



## Bailey Cove Public Library Student Summer Volunteer Program

In the Bailey Cove Public Library Student Volunteer Program, students gain real job experience in a fun and educational environment while performing a valuable community service. Volunteers will be assisting in the Youth Services area, and they will have various tasks and responsibilities. Volunteers will be asked to volunteer four hours a week from May 28<sup>th</sup> - August 2<sup>nd</sup>.

### **REQUIREMENTS:**

1. 14-18 years old.
2. Must have parent/guardian's permission.
3. Must have a genuine desire to volunteer (independent of parental consent and wishes).

### **APPLICATION PROCEDURE:**

1. Complete the application and return it to the Bailey Cove Library by **April 19<sup>th</sup> 2013**.  
NO LATE APPLICATIONS WILL BE ACCEPTED
2. A letter of reference should be sent in as an addition to your volunteer application. This letter should be from a teacher or another responsible adult that is not related to you. The letters may be emailed to [jhendon@hmcpl.org](mailto:jhendon@hmcpl.org) or mailed to the address below. If the letter is being mailed please provide the individual with a stamped, addressed envelope. Applications without a letter of reference **will not be accepted**.

### **Mail the letter of recommendation by April 17<sup>th</sup> to:**

Bailey Cove Public Library  
c/o Ms. Julia Hendon  
1409 Weatherly Plaza  
Huntsville, AL 35803

3. You will be notified via phone, mail, or email as to when you will be interviewed. All applicants will be interviewed.
4. Unfortunately not all applicants can be guaranteed acceptance. You will be notified by May 8<sup>th</sup> either by email or phone whether or not you have been accepted into the program. The selection of the volunteers is at the sole discretion of the Youth Services Librarians.
5. If selected as a volunteer, you *and* a parent or guardian will attend a **REQUIRED** orientation/training session. The orientation/training session will be scheduled at the discretion of the Youth Services Librarian.

## STUDENT VOLUNTEER GUIDELINES:

1. You need to be prompt and present for your scheduled work hours. Please remind the Youth Services Librarian the week before you go on vacation or other previously scheduled commitments. If you are scheduled to volunteer and cannot come in for whatever reason, it is your responsibility to alert a Youth Services Librarian by phone and find a replacement volunteer for your shift.
2. When you show up to volunteer sign in only on the day or days of the week that you are scheduled. If you show up on a day that you are not scheduled, there is no guarantee that you will receive projects or tasks to work on.
3. During your scheduled volunteer hours or when helping at any of the special events, you must wear your volunteer badge. We also ask that you wear clothing like what is appropriate for school. It can get chilly in the library, so bring a light jacket or sweater!
4. While you are volunteering it is important to be neat, accurate, and limit personal conversations.
5. You will follow the policies and procedures of the Huntsville-Madison County Public Library.
6. Cell phones and other electronic devices may not be used during the hours you are volunteering. If you must keep them on you, the device should be in silent mode.
7. When volunteering please maintain a positive attitude. You are representing both yourself and the library so “**good manners, good manners, good manners**” is your new motto. Your job is to help the staff and the public, so be prepared to be pleasant, friendly, and helpful.
8. Volunteering should be a fun experience for you, but you may not enjoy all the tasks you are asked to perform. You are welcome to tell us what activities you prefer, but you will still need to accomplish those tasks that you find less enjoyable.

## STUDENT VOLUNTEER DUTIES:

Student volunteer duties include but are not limited to: shelving children's and young adult books, preparing crafts, aiding teen programs, assisting with special summer reading programs for children, and participating in story hour at the direction of the librarian.

If you have any other questions, please contact Julia Hendon at [jhendon@hmcpl.org](mailto:jhendon@hmcpl.org) or by phone at 256-881-0257.

**Please only turn in the following two pages  
to the Bailey Cove Library.**

Bailey Cove Public Library  
2013 Student Summer Volunteer Program  
Application Form

**PLEASE PRINT!**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade Completed: \_\_\_\_\_

School: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Daytime Phone Number for Parent/Guardian: \_\_\_\_\_

1. Please list school and community activities in which you participate regularly:

\_\_\_\_\_

2. Have you done other volunteer work? Where, when, and for whom?

\_\_\_\_\_

3. Why would you like to be a student volunteer at the library?

\_\_\_\_\_  
\_\_\_\_\_

4. As a volunteer, you will be expected to volunteer at a regular time(s) each week. What day(s) and time(s) do you plan to come in? List all that apply. Also, list the days and times you will be unable to work because of lessons, practice, Vacation Bible School, family vacation, etc. Use the back of this sheet if needed.

\_\_\_\_\_

5. Occasionally we have special event programming in the evenings and weekends. Would you be interested in helping with special programs (pajama story times, holiday parties, craft events, movies, etc)?

\_\_\_\_\_

6. In addition to our regular teen volunteer program we offer two internships to those entering their Junior and Senior years of high school. If eligible, are you interested in applying to be a student intern?            Yes \_\_\_\_\_            No \_\_\_\_\_

\_\_\_\_\_

**FOR LIBRARY USE ONLY**

Date Application Returned \_\_\_\_\_ Letter of Reference \_\_\_\_\_

Interview Date \_\_\_\_\_

## HUNTSVILLE-MADISON COUNTY PUBLIC LIBRARY TEEN VOLUNTEER CONTRACT

\_\_\_\_\_ has permission to participate in duties assigned as a  
(volunteer's name)  
volunteer for the Huntsville-Madison County Public Library. I, as a parent or guardian, am aware that this volunteer assignment may present a risk of injury. In consideration for allowing him/her to participate in this project, I agree to assume all risks for injuries arising out of his/her participation as a volunteer. I agree that the Huntsville-Madison County Public Library and all employees shall NOT be responsible or liable for any injury, damage, loss or expense of his/her person and/or property incurred while working as a volunteer.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

I hereby give Huntsville-Madison County Public Library the unqualified right to photograph, \_\_\_\_\_ (volunteer's name), and to put the finished pictures in media published by the HMCPL. I understand that these pictures may be used on Internet web pages, and will be accessible to anyone with Internet access and may be used in instructional setting. However, no names of subjects will be published without their prior permission.

Parent or Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Emergency Contact in addition to parent or guardian:

Contact person: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_