

Matteson Area Public Library District Summer Volunteer Application 2019

<u>Library Use Only</u>
Date Received:
Staff Initials:
Leave in Julia's mailbox.

WHO CAN VOLUNTEER:

- Applicants must be entering 7th through 12th grades in the 2019-2020 school year.
- Applicants must have a library card in good standing; people with fines greater than \$5 will not be considered.
- Applicants should live in Rich Township. Matteson residents will be preferred. If additional volunteers are needed, applicants who are not Matteson residents will then be considered.

HOW TO APPLY:

- Fill out all pages of the application completely. Please read directions carefully and please print!
- **First time applicants must provide one reference from an adult who is NOT a relative.** Please give that person the attached form and allow them at least a week to complete it. Please return your reference form with your application.
- **COMPLETED APPLICATIONS ARE DUE AT THE LIBRARY BY END OF BUSINESS ON WEDNESDAY, MAY 1ST.** Applicants will be notified of their acceptance by Friday, May 17th.

VOLUNTEER REQUIREMENTS:

- Volunteers will be expected to complete a minimum of 6 hours of volunteer work during the summer.
- Volunteers must participate in the reading portion of the Summer Reading Program.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

PLEASE PRINT. Information continues on the next page

(All fields are required. If a student doesn't have their own email, an adult's email is sufficient.)

Applicant's Name:			
Address:			
City:			
Primary Phone Number (Best Number to Contact Volunteer or Parent/Guardian):			
Type of Primary Phone:	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Parent/Guardian's Work Phone	Name of Person who Holds the Primary Phone:
	<input type="checkbox"/> Applicant's Mobile Phone	<input type="checkbox"/> Friend/Relative's Phone	
	<input type="checkbox"/> Parent/Guardian's Mobile Phone		
Secondary Phone Number (This should be a parent or guardian's number unless it has been used above.):			
Type of Secondary Phone:	<input type="checkbox"/> Home Phone	<input type="checkbox"/> Parent/Guardian's Work Phone	Name of Person who Holds the Alternate Phone:
	<input type="checkbox"/> Applicant's Mobile Phone	<input type="checkbox"/> Friend/Relative's Phone	
	<input type="checkbox"/> Parent/Guardian's Mobile Phone		
Applicant's Email: (write NA if there is none)			
Parent/Guardian's Email:			
Applicant's Library Card Number:			

Applicant's Name: _____

Your Summer Schedule

Please fill out BOTH of the calendars in the application.

Applications that do not have the schedule filled out correctly will not be considered.

CALENDAR NUMBER ONE DIRECTIONS:

- Please cross out all dates that you are NOT AVAILABLE to volunteer on with an "X."
- If you do not mark a date with an X it will be assumed you are available to volunteer on that date. (Volunteers will only be scheduled at times you list as available for any given weekday on the next calendar).
- **We realize you might not yet know your summer schedule, so please do the best you can and make any additional notes about specific dates below Calendar One.**

CALENDAR ONE:

What dates are you UNAVAILABLE?

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
5/27*	5/28	5/29	5/30	5/31	6/1
6/3	6/4	6/5	6/6	6/7	6/8
6/10	6/11	6/12	6/13	6/14	6/15
6/17	6/18	6/19	6/20	6/21	6/22
6/24	6/25	6/26	6/27	6/28	6/29
7/1	7/2	7/3		7/5	7/6
7/8	7/9	7/10	7/11	7/12	7/13
7/15	7/16	7/17	7/18	7/19	7/20
7/22	7/23	7/24	7/25	7/26	7/27
7/29	7/30	7/31	8/1	8/2	8/3
8/5	8/6	8/7	8/8	8/9	8/10

PLEASE TURN TO NEXT PAGE FOR AN ADDITIONAL CALENDAR AND TO COMPLETE THE APPLICATION.

Applicant's Name: _____

CALENDAR NUMBER TWO DIRECTIONS:

- Please mark on the chart below days & times that you are *normally* available to volunteer during **June & July 2019**. (If there is a problem with a specific date, please note it on the previous calendar.)
- If you will be available, mark with “**Y**” for yes. (*The more squares marked with a “Y” the more chances to volunteer are available to you, and the more likely you will be accepted as a volunteer.*)
- If you don't yet know if you are available, mark with a question mark “**?**”.
- No symbols other than “**Y**” or “**?**” should be used. Blank spaces will be assumed to mean you are not usually available at that time.

CALENDAR TWO:						
What times are you usually available on each day of the week?						
<i>Times</i> ↓	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9:30 to 10:30 AM						
10:30 to 11:30 AM						
11:30 AM to 12:30 PM						
12:30 to 1:30 PM						
1:30 to 2:30 PM						
2:30 to 3:30 PM						
3:30 to 4:30 PM						
4:30 to 5:30 PM					<i>Library Closed</i>	<i>Library Closed</i>
5:30 to 6:30 PM					<i>Library Closed</i>	<i>Library Closed</i>
6:30 to 7:30 PM					<i>Library Closed</i>	<i>Library Closed</i>
7:30 to 8:30 PM					<i>Library Closed</i>	<i>Library Closed</i>
Anything else we need to know about this day of the week?						

(Please note that there are *very few* volunteer opportunities available on evenings and weekends.)

**ONLY FIRST TIME APPLICANTS
NEED TO TURN IN THIS
RECOMMENDATION FORM.**

Matteson Area Public Library District Student Summer Volunteer Recommendation Form

This form should be filled out by an adult who knows the applicant but is **not** a relative.

The Matteson Area Public Library District accepts volunteers who are entering 6th to 12th grades to work as summer reading volunteers. Recommenders, please fill out the form below regarding the volunteer applicant. Feel free to use the reverse if needed. This form does not need to be typewritten. This form needs to be returned to the Matteson Library by May 1st.

Name of Applicant: _____

1) For how long and in what capacity do you know the applicant?

2) Do you have any experience working with the applicant (in either a paid or volunteer setting)? Please describe.

3) Do you feel the applicant is responsible enough to do 8 to 10 weeks of volunteer work (for 2-5 hours a week), arriving on time, and completing assigned tasks?

Very Responsible

Adequately Responsible

Not Very Responsible

4) Do you recommend this applicant as a summer volunteer?

Highly

Adequately

With Limits or Reservations (Write Below)

No

5) Do you have any other comments regarding this applicant?

Recommender's Name _____

Recommender's Signature _____

Date _____