



# PELHAM PUBLIC LIBRARY TEEN VOLUNTEER APPLICATION FORM

## VOLUNTEER PROCEDURES

1. Prospective volunteers will be asked to fill out a Pelham Public Library Volunteer Application. (Linked below). All teen applicants between the ages of 14-18 will need to fill out and complete the Volunteer Application form and have it approved by the Head of Teen Services & Marketing.
2. Teen volunteers aged 14 or 15 will need to complete Request for NH Youth Employment Certificate form. Teen volunteers aged 16 or 17 will need to complete a state of NH Department of Labor Parental Permission form. (Linked below).
3. Volunteers shall be recruited without regard to any individual's age, race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level, or any other legal characteristic.
4. The Pelham Public Library will not accept court-appointed volunteers.
5. If the volunteer's qualification, interest, and schedule match an available volunteer position at the Library, they will be notified of the opportunity. Placement of an applicant may not always be possible. Applications will be kept on file for one (1) year from the date of submission.

Applications will be accepted during open periods, please review the application schedule below

<u>Application Received Between</u>	<u>We'll contact you between:</u>	<u>Volunteering in These Months:</u>
June 1st - September 30th	→ Oct 1 - Oct 14	→ October through December
October 1st - January 31st	→ Feb 1 - Feb 14	→ February through April
February 1st - May 31st	→ Jun 1 - Jun 14	→ June through August

## PERSONAL INFORMATION

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- City/State/ZIP: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_
- Best Way to Contact You: Phone Or Email (Circle One)
- Interested in virtual hours ONLY: Yes No (Circle One)
  - If yes, skip to signature section

## EMERGENCY CONTACT

- Name: \_\_\_\_\_
- Relationship: \_\_\_\_\_
- Phone Number: \_\_\_\_\_

## VOLUNTEERING PERIOD

I understand that my volunteering hours will be scheduled based on the date that my application is received.

<u>Application Received Between</u>	<u>We'll contact you between:</u>	<u>Volunteering in These Months:</u>
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## VOLUNTEER AVAILABILITY

- Preferred Schedule/Availability: During which days/hours are you available?

- Monday Time: \_\_\_\_\_
- Tuesday Time: \_\_\_\_\_
- Wednesday Time: \_\_\_\_\_
- Thursday Time: \_\_\_\_\_
- Friday Time: \_\_\_\_\_
- Saturday Time: \_\_\_\_\_

I understand the Library can only offer me **10 Hours** of community service per year.

- Commitment of Hours:  
I would like to volunteer for a total of \_\_\_\_\_ Hours.

## AGREEMENT AND SIGNATURE

- I understand that to be eligible to volunteer at the library I must be a patron in good standing at the library. This means the Library has no behavior incident reports on me for the last 12 months.
- I certify that all the statements above and attached to this Volunteer Application Form are true and complete to the best of my knowledge. I understand that false statements shall be sufficient cause for my volunteer activities to be discontinued by the Library.

I have read and understand the Volunteer Procedures, as well as the Library Bill of Rights. The full Volunteer Policy of the Pelham Public Library is available to me upon my request.

Signature: \_\_\_\_\_

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

Please return this form to:

**Krista Bordeleau**

**Head of Teen Services & Marketing**

Pelham Public Library

24 Village Green

Pelham, NH 03076

You may also Scan and e-mail the completed form to [Kbordeleau@pelhamweb.com](mailto:Kbordeleau@pelhamweb.com)