SUMMER APPLICATION 2020  (Begins June 1)  
BELLAIRE CITY LIBRARY 
JUNIOR VOLUNTEER PROGRAM – ages 13-17  
(Please print information clearly—especially email address) 

Basic Information

Name: ___________________________________  Phone: ________________________________

Address: _________________________________ Apt: ______  Age: ________

City: ___________________  Zip: __________  Email: ________________________________

School: ________________________________  Credit needed for: Scouts  School  Church  Other

Have you volunteered at the Library before? ______________________  When? _______________

Skills: ____________________________________________________________________________

Physical limitations that would restrict your activities: ______________________________________

Have you turned in the Parent/Guardian Release form? ______________

Areas of Interest (circle areas that you would like to participate):

*Please note: While we will try to match you with your preferences, these specialized tasks will be in addition to the basic, day-to-day tasks as assigned.

Preparing Craft Materials  Shelving Books  Chess
Craft Program Assistant  Special Events  Book mending/repair
Preparing Program Materials  Filing  Wii Operator
Science Program Assistant  Board Games

Orientation (REQUIRED for all Summer Volunteers before volunteering)

Please Select a Date and Time to attend Orientation:

☐ Saturday, May 16th at 11:00 am  ☐ Wednesday, June 17th at 11:00 am

☐ Wednesday, May 28th at 4:00 pm

Return application to Bellaire City Library or email to Jennifer Sessa at jessa@bellairetx.gov
Only completed and signed applications will be considered.
~APPLICATION DEADLINE MAY 9~

**Availability**
- How many hours do you plan to volunteer **per week**? _______
- What is the **total number of volunteer hours** you need? _______
- Are there any dates during the summer which you know you will not be able to volunteer? (family vacation, camp, other extended trips) ________________________________
- During which hours are you available for volunteer assignments? Please indicate preference of days and times.

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**IMPORTANT THINGS TO KNOW**

✓ You may work any time the library is open to the public.

✓ You may work more than one day a week and more than once a day.

✓ **Shifts must be a minimum of 2 hours. There is a limit of four consecutive hours in one day.**

✓ **A minimum of 24 total hours is required between June 1 and August 15.** You are allowed to work more than the minimum number of hours.

✓ Friday, August 15, is the last day for summer volunteer work.

✓ If you are accepted as a summer volunteer and do not call or come to work on more than once without notifying your supervisor prior to your absence, you can be terminated immediately from the volunteer program for the summer.

**Important Numbers:**
Library Front Desk: 713-662-8160

As a junior volunteer for the Bellaire City Library, I have read the Rules and Procedures for Community Service Workers and agree to abide by them.

________________________________________  ____________________________
Signature                                      Date

Return application to Bellaire City Library or email to Jennifer Sessa at jesssa@bellairetx.gov
Only completed and signed applications will be considered.
BELLAIRE CITY LIBRARY
JUNIOR VOLUNTEER PROGRAM

Parent/Guardian Release Form
(Please print clearly)

This is to certify that _____________________________________________ has my permission to participate as a junior volunteer at the Bellaire City Library.

I understand that reasonable care will be taken to protect the volunteers, but that the Bellaire Library and the City of Bellaire will not be held liable for possible injuries incurred while my child is volunteering at the Library.

In case of emergency I can be reached at:

Home telephone and hours _____________________________________________

Work telephone and hours _____________________________________________

Cell number _____________________________________________

I, the undersigned parent/guardian of this applicant, a minor, do hereby authorize the Library Director and/or library staff as Agent for the undersigned to consent to medical examination and/or treatment by the Bellaire Fire Department emergency personnel.

__________________________________________
(Signature of Parent or Guardian) Date

__________________________________________
Printed Name Address:

PLEASE COMPLETE THIS FORM AND RETURN IT TO THE LIBRARY

__________________________________________
Mary A. Cohrs, Library Director Date
RULES AND PROCEDURES FOR JUNIOR VOLUNTEERS

Welcome to Bellaire City Library. While working here you are expected to follow certain regulations. To avoid misunderstanding, we have written some of the main rules and procedures that you are expected to follow:

♦ Before beginning work at the Bellaire City Library you must have completed the Application Form and have the Parent/Guardian release form filled out and turned in to the Library.

♦ There is a two-hour minimum shift with a limit of four hours in one day. Although you are asked your preference in schedules, a staff member will determine the final schedule. There are a limited number of positions available.

♦ Because we expect you to be here at your scheduled time, please call 713-662-8160 if you will be late or unable to come. **If you sign up and do not call or come to work more than once without notifying your supervisor prior to your absence, you can be terminated from the program for the summer.**

♦ At the beginning and end of your shift, please be sure to sign in and out on the timesheets. You will not be given credit for hours not documented on your timesheet.

♦ A staff member will be assigned as your supervisor. If your supervisor is not available when you report for work, check with another staff member for your duties.

♦ When you are here, you are expected to work. No family members or friends are permitted to accompany you while you are working.

♦ Dress neatly and appropriately. Jeans, T-shirts, tennis shoes, and shorts that reach your fingertips are acceptable. Cut-offs and belly shirts are not acceptable.

♦ Food and drinks may only be consumed in the staff kitchen, unless permission has been given otherwise.

♦ The library telephones are for regular library business. Should you need to make a call, please ask permission and complete the call quickly.

♦ Cell phones are to be off or on vibrate while working and calls or text messaging will not be allowed while working unless it is an emergency. Ear buds are allowed as long as the music cannot be heard and you can respond to verbal requests.

♦ **If you cannot fulfill the work assigned to you to our satisfaction or you fail to abide by any of the rules and regulations, you will be released from the summer program.**

♦ The State of Texas says that an individual’s library records are confidential. All staff members and volunteers are bound by the same ruling. Anything you learn about library business or any individual’s library use should not be discussed outside the library.

Signature: __________________________________________ Date: ______________________

(Sign both copies, keep one and return the other to the Library)
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