

tacoma public library

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PARENTAL AUTHORIZATION FOR MINOR VOLUNTEER

For a minor volunteer (ages 16 or 17), this authorization form must be completed by the parent or legal guardian. Return this form along with the Volunteer Application and the Washington State Patrol form. Give these three (3) completed forms to the manager or supervisor of the library or department where your child wishes to volunteer.

Please initial those tasks listed below that you are willing to authorize your child to participate in while volunteering at the Tacoma Public Library. Please note: Not all of these tasks are available at every library.

_____ **Hospitality** — Serve as greeter, docent and/or monitor to ensure that patrons feel welcome at special events which may include author's lectures, children's programs, the StoryLab programs and activities, and movies.

_____ **Children's/Teen Events** — Assist staff with Children's Programming and/or Summer Reading Club activities, and with programming and special activities, which may include set-up, logistics, and other tasks for the annual celebration in late August, and/or assist with Teen Programming and/or special activities with the StoryLab.

_____ **Local History Projects** — Assist library professionals and para-professionals with various projects such as genealogy, neighborhood histories, securing photographs and other material as assigned.

_____ **Cleaning of Children's Books** — Wipe down and clean covers of books to preserve them for continued use.

_____ **Community Outreach** — With Library staff volunteer in booths and/or at display tables at events such as Ethnic Fest, Taste of Tacoma, the Puyallup Fair and Tacoma Rainier's baseball games. Distribute posters and flyers (at churches, schools, community centers) to promote upcoming library events. Design and decorate bulletin boards at branches to promote programs and events; and/or assist Teen Librarians with offsite outreach to various teen related organizations including middle and high schools to discuss the StoryLab with teachers and students.

_____ **Book Discussion Leaders** — Organize and lead teen and adult reading groups at branches including selection of books and arranging meetings.

_____ **StoryLab Mentoring** — Skill or expert knowledge in the use of digital audio/visual equipment and/or audio/visual production to provide technical support and guidance for teens in the use of various software applications and external hardware, such as video cameras and microphones.

Name of minor (print): _____

Minor's date of birth: _____

Tacoma Public Library
1102 Tacoma Avenue South Tacoma, Washington 98402
Telephone: 253.292.2001 EXT 1250

Name of parent/legal guardian (print): _____

Address of parent/legal guardian: _____

Availability:

My child may volunteer at the Tacoma Public Library beginning on _____ (date) and continuing until _____ (date).

My child may volunteer at the Tacoma Public Library on the following days at the following time as noted below. (Initial the days of the week you approve and list the hours that your child is available to volunteer on each of the days you have approved.):

_____ Monday	_____
_____ Tuesday	_____
_____ Wednesday	_____
_____ Thursday	_____
_____ Friday	_____
_____ Saturday	_____

Volunteer site(s):

My child may volunteer at the following libraries and/or events (Initial all of the libraries/events that you approve):

_____	Any Library
_____	Any event (whether at the library or at another location)
_____	Fern Hill
_____	Kobetich
_____	Main Library - downtown
_____	Mottet
_____	Moore
_____	Swasey
_____	South Tacoma
_____	Wheelock
_____	StoryLab
_____	Summer Reading Club

This section is to be completed by the minor's parent or legal guardian after completing the form above.

I authorize my minor child (name) , _____, to perform volunteer tasks for the Tacoma Public Library under the conditions noted above.

Signature of the parent/legal guardian: _____

Date: _____