

# VolunTEENS Guidelines

Make sure you have read through the following rules and expectations:

Volunteer opportunities and timeslots are extremely limited and are posted to the Library's Events Calendar. Registration is required for the timeslot of your choice and is available on a first come, first served basis. Please remember to check the email you used to register often to be aware of any updates and special announcements, including "pop-up" opportunities as they arise.

Should you have any questions regarding the volunteering program, please email [bpldteen@bartlettlibrary.org](mailto:bpldteen@bartlettlibrary.org) or call 630-213-5057. If you cannot attend a scheduled volunteering session please let us know ahead of time by canceling your registration using the cancellation link found in your email confirmation so that opportunity can become available to another volunteer.

## **Registering for a volunteering opportunity:**

Visit the Library's event calendar and use the "Keyword Search" function to search for "VolunTEENS."

Available opportunities are marked as "Open." Click on the event link to register. "Closed" sessions are full. Check back often for additional opportunities to appear as they become available.

Volunteers are responsible for assisting library staff with the designated program or event during their registered shift. Assignments will vary in duration and work type, so please make sure to read the program description to get an idea of what the program might need. Direct instructions will be given to the volunteer upon arrival of their registered shift. Volunteers are required to be professional and punctual. Please arrive at least 5 minutes early to the start of your shift. Please remember to grab a timesheet and name badge from the Adult Services Desk.

## **Attendance:**

If you miss more than 2 opportunities without canceling, you will not be able to register for any more opportunities.

## **Timesheets:**

Volunteers will be responsible for maintaining their own time records. Timesheets can be found at the Adult Reference Desk. Volunteers are expected to fill out their own timesheets, which will be signed by a BPLD staff member at the end of each session. Please email [bpldteen@bartlettlibrary.org](mailto:bpldteen@bartlettlibrary.org) if you require additional documentation (such as a letter) of your volunteer hours.

## **Code of Conduct and Attire:**

Teen Volunteers are expected to use appropriate language and be respectful of others at all times. Clothing designs should be family-friendly. VolunTEENS are also required to represent the library by wearing a VolunTEEN badge.