

Elmhurst Public Library
Volunteer Application for Middle School Students

Name: _____

Address: _____ Phone: _____

Age: _____ School: _____ Grade: _____ Today's Date: _____

Have you volunteered at the library before? Yes no If yes, when? _____

Elmhurst Public Library Card Number: _____

Person to contact in case of emergency: _____

Relationship: _____ Parent's phone number: _____

Parent's email address: _____

Please tell us the days and times you are willing and able to work. (The library is open 9:00 am to 9:00 pm on weekdays, 9:00 am to 5:00 pm on Saturdays, and 1:00 to 5:00 pm on Sundays.)

1st choice day: _____ time: _____

2nd choice day: _____ time: _____

3rd choice day: _____ time: _____

Do you think you have a special talent that could be used in your volunteer work? If so, what?

Do you need volunteer hours for a specific reason? If yes, why, and by what date do you need to complete your hours?

_____ Date I need to finish by: _____

My child: _____ has my permission to work as a Middle School Volunteer at the Elmhurst Public Library. My child and I have read the attached information sheet and he/she will abide by the standards outlined.

Parent's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

Elmhurst Public Library Middle School Volunteer Information Sheet

Please read these volunteer regulations carefully. Being a Middle School Volunteer carries the responsibility not only of performing your assigned tasks, but also understanding and abiding by the following standards of conduct.

1. Volunteers must be prompt and be able to work the entire time as scheduled unless prior arrangements have been made with their supervisors. Please report for volunteer duty only during your scheduled hour(s). Report first to the Help Desk in the Kids' Library to sign in and to receive your volunteer identification badge.
2. Volunteers must call the Help Desk in the Kids' Library when they are not able to work as scheduled at (630) 279-8696.
3. Volunteers should dress neatly; no shorts, halter tops, or other brief summer wear is allowed.
4. Please do not bring expensive personal items with you such as cell phones, iPods, Nintendo Switch, etc. Your belongings may not be under your direct supervision at all times.
5. 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.
6. 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.
7. Accidents involving volunteers or patrons should be reported to a supervisor immediately.

*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. **A librarian will contact you to tell you if your application has been accepted and, if so, when your volunteer service will begin.***

If you have any questions or comments about the volunteer program, please contact Ms. Shaira Rock (Middle School Services Librarian) at Shaira.Rock@elmlib.org, or call her at (630) 279-8696. And again, thanks!