



Summer Volunteer Permission Form

Dear Parent/Guardian,

In signing this permission form, you are giving your teen permission to help out at the Saratoga Springs Public Library during the summer. We welcome volunteers going into grades 6-12 (ages 11-18). Their help will primarily be needed in the Children's Room and will consist of the following: assisting children with crafts, straightening shelves/toys, shelf reading, helping with children's programs and other small projects as needed.

Teens must sign up to volunteer using the library's online calendar and attend an orientation session before coming in to assist. We ask that you review this commitment with your teen before signing this permission form. The library relies on volunteers and we appreciate teens taking this opportunity seriously. The library will contact all registered participants by email or phone when necessary.

Thank you, and we look forward to a wonderful summer!

~Youth Services Department, Saratoga Springs Public Library

I give my permission for _____ to volunteer at the Saratoga Springs Public Library for Summer 2022.

Signed: _____ Date: _____ (Parent/Guardian)

Signed: _____ Date: _____ (Teen Volunteer)

49 Henry Street • Saratoga Springs, NY 12866 • Phone: 518-584-7860 • Fax: 518-584-7866
www.sspl.org



2022 Teen Summer Volunteer Guidelines: Program Assistants

- Teen volunteers may be going into 6th-12th grades (11-18 years of age).
- Prior to volunteering, all teens must meet for an information meeting.
- Each teen is responsible for filling out their Volunteer Timesheet. Volunteers may work 1-2 hours per week.
- If you are unable to be at the library for a scheduled shift, notify the Youth Services Librarian as soon as possible.
- Personal Conduct: Volunteers are asked to be courteous and considerate of others. If patrons ask for assistance, volunteers should direct them to a staff member. Volunteers are not permitted to use cell phones/electronic devices during their scheduled hours.

Volunteer Responsibilities May Include:

- Leading weekly craft activities for children ages 3+
- Cutting/preparing crafts
- Make a Giant Octopus and decorate the Children's Room for Summer Reading
- Program assistance including set-up & take-down
- Dusting & straightening shelves including shelf reading
- Cleaning books & toys
- Writing children's book reviews or recommendations