

**Northlake Public Library District  
Middle School Volunteer Application**

Middle School volunteering is available for students in grades 6-8. Shifts are typically 1-2 hours and are available afternoons, evenings, and weekends. Volunteers are expected to sign up via the **Google Calendar** that will be shared with them upon approval of their application.

*Please print legibly*

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

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

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

Are you volunteering as a requirement for school or church? YES or NO

- a. If yes, when are the hours due? \_\_\_\_\_
- b. How many hours must you complete? \_\_\_\_\_

Are you volunteering as a court requirement ordered? YES or NO

\*For court ordered community service hours, is a copy of the official court order/ticket listing the offense attached?\* YES or NO

\*You may not start your hours until we have your documentation. We do **NOT** accept violent or theft related charges\*

Please read the following Middle School Volunteer Guidelines

1. Volunteers should remember that they represent the Library and should always be courteous to library patrons and staff regardless of age.
2. Volunteers should wear appropriate attire to the library.
3. Volunteers must be punctual and be able to work their scheduled time, unless prior arrangements have been made with the Youth Services volunteer supervisor or staff.
4. **Two absences** without prior notification will result in losing your volunteer position.
5. Volunteers may greet friends or family while performing their duties. However, lengthy conversations with friends or family are **not allowed**.
6. Volunteers must silence their cell phones during their shift.
7. Volunteers may take a 5-minute break whenever necessary, as long as they tell a staff member where they are going.
8. Volunteers are **responsible** for keeping track of their own volunteer hours.

If you agree with the guidelines please sign below:

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

Northlake Public Library District welcomes middle school volunteer applications. Students who are **required** to complete volunteer hours will be given **first consideration**. While we cannot guarantee placement, we strive to accommodate all applicants. Applications must be returned to the Youth Services Department on the first floor of the library.

**Parent:**

I give permission for my child to be a middle school volunteer for Northlake Public Library District. I understand that, if selected for a volunteer position, he/she is expected to meet all the requirements of the position. This includes 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 provided. I will support him/her by respecting his/her volunteer commitment and providing transportation if needed.

Parent's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Email: \_\_\_\_\_

Please return this application to the Youth Services Desk at the Northlake Public Library. If you have any questions please call the **Youth Services department** at 708-562-2301 x6.

