

Cook Memorial Public Library District

Interested in volunteering? Apply today!!!

We are delighted that you are interested in volunteering. We'll accept a very small number of volunteers during the school year. Volunteering is a great way to learn more about the library, pick up some tips to help you with future employment, and make some new friends.

We will use Volgistics, an online tracking system that allows you to manage your own volunteer activities. You will select projects and programs based on your skills, interests, availability, and the needs of the library. All volunteer hours will be recorded and can be used to satisfy requirements for your extracurricular, community, or faith-based activities.

Get ready for volunteering – you'll be working on the programs and projects that you choose!

Volunteer Guidelines/Requirements:

- VOLUNTEERS – not parents – must make the arrangements, whenever possible.
- Volunteers must be at least 12 years old or entering 7th grade in the fall. You may volunteer through the spring of your senior high school year.
- During the school year, volunteers are expected to complete at least 2 assignments per month.
- Volunteers must belong to Cook Memorial Public Library District and have **their own** card.
- Volunteers must complete the entire application, have a parent/guardian sign it, and return it during **an arranged 15-minute interview** with Debbie Colodny, Teen Volunteer Coordinator. All applicants must participate in an interview.

You will be notified within a week of your interview whether or not your application has been accepted. Please remember that spaces will be very limited during the school year. Completing this application does not guarantee acceptance into the volunteer program. Volunteers (rather than parents) should make their own arrangements.

If you are accepted, you will need to arrange a 30-minute volunteer orientation meeting with Debbie Colodny. At the orientation meeting, you'll be shown how to select projects and programs online. You'll also be shown how to clock in and out of your shift by computer. Once you learn the basics, you'll be able to use the program at the library, from any Internet computer, or from home.

For additional information or to ask questions, please email us at volunteer@cooklib.org or call Debbie Colodny at 847/362-2330 ext.1175.

Are you a particularly tech-savvy teen? If so, you may be interested in applying to be a **Teen Tech Tutor. This volunteer activity is separate from the school year volunteers and requires a different application. Please request a Teen Tech Tutor application at Cook Park or Aspen Drive Library. If you are interested in volunteering as a Teen Tech Tutor at Cook Park Library, please contact Mark Morton, 847/362-2330 ext. 1131, mmorton@cooklib.org. If you are interested in volunteering as a Teen Tech Tutor at Aspen Drive Library, please contact Sue McCowin, 847/362-2330 ext. 1003, smccowin@cooklib.org.

Cook Memorial Public Library District Volunteer Application

Name: _____ Age: _____ Grade in fall: _____

Address: _____ School: _____

City: _____ Home Phone: _____ Cell Phone: _____

YOUR OWN Cook Memorial Public Library District card number _____

E-mail address that will be checked at least once daily: _____

In case of emergency, call (name): _____ Phone (cell if possible): _____

I hereby volunteer to help the Cook Memorial Public Library District. I have read the first page of this application, and I understand the Volunteer Guidelines/Requirements. I have completed this entire application.

Signature of volunteer _____

My son /daughter has my permission to volunteer in the Cook Memorial Public Library District.

Parent / Guardian Name (please print): _____

Parent / Guardian Signature: _____

- Complete the entire application, and return it during an arranged 15-minute interview with Debbie Colodny, Teen Volunteer Coordinator. All applicants must participate in an interview.
- You will be notified within a week of your interview whether or not your application has been accepted. If you are accepted, you will need to arrange a 30-minute volunteer orientation meeting with Debbie Colodny.

(Feel free to write on the back of this sheet if you need more space to answer these questions.)

Why do you want to be a volunteer? _____

What kinds of skills and talents do you have that might make you a good library volunteer? _____

What types of jobs would you most like to do if you are chosen to volunteer, and why? _____

What experience do you have volunteering or working at home, school, or other organizations? (Please don't just list places – explain!) _____

Have you volunteered at Cook Library District before? No ___ Yes ___ **If yes, what types of jobs did you take on?**