

# TEEN VOLUNTEER APPLICATION

## This form is for teens ages 14 – 17.

Teens must be at least 14 years old as of the date of application.

Applicants who are 18 years or older should use the adult volunteer application.

## Things you should know before you apply

What are the qualifications to be a teen volunteer at Puyallup Public Library (PPL)?

- **Must be at least 14 years old.**
- Willing to work regularly.
- Capable of following directions.
- Basic knowledge of the alphabet, numbers, and basic computer software use.
- Able to work independently for short periods (1-3 hours), with indirect supervision.

## When do you need me?

Library volunteer positions are limited and become available as they are needed. The library may not be able to meet all the hours you need for any particular volunteer requirements. However, if there are no volunteer opportunities available when we receive your application, the library will keep your application on file for one year and will contact you if a position becomes available.

Under normal circumstances, the library needs more volunteers during the summer months than during the school year. Teens are encouraged to apply in April, May, or June to work during the summer months.

## Can I volunteer at the library to fulfill my court-ordered community service hours?

According to the policy set by the City of Puyallup, the library cannot be used for court-assigned community service obligations.

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## What will I do as a volunteer?

Volunteers may be asked to do a variety of duties:

- Interact with library customers at the Summer Reading Help Desk;
- Enter or use information in the summer reading computer software;
- Find books from a list;
- Help during programs for children, teens, or adults (set-up, clean-up, assisting those who need it);
- Create displays;
- Assist with stoytime prep (make cut-outs for flannelboard stories, prepare crafts, etc.);
- Attach stickers to books;
- Cut scratch paper;
- Basic filing;
- Book reviews (please indicate your interest on question #8);
- Other miscellaneous library tasks as assigned.

## Do I need a background check to become a volunteer?

No. The City of Puyallup does not require teen volunteers (age 14-17) to have a background check on file.

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***Attention Parent/Guardian:*** *It is highly recommended that your teen be responsible for all correspondence regarding volunteering at the Puyallup Public Library, starting with the application process and continuing throughout their volunteer service.*

*While your teen volunteers at the library, we strive to prepare them for their first job. We feel that the more responsibility volunteers have in successfully completing their service, the better prepared they will be to apply for jobs and enter the workforce. Please ask your teen to call, email, organize, and initiate when at all possible! Your cooperation is greatly appreciated.*

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(Please print carefully on **both** sides of the application.)

To be completed by Staff

**Date Received:**

1) Name: \_\_\_\_\_ 2) Age: \_\_\_\_\_

2) Home Mailing Address: \_\_\_\_\_

\_\_\_\_\_

4) Phone Number: \_\_\_\_\_

5) E-mail: \_\_\_\_\_

6) School: \_\_\_\_\_

7) How many hours can you work each week? (We strongly recommend that shifts be at least 1 hour and no more than 3 hours)

\_\_\_\_\_

8) Why are you interested in volunteering at the library?

\_\_\_\_\_

\_\_\_\_\_

9) Are you interested in becoming a member of the library's Teen Advisory Board? This group of teens gives the library advice on teen services. From planning assistance to book recommendations, participants will help make the library a better place for other teens as well as the whole Puyallup community. Participants can earn community service hours by serving on the Teen Advisory Board.

\_\_\_\_\_ Check here if you are interested. Library staff will send you more information.

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- 10) If you are volunteering to complete academic or civic service hours, what is the name of this organization? (For example, Key Club, Academic Letter, etc.) This is not a requirement to volunteer at the library.

\_\_\_\_\_

How many hours do you need to complete your service hours? \_\_\_\_\_

What is your deadline for completing these hours? \_\_\_\_\_

Please provide details about the special volunteer credit you need by attaching a written description to your application. Details should include who your advisor is and how you plan to finish your volunteer hours in the time allotted. If you need verification of volunteer hours worked, it is the volunteer's responsibility to submit any verification documentation forms required by the school/civic organizations. Please ensure that staff members have ample time to verify information and sign/complete forms.

**Confidentiality Statement:** I understand that I may be asked to handle confidential information in my capacity as a Puyallup Public Library volunteer. I agree to protect this information to the best of my abilities as a volunteer and not divulge it during or after my service as a volunteer has ended.

Teen signature: \_\_\_\_\_

Date: \_\_\_\_\_

Questions? Please contact the Volunteer Coordinator:

Carol Hopkins  
[carolh@puyallupwa.gov](mailto:carolh@puyallupwa.gov)  
253-841-5588