

# Westlake Porter Public Library

## TEEN ADVISORY BOARD APPLICATION

The Teen Advisory Board (TAB) is a teen-led service group committed to helping the library. We're looking for a group of energetic, creative, and leadership-minded teens in **GRADES 8-12 ONLY** that enjoy helping out, planning, and giving their opinions on library programs, policies, etc.

All TAB members will receive volunteer/service hours for their involvement and are expected to participate in tasks and discussions that will benefit our community including (but not limited to):

- Creating a Storywalk installation in Westlake that will include choosing a book, creating signage, planning the layout of the walk, and holding an opening ceremony for the Storywalk.
- Giving input on next year's Teen Summer Reading program including the theme, the format of the program, prizes, and goals.
- Giving ideas on what Teen programs they would like to see offered.
- Sharing opinions on WPPL policies, collections, and layouts in regards to how they affect teens and their use of the library.
- Updating and posting to the Library's Teen Facebook page.
- Assisting in children's programming.
- Volunteering time to help in children's programs or with departmental tasks.

By filling out this application, you are committing to being an active and enthusiastic member of this school year's Teen Advisory Board. Please fill in your information and turn it in to the Youth Services department **no later than Wednesday, September 9, 2015.**

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

Date: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School: \_\_\_\_\_

Grade: 8 9 10 11 12  
(circle one)

### IMPORTANT:

To complete your application, please read through and sign the TAB agreement on the back of this application. By signing you agree to all the guidelines for being on the Teen Advisory Board.  
*We will not accept applications without a signed agreement.*

**All Teen Advisory Board members must attend the first meeting which will be held on Saturday, September 12, 2015 at 11:00 am.**

## 2015-2016 TEEN ADVISORY BOARD AGREEMENT

Please read through the guidelines below. If you agree to the conditions, please sign at the bottom. Your signature and a parent/guardian's signature are required! The second copy is for your records.

- **MANDATORY MEETING:** All members of the Teen Advisory Board are required to attend the first meeting of the school year on Saturday, September 12 at 11:00 am. If you are not there, we will assume that you no longer want to be part of the Teen Advisory Board.
- **SERVICE PERIOD:** This application commits you to volunteering for the Porter Public Library from September 12, 2015 through Saturday, April 16, 2016. While there is no limit on the amount of service hours that you can complete, we do expect you to be an active member throughout that entire time.
- **SERVICE REQUIREMENTS:** There are 8 regularly scheduled meetings throughout the school year (please see the back page for the list of dates). TAB members are **required to attend at least 4 out of the 8 meetings** but are encouraged to attend them all. In addition to the regular meetings, TAB members **are required to work at least 6 volunteering shifts** throughout the school year. A volunteer calendar will be discussed and presented at each meeting.
- **SERVICE HOUR SHEETS:** We understand that you are likely volunteering your time in order to fulfill service hour requirements for school, NHS, or another organization and will likely need a certificate or to have forms signed to verify your hours. We are happy to do so but will NOT be able to sign off on your service hours until your full service has been completed after April 16, 2016. AFTER this date certificates will be sent to your house and you may come in to get a signature from one of our Youth Services staff members.
- **CALLING OFF & TARDINESS:** If you cannot make a volunteer shift that you have signed up for, we ask that you please call the Youth Services Department at 440-250-5471 as soon as possible. While we understand that things do come up preventing you from making a shift, **excessive tardiness, calling off, and "No Shows" are not acceptable!** When you agree to a shift we are depending on you. If you can't make it, you need to let us know as soon as possible so that we can make sure we have adequate coverage. Therefore, calling off within **24** hours of a scheduled shift will be noted on your time sheet. If you have 3 or more noted call offs or "no shows," **we WILL NOT sign off on your hours!**
- **CELL PHONES & DEVICES:** Using cell phones or other mobile devices while volunteering is not allowed unless you are given specific permission from a supervising librarian! Please turn off all mobile devices when you arrive!
- **APPROPRIATE DRESS:** Please dress appropriately for a public and professional place. Neatness, cleanliness, and personal hygiene are extremely important. Torn, hole-y, or otherwise tattered clothing is considered unacceptable. Girls may wear skirts or shorts but we warn you that tasks may include climbing and/or sitting on the ground and these clothing items may not be appropriate for these tasks. If you can't wear it to school, do not wear it here.
- Respect everyone - this includes all library staff and patrons.
- If any problems occur with you or another volunteer, action will be taken to maintain a positive work atmosphere. **Please note that the Library reserves the right to dismiss any volunteer for any reason!**
- **CONTACTING YOU:** We may send out texts in order to inform you of important information. We will be sending these using a service called Remind which is an optional service that you must elect to be in. **If you would like to make sure you get all notifications and alerts you need to text @tab2015-16 to 81010.** (see back page for more detailed instructions)

**By signing this document, I certify that I have read, understand, and agree to follow these guidelines.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**\*PLEASE KEEP THIS PAGE FOR YOUR RECORDS!\***

## ADDITIONAL INFORMATION ABOUT THE TEEN ADVISORY BOARD:

### When are the Teen Advisory Board meetings?

All meetings will be held on a Saturday morning every four weeks and are based on the Teen Librarian's schedule. Meetings will begin at 11:00 am and will usually end at 12:00 pm but may occasionally go longer depending on what is going on that day. The scheduled meetings for the 2015/2016 school year are:

September 12, 2015 (Mandatory)	January 23, 2016
October 10, 2015	February 20, 2016
November 7, 2015	March 19, 2016
December 5, 2015	April 16, 2016


*Note: There will be additional meeting times needed to complete projects. Those meeting times will be determined collectively by TAB members.*

### What is the contact information for the Teen Librarian, Samantha Hendzell?

Mrs. Hendzell prefers to be contacted via email and can be reached at...

Email: [Samantha.Hendzell@westlakelibrary.org](mailto:Samantha.Hendzell@westlakelibrary.org)

Phone: 440.250.5471

Mrs. Hendzell would like you to join TAB  remind  
2015-2016!

To receive messages via text, text **@tab2015-16** to **81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @tab2015-16'.

Trouble using 81010? Try texting **@tab2015-16** to **(234) 312-4839** instead.



\*Standard text message rates apply.