



LA GRANGE
PUBLIC LIBRARY

TEEN
VOLUNTEER EMPLOYMENT
APPLICATION
Summer 2019
(Grades 7-12)

Date: ____ / ____ / ____ Name: _____

(Last)

(First)

(Middle)

Home Address: _____

Telephone: _____ Email Address: _____

Age: _____

Grade Next Fall: _____ (Must be going into grades 7-12.)

In case of an **emergency** who should we contact?

Name: _____ Phone Number(s): _____

Relationship of emergency contact to you: _____

A variety of volunteer tasks are available. Please indicate by number which you are interested in
(1 = first choice and 4= last choice).

- Summer Reading Desk Assistant: Help younger kids as they register and participate in Summer Reading.
- Program Assistant: Prepare materials, assist in running programs, be there to set up & clean up.
- Book Buddy: Mentor, read and craft with younger kids! Open to those in grades 7&8. Wednesdays July 10, 17, 24, 11am-12pm.
- Library Hero: Keep the library neat by collecting, organizing and straightening books along with other tidying tasks. Wednesdays, 1-4pm.

Please list any interests or skills that you have:

Please complete the following:

I want to volunteer at the library because...

Are you volunteering because you need service hours for school or another organization?

If yes:

Name of organization: _____

Number of hours needed: _____

Deadline for hours: _____

Information regarding the personnel records of volunteer staff will be disclosed to your school or potential employers only with the volunteer's written permission. Please sign below if you authorize the library to release information about your work.

Volunteer Signature: _____ Date: _____

FOR VOLUNTEERS UNDER AGE 18: I give permission for my child to volunteer at the Library.

Parent/Guardian Signature: _____ Date: _____

Please return application to: Lisa Sharkey, Adult & Teen Services Assistant Manager: sharkeyl@lagrangelibrary.org
10 W. Cossitt Avenue
La Grange, IL 60525
708-215-3228

Application due date is Saturday, June 1.

Priority is given to applicants who apply by the deadline.

Program runs from June 3-July 27.

All applicants *must attend one* volunteer training session.

Training dates are as follows:

Monday, May 20, 7:00-7:30pm

Thursday, May 23, 7:00-7:30pm

Saturday, June 1, 3:30-4:00pm

Register for training dates on the Library's event calendar:

lagrangelibrary.org/events

STAFF USE ONLY

Date Application Received: _____ In-Person Interview Date: _____

Starting Date: _____

Placement: _____

(If not placed, indicate reason.)

Schedule entered on Outlook Volunteer Calendar Total Hours/Week: _____

Final Work Date: _____

Reason for Leaving:

Voluntary

Terminated by Library: _____