

# TEEN VOLUNTEER APPLICATION

Name _____
Age _____ Birthdate _____ Grade _____ School _____
Email checked most _____
Parent's email (if they want to be kept in the loop) _____
Home Address _____ City, State, Zip _____
Best phone number to reach <b>you</b> _____
Best phone number to reach your guardian (emergency contact): _____
Parent/guardian name(s) _____

Is this your first time volunteering at the library? YES NO

Please describe why you are interested in volunteering at the West Bend Community Memorial Library. Is this a service project? What organization do you need hours for? How many hours do you need, and when do you need them by?

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Please describe any other skills, interests, education, or training you would like to use as a volunteer:

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How did you hear about volunteering at the library?

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Do you have any previous library experience?

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I would like to volunteer on: (list specific times if applicable)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Morning</b>						
<b>Afternoon</b>						
<b>Evening</b>						

**Please return completed forms/application to:**  
 West Bend Community Memorial Library attn. Hannah Kane  
 630 Poplar St. West Bend, WI 53095  
 Drop it in the mail, bring it in to the library,  
 Or email to: [hkane@westbendlibrary.org](mailto:hkane@westbendlibrary.org)

# TEEN VOLUNTEER CONTRACT

(required before volunteer may start)

The West Bend Community Memorial Library has developed a program for area teens to volunteer. Teen volunteers provide assistance with various tasks and events at the library. Teen volunteers are positive examples for younger patrons and encourage library usage and a love of reading. Before beginning their service, teen volunteers must sign this volunteer contract.

As a Teen Volunteer at the West Bend Library, I, \_\_\_\_\_, agree to the following:

1. I will arrive on time and notify a staff member I am here. If I am unable to do this I will call the Library (262-335-5151) and notify a staff member.
2. I will remain at my post until my time slot has ended (except for restroom breaks) unless the librarian has asked me to do another task.
3. I will contact Hannah if I need to make changes in my schedule.
4. I will perform my duties as assigned in a pleasant manner. If I have any questions about what I am to do, I will ask a staff member.
5. I will refer patrons to the librarian on duty when questions arise that are not directly related to my job.
6. I will be courteous and respectful to the library patrons, staff and other volunteers at all times.
7. I will use the phone only with the permission of a staff member.
8. I will NOT eat food while on duty.
9. I will wear a volunteer nametag on the front of my shirt where people can see it when I am working.
10. I will wear appropriate attire to the library (no bathing suits, bare midriffs, short-shorts/skirts, clothing with offensive or threatening messages – basically school-appropriate; see Hannah with questions).
11. I will focus on my assignment while working. I will keep socializing to a minimum. Out of town visitors and friends are welcome to use the library but may not participate as volunteers unless they've completed the application and training requirements.
12. I will not use electronic equipment while on duty, including text messaging, listening to music or playing games.
13. I will keep my cell phone in my pocket on vibrate and will not make or receive any calls that are not emergencies.
14. I certify that the information included in this application is true and complete to the best of my knowledge. Any false information may result in the termination of volunteering at the library.
15. I understand that it is highly important for the library to protect the privacy of patrons who use its services and facility. I agree to treat any private information with the highest possible integrity and respect.
16. This application does not serve as an employment contract between the West Bend Community Memorial Library, the City of West Bend, and the volunteer. I understand that I will not be paid for my services as a volunteer, and I am giving my time freely to the library.
17. **I will never complain that I am bored (unless I can do so in at least three languages).**

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Volunteer Signature

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Date

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Parent/Guardian/Responsible Grownup Signature

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Date

# VOLUNTEER RELEASE

This person named on this form wishes to participate in volunteering at the **West Bend Library**.

The **City of West Bend** and its employees wish to ensure to the fullest extent possible that they are not sued or held liable for injuries sustained by the participants. I make this release and agreement on my behalf, and on behalf of anyone who would be able to sue if I were injured while using, attending or participating in activities. In return for being allowed to participate in volunteering;



I agree and acknowledge as follows:

1. I assume all risk by participating in volunteering at the library;
2. I release the **City of West Bend** and its employees from any and all claims, including negligence claims and claims relating to personal injury or property, arising out of my participating in volunteering, except I do not release reckless or intentional tort claims;
3. I have carefully read this document and understand it. With knowledge of the risks involved and the rights that I give up, I waive the rights I might otherwise have, and I freely sign this document.

Date Signed: \_\_\_\_\_

Volunteer Name (please print): \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

If Participant is under 18 years old then:

1. Signature of Parent or guardian also required, and
2. The word "I" used above means "I and my parent/guardian.")

