

## TEEN VOLUNTEER APPLICATION MARY RILEY STYLES PUBLIC LIBRARY

- Volunteers must be in 7<sup>th</sup> Grade through 12<sup>th</sup> Grade;
- Middle School volunteer must be City of Falls Church resident or fulfilling a requirement.

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you volunteering to fulfill a requirement? YES \_\_\_\_\_ NO \_\_\_\_\_

Organization/purpose for community service? \_\_\_\_\_

School/organization contact name: \_\_\_\_\_

Contact phone number or email: \_\_\_\_\_

How many hours do you need to complete? \_\_\_\_\_

Date hours are needed by: \_\_\_\_\_

Why would you like to volunteer at the library? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you volunteered here or elsewhere in the past? What did you do?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE COMPLETE THE OTHER SIDE OF THIS APPLICATION.**

Parent or Guardian's Name (Please Print) \_\_\_\_\_

Parent/Guardian's Work Phone Number \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_

**Teen Volunteer Code of Conduct & Etiquette**

- School dress will be appropriate;
- Remember, you represent the Library. Be on your best behavior. Smile and be polite to everyone;
- Wear your volunteer badge while on duty;
- Please refer any reference questions to the Youth Services staff. You may answer directional questions, if you know the answer;
- Help us keep the Library tidy. Pick up and throw away trash. Gather unwanted books from the tables and shelves and place them on the red book trucks;
- This job requires your full attention. Friends and family members who are not also working as volunteers should not join you while you are on duty.
- If you are unable to work when scheduled, please call 703-248-5034 and leave a message with the staff member on duty or on the answering machine as soon as possible. We are depending on you!
- Three tardy without notification the volunteer's service will be terminated.
- Two absences without notification and the volunteer's service will be terminated.
- Teens who show up without notice may not be accommodated.
- Remember, volunteering is a privilege not a right.

**Return your completed application to Youth Services Desk or send to:**

Laura Miller, Young Adult Librarian  
Mary Riley Styles Public Library  
120 N Virginia Avenue  
Falls Church, VA 22046  
lmiller@fallschurchva.gov

**If you have any questions, please call 703-248-5034.**

**Thank you for your interest in our library!**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_