



Teen Volunteer Application

Virginia Public Library

215 5th Ave S. Virginia, MN 55792

218.748.7525

www.virginiapubliclibrary.info

Contact Information

Email: Virginia.Library@alslib.info

Phone: 218.748.7525

Crystal Macias - Youth Services Librarian, Teen Volunteer Coordinator

Leah Anderson - Volunteer Coordinator

Submit this application packet to the library by Thursday, April 30, 2026, at 6:00 p.m.

Summer Volunteer Form

Name _____ Age _____ Date _____

Preferred Name _____ T-Shirt Size: **Youth / Adult** _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Emergency Contact Information (Required)

Name _____ Phone _____

Name _____ Phone _____

Volunteer Preference

Please rank your preferred volunteer duties from 1 to 3 on the lines below, with 1 being your most preferred and 3 being your least preferred. While you're welcome to sign up for any shift, your rankings will help us assign shifts based on your preferences as needed.

___ Shelving ___ Help with activities/events ___ Summer Reading Table

Shelving: Provide assistance in library shelving of books by shelf reading and re-shelving. Volunteers may dust shelves, as needed.

Events: Event volunteers provide assistance during Library programs with craft preparation, event set-up, supervising event stations, keeping track of total number of participants, and cleaning up after the program.

Summer Reading Table: Volunteers will sit at a table near the circulation desk with the summer reading packets and scavenger hunt packet to explain the summer reading program to patrons.



Availability

Please fill in your preferred volunteer days and hours. Ex: Tuesdays, 1 p.m. - 4 p.m.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Schedule of Unavailability:

Please list any dates and times you are **unavailable** to volunteer, such as family vacations, work schedules, or other conflicts.

Ex: July 4 - 6 or Wednesdays before 2 p.m.

May:

June:

July:

August:



Virginia Public Library Teen Volunteer Code of Conduct and Discipline Policy

Teen Volunteers are supervised by various library staff and report directly to the Youth Services Librarian. Teen Volunteers must remember they are representing the City of Virginia and the Virginia Public Library during their volunteer shift. Because of this, we maintain high expectations for our Teen Volunteers. Any behavior that creates a safety risk and/or disruption to others is not acceptable. The Teen Volunteer program at Virginia Public Library is highly competitive and we are not able to take every teen who applies. Being a Teen Volunteer is a privilege that can be highly rewarding. If it becomes apparent that the Library is not a good fit for a volunteer, we reserve the right to dismiss them from the program.

Code of Conduct

After accepting the position of Teen Volunteer, all volunteers must agree to the following:

- Teen Volunteers are expected to be courteous, responsible, follow Library policies, and follow directions given by staff.
- All summer Teen Volunteers are expected to volunteer for a minimum of 10 shifts from May 30 - August 26, 2026.
- Teen Volunteers must arrive at the time indicated on their schedule. Late arrivals will be recorded. Recurring late arrivals can result in dismissal from the program (see Discipline Policy). Staff reserves the right to ask any late arriving Teen Volunteer to leave the shift and not record any volunteer hours.
- Teen Volunteers must call (not email) if the cancelation is within 24 hours of the assigned shift. Before 24 hours, you may email the library directly at virginia.library@alplib.info.
- Failure to show up without prior notification will result in a "no-show". No-shows will be recorded. Recurring no-shows can result in dismissal from the program (see Discipline Policy).
- Teen Volunteers must remember that they are working with children and families and should be mindful of their conversations. Inappropriate language and subject matter can result in suspension or dismissal.
- Harassment, bullying, or disrespectful behavior will result in immediate dismissal from the program.
- Teen Volunteers should refrain from excessively socializing with friends or siblings during their shifts.
- Use of electronic devices and cell phones (including texting) are not permitted during volunteer time.
- Teen Volunteers must wear their nametag at all times, wear clothes appropriate to your school dress code, and maintain proper hygiene.
- Teen Volunteers must have permission form turned in and signed by a parent or guardian prior to their first shift. Failure to turn in form by the specified date (**Thursday, April 30, 2026, at 6:00 p.m.**) will result in dismissal from the Teen Volunteer program.



Discipline Policy

This policy applies to all Library teen volunteers. Disciplinary action may be taken either when a volunteer's work performance is unsatisfactory and/or when one of the following occurs:

- No-Show (failure to show up without prior notice)
- Having a second late arrival
- Theft
- Dishonesty
- Refusal to comply with instructions of Library staff
- Disrespectful behavior
- Offensive, abusive, threatening, profane, or discourteous language
- Other violation of Code of Conduct
 - 1st Infraction- Written (email) warning and documentation of infraction
 - 2nd Infraction- Written (email) reprimand, documentation of infraction, and possible ineligibility for future volunteer sessions
 - 3rd Infraction- Written (email) reprimand, documentation of infraction, possible dismissal from Teen Volunteer program, possible ineligibility for future Teen Volunteer sessions.
 - Severely reckless or egregious behavior may result in immediate dismissal from the Teen Volunteer program.

By signing below, you agree to our code of conduct and discipline policy.

Teen Volunteer Print Name: _____

Teen Volunteer Signature: _____

Parent/Legal Guardian Signature: _____

Contact Information

Email: Virginia.Library@alslib.info

Phone: 218.748.7525

Crystal Macias - Youth Services Librarian, Teen Volunteer Coordinator

Leah Anderson - Volunteer Coordinator



Teen Volunteer Parent Release Form

My child _____ has my permission to participate as a Teen Volunteer at the Virginia Public Library. I understand that this activity involves certain risks, and I hereby waive any and all claims against the City of Virginia, the Virginia Public Library and City employees for any accident or injury my child may sustain while participating in the Teen Volunteer Program. I understand that my child will receive valuable volunteer experience under library staff supervision and that as a Teen Volunteer; my child will not receive monetary compensation from or be insured by the Virginia Public Library. **All Teen Volunteers must be current high school students at least 13 years old by the start of the volunteer session, and must not turn 18 years old before September 1, 2026. High School graduates are not eligible for the Teen Volunteer Program.**

PARENT'S AGREEMENT: Your teen is applying to be a Teen Volunteer with Virginia Public Library. While this is a volunteer position, we expect your teen to meet their obligations to fulfill this commitment.

1. I authorize the City of Virginia to perform a background check on my child.
2. I agree to meet my teen's volunteer schedule.
3. I realize that my teen is expected to have transportation to and from the library and that my teen should not remain after their volunteer shift except to use library materials or services.
4. I verify the accuracy and completeness of the information on my teen's application.
5. I understand that library staff may communicate with my teen by e-mail or phone.
6. I understand that my child may not bring friends or younger siblings to their volunteer shift. If a sibling is participating in the program, they must have another form of supervision.
7. I understand that if my child signs up for shelving, they may have the option to shelve the adult collections. This is optional, but if they do choose to pull from those collections, they will not be directly supervised by staff while they are in that area.
8. I understand that if my child is sick or is exhibiting signs of sickness, they must stay home and library staff must be notified of their absence..
9. I agree to make sure that my child abides by the volunteer requirements outlined in the volunteer handbook and I understand that my child is responsible for obeying library policies and procedures, and should a violation occur, they may be asked to leave the program.
10. If I have any questions or concerns, I will email Virginia.Library@alslib.info or call 218.748.7525.

Parent/Legal Guardian (Please Print) : _____

Parent/Legal Guardian Signature: _____

Work _____

Cell Phone _____

Date _____



Photo Release

I, the undersigned, do hereby grant permission to the Virginia Public Library to use the image and first name of my child. Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Virginia Public Library website.

Parent/Legal Guardian (Print): _____ Date: _____

Parent/Legal Guardian (Signature): _____ Date: _____

Teen Volunteer Signature: _____ Date: _____

Submission Deadline

This form must be turned in on or before **Thursday, April 30, 2026, at 6:00 p.m.** This form must be returned before your child can volunteer at the Library. Failure to turn in the form by your child's first volunteer shift will result in your child's dismissal from the Teen Volunteer program.

