

RICHARDSON PUBLIC LIBRARY

TEEN ADVISORY BOARD (TAB)

900 Civic Center Drive Richardson, TX 75080 972.744.4358

WHO CAN JOIN TAB?

- Teens , ages 13-18

WHAT DOES A TAB MEMBER DO?

- Advise the Library staff on teen interests and trends
- Suggest ideas for teen programs
- Assist with Library events for all ages

WHEN DOES TAB MEET?

- TAB meets once a month, before or after teen programs.

WHAT IS THE BENEFIT OF JOINING TAB?

- You earn volunteer hours for attending TAB meetings and serving at Library programs and events.
- You develop leadership skills while serving your community.

HOW CAN I JOIN?

Fill out the form and liability waiver and return them to Jennifer Kunde at the Youth Services Information Desk. The form must include the signature of your parent or legal guardian and a valid e-mail address and phone number. **The email address needs to be yours, not your parent's or guardian's.**

NAME _____

AGE _____ GRADE _____ SCHOOL _____

LIBRARY CARD # _____

PHONE _____ EMERGENCY PHONE _____

EMERGENCY CONTACT NAME _____

TEEN'S E-MAIL ADDRESS _____

PLEASE SIGN AND DATE:

TEEN: _____ DATE _____

PARENT/LEGAL GUARDIAN: _____ DATE _____

PLEASE COMPLETE LIABILITY WAIVER ON ATTACHED PAGE

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LIABILITY WAIVER

I, (please print name) _____ (volunteer) shall indemnify, defend, release and hold harmless the City of Richardson from and against any and all claims of bodily injury or death, damage to property, demands, damages, actions, causes of action, suits, losses, judgments, obligations and any liabilities, costs and expenses, which arise or are in any way connected with the work performed or services provided under this agreement. I understand the nature of the work to be performed and accept full responsibility of risks associated with the work to be performed. Further, I agree to reimburse the City of Richardson for any losses arising out of any wrongful conduct while participating in the volunteer program.

Signature of Participant: _____ Date: _____

If Participant is under age 18, parent/legal guardian must sign.

Signature of Parent/Legal Guardian: _____ Date: _____

Dress Code While Volunteering

Please review carefully. If you arrive in clothing that is inappropriate you may be sent home. This dress code applies only to volunteer shifts and does not apply to meetings/programs.

All clothing must not be ripped, have holes, or be wrinkled to the point where it looks like you just pulled it out of the laundry pile. You are here to work and need to convey a sense of professionalism.

- Shorts
 - Currently allowed **but must be fingertip length.**
 - Khaki or jean shorts only. **This means no athletic shorts.**
 - Must be nice, tailored shorts - the kind you would wear with a school uniform. No holes, tears, frayed, and so forth. When in doubt, don't wear them.
 - ***If these guidelines are not adhered to, shorts might be taken off the allowed list as in the past.***

- Pants
 - Leggings/tights as stand-alone pants are not allowed.
 - Khakis, jeans, and similar pants are allowed. **No sweatpants or athletic pants.**

- Shirts
 - All shirts worn must have sleeves, either short or long. Basically, your shoulders must be covered.
 - **Shirts must be plain and have no images, logos, or words on them.**
 - Necklines must be modest.
 - Must cover your midriff.

- Shoes
 - No flip-flops or slides.
 - Sneakers or comfortable closed toe shoes are recommended since you will likely be on your feet.

Volunteer signature & printed name

Date

Rules EVERYONE must follow

- Teen volunteers must be between 13—18 years of age
- Sign in and out for your shift at the Children’s Desk
- A volunteer lanyard and name badge must be worn at all times during your shift
- Personal items must be left at the Children’s Desk
- If you are unable to be at the library for a scheduled shift you must call the Children’s Desk at 972.744.4358 and cancel your shift on the Sign Up calendar. Emailing DOES NOT COUNT. If you only email you will still be marked as a no show.
- If a volunteer misses a shift and has not called out, they will receive a warning. If two shifts are missed in a year, the volunteer will be removed from the program.
- A volunteer must be able to arrive on time for their shift and stay for the entire time. If you cannot be on time due to other commitments, do not sign up for that shift.
- Volunteers who are late for two shifts in six months will be put on probation
- Teens will not be able to babysit siblings during their volunteer shifts
- Teen volunteers are representatives of the library and must abide by RPL policies
- Volunteers who do not abide by the RPL policies or exhibit other inappropriate behavior will be removed from the program
- The dress code must be followed while volunteering. Usually this is casual (no flip flops or slides, athletic shorts, tops with images/words, leggings/tights/sweatpants as pants, or ratty pants). If a program has a dressier dress code, that will be noted.
- No visiting with family and friends during shifts

Volunteer signature & printed name

Date

How to Act During Shifts

- Be polite, friendly and helpful to everyone—patrons, staff and fellow volunteers
- No socializing with friends—you are there to work
- Do whatever the librarian in charge asks of you
- If you find yourself just standing there, find something to do: assist patrons with the craft, task, whatever the program is about. See if anyone needs help with anything. Ask the librarian what you should do.
- Don't be afraid to take the initiative if you see something that needs to be done or someone who requires help
- Arrive on time
- Stay for the entire shift—usually you will be helping with clean up

If you have any questions or concerns please contact me, Jennifer Kunde, at either 972-744-4358 or richardsonteensadvisoryboard@gmail.com

Volunteer signature & printed name

Date