

Teen Volunteer Application

volunteer opportunities will be provided on a first-come, first-serve basis.

Summer Deadlines:

- New applicants may apply to volunteer during the summer between May 1 and June 1.
- Active volunteers may apply to volunteer during the summer between April 1 and June 1. (Please request an active volunteer application from the teen volunteer coordinator.)

School Year Deadlines:

- New applicants may apply to volunteer during the school year between September 15 and April 1.
- Active volunteers may apply to volunteer during the school year between August 15 and September 15. (Please request an active volunteer application from the teen volunteer coordinator.)

Event Deadlines:

- New applicants may apply to volunteer for special events throughout the year two weeks prior to the event.
- Active volunteers may sign up to participate as event volunteers two weeks prior to the event. (reference observation form not mandatory)

How to Apply:

Complete the Teen Volunteer Application

- About You Info Sheet
- Expectations Overview
- Two Reference Observation Forms
- Teen Volunteer Liability Waiver

Submit completed applications at any Chesapeake Public Library in the Youth and Family Services Department.

The review process may take up to 1 week.

What to Expect Next:

Teens will receive notification following the review of each application.

If Accepted:

- Volunteers must attend an orientation session. Orientation counts as volunteer time.
- Volunteers must contact staff to arrange a schedule.
Summer Schedule Requirements: Summer volunteers must commit to serve at the library 2 hours per week.
School Year Schedule Requirements: School Year volunteers must commit to serve at the library a minimum 2 hours per month.

If Waitlisted:

- Teens may request volunteer opportunities at other area locations. Staff will forward the completed application packet to other libraries upon request.

If Declined:

- While the Chesapeake Public Library strives to accommodate as many customers as possible, serving the public may not be ideal for all teens. Teens may formally request reconsideration.

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ABOUT YOU INFO SHEET

The Chesapeake Public Library provides a variety of volunteer opportunities for teens (grades 9-12). We will keep a log of the hours each teen works and provide letters to promote the academic and professional endeavors of CPL volunteers upon request. Teens will have an opportunity to develop new skills and perform a vital service to the community.

About You:

Name: _____

Address: _____

Phone: _____

Email: _____

Preferred method of contact:

- Phone
- Email

School:

Grade:

Are you required to volunteer?

- Yes. How many hours? _____
- No.

Availability:

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Commitment:

Volunteering is serious business. You should approach volunteering like a job. How often are you available to volunteer?

- Once a week
- Every other week
- Once a month
- Special Programs (Once or Twice a Year)

Summer Volunteers must be able to commit to serving 2 hours every week.

School Year Volunteers must be able to commit to serving at least 2 hours every month.

Community Location:

To be considered at multiple locations select all libraries accessible to you.

- Central Library
- Dr. Clarence V. Cuffee Library
- Greenbrier Library
- Indian River Library
- Major Hillard Library
- Russell Memorial Library
- South Norfolk Memorial Library

Statement of Intent:

In your own words, tell us why you want to volunteer.

What do you hope to learn?

What should we know about you?

Emergency Contact Information

Name: _____

Address: _____

Phone: _____

Email: _____

Relationship: _____

Teen Signature:

My signature indicates that the information provided in this Volunteer Application is true and accurate.

Signature: _____

Date: _____



Teen Volunteer Application

Expectation Overview

Teen Responsibilities:

- Provide excellent customer service to staff and patrons.
- Meet volunteer commitment regulations. (School Year Volunteers= 2 hours per month; Summer Volunteers= 2 hours per week.)
- Attend volunteer orientation.
- Establish a schedule with staff.
- Communicate absences with staff in advance. (Any volunteer that misses 2 scheduled shifts without contacting staff will be removed from the volunteer program.)
- Put away cell phone during shift.
- Dress appropriately for the workplace.
- Adhere to the Code of Conduct provided.
- Protect the privacy of library customers. (Disclosure of confidential customer information is cause for removal from the program.)

I understand the expectations listed above, and that failure to meet the listed expectations may lead to dismissal from the CPL Teen Volunteer Program.

Teen Signature: _____

Date: _____

Parent Responsibilities:

- Support your teen.
- Instruct your teen to approach this responsibility as a job and allow the teen to work independently with staff.
- Remind your teen to contact staff regarding schedule changes. (Please do not contact staff on behalf of your teen unless there is an emergency.)

I understand the expectations listed above and that failure to meet the listed expectations may lead to my teen's dismissal from the CPL Teen Volunteer Program.

Parent/Guardian Signature: _____

Date: _____

Code of Conduct:

While on the library premises, including the building and the area grounds surrounding it, unless it is part of a library program, no person shall:

- Destroy, injure or defame any library property; or
- Bring or carry a weapon, such as a gun or a knife, except as permitted by law, or a replica or facsimile of a dangerous weapon or use papa gas, mace or similar substances; or
- Use abusive, obscene, or profane language or wear clothing that displays obscene words or pictures or exposes the body in an obscene manner; or
- Cause loud disruptive or unruly conduct or behavior which jeopardizes the personal safety of others or inhibits the use of the library by anyone including staffs; or
- Loiter or obstruct full passage of others, persons attempting to obtain signatures on a petition, conduct surveys, or distribute materials may do so outside the building; or
- Harass any citizen or staff member; or
- Smoke or consume drugs or alcohol in the building; or
- Bring animals into the building, except animals used in library programming, service animals, or dogs used by law enforcement agencies; or
- Have body hygiene so offensive as to constitute a nuisance to other persons; or
- Solicit citizens or staff for charitable, religious, or other purposes other than drives endorsed by the City or the library.

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Liability Waiver

Thank you for your interest in the Chesapeake Public Library Volunteer Program. We greatly appreciate your assistance and commitment to our libraries. This is an annual form where you agree to release the City of Chesapeake of all liability while working with the Chesapeake Public Library. This form is in effect for one year from the signing date.

Instructions: The parent or legal guardian shall complete this form. The completed form must be returned as part of the Chesapeake Public Library Teen Volunteer Application packet.

_____ (the "Volunteer") desires to serve the Chesapeake Public Library and actively engage in the duties, responsibilities and expectations of a volunteer. As the parent or legal guardian of the volunteer, I hereby offer the volunteer my permission to participate in the Chesapeake Public Library ("CPL") Teen Volunteer Program without me or any other accompanying adult. I understand that library staff will be coordinating the volunteer activities and will not be responsible for the volunteer before, during or after the volunteer's service hours.

Release and Waiver: In exchange for the volunteer being allowed to participate in the CPL Teen Volunteer Program, I agree to waive, release and forever discharge any and all claims, rights and causes of action against the City of Chesapeake and their respective officers, officials, employee, and agents for injury or damage caused or alleged to be caused as a result of the volunteer's participation in the CPL Teen Volunteer Program. I agree to this waiver and release for all my heirs, personal representatives, next of kin, and assigns.

Service Time: I understand that the volunteer will not be compensated financially, or in any other manner for their community service. A letter will be provided reporting the hours of service as requested by the volunteer.

Assumption of Risk: Further, I understand and voluntarily assume all risks associated with the volunteer's participation in the CPL Teen Volunteer Program, including the possibility of accidental or other physical injury during the CPL Volunteer Program conducted by the City of Chesapeake, Chesapeake Public Library, including programs co-sponsored by other agencies. This waiver and release of all claims and assumption of risk is intended to be as broad and inclusive as permitted by the laws of the Commonwealth of Virginia. If any portion of this document is held invalid, the remainder shall continue in full force and effect.

My signature certifies that I grant permission for the volunteer to participate in the CPL Teen Volunteer Program and further, will assure that, if dropped off at the library, the volunteer will know the arrangements for getting home in a safe and timely way.

Promotional Release: My signature certifies that I grant the City of Chesapeake the right to record the volunteer, the right to use information provided during an interview and the right to use said photographs and information in connection with the publicizing or promoting of the City of Chesapeake, its services or departments and agencies, print or online.

Check this box to OPT OUT of having the volunteer recorded for promotional purposes.

I have carefully read and fully understand the meaning of this document. The information is true and accurate to the best of my knowledge. I agree to all the terms set forth herein, and I have voluntarily signed below.

Parent/Guardian Signature: _____

Date: _____

Teen Volunteer Application

Reference Observation Form

Hello,

Each prospective volunteer is required to provide two references. Please complete the confidential form below and return it to the volunteer in a sealed envelope. The unopened envelope will be attached the Teen Volunteer Application packet and turned in with the other requested materials.

Thank you for your time and consideration.

Jessica Chatham
Teen Services Coordinator
Chesapeake Public Library
757.410.7065
jchatham@infopeake.org

Volunteer Info:

Name:

Reference Info:

Name:

Relationship:

- Community Leader
- Employer
- Mentor
- Neighbor
- School Counselor
- Teacher

Comments:

Observations:

Please select the box that best describes the above named teen.

Attitude

- Excellent
- Good
- Average
- Below Average
- Poor

Courtesy

- Excellent
- Good
- Average
- Below Average
- Poor

Dependability:

- Excellent
- Good
- Average
- Below Average
- Poor

Initiative:

- Excellent
- Good
- Average
- Below Average
- Poor

Willingness to Help:

- Excellent
- Good
- Average
- Below Average
- Poor

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