

## **Fontana Regional Library Teen Volunteer Guidelines**

### **All teen volunteers should...**

- be 14 to 18 years of age with a Fontana Regional Library card in good standing. Exceptions may be made for teens under 14 with previous volunteer experience. If under 14 please attach a letter of recommendation.
- return a signed permission form with parental consent (if under 18). Teens may not volunteer unless a permission form is on file.
- volunteers must sign in, sign out and must log volunteer hours in the Volunteer Notebook.
- let the library staff know (through a call or an e-mail) if they will be late or unable to volunteer on their scheduled day.
- schedule your volunteer hours with your library volunteer coordinator or library staff.
- represent the library and present a positive image at all times.
- treat all library staff, patrons and fellow volunteers with respect.
- wear a volunteer badge (where available) and dress appropriately. If it is inappropriate for school, it is inappropriate for the library.
- keep socializing to a minimum and refrain from using cell phones (includes texting) and other electronic devices during volunteer sessions.
- only perform the specific duties assigned to them. Teen volunteers should ask library staff for help if needed.
- understand that the programs and events for children and teens require some physical activity. The library is not responsible for injuries acquired while volunteering.
- understand that library staff reserves the right to decline the services of any teen volunteer who does not perform according to the library's expectations.

**Please tear off this top page and keep the Teen Volunteer Guidelines to refer back to if necessary.**