

Batavia Public Library

Junior Volunteers

Students - Grades 6-8

FALL, 2019 - SPRING 2020

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

Still interested? Great! Now, you'll need to fill out the attached application and return it to the Youth Services Desk no later than the date noted on the application for the session you are interested in. All applications will be reviewed. Students selected as junior volunteers will be notified of their schedules prior to their start date.

If you have any questions please feel free to contact Joanne Zillman or Ruth Arrott at the Library, (630) 879-1393, ext. 500.

Joanne Zillman
Youth Services Manager



Batavia Public Library
Junior Volunteer Application
(Please print)

Staff: Date returned _____

Name: _____ Date: _____

Address: _____

City: _____ Home telephone: _____

Library card number of student (or parent): _____

Email address (optional) _____

Grade: _____ Age: _____ Birth date: _____

School: _____

Parents' Names: _____

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.

(application continues on back)

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

Name: _____ Phone number: _____

Please indicate the session or sessions you are interested in and as many days and times as possible that you would be available to work. Although there are a limited number of spaces during the school year, we will try to accommodate as many as possible.

Scheduling will be based on the date the application is returned to the Youth Services Desk.
Please give as many options as possible and return the application early!

SESSION:

Yes ___ No ___ September 9 – Nov. 9, 2019 (Application deadline 8/23/19)
Yes ___ No ___ January 6 – March 7, 2020 (Application deadline 12/20/19)
Yes ___ No ___ April 6 – May 23, 2020 (Application deadline 3/20/20)

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	_____	_____	_____
Friday	_____		
	10 – 11 a.m.	2 – 3 p.m.	
Saturday	_____	_____	

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 deadlines next to the session(s) preferred.