



Teen Volunteer Application

Teen First & Last Name: _____

Parent First & Last Name: _____

Date: _____

Teen Address: _____

Teen Phone (Cell): _____

Parent Phone (Cell): _____

Teen Email Address: _____

Parent Email Address: _____

Teen Date of Birth (mm/dd/yy) _____

Emergency Name and Contact Phone: _____

What days and times are best for you? Check all that apply: M T W TH F S
 AM Midday PM

INTERESTS AND SPECIAL SKILLS (Check the skills or areas of interest you have):

Library Booksale (Processing donations, organizing shelves, weeding old books from the sale)

Book Repair

Shelving

Video Production

Library Youth Services (Story time assistance, presenting, etc.)

Light Construction/Repairs

Leading Book Clubs

Gardening/Lawn care

Calligraphy/Graphic Design

Special Events (Planning, set-up, tear down)

Clerical/Scanning

Public Relations/Marketing

Photography

___ Recreational Activities (Crafts, athletics, board games, knitting, etc.)

___ Friends of the Dripping Springs Community Library (Book sales, events, etc.)

___ Beyond Books Fundraising Campaign (Events, public relations, etc.)

___ Other (Please specify): _____

Why would you like to volunteer at the library?

Please share any other information you may want us to know about yourself, your interests, or your volunteer goals.

You will be contacted via email or telephone regarding available volunteer opportunities that match with your choices. Other volunteer opportunities not listed on the application will be advertised in our monthly newsletter.

If there are no opportunities open, your application will be saved for one year and we will contact you when volunteer positions become available.

All Volunteers at the Dripping Springs Community Library are encouraged to be library members.

STUDENTS AGE 14 AND OLDER

This is an opportunity for students who plan to apply for college admission, to earn community service hours.

During the school year, hours available are Monday to Wednesday 3:00 to 7:00 PM, Thursday 3:00 to 8:00 PM, Friday 3:00 – 6:00 PM and Saturdays 10:00 AM to 5:00 PM. Home Schoolers may volunteer during regular business hours. Summer volunteer hours expand to include shifts during regular business hours while school is out.

What we offer:

- Job related experience
- An opportunity to work with the public in a real world environment
- Verification of hours worked that may be used in certificate/portfolio/resume

What we require:

- Dependability. Please be punctual for your scheduled shift and call the circulation desk at 512-858-7825 or email carly.hardcastle@dscl.org if you are unable to work. Teens that are absent and have not notified the library will be noted as “absent without notification” on the volunteer schedule. More than 3 “absent without notification” will result in losing eligibility to volunteer that semester.
- Dress code: the library follows the prescribed DSISD campus dress code.
- **Summer Only:** Candidates will be required to attend a 2 hour orientation that includes library policy, handouts, a library tour and training. Volunteer schedules will be set at orientation and teens will earn 3 hours community service credits for attending orientation.

Teen application forms are available at the Dripping Springs Community Library, and may be printed out from the Library’s website: www.dscl.org.

For more information, please call the Volunteer Coordinator, Carly Hardcastle at 512-858-7825 or email carly.hardcastle@dscl.org

I have read and agree with the above listed volunteer eligibility requirements.

Teen Applicant’s Signature: _____ Date: _____

I give permission for _____ to volunteer on the day(s) time(s) noted on the application page.

Parent or guardian signature: _____ Date: _____

Thank you for applying! We will email or call you within 5 business days. If there are no opportunities open, your application will be saved and we will contact you when volunteer positions become available.

**DRIPPING SPRINGS COMMUNITY LIBRARY
VOLUNTEER DRESS CODE**

The Dripping Springs Community Library dress code follows closely the established DSISD dress code and it is expected that all volunteers, both adult & student alike; be neat and clean.

Any volunteer, failing to comply with the dress code standards will be asked to change the inappropriate item or to end their volunteer shift by signing out and removing their name tag.

- 1) Footwear appropriate to standing and walking is acceptable.
- 2) Clothing or other items depicting pictures, emblems, or writings that are lewd, offensive, vulgar, obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance is prohibited.
- 3) Revealing, transparent and/or distracting clothing is prohibited. No bare midriffs will be permitted. No spaghetti straps, low cut clothing, undershirts worn as outer wear, or halter tops are to be worn. Straps must be at least 1½ inches wide over the shoulder.
- 4) Hats, caps, or other headwear including sunglasses may not be worn during shift.
- 5) Pants should be properly fitting. Sagging is not allowed.
- 6) Shorts, dresses and skirts must be fingertip length with arms fully extended down the student's side or have an inseam no shorter than six inches. Slits in shorts, skirts, or dresses must not be above the fingertips or be of a distracting nature.
- 7) Hair must be clean, neat and reasonably styled. Hair must not obstruct vision or create a distraction.

I have read and agree with the above listed volunteer dress code.

Volunteer Printed Name

Volunteer Signature Date

PHOTO PERMISSION FORM
Dripping Springs Community Library

Dripping Springs Community Library has my permission to use photographs of me or my child (a minor under 18 years of age) taken during Texas Summer Reading Club, Story-time or other library activities for use on their website or other promotional material. These pictures may be posted on Facebook as well as used for marketing and promotions within the library.

_____ Yes, Dripping Springs Community Library has my permission.

_____ Yes, Dripping Springs Community Library has my permission to post name(s) but not photograph.

_____ Yes, Dripping Springs Community Library has my permission to post photograph(s) but not name.

_____ Dripping Springs Community Library does not have my permission.

Printed Name of Photograph Subject

Printed Name of Parent/Legal Guardian

Signature of Parent/Legal Guardian

Date