

**Elmhurst Public Library
Middle School
Volunteer Application
Summer 2017**

FOR STAFF USE ONLY

Summer Reading Table Page Pal
Gen. Asst. Substitute Program Asst.

Day: _____ Time: _____

Training: _____

**Hand in this application IN PERSON
to the Kids' Library Help Desk by April 30, 2017.
Volunteers will be chosen by lottery.**

Name: _____

Address: _____ Phone: _____

Age: _____ School: _____ Grade next fall: _____

Parent's name: _____ Parent's cell phone: _____

Email address: _____

Have you volunteered before? YES/NO (circle one)

If so, in what area did you volunteer? _____

Do you own a shirt from last year? If so, please wear that unless you need a new size. If you don't have a shirt or you need a new one, please circle your T-shirt size:

Youth Medium Youth Large Adult Small

Adult Medium Adult Large Adult X-Large

R _____
Date _____

ELMHURST PUBLIC LIBRARY CARD NUMBER: _____

You may hold only one volunteer position, and you may only turn in one application.

Job descriptions are on the following pages. Circle your choice:

**Summer Reading Table
General Assistant
Program Assistant** (Mark time below)

**Summer Reading Table Substitute
Page Pals (aka Book Buddies)** (Mark time below)

If you want to be a Page Pals (aka Book Buddies) or a Program Assistant, mark your 1st and 2nd choice for your shift. You are not guaranteed your selection, but we will try to accommodate your wishes.

Page Pals will no longer have dogs.

_____ Monday, 6:15 – 7:30 pm

_____ Fridays, 4 – 5:15 PM

Program Assistant

Monday: _____ 10:45 - 12 pm

Tuesday: _____ 11:15 – 12:30 pm _____ 1:45 – 3 pm _____ 3:15 – 4:30 pm

Wednesday: _____ 9:15 – 10:45 am

Thursday: _____ 10 – 12 pm _____ 10:15 – 11:30 am _____ 11:15 – 12:30 pm _____ 2:30 – 3:45 pm

**YOU MUST HAVE YOUR VALID, UNEXPIRED ELMHURST PUBLIC LIBRARY CARD IN YOUR HAND
WHEN YOU TURN IN THIS APPLICATION.**

My child has my permission to work as a volunteer at the Elmhurst Public Library. My child and I have both read all 7 pages of this application and agree to abide by the rules.

Parent/Guardian Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____



Elmhurst Public Library Middle School Volunteer Information Sheet

Please read these volunteer regulations carefully.

1. Volunteers should remember that they represent the Library to the public, and should always be courteous to all of the Library's patrons, regardless of the patron's age.
2. Volunteers must be prompt and be able to work the entire time as scheduled unless prior arrangements have been made with their supervisors. Volunteers should report to the Help Desk in the Kids' Library to sign in and to receive an identification badge.
3. Volunteers must silence their cell phones during their shift.
4. Volunteers must call the Help Desk in the Kids' Library when they are not able to work as scheduled at (630) 279-8696.
5. Volunteers should dress neatly. Volunteers should always wear their summer reading t-shirts while working.
6. Volunteers may greet friends or neighbors while performing their duties. However, lengthy conversations with friends are not allowed because they are distracting to patrons and co-workers. Volunteers may not bring a friend with them to work.
7. Volunteers may take a 5-minute break to go to the washroom or to get a drink of water whenever necessary, as long as they tell a staff member where they are going.
8. Accidents involving volunteers or patrons should be reported to a supervisor immediately.
9. All summer reading table volunteers must attend a training session before they begin.
10. All summer volunteers must work at least 4 hours over the summer in order to be invited to the Volunteer Pizza Party held at the end of the summer.

Thank you so much for applying to be a Middle School Volunteer at the Elmhurst Public Library. We appreciate the help our volunteers give to the Library, and hope that volunteering will be a good experience for you also.

If you have any questions or comments about the volunteer program, please contact Shaira Rock (Middle School Librarian) or Sharon Karpel (Head of the Kids' Library) at the Library, or call us at (630) 279-8696. And again, thanks!

Summer Reading Table Volunteer

The Elmhurst Public Library is looking for approximately 108 responsible, trustworthy volunteers to help us run the summer reading program, "Camp Curiosity." The volunteer program runs from June 3 to August 12. Applicants must be entering grades 6 - 9 in fall 2017. Applicants (or their parents) must present their valid, unexpired EPL card when turning in the application.

Volunteers will be chosen by lottery. Applications must be turned in, in person, at the Kids' Library Help Desk by Sunday, April 30. A valid, unexpired Elmhurst Public Library card must be presented at that time. These applications will be entered into a lottery. **Lottery winners will be notified by mail, and given a time to appear at the Elmhurst Public Library on Saturday, May 13.** Those whose names are not drawn will also be notified by mail.

You can expect to receive your mailed notification on or before Tuesday, May 9. Please do not call the Library before May 10 to ask about lottery results.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

Volunteers work at the summer reading table one constant time slot each week, for ten weeks. Volunteers are expected to work at least seven weeks of the ten-week program. If you cannot commit to at least seven weeks of the program, please do not apply to be a volunteer.

The time slots for Monday through Friday are:

(9-11 am) or (11 am-1 pm) or (1-3 pm) or (3-5 pm) or (5-7 pm) or (7-9 pm)

Saturdays: (9-11 am) or (11 am-1 pm) or (1-3 pm) or (3-5 pm)

Sundays: (1-3 pm) or (3-5 pm)

We will register **three** volunteers for each two-hour time slot. Volunteers who want to work together at the summer reading table must turn in their applications together at the same time. These applications will be attached together and will be entered into and pulled from the lottery together. A maximum of three applications can be entered into the lottery together. This does not guarantee that there will be three open spots together at the Summer Reading Table when you come to the Library on May 13 to choose your time to work; however, it does mean that you and your friends will be in line together on May 13.

Summer reading table volunteers must attend *one training session*. The training sessions will be publicized on the confirmation postcard. **Anyone who fails to attend a training session will be dropped from the program.** You will receive service credit for these hours.

Summer Reading Table Substitutes*

We are looking for 30 substitutes to fill in at the Summer Reading Table when other volunteers are unable to work their shifts. Applicants must be entering grades 6 - 9 in the fall.

Substitutes must attend *one* training session. We will inform you of the training session dates when we confirm your status in the volunteer program. **Anyone who fails to attend a training session will be dropped from the program.** You will receive service credit for these hours.

Volunteers will be chosen by lottery. Applications must be turned in, in person, at the Kids' Library Help Desk by Sunday, April 30. A valid, unexpired Elmhurst Public Library card must be presented at that time. These applications will be entered into a lottery. **Lottery winners will be notified by phone.** Those whose names are not drawn from the lottery will be notified by mail.

You can expect to receive your notification on or before Tuesday, May 9. Please do not call the Library before May 10 to ask about lottery results.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

Page Pals* (formerly known as Book Buddies)

The library is looking for 30 responsible, friendly volunteers to be Page Pals. Page Pals are paired with a younger child in order to help that child practice their reading skills.

Page Pals must be entering grades 6 - 9 in the fall. Page Pals work one hour and fifteen minutes each week, for seven weeks, beginning June 12 and ending July 28.

Time slots available for Page Pals are: Mondays, 6:15-7:30 pm OR Fridays, 4-5:15 pm. Page Pals should not miss more than 2 sessions. **Page Pals will no longer have dogs.**

Applications must be turned in, in person, at the Kids' Library Help Desk by Sunday, April 30.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

Page Pals volunteers **MUST** attend *one* training session. **Anyone who fails to attend a training session will be dropped from the program.** You will receive service credit for these hours.

Program Assistants*

The Library is looking for 18 responsible, friendly volunteers to be Program Assistants. Program Assistants will interact with kindergarten and first grade children as they practice reading skills through games and reading activities.

The time slots (which run for seven weeks, beginning June 12 and ending July 28) are listed below:

Monday: _____ 10:45 - 12 pm

Tuesday: _____ 11:15 – 12:30 pm _____ 1:45 – 3 pm _____ 3:15 – 4:30 pm

Wednesday: _____ 9:15 – 10:45 am

Thursday: _____ 10 – 12 pm _____ 10:15 – 11:30 am _____ 11:15 –12:30 pm _____ 2:30 – 3:45 pm

Program Assistants must be entering grades 6 - 9 in the fall. Program Assistants should not miss more than 2 sessions.

Applications must be turned in, in person, at the Kids' Library Help Desk by Sunday, April 30.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

Program Assistants **MUST** attend *one* training session. **Anyone who fails to attend a training session will be dropped from the program.** You will receive service credit for these hours.

General Assistants*

The library is also looking for 12 volunteers to perform routine chores in the Kids' Library, such as sorting raffle tickets or cleaning books. General Assistants work one hour per week for nine weeks, June 12 – August 12. We will register two volunteers for each day of the week, Monday through Saturday. Volunteers may choose what time of the day they work. General Assistants must be entering grades 6 - 9 in the fall.

Applications must be turned in, in person, at the Kids' Library Help Desk by Sunday, April 30.

If you plan to turn in an application for a friend or neighbor, you **MUST** have with you their Library card as well as your own. You must also bring their application form filled out and signed by their parent or guardian.

***These Volunteer positions may be chosen by lottery. If we receive a greater number of applications than we have positions, the Library will choose participants via a lottery drawing.** Applications must be turned in, in person, at the Kids' Library Help Desk by Sunday, April 30. A valid, unexpired Elmhurst Public Library card must be presented at that time. These applications

will be entered into a lottery. **Lottery winners will be notified by phone.** Those whose names are not drawn from the lottery will be notified.

You can expect to receive your notification on or before Tuesday, May 9. Please do not call the Library before May 10 to ask about lottery results.