2026 Summer Teen Volunteer Application Packet

Please read and answer the following on this page before completing the remaining Summer Teen Volunteer application packet.

If accepted as a volunteer, there will be a MANDATORY Summer Teen Volunteer Orientation and Training.

1. Are you able to attend **one** Summer Teen Volunteer Orientation to be held on the following dates and times?
    a. Saturday, May 16, 2026; 10:30 am
    b. Monday, May 18, 2026; 6:30 pm
    c. Tuesday, May 19, 2026; 4:00 pm

   Yes No

2. Are you able to attend **one** Summer Teen Volunteer Training to be held on the following dates and times?
    a. Saturday, May 30, 2026; 10:30 am
    b. Monday, June 1, 2026; 6:30 pm
    c. Tuesday, June 2, 2026; 4:00 pm

   Yes No

3. The main way we will communicate with you is via email. Are you checking your personal email account, including your spam folder, at least 1-2 times per week?

   Yes No

If you answered "no" to any of the questions above, you are not eligible to apply for the Library's Summer Teen Volunteer Program. We encourage you to seek out other volunteer opportunities within the City.

If you answered "yes" to all the questions above, please sign below and proceed with filling out the Summer Volunteer application.

I have read the above information and acknowledge that I am able to attend one of the Volunteer Orientations <u>and</u> Trainings. I also regularly check my personal email account.

Signature of Applicant: _____Date:_____

Parent Signature: _____Date:_____

<table>
<tr><td>For Staff Use Only
Staff Initials:_____
Date Received:_____</td></tr>
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Dear prospective applicant,

Thank you for your interest in the Arcadia Public Library's Summer 2026 Teen Volunteer program. By completing and submitting the application and attachments, you are initiating the application process to serve as a Teen Volunteer in the Children's Room for the Library's 2026 Summer at Arcadia Public Library Program.

In past years, Teen Volunteers have helped kids register for the program, distributed prizes to children, prepared crafts for program use, cleaned and shelved books, as well as many other varied tasks. The Teen Volunteer program has proven a wonderful opportunity for young adults to learn new skills, meet new friends, and to serve the Arcadia community.

This is a competitive process, and Children's Services will accept a select number of volunteers. Past volunteering does not guarantee placement within the current year. Volunteer appointments are based on staff's careful evaluation of each candidate as well as the overall needs of the program.

Again, thank you for your interest in the Arcadia Public Library's Summer 2026 Teen Volunteer program. We look forward to reviewing your application.

Sincerely,
Children's Services Staff

Arcadia Public Library
Jerry Broadwell Children's Room

TEEN VOLUNTEER APPLICATION - SUMMER 2026

Applications are due by Saturday, April 4, 2026 by 5:30 p.m.
Late applications will not be accepted.

You must be at least 13 years old by June 1, 2026, to qualify as a Teen Volunteer.
The Teen Volunteer program runs for seven weeks - Monday, June 8 to Saturday, July 25, 2026. Each volunteer will be asked to work two or more hours each week.

PLEASE PRINT LEGIBLY

Name _____

Address _____

City _____ **Zip** _____

Telephone _____ **Cell Phone** _____

Email (print legibly) _____

Please check your e-mail (including spam folder) for scheduling & notifications.

School (in Aug.) _____**Grade** (in Aug.) _____ **Age** _____

Emergency Contact _____ **Relationship** _____ **Phone** _____

Have you previously volunteered at the Arcadia Public Library? Yes _____ **No** _____
If yes, when and how long? _____

Have you previously passed the City of Arcadia's LiveScan screening?
Yes _____ No _____

If not, would you be willing to be fingerprinted (at City expense)? Yes _____ No _____
(Note: LiveScan is required of all City volunteers).

What other volunteer work (if any) have you done? (hospital, school, etc.)
_____
_____

Briefly describe your hobbies, interests, and/or special skills:
_____
_____

Why are you applying to be a Teen Volunteer? _____

_____

_____
Please list your planned activities for this summer: (vacation, summer school, sports, etc.) _____

For <u>new</u> volunteers, here are the tentative interview schedules. An interview invitation will be emailed out by Saturday, April 11, 2026.

☐ Monday, April 13, 2026 at ☐ 3:30 ☐ 3:50 ☐ 4:10 ☐ 4:30 ☐ 4:50 ☐ 5:10 pm

☐ Tuesday, April 14, 2026 at ☐ 3:30 ☐ 3:50 ☐ 4:10 ☐ 4:30 ☐ 4:50 ☐ 5:10 pm

☐ Wednesday, April 15, 2026 at ☐ 3:30 ☐ 3:50 ☐ 4:10 ☐ 4:30 ☐ 4:50 ☐ 5:10 pm

If you are selected after the interview, you will be notified by e-mail no later than Saturday, April 25, 2026.

If you are selected as a volunteer, attending an orientation session is MANDATORY for all new AND returning Teen Volunteers. Here is the tentative orientation schedule.

☐ Saturday, May 16, 2026 at 10:30 am   ☐ Monday, May 18, 2026, at 6:30 pm

☐ Tuesday, May 19, 2026 at 4:00 pm

One training session is also MANDATORY for new AND returning Teen Volunteers. Here is the tentative training schedule.

☐ Saturday, May 30, 2026 at 10:30 am   ☐ Monday, June 1, 2026 at 6:30 pm

☐ Tuesday, June 2, 2026 at 4:00 pm

Please note: The Interview, Orientation, and Training invitations will be scheduled using Google Forms.

Would you be available and interested in volunteering to help staff prepare for the Summer at Arcadia Public Library program between May 26 and June 6, 2026?
 Yes _____   No _____

I have read the above and understand my obligations and responsibilities.

Signature of Applicant_____ **Date** _____

I have read the above and support my child as a Teen Volunteer for Summer 2026.
(Application must be signed by parent to be accepted.)

Parent Signature_ _____Date_____

Please return your completed application, weekly schedule, and signed Code of Ethics to the Arcadia Public Library Children's Room *no later than Saturday, April 4, 2026 by 5:30 p.m.*

<u>Teen Volunteer Code of Ethics and Work Agreement</u>

I understand that as a teen volunteer at the Arcadia Public Library, I will be considered a valuable member of the Library team and will be expected to assume the responsibilities in my volunteer description. I understand and agree to:

- Remain home if I am feeling ill.
- Attend Volunteer Orientation and Training.
- Maintain a neat and clean appearance and dress appropriately for the tasks I'm doing. I will wear the Teen Volunteer T-Shirt provided by the Library each time I volunteer.
- Be reliable and punctual, notifying Library staff **as soon as possible** if delayed or unable to keep my schedule.
- Abide by the Library's Code of Conduct and interact with Library patrons in a courteous manner.
- **Give full attention to tasks, which means I will not bring friends or siblings with me, nor will I use my phone or other devices while volunteering.**
- Be a cheerful and cooperative team player, asking staff for help when I have a problem or question, and providing suggestions as appropriate.
- Commit to a regular weekly volunteering schedule for the seven weeks of the Summer at Arcadia Public Library Program.
- Share my love of books and reading with other young people in the Library.

In return, Arcadia Public Library agrees to:

- Provide necessary Volunteer Training and Orientation.
- Review volunteer performance, maintain volunteer records, and provide a letter attesting to volunteer's service at the end of the summer.
- Welcome volunteer as a team member in the Children's Services area of the Arcadia Public Library.

   I have read the above and understand my obligations and responsibilities.

Signature of Applicant＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿ **Date** ＿＿＿＿＿＿＿＿＿

Parent Signature ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿**Date** ＿＿＿＿＿＿＿＿＿

Parents: *Photographs of Teen Volunteers doing their volunteer work are often used in Library publicity. If you do not want a photograph of your child used in this way, you must advise Library staff before your child begins the program. Thank you!*

Arcadia Public Library • 20 West Duarte Road • 626-821-5566 • www.ArcadiaCA.gov/Library
Monday—Thursday: 10 a.m. to 9 p.m.
Friday and Saturday: 10 a.m. to 6 p.m.
Sunday: Closed

Arcadia Public Library
Jerry Broadwell Children's Room

TEEN VOLUNTEER WEEKLY SCHEDULE – SUMMER 2026

Here is the sample schedule for you to review. Please write "YES" in the boxes for the days/times you <u>will</u> be available <u>for all seven weeks of the program</u> (June 8, 2026 – July 25, 2026).

Note: the Library will be closed on <mark>Saturday, July 4, 2026</mark> for the Independence Day holiday.

Summer scheduling will be facilitated using Google Docs where you will be able to select your volunteer shifts. Therefore, volunteers are responsible for scheduling and reporting to shifts and it is important to regularly check your email for updates and to sign up for your shifts.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
10:00-12:00	10:00-12:00	10:00-12:00	10:00-12:00	10:00-12:00	10:00-12:00
12:00-2:00	12:00-2:00	12:00-2:00	12:00-2:00	12:00-2:00	12:00-2:00
2:00-4:00	2:00-4:00	2:00-4:00	2:00-4:00	2:00-4:00	2:00-4:00
4:00-6:30	4:00-6:30	4:00-6:30	4:00-6:30	4:00-5:45	4:00-5:45
6:30-8:45	6:30-8:45	6:30-8:45	6:30-8:45	Library Closed	Library Closed

Please list below any dates during the seven weeks of the program (June 8, 2026 – July 25, 2026) when you **will be unavailable for more than three days in a row**. This space is intended for you to note planned vacations, summer camps, etc.

_____