



Huntsville-Madison County Public Library Student Summer Volunteer Program For Bessie K. Russell Branch Library

In the Huntsville Madison County 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 varied task responsibilities such as shelving books, preparing crafts, aiding teen programs, and participating in story hour at the direction of the librarian.

REQUIREMENTS:

1. At least 14 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 library location at which you wish to volunteer by **May 17th 2013**.
2. Give the reference form with a stamped, addressed envelope to one of your teachers and ask him or her to fill out the form and mail it back. If you are homeschooled, please have an adult other than your parent fill out the form. Applications without teacher reference forms **will not be accepted**.

Mail the Teacher Reference Form by May 17th to:

Bessie K. Russell Branch Library
c/o Ms. Adrienne Bone
3011-C Sparkman Drive
Huntsville, AL 35810

3. You will be notified via phone, mail, or email as to whether you have qualified for a volunteer position, and/or if you will be interviewed.
4. If selected as a volunteer, you will attend a **REQUIRED** orientation/training session. The orientation/training session will be scheduled at the discretion of the Youth Services Librarian.

Huntsville-Madison County Public Library

Student Volunteer

General Instructions



Dress Code:

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!

Appropriate:

khakis
Long walking shorts
jeans (in good repair)
polo shirts
unprinted T-shirts
comfortable shoes

Inappropriate:

athletic shorts
mini-skirts
short shorts or super low rise jeans
ripped jeans
bandanas
halter/tank tops or muscle shirts
product T-shirts (i.e.: alcohol, lewd phrases)

Attitude:

Smile! Welcome to public service! 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. 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.

Attendance:

You need to be prompt and present for your scheduled work hours. We will be expecting your help at that time and need to be notified in advance when you are unable to make it to the library. Please remind the Youth Services Librarian the week before you go on vacation or other previously scheduled commitments.



IMPORTANT: If you are scheduled to volunteer and cannot come in for whatever reason, call the library and let us know. We'll need to change the schedule - and we'll be worried about you if you don't show up!

Duties:

When you arrive to volunteer you need to:

- sign in and check with a staff member
- check your time sheet for special instructions or tasks
- shelve books and other library materials (varying by location)
- help with scheduled programs as needed
- HAVE FUN HELPING AT THE LIBRARY!

If you have any other questions, please contact the location at which you wish to volunteer.

Huntsville-Madison County Public Library

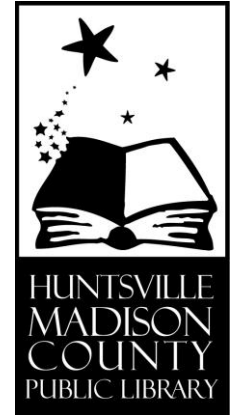
2012 Student Summer Volunteer Program

Application Form

PLEASE PRINT!

Date Returned _____

Name	
Birth Date	
Street	
City, State, Zip	
Home Phone	
Email	
School and current grade	
Parent's or Guardian's Name	
Parent's or Guardian's Ph #	
Branch location at which you wish to volunteer	



Please use reverse side if you need additional space to answer the following questions:

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

2. Have you done other volunteer work? Where/for whom?

3. Have you volunteered in a library before? If so, where?

4. Why would you like to be a student volunteer?

5. What are your special interests and skills?

6. 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 if needed.

7. 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)?

Student Signature: _____ Date: _____

Parent or Guardian Signature _____ Date: _____

Teacher Reference Form

Huntsville Madison County Public Library Student Volunteer Program

_____ is applying to be a student volunteer at the Huntsville Public Library Bessie K. Russell Library Branch.

Teachers: In order to ensure confidentiality between you and myself, please make sure you personally mail this evaluation to the address listed at the bottom of this page.

The student should supply you with a stamped, addressed envelope.

Please send in mail by May 17th!

Thank you for your assistance!

*** Please evaluate this student in the areas listed below.**

	Always	Usually	Seldom	Never
Regular class attendance				
On time – to class				
On time – with assignments				
Careful and thorough with work				
Attentive to detail				
Able to follow oral & written instructions				
Dependable				
Pleasant & helpful attitude toward peers				
Pleasant & helpful attitude toward teachers				
Flexible and adaptable				
Eager to learn				
Able to take initiative on assignments				
Able to take constructive criticism				
Honest				
Neat, clean, and dressed appropriately				
Acts in consideration for younger students				
Interacts with adults confidently and respectfully				

Signed: _____ Date: _____

Position: _____ School: _____

Please share any additional comments you may have on the back. We appreciate your input!

***A student need not have all "Always" marks to be accepted – please be honest! We want to help instill a valuable sense of community and civic duty in all of our young adults, not just honor students.**

**Bessie K. Russell Branch Library
c/o Ms. Adrienne Bone
3011-C Sparkman Drive
Huntsville, AL 35810**

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: _____