**Harvard Public Library Teen Volunteer Application**

***Please Print:***

Last Name First Name Middle Initial

Street Address

Town State Zip Code

**(\_\_\_\_)\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_**

Telephone Number Email Address Date of Birth

Name of School Grade Level & Year of Graduation

Parent/Guardian’s Full Name

Parent/Guardian’s Daytime Telephone Number ***and/or*** Cell Phone Number

Student’s Signature

Parent/Guardian’s Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

**Harvard Public Library Teen Volunteer Application**

1. Please list school and community activities in which you regularly participate:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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1. Have you done other volunteer work? Where / for whom?

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1. Have you ever volunteered in a library before? If so, where?

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1. Why would you like to be a student volunteer?

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1. What are your special skills and interests?

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1. Listed below are the teen volunteer opportunities available, and which grades are eligible for each opportunity. Please put a check mark next to any that are of interest to you:

\_\_\_\_ **Afterschool Movie Supervisors: *Grades 7 to 12***(select Wednesdays from 3:15 PM)

\_\_\_\_ **Book Buddies Volunteer: *Grades 7 to 12***(scheduled Wednesdays from 3:30 to 4:30 PM)

\_\_\_\_ **Bromfield Movie Volunteer: *Grades 10 to 12*** (selected afterschool afternoons)

\_\_\_\_ **Craft Program Volunteers: *Grades 7 to 12***(select Wednesdays from 2:45 to 4:30 PM)

\_\_\_\_ **Game Hour Supervisor:** ***Grades 9 to 12*** (Thursday afternoons from 3:30 to 4:30 PM)

\_\_\_\_ **LEGO Club Supervisor: *Grades 7 to 12*** (selected Saturdays from 1:30 to 3:00 PM)

\_\_\_\_ **Middle School Advisory Board: *Grades 6 to 8*** (1 meeting/month, usually Tues. 2:45 - 3:45)

\_\_\_\_ **Movie Night Volunteer: *Grades 6 to 12*** (Fridays in school year, Thursdays in summer)

\_\_\_\_ **Saturday Storytime Volunteer:** ***Grades 7 to 12*** (scheduled Saturdays from 10:15-11:15AM)

\_\_\_\_ **Senior Project: *Grade 12***(must meet with Abby Kingsbury or Lisa Gagnon to map out plan)

\_\_\_\_ **Teen Advisory Board: *Grades 7 to 12*** (1 meeting/month, usually Tuesdays from 4:30 - 5:30)

\_\_\_\_ **Volunteers for Special Programs: *Grades 6 to 12*** (Ice Cream Social, Lego Expo, etc.)

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**Teacher Reference Form**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is applying to be a teen volunteer at the Harvard Public Library.

Teachers: In order to ensure confidentiality between you and me, please make sure you personally mail this evaluation to this address: Abby Kingsbury, Harvard Public Library, 4 Pond Road, Harvard, MA 01451. **The student should provide you with a stamped, addressed envelope.**

Thank you for your assistance!!

**\* Please evaluate this student in the areas listed below.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Always**  | **Usually**  | **Seldom** | **Never** |
| Regular class attendance |  |  |  |  |
| On time – to class |  |  |  |  |
| On time – with assignments |  |  |  |  |
| Careful and thorough with work |  |  |  |  |
| Attentive to detail |  |  |  |  |
| Able to follow oral and written directions |  |  |  |  |
| Dependable |  |  |  |  |
| Pleasant and helpful attitude toward peers |  |  |  |  |
| Pleasant and helpful attitude toward teachers |  |  |  |  |
| Flexible and adaptable |  |  |  |  |
| Eager to learn |  |  |  |  |
| Able to take initiative on assignments |  |  |  |  |
| Able to take constructive criticism |  |  |  |  |
| Honest |  |  |  |  |
| Neat, clean, and dressed appropriately |  |  |  |  |
| Acts in consideration for younger students |  |  |  |  |
| Interacts with adults confidently and respectfully |  |  |  |  |

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*Please share any additional comments you may have on the back. We sincerely appreciate your input!*

*\* A student need not have all “Always” marks to be accepted! We want to help instill a valuable sense of community and civic duty in all of our young adults, not just honor students.*

*Many thanks! - Abby Kingsbury, Head Children’s Librarian (978) 456 – 2381, akingsbu@cwmars.org*