

Application Deadline
Sunday, May 3, 2026



Application for Teen Volunteers

This application is intended to indicate the importance with which we treat our volunteers and the volunteer program, and the high standards to which we hold our volunteers in order to make your time and our time productive and meaningful.

Thank you for your interest in becoming a Teen Volunteer for the Library! **We may have more applicants than volunteer slots available, so please try again next year if you aren't selected this year.** **Submitting this application does not guarantee you a spot on our volunteer team, nor does having volunteered here previously.** We will consider the answers given during the phone interview, as well as your attitude and actions during previous shifts (for returning volunteers).

Applicants who have not volunteered here before will be required to complete a brief phone interview, and ALL volunteers new to summer volunteering must attend a 45-minute training session before they start. If you have questions or concerns, please contact jstolz@urbandale.org

Age Requirements: All applicants must be between the ages of 12 and 17.

Applicant Information:

Last Name _____ First Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Email _____

Date of birth ____/____/____

Emergency Contact Information:

Last Name _____ First Name _____

Relationship _____ Phone _____

Availability/Responsibilities:

Volunteers must be able to complete at least 12 volunteer hours between the months of June and July. Do you believe that your schedule will allow for this? (check one): YES NO

You are responsible for giving us information about your other plans and commitments so that we can make a schedule. **All communication about your schedule each week will happen via a messaging service called Remind which sends email or text messages. Are you and/or a parent willing to download the Remind application on a phone or computer for communicating with the library? Please Note: The Remind app regulates that 12-year-olds MUST have a parent sign up; ages 13 and older are allowed to sign up for themselves. (check one):** YES NO

Do you have a method of transportation to get to your shifts? (check one): YES NO

Why do you want to volunteer at the Urbandale Public Library? _____

Do you have any previous volunteer or work experience? If so, please describe: _____

Did you read the *Teen Volunteer Duties and Expectations* document? (check one): YES NO

Please provide what weekdays and times (Monday - Friday, between May 4 - May 15) are good to call you for a short (approximately 10 minutes) phone interview: _____

Applicant Signature _____ **Date** _____ / _____ / _____

Parental Consent:

My signature below affirms that my child, _____ has permission to volunteer at UPL during the Summer of 2026. **We have reviewed the Teen Volunteer Duties and Expectations,** and my child has reliable transportation to get to their assigned shifts.

Parent's Signature _____ **Print Name** _____

Please return this form to the library in an envelope marked "Teen Volunteer Application" or email it to jstolz@urbandale.org