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: ___________________________________________________________
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: ___________________________