



2024 Summer Reading Teen Volunteer Application

Prairie Trails Public Library District
For teens entering grades 7th-12th

Thank you for your interest in volunteering for the 2024 Summer Reading Program at the Prairie Trails Public Library. The volunteer program is a great way to meet other teens, gain work experience, earn community service hours, have fun, and win prizes throughout the summer. Each session you work will qualify you for weekly drawings.

The Summer Reading Teen Volunteer program has limited space. The spaces will be filled as completed applications are turned in to the library. **By turning in this application you are committing to the assigned days of volunteering over the summer.** If you are unable to come in for your scheduled time, please let us know ahead of time. Volunteer hours will be completed between Monday, June 17th & Wednesday, July 31st.

To qualify for the Summer Reading Teen Volunteer program, you or your parent MUST be a Prairie Trails Public Library cardholder. Please indicate the card number here: _____

Please fill out this form and bring it to the Youth Services Desk at the library by **Monday, June 3rd**. Any questions, please call (708) 430-3688 and ask for the Youth Services Department.

Name _____ Age _____
Grade in Fall 2024 _____ School in Fall 2024 _____
Phone Number _____ Why do you need service hours? _____
Parent/Guardian Name _____ Parent/Guardian Phone Number _____

Please indicate any dates and times you will **NOT** be able to volunteer at the library between Monday, June 17th & Wednesday, July 31st.

All volunteers **MUST** attend **one** of the following training sessions:

Please choose which training session you will be attending: **Tuesday, June 11th at 4 pm**

***Each training will last approximately 1 hour*

Wednesday, June 12th at 3pm

You may sign up for programs when you turn in your application. Keep in mind that the summer reading program is 7 (seven) weeks long. Note: You can sign up for no more than **TEN** programs. If slots are still available at the end of May, we'll contact you in case you need more volunteer hours. **Sign-ups will be done on a first come, first serve basis on the sign-up sheet located in the Youth Services Desk. You MUST come in person.** You will receive your final schedule at training. *****You will be expected to be on time for all of your shifts, as stated in your final schedule.***

Note: You MUST sign up for programs the day you turn in your application.

Besides regular programs, there will also be weekly craft tables. Part of your volunteer experience can be supervising the craft table and helping children complete their art projects.

As a volunteer at the Prairie Trails Public Library, I understand:

- I must show up for all assigned volunteer shifts on time. If I cannot make a shift, I must call at least 24 hours before my assigned time to cancel.
- I must follow all library policies, procedures and rules which include no cell phones, no eating or drinking, and keeping my voice down. I understand that my failure to follow these rules may result in dismissal from the volunteer program.
- I am representing the library when I volunteer here. Clothes should be neat, clean and appropriate. I must be considerate and respectful to all library patrons, staff and fellow volunteers.

My signature below certifies that I read, understand and agree to the terms and conditions outlined.

Volunteer Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Prairie Trails Public Library District. 8449 Moody Ave. Burbank, IL 60459. (708) 430-3688.
www.praietrailslibrary.org

STAFF USE ONLY Date/Time Received: _____ Staff Initials: _____
