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.