

SBPL Teen Volunteer Agreement & Procedures

Please read this paper carefully and sign the agreement on the next page. This signed agreement must be on file before you may volunteer for anything.

Volunteering Procedure:

- **At the South Brunswick Public Library we do volunteering a bit differently. For most jobs (approximately 90%) you are responsible for contacting us based on the jobs posted to our Volunteer Jobs blog. This blog is located at: <http://sbplvolunteers.blogspot.com/> and on our website: www.sbpl.info**
- Jobs are posted as soon as possible, generally with a minimum of two weeks notice. Job information may be added at any time, so it would be good to check it on a regular basis.
- The other method we have of asking for volunteers, especially if we have less than two weeks notice, is email. Emails for most last minute jobs are sent out to all volunteers that are on file. Be sure that your email address listed on your application is legible and is one that you will check.
- In both cases (blog and email) jobs are first come, first served. You will receive an email letting you know whether or not you got the job you were wishing for. Turnaround for email correspondence is usually a day, but rarely more than three business days. All of these posted or emailed jobs are "one shot" jobs or very short term with a beginning and ending date, unless otherwise specified.
- **There ARE jobs that are long term and on a schedule, but they are limited in number. If the job is for a longer time period, it would be specified on the job listing on the blog.**
- **Jobs that are not listed on the blog are shelving/shelf reading and puppet group. In both cases (and ONLY in those cases) you will be contacted by email, and asked specifically to work a particular schedule. For shelving/shelf reading, a training session is required. A queue of potential shelveers will be maintained. Shelveers are chosen based on schedule and on the essays on the application. The queue is maintained from September – June and is begun from scratch each September. These jobs are difficult to get, so be prepared for a long wait. For puppet group, you are making a commitment to attend all practices AND the performance. All information will be provided at the first practice.**

Volunteer Expectations:

- You are expected to show up on time for the job you are volunteering for.
- You are expected to fulfill your responsibilities by doing the tasks you were asked to do to the best of your ability and with enthusiasm.
- If you find that you cannot fulfill your duties on a given day, you are expected to call or email that you will not be here as soon as you know.
- You are responsible for getting your time sheet from the Information Desk, filling in all information and returning the completed form to the box. If you do not return the form, or complete it fully (and that includes getting a signature from the supervisor for your hours) your hours will not be counted. This form **MUST** be completed **EACH** time you volunteer. If you do not submit a form, your hours may not be recorded. The only exception is if there is an official sign-in sheet provided (usually at events with many in attendance). Please ask if there is any confusion.
- You are expected to respond to email communications and monitor the blog for opportunities.

Library Responsibilities:

- The library will ensure that all forms received are properly filed and recorded.
- If time sheets are not filled out properly, the hours may not be recorded.
- The library WILL NOT issue volunteer letters automatically. All letters must be requested by email or by a written form. Please allow a minimum of two weeks for your letter to be generated. Please be specific about whom the letter is for (College, NHS, etc.) The library keeps electronic records indefinitely so it isn't necessary (and is in fact discouraged) to get a new volunteer letter every year.
- A student may request verification of their hours at any time. This should be done in the same manner as a letter request (by written form or email) and it should be specified that it is only a verification. Please allow a minimum of two business days for verification to be processed and the information to be sent back to you.
- **It is highly suggested that students verify their hours with their own records every six months.** If you have a dispute about the total, you should contact the library as soon as possible. **The library will not correct mistakes older than one year.**
- The library will ensure that all volunteer duties are explained adequately and that the volunteer understands what they are expected to do for a particular job.
- The library retains the right to terminate any volunteer who is not fulfilling their responsibilities properly.
- The library will keep a record of volunteers with poor attendance, unexcused absence, or poor performance of job duties. We retain the right to not use volunteers with records of these behaviors.

As of 9/1/17, all volunteer applicants will receive one email verifying that the application was received. We will attempt to do this within one week of receipt of the application. If you do not receive an email, feel free to inquire. Please make sure that the email address is legible and that you check for a message.

Misc Special Notes:

- 1. The Teen Volunteer Association is an excellent way to get involved at the library. However, membership in the group is not in any way required for someone to volunteer at the library.** If interested, make sure you have indicated that on the volunteer application. For information about the group, check out our webpage at <http://www.sbpl.info/teens/tva-eva/>

- 2. We have a variety of applications for a variety of volunteers. Be sure that you are filling out the proper application.**
 - a. Summer Volunteer Applications usually are available by March 15 and are due before the end of May every year.
 - b. Tutoring applications become available in September of every year, spaces are usually filled by the end of October, with a waiting list for open positions.
 - c. Specialized & Skilled Applications are required of anyone wishing to run an event or a class. You are not guaranteed to be able to run the event you want to do. For more information check our webpage at <http://www.sbpl.info/teens/volunteer/>
 - d. Be sure and read all the requirements on every application; any application not completely filled out, with all required parts, is not eligible for any position.
 - e. Don't forget that standard applications expire August 31 of every year, and to remain a volunteer you must file a new one between September 1 and June 30 of the year.**

Please feel free to contact Saleena if you have any questions or concerns.

Saleena Davidson (YA Librarian)

sbplteenvolunteers@gmail.com

Phone: 732-329-4000 x7634

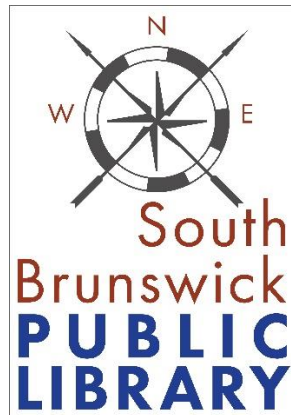
I have read the attached agreement and agree to follow the procedures as listed. I understand that I am responsible for my time sheets being completed and returned to the collection box and that if I fail to do so, I may lose my hours. I understand that if I fail to arrive or fail to complete my tasks in a timely manner, I may be removed from the position.

Print Name: _____

Signed: _____

Parent's Signature: _____

Date: _____



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www.sbpl.info

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