

## Teen Volunteer Application FOR AGES 14-17

Thank you for your interest in volunteering for the Santa Clara County Library District! The library welcomes teen volunteers and appreciates their contributions of time and talent to assist library staff in delivering services more efficiently and effectively. For information about teen volunteer options, please visit our Get Involved page or visit or call your local library. All library volunteers must be 14 years of age or older.

CONTACT INFORMATION		
Last name		
First name	Middle name	
Address		
Email address		
Phone	Age	
School	Grade	
PREFERRED LIBRARY		
<input type="checkbox"/> Campbell	<input type="checkbox"/> Cupertino	<input type="checkbox"/> Gilroy
<input type="checkbox"/> Los Altos	<input type="checkbox"/> Milpitas	<input type="checkbox"/> Morgan Hill
<input type="checkbox"/> Saratoga	<input type="checkbox"/> Woodland	<input type="checkbox"/> Bookmobile

YOUR AVAILABILITY			
Please indicate when you would be available to volunteer in the boxes below. Be as specific as possible – for example, in the box for Monday afternoon, you might enter “2–4 pm.” NOTE: The schedule of available volunteer work hours and minimum time commitments may vary by location. Contact your local Teen Librarian for details.			
	<b>Morning</b>	<b>Afternoon</b>	<b>Evening</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

FOR LIBRARY STAFF USE ONLY			
Date Received		Interview date	
Contacted by		Orientation:	

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Do you need to complete these hours for school? If so, how many hours do you need and by what date do you need to complete them?

Why do you want to be a library volunteer?

Do you have any special skills that would be helpful at the library?

You may be assigned to one or more of the volunteer activities listed below. *Please note that all assignments may not be available at every location.* Libraries also have Teen Advisory Boards for which you can volunteer to work with the Teen Librarian and other teens to come up with programs and ideas to improve the library's services for teens. The Teen Advisory Board application process is separate - please contact the Teen Librarian at your local library for details. Please visit <https://www.scclld.org/volunteer> to learn more about these opportunities.

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| <ul style="list-style-type: none"> <li>● <b>Building Volunteer</b><br/>Assist staff with light cleaning such as dusting, cleaning computer screens and keyboards, or picking up items left on library furniture or floors.</li> </ul>   | <ul style="list-style-type: none"> <li>● <b>Circulation Volunteer</b><br/>Assist staff with sorting and shelving materials, straightening shelves, "shelf reading" shelves for accuracy, searching shelves for library materials, cleaning CDs and DVDs using a cleaning machine, performing minor cleaning and repair of library books.</li> </ul> | <ul style="list-style-type: none"> <li>● <b>Clerical Volunteer</b><br/>Assist staff with photocopying, collating, folding, or stapling documents; help maintain library bulletin boards and publication racks; help prepare crafts or other items for library programs, assist with other special projects</li> </ul> |
| <ul style="list-style-type: none"> <li>● <b>Children's Services Volunteer</b><br/>Assist staff with craft program preparations and other children's programs, sign up children for the Summer Reading Program, and perform other circulation and clerical duties in the Children's area.</li> </ul> |   | <ul style="list-style-type: none"> <li>● <b>Computer Volunteer</b><br/>Provide tutoring to assist others in learning to use computers and common software applications.</li> </ul>  |

I hereby submit my application to be a part of the fantastic group of volunteers that support the Santa Clara County Library District. I certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answers may be grounds for not selecting me or for dismissing me after I begin work. I understand that I will need to attend a mandatory orientation before volunteering, and that I may need to meet a minimum commitment of hours in order to continue volunteering.

Signature	Date
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<b>EMERGENCY CONTACT INFORMATION</b>	
Name	Relationship
Address	Cell phone
Home phone	Work phone

Please return your completed application to any Santa Clara County Library District location.