

<b>Library Staff Only</b>
First Day _____ Rec'd Schedule _____

## Returning Volunteer Application

University City Public Library  
6701 Delmar Blvd.  
University City, MO 63130  
(314) 727-3150

*Calling all Returning Volunteers to help with U City Library's 2022 Summer Reading Program: Oceans of Possibilities! You helped make our summer reading program a success in previous years; are you ready to help build a revised, COVID safe Summer Reading Program? To keep you and our patrons and staff safe, wearing masks and social distancing will be required as well as other safety measures.*

**Reporting /volunteering starts Friday, May 20 and ends Friday, July 22.**

The **returning volunteer** orientation is scheduled on **Thurs., May 5<sup>th</sup>, 4:30-5:30 p.m.**

If you cannot attend that meeting please see the chart below for additional orientation days available.

### RETURN COMPLETED APPLICATION TO YOUTH SERVICES AT U CITY LIBRARY.

**Instructions:** Please print neatly in black or blue ink.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 E-mail: \_\_\_\_\_ Volunteer Cell Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Zip Code \_\_\_\_\_ Are you able to receive text messages? Yes/No  
 School Next Year: \_\_\_\_\_ Grade Next Year: \_\_\_\_\_  
 Do **you** have a U. City Library Card? Yes/No  
**What is the best phone number to reach you?** \_\_\_\_\_

**AVAILABILITY:** Volunteers will be assigned 1-hour shifts. You must commit to at least 4 weeks.

Please circle 4 days & times below and label them 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> choice.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00	3:00-4:00	2:00-3:00	2:00-3:00
4:00-5:00	4:00-5:00	4:00-5:00	4:00-5:00	4:00-5:00	3:00-4:15	3:00-4:15
5:00-6:00	5:00-6:00	5:00-6:00	5:00-6:00	5:00-6:00		
6:00-7:30	6:00-7:30	6:00-7:30	6:00-7:30	6:00-7:30		

List any days you will not be able to volunteer. (day trips, camp, vacation, etc.) \_\_\_\_\_

I am available to substitute to work more shifts, if needed. Yes/No

When are you available to begin volunteering? \_\_\_\_\_

**TRAINING:** To register, please call **727-3150** no later than the day before the orientation you plan to attend.

<b>Returning Volunteer Orientation</b> <b>Thursday, May 5*</b> <b>4:30-6:30</b> <small>*preferred</small>
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New Volunteer Orientation & Training			
Sat., May 7 10:30-12:30 pm	Tues., May 10 4:00-6:00 pm	Thur., May 12 4:00-6:00	Tues., May 17 4:00-6:00

**Please discuss with your parent(s) your commitment to volunteering and the best times to volunteer before filling out your application.** Have your parents sign the back of this form and bring the completed application to the training meeting.

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Dear Parents/Guardians,

The University City Public Library has a tradition of a strong summer teen volunteer program. Our Summer Reading Program is unique because children report/talk to teens about what they have read and teens offer encouragement and rewards to the children. In 2021 we were able to return to a modified in person format with the Covid threat still lingering. 2022 has brought a new challenge with the remodeling of our building which has relocated us temporarily to 6900 Delmar. However, we plan to continue in person reporting.

There are many benefits to being a teen volunteer. They get the positive feelings of helping young children. They make new friends. They earn community service hours. We think of this experience as training for a real job. We need your support to help them maintain their commitment to our program and to help nurture a budding work ethic. This is why we require your signature. Please review our requirements and the schedule that you and your child are submitting.

We understand that especially in summer schedules can change. New opportunities can come up, camps may become available, and youth may get other jobs. However, we need adequate advance notice of a schedule change. We view our volunteer program as a job training experience and expect teens to treat it with the same level of dedication as a job.

#### Expectations

- Volunteer at least once a week for a minimum of four weeks.
- Have a University City Public Library Card or MLC Library Card.
- **Call the Youth Services Dept. at (314)727-3150 as soon as possible if you cannot make your shift.**
- Enjoy working with kids.
- Read a minimum of 12 hours and report and/or blog 3 times.
- Arrive on time for your shift(s).
- No family, friends, or electronics while volunteering.

**Concerns** - which may result in losing community service hours and place in the program.

- Missing 2 shifts without calling the library or finding a sub.
- Repeated tardiness.
- Significant, repeated disruptive behavior.

All volunteers may attend the volunteer party with food, prizes, and certificate (pending COVID restrictions).

Shifts are assigned **after the training** when the completed **applications are turned in.**

We will call and let your child know their **first day of volunteering.**

I give my child \_\_\_\_\_ permission to volunteer in the 2022 Summer Reading Program.

**I understand that failure to meet the expectations will result in him/her being released from the program without volunteer service hours at the discretion of the library.**

**\*Parent/Guardian's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Parent/Guardian's Phone: \_\_\_\_\_

**Video/Photo Release:** Your signature grants permission to take photographs or use video footage of your child. We will not use the photographs or video images for commercial purposes or release your child's name unless we get separate permission.

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_