

# Buckeye Public Library System

## Teen Volunteer Application

Applicant must be between 14-17 years of age when applying

Personal Information (please print clearly).

Use black or blue ink to fill out application. Incomplete applications will not be considered.

**REGISTER FOR ORIENTATION AT [KCORNISH@BUCKEYEAZ.GOV](mailto:KCORNISH@BUCKEYEAZ.GOV)**

Name: \_\_\_\_\_  
First name Middle Last name

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Age today: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_\_) \_\_\_\_\_

Gender (check one):  Male  Female Are you currently 14-17 years of age?  Yes  No

Volunteer's E-mail: \_\_\_\_\_@\_\_\_\_\_

Name of Parent/Legal Guardian \_\_\_\_\_

Parent/Guardian's E-mail: \_\_\_\_\_@\_\_\_\_\_

Parent/Guardian's contact phone: (\_\_\_\_\_) \_\_\_\_\_

Name of Volunteer's School: \_\_\_\_\_ Current Grade Level: \_\_\_\_\_

### References

Teen applicant is **required** to include **one letter** of recommendation from a teacher or an adult with his/her application. Letter should speak to your ethics, reliability, character, attitude, interest in community, etc. Do not include letters from relatives or employees of the Buckeye Public Library System. **Letter of recommendation is to be signed and dated by author.**

### Volunteer Menu of Opportunities: How Do You Want To Connect and Contribute?

The information you provide on this volunteer application will be used to match your skills and interests with volunteer opportunities. Please mark the line next to the volunteer opportunities that matches your skills and interest.\*

\_\_\_\_ Assist with programs \_\_\_\_\_ Miscellaneous clerical duties  
\_\_\_\_ Teen Summer Reading Volunteer Program (June 1<sup>st</sup> to August 1<sup>st</sup>) \_\_\_\_\_ Shelving and shelf maintenance

**\*Note: Not all volunteer opportunities may be available.**

### Where would you prefer to volunteer?

Please rank your choices as 1<sup>st</sup> and 2<sup>nd</sup>. Teen volunteer opportunities are limited and not all applicants may be placed at his/her first choice of location. If your first choice is not available, you may be asked to volunteer at your second choice of location.

Downtown Library (310 N. 6<sup>th</sup> Street): \_\_\_\_\_ Coyote Branch (21699 W. Yuma Road): \_\_\_\_\_



**Please indicate with an X the days and times you are available to volunteer.**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Mornings</b> 10:00a-12:00p						
<b>Afternoons</b> 12:00p-2:00p						
<b>Mid Afternoon</b> 2:00p-4:00p						
<b>Evenings</b> 5:00p-7:00p						

**\*Note: Hours vary depending on library location. We cannot guarantee that a requested timeslot will be available for volunteering.**

If selected as a volunteer, how much time are you able to devote to volunteering?

Hours per Week: \_\_\_\_\_

**Prior volunteer and work experience, if any?**

Name of Organization	City/State	Dates	Name of Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Will you have transportation to and from your volunteer assignment? YES or NO

**Reasonable Accommodation**

Participation in the Buckeye Public Library Volunteer Program requires constant interaction and communication with customers and Library Staff. Tasks and projects require volunteers to sit and stand for extended periods of time.

Are you able to perform these tasks with or without reasonable accommodation? YES or NO

**The Process/What to Expect**

**New volunteers are required to attend an Orientation prior to volunteering.** Bring your completed volunteer application and reference letter with you to the Orientation. Parents are strongly encouraged to attend with teen. The Orientation session will provide an opportunity to gain an understanding of how the organization is structured, how volunteers fit into that structure and to be briefed on the volunteer policies and procedures. It does not guarantee a position within the volunteer program or commit you in any way. Please check our online calendar for specific dates and times of our upcoming New Volunteer Orientations. Go to [www.buckeyeaz.gov/library](http://www.buckeyeaz.gov/library) and click on 'Library Calendar'.

For additional information, please contact Krista Cornish, Volunteer Coordinator at 623-349-6307 or email [kcornish@buckeyeaz.gov](mailto:kcornish@buckeyeaz.gov).

