

**Commerce Township Community Library
Teen Volunteer**

Name: _____

Address: _____

City: _____

Zip Code: _____

Phone: _____

Email: _____

Parent: _____

Guidelines for Volunteering

- If you need volunteer hours for school, church, or anything else, being a member of the Teen Advisory Board counts!
- Keep track of the hours that you spend in Teen Advisory Board Meetings and helping us at programs. If there is paperwork that needs to be signed, one of our librarians will be happy to sign it for you.
- Volunteer assignments will be given out on a first come, first served basis, with priority given to regularly attending Teen Advisory Board Members.
- Please double check your calendar before you volunteer to help at events so you don't double-book yourself.
- We understand that emergencies happen, so if you volunteer for something and cannot make it, please let one of our librarians know as soon as possible.
- Please follow the directions of the librarian in charge of the program as failure to follow directions may result in you being asked not to volunteer in the future.
- When you arrive for your volunteer assignment, check in at the Youth Desk.
- We couldn't do all that we do without you and we really appreciate your help!