

# Teen Volunteer Application



## Volunteer Information

Name \_\_\_\_\_

Birth Date \_\_\_\_\_ Email \_\_\_\_\_

Phone (home) \_\_\_\_\_ Phone (cell) \_\_\_\_\_

School \_\_\_\_\_

Library I would like to volunteer at (please circle one):

Paseo Verde

Green Valley

Gibson

The terms of volunteer service are at the discretion of the Henderson District Public Libraries.

I hereby apply for work as a volunteer with the Henderson District Public Libraries. I understand that if I am accepted, I will be expected to follow a mutually acceptable work schedule and will notify my Teen Volunteer Coordinator promptly if I am unable to work as scheduled. I also understand that I will be expected to perform my assigned tasks in a businesslike and efficient manner.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(of teen volunteer)

## Parent or Guardian Information

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (day) \_\_\_\_\_ Phone (evening) \_\_\_\_\_

Emergency contact (other than parent) \_\_\_\_\_ Phone \_\_\_\_\_

**Henderson District Public Libraries**  
**IMAGE RELEASE AND ASSIGNMENT FORM**

I, \_\_\_\_\_, hereby grant to Henderson District Public Libraries, and the HDPL Board of Trustees, a public body, and those acting pursuant to its authority the absolute right and permission to:

- a. Record my participation and appearance on videotape, audiotape, film, photograph or any other medium.
- b. Use my name, likeness, voice and biographical material in connection with these recordings.
- c. Exhibit or distribute such recording in whole or in part without restrictions or limitation for any educational or promotional purpose which HDPL, and those acting pursuant to its authority, deem appropriate.

I further grant to HDPL the right to copyright such pictures and images in its own name or to publish, to market and to assign without further consideration, compensation or report to me.

I hereby waive any rights or interests that I might have in the pictures and images, including any rights to inspect and/or approve the finished photographs and images or the use of which they may be applied so long as their use shall be lawful.

I, on behalf of myself, my family, heirs, and personal representatives, expressly release, discharge and agree to hold harmless Henderson District Public Libraries, their Board of Trustees, their officers, representatives, agents, employees and assigns from and against any and all claims, demands and causes of action which I might have arising from any actual or alleged violation or infringement of any trademark, trade name, contract, agreement, copyright (common law or statutory), patent, invasion of privacy, defamation, or any other cause of action arising out of the production, distribution and exhibition of the photographs and images.

I agree that this Release shall be construed pursuant to the laws of the State of Nevada.

**I HAVE READ THE FOREGOING RELEASE AND AUTHORIZATION BEFORE SIGNING BELOW. I WARRANT THAT I AM 18 YEARS OF AGE OR OLDER AND FULLY UNDERSTAND THE CONTENTS OF THIS RELEASE.**

PRINT NAME: \_\_\_\_\_ WITNESS: \_\_\_\_\_  
(DATE)

SIGNED: \_\_\_\_\_  
(DATE)

**PARENT/GUARDIAN OF A MINOR**

I HEREBY CERTIFY that I am the parent and/or guardian of \_\_\_\_\_, a minor under the age of 18 years, and in consideration of value received, the receipt of which is hereby acknowledged, I hereby consent that any photographs which have been or about to be taken by the photographer may be used by same for the purposes as set forth above, signed by the minor, with the same force in effect as if executed by me.

SIGNATURE OF PARENT OR GUARDIAN: \_\_\_\_\_  
(DATE)

ADDRESS: \_\_\_\_\_

**Image Release and Assignment Form Effective from \_\_\_\_\_ to \_\_\_\_\_**

## Contract for Teen Volunteers

In order to keep services running smoothly, and to ensure that everyone has a positive experience at the library, it is important that we all communicate clearly. The following contract offers guidelines to be followed while you are volunteering with Henderson Libraries. Please read them yourself and sign at the bottom, and have a parent read and sign as well.

1. I understand that this is a “three strikes and you’re out” environment: if I am given three warnings about my attendance, behavior, or attitude, my time volunteering at the library will be at an end. Major offenses will only be given one strike before dismissal.
2. I will come in at my designated date and time to work, just as if this were paid employment. If I am unable to come in at my designated time, I will contact my supervisor and inform them I will be absent. If I fail to give notice three times I understand that I will no longer be able to volunteer.
3. If I do miss my assigned hours, I understand that I will not be able to come in at a different time to make them up.
4. I understand that I will do the assigned tasks at each shift, according to library staff directions. Staff members try to vary the tasks to keep things interesting, but there will be tasks that do not appeal, just as there is in paid employment. The point of volunteer service is to help in any way I can.
5. If I have finished a project, I will choose another from the task board, or I will wait patiently until a staff member is able to give me direction.
6. Non-volunteer friends or family may not work with or hang out with me during volunteer hours, although they may use the library on their own.
7. I understand that I am expected to have a respectful attitude toward staff and patrons of the library at all times, and that I should set a good example and that I may be seen as a role model.
8. If a patron approaches me with a question, I will inform them I am a volunteer and I will direct them to a staff member on the service desk.
9. I will wear my volunteer tag at all times when working at the library.

Volunteer printed name: \_\_\_\_\_

Volunteer signature: \_\_\_\_\_

Parent printed name: \_\_\_\_\_

Parent signature: \_\_\_\_\_

# Volunteer Questionnaire

Thank you for your interest in volunteering with Henderson Libraries! We are excited that you want to help the library with its mission of literacy and being a community center for all. Please help the library staff get to know you better by answering the following questions.

**When is your anticipated graduation date?**

**Are you volunteering for an organization (NHS, Key Club, etc.)? If so, which one(s)?**

**Do you have any other volunteer experience? Who was it with?**

**Do you have any experience working or interacting with young children?**

**What are your interests (Sports, clubs, hobbies, etc.)?**

**Why are you interested in volunteering at the library?**

**Anything else we should know about you?**