

# Teen Volunteer Rules and Procedures

- Teens may only volunteer if they have completed and signed the volunteer application. After applying, they will receive a confirmation email from the teen librarian that they can start signing up for jobs.
- All teen volunteers must arrive on time and stay until the end of their scheduled hours, unless they have notified a supervisor and given a satisfactory explanation. Unless involved in an emergency, they should not rely on family members to call out for them.
- Shelters and Shelf Readers must commit to at least one hour of one day per week, which should be the same hour and day every week (for example, Mondays from 5-6)
- In order to assure everyone an equal opportunity to receive hours, volunteers may only work one hour a week, unless otherwise noted by a supervisor.
- Should a volunteer consistently arrive late or fail to do their job to the satisfaction of their supervisors, they may be suspended or terminated from the teen volunteer program.
- Volunteers running their own programs should be at least 16 years of age.
- All volunteers must come to at least FOUR TAB (Teen Advisory Board) meetings within a calendar year of submitting their applications, or they will be removed from the program and have to reapply.
- Volunteers for programs will be as-needed, and will be chosen on a first come first serve basis. Program volunteers may sign up via the Google sheet or by email.
- Volunteers must be either Scotch Plains or Fanwood cardholders.
- All Volunteers should sign the time sheet during each shift, including number of hours, name of task, and a supervisor's signature. Failure to submit or submission of an incorrect time sheet may result in a loss of hours.
- Volunteers may contact teen librarian at any time to request information about the amount of hours they work, or to inquire about a letter of recommendation. Please allow for at least two weeks when requesting a letter of recommendation. It is a good idea for volunteers to keep a copy of their own hours and periodically check to make sure they match the official records.

For any questions or concerns, please contact Dana at [teens@scotlib.org](mailto:teens@scotlib.org)