

# Batavia Public Library

## Junior Volunteers

### Students - Grades 6-8

### FALL 2023 - SPRING 2024

Are you a student in grade 6–8? Interested in becoming a Batavia Library Junior Volunteer? Here is some information you may want to know.

1. What junior volunteers might be asked to do:

- Straighten shelves
- Organize magazines
- Help prepare for special programs
- Photocopying
- Cut out storytime projects
- Organize fingerplays or flannelboards
- Cut scrap paper
- Check puzzles and games

2. Junior volunteer checklist:

- Be on time.
- Dress neatly.
- Respect Library rules.
- Call the Youth Services department if unable to work that day, (630)879-1393, ext. 500.
- Sign in and out during volunteer times.
- Visit with friends after volunteer hours.

**Space is limited!** Please return the application to the Youth Services Desk no later than the date noted for the session you are interested in. If we receive more volunteers than we can accommodate for the session, a lottery drawing will be held. The selected volunteers will be notified.

If you have any questions, please contact Youth Services at the Library by calling (630) 879-1393, ext. 500.

Youth Services Team



**Batavia Public Library**  
**Junior Volunteer Application**  
**(Please print clearly!)**

Staff: Date returned \_\_\_\_\_

Student's name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's address: \_\_\_\_\_

City: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Library card number of student (or parent): \_\_\_\_\_

Parent name: \_\_\_\_\_

Parent telephone number: \_\_\_\_\_

Parent e-mail address: \_\_\_\_\_

**Name(s) and telephone number(s) of person(s) to contact in case of emergency:**

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Have you ever volunteered or worked for pay before? \_\_\_ Yes \_\_\_ No

If yes, what did you do? \_\_\_\_\_

Why do you want to work as a junior volunteer at the Batavia Public Library? Please write your response below. If you have any special scheduling problems or needs, please indicate below.

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Please indicate the session you are interested in and as many days and times as possible that you would be available to work. There are a limited number of spaces for each session. If we receive more applications than we can accommodate for the session, a lottery drawing will be held. The selected applicants will be notified.

**SESSION:**

Yes \_\_\_ No \_\_\_ September 11 – Nov. 4, 2023 (Application deadline 8/26/23)  
Yes \_\_\_ No \_\_\_ January 8 – March 2, 2024 (Application deadline 12/16/23)  
Yes \_\_\_ No \_\_\_ April 1 – May 25, 2024 (Application deadline 3/16/24)

**Days and times available to volunteer: (check all that apply)**

	4 -5 p.m.	5 – 6 p.m.	6 – 7 p.m.
Monday	_____	_____	_____
Tuesday	_____	_____	_____
Wednesday	_____	_____	_____
Thursday	_____	_____	_____
Saturday	2 – 3 p.m. _____		

Junior volunteers are expected to abide by the rules of the Library and to conduct themselves in a manner which is in accordance with these rules.

\_\_\_\_\_  
Junior volunteer signature Date

I give permission for my child to volunteer in the Youth Services department and perform such tasks as described on the cover sheet.

\_\_\_\_\_  
Parent's signature Date

***Please return your completed application to the Youth Services Desk. See application deadline next to the session preferred.***