



## Northlake Public Library District Teen Volunteering Expectations Agreement

As a teen volunteer at the Northlake Public Library District, I agree to the following:

For volunteering in person:

1. I will sign up for volunteer shifts via the online calendar and keep track of my upcoming shifts myself.
2. I will arrive on time and sign-in at the second-floor Information Desk. If I am unable to do this, I will contact the Teen Volunteer Coordinator, giving 24-hours' notice when possible.
3. I understand that **two absences** without prior notification will result in termination.
4. I will not wear clothing that has offensive or threatening messages on it. I will also not wear clothing or shoes that might limit my ability to assist in volunteer activities.
5. I will limit my phone use to only when appropriate and for when I'm not actively engaged in volunteer activities.

For virtual volunteering:

1. I will be respectful with my language and behavior on library hosted social media (Discord, Facebook, Twitter, etc.)
2. I will not plagiarize. Any work I turn in for volunteer hours will be my own.

**I understand what is expected of me, and promise to adhere to these rules and guidelines while volunteering for the library.**

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

## Parental Consent and Agreement

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Phone Number: \_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_

**I give permission for my child to be a teen volunteer for Northlake Public Library District. I understand that, if selected for a volunteer position, they will be provided with orientation and training necessary for the safe and responsible performance of their duties, and they will be expected to meet all the requirements of the position, including regular attendance and adherence to Northlake Public Library District policies and procedures. I understand that my child will not receive monetary compensation for the services contributed. I will support them by respecting their volunteer commitment and providing transportation if needed.**

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_