

Waunakee Public Library Summer Volunteering Form

Thank you for your interest in being a volunteer this summer.
Please complete the application below.

*Teen volunteers must have completed at least the 6th grade.
There will be a volunteer meeting on Wednesday, May 31 at 3:45pm.*

**Please plan to bring this sheet with you or return to the library
attn: Brittany by JUNE 1st**

Volunteer Name _____ Age _____

Email (volunteer, parent or both) _____

Phone Number _____ Grade in Fall _____

Why would you like to volunteer for the Waunakee Public Library?

Volunteers shifts are two hours long and most volunteers work one shift per week. Your shift time will be the same every week. Please check the boxes of the times you are available to volunteer.

If you're available multiple times, please place a STAR * next to your preferred time.

Monday 9-11am	Monday 11am-1pm	Monday 1-3pm	Monday 3-5pm	Monday 5-7pm
Tuesday 9-11am	Tuesday 11am-1pm	Tuesday 1-3pm	Tuesday 3-5pm	Tuesday 5-7pm
Wednesday 9-11am	Wednesday 11am-1pm	Wednesday 1-3pm	Wednesday 3-5pm	Wednesday 5-7pm
Thursday 9-11am	Thursday 11am-1pm	Thursday 1-3pm	Thursday 3-5pm	Thursday 5-7pm
Friday 9-11am	Friday 11am-1pm	Friday 1-3pm	Friday 3-5pm	Saturday 10am-12pm

Are you interested in having more than one shift? YES NO

Volunteering at Waunakee Public Library

The most important skill for any volunteer is **FRIENDLINESS!** As a volunteer you will be working with children, families and other teens. You will need to be friendly and helpful at all times. But, we want to give you the opportunity to use your other strengths and skills, too. The following is an idea of what most volunteers will do this summer.

Most volunteers help with:

Summer Library Program Registration

Volunteers help students and families register for the program. This involves making sure the registration slip is completed and briefly explaining how the program works.

Reading Logs and Claiming Prizes

Volunteers will need to understand how the program works and be able to mark reading logs, figure out how many prizes each reader has earned and help them claim those prizes. This is also a time for congratulating the reader and letting them know that we are proud of their accomplishments.

Additionally, there will be chances to help with special programs. As these opportunities arise, Brittany will email everyone and ask for extra help. This is not required, but just another way to earn extra hours.

We understand that you will not be available every week; we simply ask that you take your time commitments seriously and call or email *as much in advance as possible* when you are not able to keep a scheduled shift. If you already know of days you will be unavailable, please list them here so that we do not schedule you for those times.

If you are going to be unavailable for three or more weeks during the summer, please consider being a sub instead. Subs will have many opportunities to volunteer, but they *will not* have a regularly scheduled weekly shift. Instead, they will fill in when needed on a week-by-week basis.

Are you willing to volunteer as a sub? YES NO

**Thank you for your interest in volunteering at the Waunakee Public Library!
Volunteers will be notified of their acceptance and scheduled shift(s) by
Thursday, June 8.**

Volunteering schedule will run June 12 – August 5

Questions? Please Contact:
Brittany Gitzlaff
Youth Services Director
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