

## Volunteer Expectations

Thank you for your interest in volunteering at the Waukee Public Library! We currently accept applications for teens who are in grades 7-12. Teen volunteers (volunteens) play an important role here. Common tasks performed by our volunteens include but are not limited to the following tasks:

- Helping with younger children at library programs
- Cleaning tasks (sanitizing toys, dusting shelves, straightening books)
- Craft preparation

Some of our volunteens also participate on the library's Teen Advisory Board (TAB). This group of students meets at the library each Monday during the school year from 3:30-4:00pm, and they receive first priority for library volunteer opportunities. They help with the tasks listed above. Additionally, they suggest titles for the library to purchase for the teen collection, organize fundraisers to help pay for teen events at the library, vote for which teen programs to offer, and assist with the set-up and clean-up for teen library programs.

All volunteens are expected to:

- Arrive on time for shifts, and stay until the end of shifts
- Contact the library as soon as possible if you cannot make your shift  
(If you miss 3 shifts without notifying the library, you may be asked to wait a year to volunteer again.)
- Dress in clean professional but casual, clothing  
(jeans without holes are okay, no spaghetti straps or bare midriffs, skirts/shorts must be longer than fingertips when arms are at sides, no inappropriate pictures or language)
- Sign in at the start of a shift and sign out at the end of a shift
- Maintain a friendly and courteous attitude towards all library staff, other volunteens and library users

Sometimes the library is unable to accommodate all of the students who wish to volunteer. If you are turning in your application during the school year, and you do not hear from us within a few days of turning in your application, please check back in May to learn about summer volunteer opportunities.

Thank you again for your interest in volunteering.

Sincerely,

Keri Weston-Stoll  
Youth Services Librarian  
[kweston-stoll@waukee.org](mailto:kweston-stoll@waukee.org)



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## Volunteer Application

APPLICANT INFORMATION			
Full Name:			
Current Address:			
Phone:		E-mail:	
Current Grade Level:	Date:	Do you want to be in TAB?	Best way to contact you:
Why do you want to volunteer at the Waukee Public Library?			
By signing this application, I agree that I have read and will abide by the Waukee Public Library's Volunteer Expectations.		Signature:	

EMERGENCY CONTACT INFORMATION	
Parent/Guardian Name:	
Phone:	E-mail:
By signing this application, I agree to allow the applicant to volunteer at the Waukee Public Library.	Parent/Guardian Signature:
The Waukee Public Library may take photos of our volunteers to promote the library in local resources or on our website and social media. Granting photo permission is NOT a requirement to become a library volunteer. Do you give your permission to the library to use your teen's photograph in library promotions?	