



Emma S. Clark Memorial Library

120 Main Street
Setauket, NY 11733-2868
631.941.4080

www.emmaclark.org

"The Heart of the Three Village Community"

2017 TEEN SUMMER VOLUNTEER APPLICATION PACKET

Attached is the 2017 Emma S. Clark Memorial Library teen volunteer application. Completed applications and the signed hold harmless agreement should be brought to the **Adult Reference Desk** between **June 1 and July 1, 2017.**

All volunteers must be at least twelve (12) years of age OR have completed 6th grade.

- Copies of the applications will be given to the librarians in the Children's Department and the Teen Services Department and they will call for volunteers as needed. Please be aware that we have many students looking to volunteer and we will try to give everyone at least one volunteer opportunity throughout the summer. Please do not show up for a volunteer event unless you have been contacted by one of the librarians.
- If you have any general questions about this program after you have registered or questions about volunteering for a teen or adult program, please contact Nanette Feder, Teen Services Librarian 941-4080 or teens @ emmaclark.org. If you have any questions about a Children's Department program, please contact Mrs. DeFranco at 941-4080 ext. 123 as she schedules the volunteers for the Children's Department programs.
- If you wish to volunteer in the Book Buddy, Story Time or Teen Tech Tutor programs, you must sign up for the mandatory training sessions – information is in the application.
- Once you sign up to be a volunteer at a particular program, it is important that you keep your commitment. A parent or guardian must be available to provide transportation to and from the library. If you cannot attend the session that you signed up for, you must contact the library 24 hours prior to the program (except in the case of emergency) so that we may arrange for a substitute volunteer. Please contact or Nanette Feder, Teen Services Librarian or Mrs. DeFranco in the Children's Department at 941-4080.
- You will receive community service credit for the time that you actually attend a volunteer session. Volunteers will be asked to sign an attendance log at each volunteer session. At the end of the summer, Ms. Nanette Feder, Teen Services Librarian, will send you a letter acknowledging the hours you have volunteered. In the future, if you need any community service documents (e.g. Honor Society applications) signed, you must keep this letter and bring it with you to the Adult Reference Desk and any of the Adult Reference librarians on duty can sign your application. If you lose the letter verifying your community service, then you **MUST** make arrangements with Ms. Feder to have your community service documents signed. You must contact her in advance and set up an appointment for the documents to be signed.
- Please make sure you read and understand the volunteer rules and guidelines attached to this application.
- Please make sure you return the completed application and the hold harmless form – all other sheets are for your records. Volunteers cannot be called unless we have this paperwork on file.

If you have any questions about the volunteer program, please contact Ms. Nanette Feder, Teen Services Librarian at 941-4080 or e-mail her at teens@emmaclark.org.

Thank you for volunteering! We look forward to seeing you this summer.

Emma S. Clark Memorial Library
2017 Teen Summer Volunteer Application

Please write neatly

Date _____

Name _____

Complete Address _____

Home Phone _____ E-mail Address _____

Age _____ Grade as of 9/17 _____ School as of 9/17 _____

Parent/Guardian Name _____

Address _____

Home Phone _____ Cell Phone _____

Emergency Contact Name: _____

Relationship _____ Emergency Contact Phone _____

Please indicate which of the following Children's Department programs you would be interested volunteering at and we will contact you if we need your assistance:

- Meet the Farm Animals on Tuesday, June 27, 11:30 a.m. – 1:30 p.m. _____
- Teddy Bear Picnic **@ Bates House** on Wednesday, June 28, 11:30 a.m. - 1:00 p.m. _____
- Indoor Mini Golf on Friday, July 7, 5:30 p.m. – 8:00 p.m. _____
- Frogs, Bugs & Animals on Wednesday, July 19, 10:30 a.m. – 11:30 a.m. _____
- Prestino's Magic on Friday, July 28, 6:45 p.m. – 7:45 p.m. _____
- Summer Reading Celebration - National Circus Project on Friday, Aug. 4, 6:45 p.m. - 7:45 p.m. _____

- **Would you like to read books at one of our Teen-led Open Story Times with Craft for children ages 3 to 6? _____**
If yes, you must attend the **mandatory Story Time/Book Buddies training on Tuesday, June 13th from 6:00 to 6:45 p.m.** The training will take place in the Children’s Department Program Room. Please sign up for the training session by contacting the Adult Reference Desk or online at www.emmaclark.org. Registration for the training session starts **May 30th**. **The Story Time schedule is attached for your information.** You will be signing up for the story time programs at the training session— probably up to 2 programs initially.

- **Would you like to become a Book Buddy where teen volunteers listen to and encourage emerging readers in grades 1 and 2? _____**
If yes, you must attend the **mandatory Story Time/Book Buddies training on Tuesday, June 13th from 6:00 to 6:45 p.m.** The training will take place in the Children’s Department Program Room. Please sign up for the training session by contacting the Adult Reference Desk or online at www.emmaclark.org. Registration for the training session starts May 30th. **The Book Buddy schedule is attached for your information.**
Please come prepared to sign up to volunteer for **one Book Buddy session** at the June 13th training session. It is expected that you will commit to attending the entire 3 week session. Please note that space in this program is very limited and we may not be able to accommodate everyone who is interested.

- **Would you like to volunteer at one or more Wii and Xbox programs for children in Grades 3 - 6? _____** If yes, please **circle** the dates you are available and we will contact you if we need your assistance.

Thursday, Jun. 29, 6:30 – 8 p.m.
Thursday, Jul. 13, 6:30 – 8 p.m.
Thursday, Jul. 27, 6:30 – 8 p.m.
Monday, Aug. 7, 6:30 – 8 p.m.

- **Would you like to volunteer at one or more Lego programs for children in Grades K-3? _____** if yes, please **circle** the dates you are available and we will contact you if we need your assistance.

Friday, Jun. 9, 6:15 - 7:45 p.m.
Friday, Jun. 30, 6:15 - 7:45 p.m.
Monday, Jul. 3, 11:15 - 12:45 p.m.
Tuesday, Jul. 11, 2:15 - 3:45 p.m.
Friday, Jul. 21, 12:45 - 2:15 p.m.
Wednesday, Jul. 26, 1:45 - 3:15 p.m.
Thursday, Aug. 3, 1:45 - 3:15 p.m.
Tuesday, Aug. 8, 11:15 - 12:45 p.m.
Friday, Aug. 18, 3:45 - 5:15 p.m.
Monday, Aug. 21, 2:45 - 4:15 p.m.

- **Would you like to be a volunteer at our Minecraft programs for students in Grades 2-6? _____**
Please note: all volunteers must be knowledgeable about the computer game and be able to suggest and lead game challenges. If yes, please **circle** the dates you are available and we will contact you if we need your assistance.

Minecraft Programs for Students in Grades 2 - 3 Monday, Jun. 26, 2:00 - 3:00 p.m. Wednesday, Jul. 5, 2:00 - 3:00 p.m. Friday, Jul. 14, 2:00 - 3:00 p.m. Tuesday, Jul. 25, 6:00 - 7:00 p.m. Tuesday, Aug. 1, 2:00 - 3:00 p.m. Monday, Aug. 7, 2:00 - 3:00 p.m. Thursday, Aug. 17, 2:00 - 3:00 p.m.	Minecraft Programs for Students in Grades 4 - 6 Monday, Jun. 26, 3:15 - 4:15 p.m. Wednesday, Jul. 5, 3:15 - 4:15 p.m. Friday, Jul. 14, 3:15 - 4:15 p.m. Tuesday, Jul. 25, 7:15 - 8:15 p.m. Tuesday, Aug. 1, 3:15 - 4:15 p.m. Monday, Aug. 7, 3:15 - 4:15 p.m. Thursday, Aug. 17, 3:15 - 4:15 p.m.
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- **Would you like to volunteer at our Hour of Code programs? _____**
Please indicate if you have prior computer program coding experience _____

Please **circle** the dates you are available and we will contact you if we need your assistance. We would prefer volunteers who can attend both sessions on the same date.

Hour of Code for Students in Grades 2 - 3 Friday, Jun. 30, 2:00 - 3:00 p.m. Wednesday, Jul. 19, 2:00 - 3:00 p.m. Friday, Jul. 28, 10:00 - 11:00 a.m. Wednesday, Aug. 9, 2:00 - 3:00 p.m.	Hour of Code for Students in Grades 4 - 6 Friday, Jun. 30, 3:15 - 4:15 p.m. Wednesday, Jul. 19, 3:15 - 4:15 p.m. Friday, Jul. 30, 11:15 - 12:15 p.m. Wednesday, Aug. 9, 3:15 - 4:15 p.m.
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- **Would you like to become a Teen Tech Tutor where teen volunteers help people learn how to use their computers and mobile devices? _____**
If yes, you must attend the **mandatory training on Tuesday, June 13th from 7:00-7:30 p.m.** The training will take place in the Children’s Department Program Room. Please sign up for the training session by contacting the Adult Reference Desk or online at www.emmaclark.org. Registration for the training session starts May 30th. **In addition, a separate 2017 Summer Teen Tech Tutor application must be completed.** This application will be available at the Adult Reference Desk or online <http://teen.emmaclark.org> starting June 1st. **If you have attended one of our teen tech tutor training sessions in the past, you do not have to come to this session, but you do need to complete the 2017 Summer Teen Tech Tutor application and return it to the Adult Reference Desk.**

- **Would you like to volunteer to help run video game programs for students in Grades 7 -12?** Volunteers must be very knowledgeable about Wii U. _____ If yes, please circle the dates you are available and **we will contact you if we need your assistance**

Friday, June 30, 5:30 to 7:45 p.m.

Tuesday, July 11, 3:30 to 5:30 p.m.

Friday, July 28, 3:30 to 5:30 p.m.

Friday, August 11, 5:30 to 7:45 p.m.

- **Would you like to volunteer at our Makeblock Robotics program on Wednesday, July 12 from 5:45 to 8:30 p.m.? (prior computer coding and/or experience with robotics is required)**

- **Would you like to volunteer for our West Meadow beach cleanup on Wednesday, July 26 from 9:30 – 11:00 a.m.?** _____ (Please note that transportation is not provided to West Meadow Beach.) We will be in touch with you a few days prior to the event to find out if you are still interested in volunteering. The rain date for this event is Wednesday, August 2 from 9:30 – 11 a.m.

- **Would you like to volunteer at the Retro Gaming night we are hosting on Thursday, August 3?** We need volunteers to help us set up the gaming systems and help us run the program. Volunteers are needed from **5:30 to 8:30 p.m.?** _____ (We will contact you if we need your assistance)

- **Would you like to help us with our Food Drive which we are holding during the month of July?** _____ Volunteers are needed to pick up food and deliver it to local food pantries. Dates and times of pick-up and delivery will be arranged at a later date. We will contact you if we need your assistance.

- **Would you like to help us maintain the Little Free Library** which we are setting up at the Pavilion at West Meadow Beach in July and August? Volunteers will “adopt” the Little Free Library for a week and stock it with books which we will provide. Volunteers will be expected to check on the library 2-3 times during the week. If you are interested, please let us know which weeks you are available and we will contact you with more information if we need your assistance _____

- **Would you like to volunteer in our annual life-size Candyland program?** _____

Students who are **outgoing and friendly and/or have artistic abilities** are needed to help us organize and run a life-sized Candyland program for children ages 3 to 7 on **Friday, October 13, 2017 from 4:00-9:00 p.m.** in the Children’s Department. Over the summer and in the fall, students will be creating the props and decorations we will need for the program and rehearsing for the program. In addition, some students will be assigned roles as game characters. We will meet on the following dates: (please circle the dates you are able to attend)

Friday, July 14, 4:30 – 5:30 p.m. – Event Kick-off and roles assigned

Friday, August 11, 4:00 – 5:15 p.m. – Create decorations

Friday, September 22, 4:00 – 5:30 p.m. – Create decorations and run through for event

Thursday, October 12, 6:00 – 7:15 p.m. (run through for event)

Friday, October 13, 4:00 – 9:00 p.m. **(date of the event)**

Please note: Students participating in the Candyland program should be available on the evening of October 13th unless the Teen Services Librarian is notified ahead of time. **Students who are not available on October 13th cannot take on a role as a character.**

- **Do you have experience with photography and would you like to take pictures at various library events?**

If yes, check here _____ and we will contact you with more information when we need your assistance.

- **Do you have experience with creating videos and/or podcasts and would you like to create films and podcasts promoting library collections and events?**

If yes, check here _____ and we will contact you with more information. Please briefly describe what kind of experience you have.

- **Do you enjoy costume design?** We need a couple of volunteers to help us design and create costumes for our Battle of the Books team. (You must be available during the week of July 24th in the afternoons)

If yes, check here _____ and we will contact you with more information.

- **Are you a manga/anime fan?** Are you interested in helping us choose new manga and anime to add to our teen room collection? If yes, check here _____ and we will contact you with more information.

- **Are you an artist?** You can earn two hours of community service by displaying your art this summer or during the 2017/18 school year. If you are interested, fill out an Art Exhibit application available at the Adult Reference Desk or online at <http://teen.emmaclark.org>.

- **Are you a book lover?** Earn community service reviewing books on the American Library Association’s most recent list of best books for teens. If you are interested, fill out an application and get the book lists. The application and book lists are available at the Adult Reference Desk or online at <http://teen.emmaclark.org>.

- **Are you a technology enthusiast?** We are looking for students interested in technology and engineering and who are familiar with computer coding, robotics (e.g. Lego Mindstorm), etc. to help us run programs throughout the 2017/18 school year. Please let us know what days and times you are available this summer to help us brainstorm on ideas for future projects and let us know what experience in you have in these areas.

- **Do you have a special skill, talent, or hobby that you would like to share with other teens?** Earn community service credit during the 2017/18 school year by sharing your skill or talent. For example, you can run an art or craft program, organize a community service project, teach photography or help create a video. Submit your ideas along with the days and times you may be available to run the program as soon as possible to Nanette Feder, Teen Services Librarian at teens@emmaclark.org.

Volunteer Pledge: *I will help with library programs as needed (and scheduled). I will arrive on time, follow all directions, and act responsibly. If I cannot attend a program, I will contact the library 24 hours in advance (except in the case of emergency). I will not release any personal information, including last name, address, e-mail address or phone number to anyone nor will I ask any of the children for any of their personal information. I have read the attached volunteer guidelines.*

Teen Volunteer Signature and Date _____

Parental/Guardian Consent - I consent to my child's serving as a volunteer in various Emma S. Clark Memorial Library programs outlined above. I have read the attached Volunteer Policy and Teen Volunteer rules and guidelines.

Parent/Guardian Signature and date _____

Please note – a parent/guardian must sign the attached hold harmless agreement and **return it along with the completed application.**

PLEASE RETURN THE COMPLETE APPLICATION AND THE ATTACHED HOLD HARMLESS AGREEMENT TO THE ADULT REFERENCE DESK BEFORE JULY 1, 2017

Story Time and Book Buddy schedule – this form is for your information only and should not be returned with your application.

STORY TIME with CRAFT SCHEDULE (for children ages 3 & up)

To participate in this volunteer opportunity, you must attend the **mandatory training on Tuesday, June 13th from 6:00 to 6:45 p.m.** The training will take place in the Children’s Department Program Room. Please sign up for the training session by contacting the Adult Reference Desk or online at www.emmaclark.org. You will be signing up for story time sessions at the training session– probably up to 2 sessions initially.

Wednesday, Jun. 28, 3:00 - 3:30 p.m.

Friday, Jun. 30, 3:30 - 4:00 p.m.

Monday, Jul. 3, 3:00 - 3:30 p.m.

Monday, Jul. 10, 3:30 - 4:00 p.m.

Wednesday, Jul. 12, 3:00 - 3:30 p.m.

Friday, Jul. 21, 3:00 - 3:30 p.m.

Tuesday, Jul. 25, 3:30 - 4:00 p.m.

Wednesday, Aug. 2, 3:00 - 3:30 p.m.

Thursday, Aug. 3, 4:00 - 4:30 p.m.

Tuesday, Aug. 8, 3:30 - 4:00 p.m.

BOOK BUDDIES SCHEDULE

To participate in this volunteer opportunity, you must attend the **mandatory training on Tuesday, June 13th from 6:00 to 6:45 p.m.** The training will take place in the Children’s Department Program Room. Please sign up for the training session by contacting the Adult Reference Desk or online at www.emmaclark.org.

Please come prepared to sign up to volunteer for **one book buddy session** at the June 13th training session. It is expected that you will commit to attending the entire 3 week session. Please note that space in this program is **very limited** and we may not be able to accommodate everyone who is interested.

Session 1

Thursdays, 4:30 – 5:00 p.m. Jul. 6, 13 & 20

Session 2

Tuesdays, 4:30 – 5:00 p.m. Jul. 25, Aug 1 & 8

(PLEASE WRITE NEATLY)

HOLD HARMLESS AGREEMENT

Child's Name:

I hereby agree on my own behalf (or on behalf of my minor child) to hold harmless The Emma S. Clark Memorial Library, its Board of Trustees, employees and agents on account of any claims, actions or damages that would otherwise be possessed by me but for my waiving of such with regard to any injuries to person or property sustained by me or my minor child arising out my (or my minor child's) service as a volunteer.

I recognize that this waiver is freely provided and is in consideration of the Library's authorizing my (or my child's) service as a volunteer.

Parent Signature

Date

Teen Volunteer Rules and Guidelines

The Emma S. Clark Library appreciates all of the assistance teen volunteers provide the Children's and Adult Departments each summer. In order to make the volunteer program run more smoothly, we have prepared a few simple guidelines that we ask each teen volunteer to read and follow.

1. Please be on time. **If you are going to be late or cannot make it**, please call us to let us know as soon as possible so we can arrange to get another volunteer. If you are volunteering for a Children's Department program then you should call the Children's Dept. Reference Desk at 941-4080 ext. 123. If you are volunteering for an adult or teen program, then you should call the Adult Dept. Reference Desk at 941-4080 ext. 115.
2. When you come into volunteer, make sure to check in with the librarian running the program so that we can properly credit your community service hours.
3. When you are volunteering, please do not use your cell phones to call or text. If you need to use your phone, let the librarian running the program know.
4. Avoid socializing with other teen volunteers while the program is going on. You need to pay attention to what is happening in the program at all times, **particularly when you are dealing with young children**. Children may need your help but they may be too shy to ask.
5. Please dress appropriately.
6. **Please do not show up for a volunteer activity that you have not been called for. While we really appreciate all of your help, our programs are designed for a specific number of volunteers.**
7. Be friendly, courteous, and patient.
8. Community service letters will go out to all teen volunteers in early September. Please keep the letter as proof of your community service. If you ever need any community service forms signed, you can bring the letter to the Adult Reference Desk and any librarian on duty will be happy to sign off on your forms. If you lose the letter, you must contact Nanette Feder, Teen Services Librarian at teens@emmaclark.org. so she can verify your community service and sign off on your form.
9. When you are participating as a volunteer, it is very important that you do not release any personal information including last name, phone number, address, e-mail address, etc. to **anyone** or ask any of the younger children for any personal information such as address, phone number, etc.
10. If you have any questions or concerns while you are volunteering, please don't be shy – speak to the librarian running the program.
11. Have fun and enjoy your volunteer experience. Once again, we appreciate your help!

FOR YOUR RECORDS



Emma S. Clark Memorial Library

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"The Heart of the Three Village Community"

VOLUNTEER POLICY

The Emma S. Clark Memorial Library, within its discretion, encourages the providing of opportunities on a limited basis for Three Village Central School District residents to volunteer in special programs or projects. From time to time, the Library encounters special short-term projects where voluntary assistance may be helpful. Volunteers may be recruited through individual contact with staff members, through existing community groups, or through names submitted for consideration for such duty. Prior to the commencement of any volunteer services, all volunteer groups or individuals must receive the Director's or the Director's designee's written approval of the services to be performed and the specific individuals to perform such services. The Library reserves the right to request references and/or background information on any proposed volunteer and may decline the services of any volunteer without having to state reasons for such declination of services. Volunteers shall not be utilized to supplant or replace established staff positions.

Volunteers shall work directly with and under the supervision of Library staff, who shall guide them in their work. Volunteers are expected to act in accordance with all Library directives and policies, follow all directions and instructions of the supervising staff member and reflect positive service attitudes to all Library patrons. The Library does not compensate volunteers through wages, benefits, reimbursement of expenses, or any other form of compensation.

Volunteers will regard their assignments as serious commitments, with the understanding that volunteer work will require their full attention and that they will not entertain friends or family while on duty. Volunteers will be on time or will notify the Library if unable to arrive when scheduled. Volunteers will report to the appropriate Library staff member when arriving and departing. If there is a question or problem, volunteers will promptly seek assistance from the Library staff.

All volunteers will dress neatly and appropriately, understanding that they are a representative of the Emma S. Clark Memorial Library.

All volunteers must be at least twelve (12) years of age OR have completed 6th grade. The parent or guardian of all volunteers under the age of eighteen (18) years of age shall provide his/her written consent to the minor serving as a volunteer at the Library prior to the commencement of any services by the minor. Such consent shall contain an acknowledgement of the specific services to be performed by the minor and specify the parent's or guardian's understanding of the terms of this Policy. All volunteers shall be provided with a copy of this Policy prior to commencement of their services.

Nothing in this policy shall be deemed to create a contract between the volunteer and the Library, nor shall any volunteer be considered an employee of the Library. Volunteers will discontinue service when their assigned program or project is completed or terminated. The Library reserves the right to discontinue volunteer opportunities or terminate the services of any individual volunteer or volunteer group without prior notice and with or without cause at the discretion of the Director or the Director's designee.

Each volunteer (or the volunteer's parent/guardian if the volunteer is a minor) will execute a "Hold Harmless Agreement" waiving any and all claims, actions, damages, etc. that may otherwise arise as a result of any injury or damage to person or property associated with the volunteer's service to the Library.

Adopted 9/21/2011
Amended 7/15/2015

FOR YOUR RECORDS