# Application for Summer Teen Volunteer Program Richardson Public Library APPLICATION DEADLINE: APRIL 30, 2013 at 6:00 p.m.

Richardson Public Library is seeking volunteers to assist the Youth Services Department with the Summer Reading Program and other library projects. **Applicants must live in the city of Richardson, have a valid Richardson Library card, and be entering grades 9-12 in the fall of 2013.** 

## Applicants selected for the summer volunteer program must attend mandatory orientation on Saturday, May 11, from 2:00-4:00 p.m.

Name:		Birth Date:		
Address:				
City:	Zip Code: _			
Phone:	Emergency Phone: _			
Email Address:				
Library Card Number:		Grade in fall:		
Previous Job or Volunteer Experience	:			
Will you be attending summer school? Time/Day:				
Will you be going on vacation?	When? _			
Preferred Work Schedule (Circle t				
Which days <b>CAN you work</b> ? Any	Day Mon Tue W	eds Thurs Fri Sat Sun		
Which times <b>CAN you work</b> ? Any t	ime 10-12 12-2	2 2-4 4-6 6-8		
Which month(s) CAN you work? Al	l June <b>Only</b> July <b>O</b> ı	nly June & July July & Aug		
What special abilities will make you a good volunteer?				

## Richardson Public Library Summer Teen Volunteer - Permission Waiver

PARENTS AND VOLUNTEERS -- PLEASE READ BEFORE SIGNING AND RETURN WITH APPLICATION:

As a volunteer, I agree to . . .

- 1. Represent the City of Richardson in a professional manner with appropriate dress (no shorts, no short skirts, no flip-flops, etc.)
- 2. At all times act in a manner that regards safety and well-being first
- 3. Grant the City of Richardson permission to use my likeness, voice, photograph, and words in any form for promotional activities without payment

As a volunteer, I certify that . . .

- 1. I do not use illegal drugs or controlled substances except those prescribed for me.
- 2. I have never been convicted of a criminal offense other than traffic-related infractions.
- 3. I have never been charged with neglect, abuse, or assault.

Signature of Volunteer / Date of Birth	Date

#### WAIVER OF LIABILITY

IN CONSIDERATION OF THE CITY OF RICHARDSON ALLOWING MY CHILD TO PARTICIPATE IN THE VOLUNTEER PROGRAM, AND BEING AWARE OF THE POSSIBLE INJURIES THAT COULD OCCUR AS A RESULT OF THAT PARTICIPATION, I, ON BEHALF OF MYSELF, MY SPOUSE, AND MY MINOR CHILD, RELEASE THE CITY OF RICHARDSON, ITS OFFICIALS, EMPLOYEES, AGENTS, AND INSTRUCTORS FROM ANY AND ALL INJURIES AND DAMAGES WHATSOEVER ARISING FROM PARTICIPATION IN THE EVENT.

I, MY HEIRS AND REPRESENTATIVES, AGREE TO INDEMNIFY, DEFEND, AND HOLD HARMLESS THE CITY OF RICHARDSON, ITS OFFICIALS, EMPLOYEES, AND AGENTS FROM ANY AND ALL CLAIMS MADE BY ME, MY SPOUSE, MY CHILD, AND MY INSURER FOR INJURIES OR DAMAGES RELATED TO THIS EVENT.

I affirm that I have read the above and that the information I have given is true and complete and I have the authority to sign this waiver on my own behalf and for those I represent.

Signature of Parent	Γ	ate

## TEEN VOLUNTEERS: WHAT YOU SHOULD KNOW

- Please arrive on-time and sign in on the "Volunteer Sign-in Sheet." When you leave, sign out and compute your hours worked.
- Wear your "Volunteer" badge at all times during your shift.
- If you will be late or absent, please call **972.744.4358** as soon as possible. **Volunteers** with unexcused absences will be dropped from the program.
- Please do not bring brothers, sisters, or friends with you to the Library when you are working. Likewise, never text or talk on cell phones during your shift.
- Remember that, as a volunteer, you will be representing the Library and serving as a role model for children. Therefore, speak softly, dress neatly, do not eat in the library, and never use profanity; treat patrons and staff members with respect.
- We want your summer volunteer experience at the Library to be a fun and rewarding experience. If you have questions or comments concerning your volunteering, please speak to a Youth Services Department staff member.
- Failure to comply with these procedures may result in termination from the program.

PLEASE SHARE AND DISCUSS THIS FORM WITH YOUR PARENTS. HAVE YOUR PARENTS SIGN THE SLIP BELOW, DETACH IT AND RETURN IT WITH YOUR APPLICATION.

My child and I have read and discussed the <b>TEEN VOLUNTEERS: WHAT YOU SHOULD KNOV</b> form. My child has my consent to participate in the Teen Summer Volunteer Program at Richardson P Library.					
Signature of Parent/Guardian	Date				
<b>Emergency Contact Information:</b>					
Name					
Relationship	Phone				

03/03/11 X:\YSERVICE\Planning Summer\Teen Volunteer Program

### Program Schedule for Summer 2013

When deciding on your schedule, please take into consideration which programs you want to work.

Check programs you want to work and return with your application.

Program	Date/Day	Time	Check programs you want to work
Explorers Club	Thursdays	1:30 p.m 4:00 p.m.	
Young Authors	Fridays	10:00 a.m 12:00 p.m.	
Summer Kickoff David Chicken	Saturday June 8	11:30 a.m1:00 p.m.	
Up with Puppets!	Saturday June 15	2:00 p.m. – 5:00 p.m.	
We Dig Dinosaurs! And Spanish Fiesta!	Saturday June 29	2:00 p.m. – 4:30 p.m.	
"Bird" is the Word!	Saturday July 13	2:00 p.m. – 4:30 p.m.	
Lucas Miller, the Singing Zoologist	Sunday July 14	2:00 p.m. – 5:00 p.m.	
Gregg the Magic Balloon Guy	Saturday July 27	2:00 p.m. – 5:00 p.m.	
Zoo to You!	Sunday August 11	2:00 p.m. – 4:30 p.m.	