

# *Teen Advisory Council Contract*

## *Rules & Responsibilities*

**Volunteers must agree to ALL of the rules and responsibilities below in order to participate in Teen Advisory Council.**

- To be considered an active participant in the library's volunteer program you must attend a minimum of one Teen Advisory Council meeting (held monthly) and one library event per season.
- Volunteering is your commitment. As a volunteer, you (not your parent) must contact Ms. Hempe and Ms. Panter to let us know of scheduling conflicts or whether you will be attending a volunteer event. In an *emergency situation*, we would understand if a parent called to notify us that you will be unable to participate.
- When signing up to volunteer at a library event,
  - You must adhere to the hours you sign up for.
  - You can not show up the day of the event and get volunteer hours unless you have notified Ms. Hempe or Ms. Panter ahead of time that you will be attending.
  - You must check in and out with a librarian when you are arriving/leaving for a volunteer shift.
  - In the case of an emergency or illness, you are expected to call the library as soon as possible so Ms. Hempe or Ms. Panter can find a replacement volunteer.
- All volunteers are expected to wear appropriate clothing for a library work environment.
- When looking to get a list of your current volunteer hours, you must contact Ms. Hempe or Ms. Panter to set up an appointment to get the appropriate forms signed. We bring the volunteer log binder to every Teen Advisory Council event so you may also request your hours at the end of each meeting or volunteer event.

***Please sign and date this contract where indicated below. All contracts should be returned to Ms. Hempe or Ms. Panter, Teen Librarians.***

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Sign Name

\_\_\_\_\_

Parent Signature