

**Round Rock Public Library**

**216 East Main Street**

**Round Rock, TX 78664**

Phone: 512-218-7005 Fax: 512-218-7061

[lib\\_volunteering@round-rock.tx.us](mailto:lib_volunteering@round-rock.tx.us)

**TEEN VOLUNTEER APPLICATION**

(All volunteers are asked to complete at least **twenty (20)** hours of service)

Last Name: \_\_\_\_\_ First Name \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Birthday \_\_\_\_\_

Emergency contact (name): \_\_\_\_\_ (phone): \_\_\_\_\_

Needs to complete \_\_\_\_\_ hours for \_\_\_\_\_ (student requirements)

**Teen Volunteer Program** (check all that you are interested in)

Year Round Program

Teen Advisory Board

Summer Reading Program

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Volunteer Core Responsibilities:

- Call Supervisor if you are not able to work your assigned time  
**(two absences without calling in advance will result in cancellation of this agreement)**
- Work independently after instruction
- Dress and behave appropriately; follow all the rules of the library
- Report to your immediate supervisor before taking a break or leaving

=====Staff only below this line=====

**Volunteer Coordinator approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Volunteer Center contact date (if applicable): \_\_\_\_\_

Library volunteer orientation date: \_\_\_\_\_ Orientation guide: \_\_\_\_\_

Assigned supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Notes: \_\_\_\_\_

Job duties: \_\_\_\_\_

Work Schedule: \_\_\_\_\_

Letter of Recommendation & Date: \_\_\_\_\_

Start date: \_\_\_\_\_ Finish date: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_