

# ***Drop-In Volunteen Guidelines***

## ***What is Drop-In Volunteens?***

This is a program created to help those teens who are Frisco residents and in grades 6-12 looking for a few hours of service to fulfill without becoming part of the official VolunTEEN Corps. The teen must be a Frisco resident and/or a student in an FISD school. It is intended to be a come-and-go style of volunteering. *This program is only available during the school year.* Staff must be present for teens to participate. **Please note we cannot accommodate anyone looking to serve court-appointed hours. Teens already part of the Volunteen Corps for Frisco Library may not participate in this program.**

## ***What do Drop-In Volunteens do?***

Currently, Drop-In Volunteens create cards that Youth Services staff will mail to different organizations throughout the year. The cards can be themed to different holidays, such as Valentines Day or Veterans Day, or they can be positive inspiration to communities the organization serves. Please note: the task may change from time-to-time, but cards for sick children or other organizations will be the main theme for the drop-in tasks.

## ***Where do we send the cards?***

At this time, we are sending cards to Cards for Hospitalized Kids. <http://www.cardsforhospitalizedkids.com/>

## ***Check-In/Check-Out Procedure***

Teens will be required to sign in at the Teen Ask Us desk on the first floor of the library at the beginning of their time. This opportunity is only available during the school year when school is not in session: evenings, weekends, and days that FISD is out. **A staff member must be present in the Teen Room to participate in the program. If no staff member is present, the program is closed with no exceptions.**

A staff member will help drop-in volunteers through the procedure to sign in and out.

Please note: A teen may volunteer for up to 2 hours per day no more than 4 days in a month.

## ***Service Verification***

Verification letters are to be given when the teen is checking out. The teen must ask for a letter or it will be assumed that they do not need verification. **This is the only form of verification that we can provide at this time.** We do not provide online verification. It is recommended that teens confirm that paper verification is acceptable with the organization/institution that requires verification. If multiple copies are needed, the teen should ask at check out.

If a teen asks for a replacement verification letter, we may provide a second copy if the date of service is less than 90 days old and the log can be verified for the hours served. Teens may only receive one replacement letter. Staff will highlight the log entry to note that a teen has received their replacement copy.

**Disclaimer:** Library staff reserve the right to deny a Volunteen service hour verification. A staff member will conduct a “quality check” to ensure that the materials produced by a Volunteen can be sent to the receiver. Library staff are not checking for artistic ability, but rather that the cards are legible, meet the requirements set out by the receiver, and will represent the Frisco Public Library in a positive manner. We ask that Volunteens working on this project keep the card recipients in mind, and take the time to do their best with the cards. If a staff member deems that the cards are unusable, the staff member will refuse to give verification of hours.

If you have any questions, please email [Volunteen@friscotexas.gov](mailto:Volunteen@friscotexas.gov) or fill out the form on the VolunTEEN web page here <https://friscolibrary.com/volunteen/>