

Please don't write in this box.

For office use only.

Year: **2024**

Shift:

Shift 2: (optional)

TEEN SUMMER READING VOLUNTEER APPLICATION 2024

Please fill out in ink.

Name: _____ Date of Birth*: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Email Address**: _____

***Must be 12 by 5/31/24**

**Please provide an active email account so we can send important information.

Emergency Information:

Person to notify in case of an emergency: _____

Phone Number: _____

Scheduling Information:

Which school do you attend?: _____

Last day of school: _____

Weekdays that I cannot work in JUNE AND JULY because of camp, vacation, etc:

**APPLICATION DEADLINE IS MAY 15. PLEASE TURN IN AT ANY TCPL LOCATION.
WE WILL CONTACT YOU WITH YOUR OFFICIAL SHIFT DATES AND TIMES.**

VOLUNTEER TRAINING

A librarian will train you right before your first shift starts as well as provide you with written instructions. If you have concerns beforehand, you can call or stop in and ask any questions you would like. During your shift, library staff will always be close by to help with anything you might need.

Turn over. . . more questions on back

SCHEDULING PREFERENCE:

◆ I would prefer to work at (CIRCLE ONE: if no preference, leave blank)

Downtown
627 South St
Lafayette, IN 47901

Klondike
3062 Lindberg Rd.
West Lafayette, 47906

Wea Prairie
4200 S 18th St.
Lafayette, IN 47909

Wyandotte
5542 E. 50 S.
Lafayette, IN 47905

- ◆ Each shift will be **2 hours** long.
- ◆ Please let us know what days and hours you prefer to volunteer on the schedule below.
(be sure to pick the schedule for your preferred branch).
- ◆ Indicate your **preferred shifts with a ✓**
- ◆ Would you like to work MORE than one 2-hour shift a week? Yes No

EXAMPLE	Mon	Tue	Wed	Thu
10a -12p	✓			✓
2p - 4p	✓	✓		✓

Downtown	Mon	Tue	Wed	Thu	Fri
10a-12p					
12-2p					
2-4p					

If you want to volunteer at the **Klondike, Wea, or Wyandotte** Branch please use this schedule to pick your shifts.

BRANCHES	Mon	Tue	Wed	Thu	Fri
10a - 12p					
12 - 2p					
2 - 4p					

Tippecanoe County Public Library Summer Reading Club Volunteer Job Description

Objective:

Gain valuable work-related experience by helping library staff with Summer Reading Club (SRC) activities. Encourage thousands of young children to keeping reading.

Duties and Responsibilities:

Explain how SRC works

Sign children up for SRC

Input and update information *accurately* into the SRC database

Hand out SRC prizes

Not give out or access personal information about library patrons

Other duties as assigned

Skills:

Must be able to communicate effectively

Must be able to interact with people of all ages

Must be able to use a computer

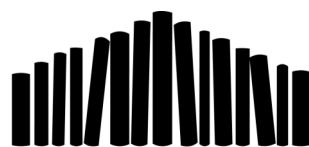
Must be able to maintain accuracy of the SRC database

Must be able to stay at assigned station for up to 2 hours

Must be willing and able to follow directions

Hours:

Minimum of one 2-hour shift.



TIPPECANOE COUNTY
PUBLIC LIBRARY

Tippecanoe County Public Library Summer Reading Volunteer Contract, Summer 2024

Name: _____

As a Library Summer Reading Club (SRC) volunteer...

- I will be polite and courteous to everyone I come into contact with at the library.
- I will dress in clean and appropriate attire for my shift.
- I understand that it is my responsibility to get to and from the library.
- I will call the library as soon as possible if I cannot be present for my shift.

Downtown: 429-0119
Klondike: 463-5893
Wea Prairie: 588-3002
Wyandotte: 447-4774

- I will go to a library staff member if I have a problem or concern.
- I will perform the task I have been assigned to the best of my ability.
- I understand that the failure to call in or report to work without explanation on more than one occasion may result in my removal from the volunteer program.

SRC Volunteer Signature: _____

Parent/Guardian:

- I support my teen's involvement in the Tippecanoe County Public Library's Summer Reading Club Volunteer program.

Parent/Guardian Signature: _____

