help and it is our job. We would much rather you ask us then give incorrect information to a patron
- If you have finished your assignment but still have time left in your shift, ask if there is anything else that needs to be done

What are the benefits of volunteering?

- Real-world work experience
- Volunteering, especially the kind that involves training and a firm commitment, looks great on a college application
- Familiarity with how the public library is set up. Knowing the Dewey Decimal system can help you locate research materials at school or in other locations
- A pleasant volunteering experience
- Becoming an active community member

Why do you ask for a minimum commitment or availability?

Most volunteering requires training by staff members. Time spent training volunteers is an investment. We realize its value, but it is still time spent that cannot be used towards other projects. We feel that the outcome should be worth the investment of time on both sides.

Will you keep track of my volunteering hours?

Yes! We have a weekly sign in sheet that will be set out in our back room. Volunteers must write in when they arrive and when they leave so we can keep track of their hours of commitment. If you need us to sign a separate letter or form filled out for school or another organization, we are happy to do that upon request.

What if I can't fulfill my volunteering hours?

If there is a conflict we were not previously aware of (i.e. illness or emergency), please let us know as soon as possible by email or calling the library. However, if it is something that will prevent you from coming in for several shifts, such as a newly scheduled vacation or camp, we will discuss options together.

Warminster Township Free Library

Teen Volunteering Application

Age: _____ Today's Date (STAFF ONLY): _____

Volunteers MUST be at least 14 years old and no older than 18. Please print clearly and legibly.

Thank you for your interest in volunteering at the Warminster Township Free Library. To join our team of library-loving volunteers, you should:

- Be between the ages of 14-17 years old [If you are younger than 14 please join our Teen Advisory Group for volunteering efforts]
- A minimum commitment of 1-2 hours/week for at least 4-6 months
- Have the ability to work alone, with others, and be able to take directions well
- Show up on time to all assigned shifts and communicate when you are unable to come

Contact Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip code: _____

Email: _____ Phone: () _____

School: _____ Grade: _____

Emergency Contact Information

Name of Contact: _____

Relation to Applicant: _____ Phone: () _____

Availability

Please indicate the day(s) and time(s) you are available to volunteer. Use numbers to distinguish your preference (1 being the most desired time, 2 being the second most desired time etc.).

Mondays	3-5 PM _____	4-6 PM _____	6-8 PM _____
Tuesdays	3-5 PM _____	4-6 PM _____	
Wednesdays	3-5 PM _____	4-6 PM _____	6-8 PM _____
Thursdays	3-5 PM _____		
Fridays	3-5 PM _____		

Volunteering Tasks

Below are some of the tasks you may be expected to perform due to availability and need.

- Shelf Maintenance
- Shelf Reading
- Toy Cleaning

- Program Assistance
- Story Time Crafts Prep

How did you hear about this opportunity? _____

Parental Permission

I, _____ (parent/ guardian name), responsible for _____ (volunteer’s name) do hereby release the Warminster Township Free Library, and their employees, from any and all liability which may arise as a result of volunteering at the Warminster Township Free Library. My child has my full permission to participate in the Library’s volunteer program and I waive any claim for damages to their property and assume all the risks of such participation. The Warminster Township Free Library also has permission to use my child’s photograph, videotaped image or creative works in publicity about the Library and its activities or displays.

Teen commitment of understanding

I, _____ (volunteer’s name), have read through the Volunteer Information Sheet and understand that I am to show up to all assigned shifts on time. If I am unable to come in due to illness, school, etc. I will email or call the library to inform them of my absence or tardiness. Failure to do so may result in early termination from volunteering.

Volunteer Clearance Section

By signing this letter, both the teen volunteer (ages 14-17) and parent/legal guardian affirm that the teen volunteer is not disqualified for service pursuant to Pennsylvania Statutes Title 23 Pa. C.S.A. Domestic Relations § 6344(c) and has not been convicted of an offense similar in nature to those crimes listed in §6344(c) under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or foreign nation, or under a former law of this commonwealth.

- I hereby certify that I have exclusively lived in Pennsylvania the last 10 years
- I have not lived in exclusively Pennsylvania for the last 10 years (if this box is checked, the volunteer would need to complete the FBI fingerprinting for volunteers and submit with this application)

Teen Signature: _____ Date: _____

Parent/Guardian signature: _____ Date: _____

For more information about volunteering at the Warminster Township Free Library, please contact Ann Duffy at (267) 317-1336 or by email at duffya@buckslib.org