

**Application Deadline**  
**Sunday, May 4th, 2025**



## 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 must attend a one-hour training session before you start. If you have questions or concerns, please contact [jistolz@urbandale.org](mailto:jistolz@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, 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 Expectations and Duties? (check one):  YES  NO

In general, which days and times (from May 5th to May 15th) 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 2025. **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](mailto:jstolz@urbandale.org)