



# Be a part of the Summer activities at the Library!

## Apply to be a TEEN SUMMER VOLUNTEER!!!

We are delighted that you are interested in becoming a Teen Summer Volunteer. 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.

All of our volunteer opportunities are managed through an online system that allows you to choose your own volunteer activities 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.

### 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. Students may volunteer through the summer following their senior high school year.
- Volunteers must belong to Cook Memorial Public Library District & have **their own** library card.
- Volunteers must complete the entire application, have a parent/guardian sign it, and return it during a 15-minute interview scheduled during the following days/times:

**Wednesday 5/22, Aspen Drive Library 5-7 p.m.**  
**Wednesday 5/29, Aspen Drive Library 5-7 p.m.**

**Tuesday 5/28, Cook Park Library 4-5:45 p.m.**  
**Thursday 5/30, Cook Park Library 5-7 p.m.**

**To sign up online** for your 15-minute interview, go to the library's online calendar at [webres.cooklib.org](http://webres.cooklib.org), and choose an available slot on one of the dates/times listed above. You can also sign up by calling the library at 847/362-2330, ext. 1304, or stopping by the library.

**DEADLINE:** All applications must be turned in **at a scheduled interview** by **7 p.m. on Thursday, May 30**. You will be notified whether or not you have been selected to volunteer by 5:00 pm **Monday, June 3**.

**VOLUNTEER ORIENTATION:** If you are accepted, you are **required** to attend **one** of the Volunteer Orientation Meetings (location need not match where you will do your volunteering):

**Tuesday, June 4 at 4:45-5:30 p.m. at Cook Park Library in Libertyville OR**  
**Wednesday, June 5 at 5:15-6 p.m. at Aspen Drive Library in Vernon Hills**

**PLEASE NOTE:** Because programs and projects are limited, we may not be able to accept all applicants. Even if you volunteered last summer or during the school year, **YOU STILL MUST REAPPLY FOR THIS SUMMER**, and previous library volunteer experience does not guarantee acceptance for this summer.

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

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Are you a particularly tech-savvy teen? If so, you may be interested in applying to be a **Teen Tech Tutor**. This volunteer program is separate from the regular teen summer volunteers and requires a different application, but not an interview. You may apply for both types of volunteer programs. Please request a Teen Tech Tutor application at Cook Park or Aspen Drive Library. If you need more info about the Teen Tech Tutor program at Cook Park Library, please contact Mark Morton, 847/362-2330 ext. 1131, [mmorton@cooklib.org](mailto:mmorton@cooklib.org). If you need more info about the Teen Tech Tutor program at Aspen Drive Library, please contact Sue McCowin, 847/362-2330 ext. 1003, [smccowin@cooklib.org](mailto:smccowin@cooklib.org). You may turn in Tech applications to Sue or Mark, listed above, or at any interview session for the regular volunteer program.

**Cook Memorial Public Library District Volunteer Application Summer, 2019**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Grade in fall: \_\_\_\_\_

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

City: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Texting OK? Yes NO

**YOUR OWN Cook Memorial Public Library District** card number \_\_\_\_\_

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

**Emergency contact**

Name : \_\_\_\_\_ Phone (mobile, pref.): \_\_\_\_\_

**T-shirt size:** Youth Large \_\_\_\_\_ Adult Small \_\_\_\_\_ Adult Medium \_\_\_\_\_ Adult Large \_\_\_\_\_

(NOTE: Actual size provided depends on availability. We will try to accommodate your size request.)

**Please respond to the questions below. Feel free to write on the back of this sheet if you need more space.**

*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?*

*Please describe experience you have volunteering or working at home, school, or other organizations.*

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

**I hereby volunteer for Cook Memorial Public Library District. I have read the first page of this application, and I understand the Volunteer Guidelines/Requirements, including scheduled interview and required orientation.**

Volunteer Signature \_\_\_\_\_

\_\_\_\_\_ (first name) has my permission to volunteer in the Cook Memorial Public Library District.

Parent / Guardian Name (please print): \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Applicants will be sent email notification of their acceptance by 5:00 PM on June 3. If accepted, you are **required** to attend a **Volunteer Orientation** on **Tuesday, June 4 at 4:45 p.m. at Cook Park Library in Libertyville** OR **Wednesday, June 5 at 5:15 p.m. at Aspen Drive Library in Vernon Hills**