

Students Helping Educate Library Friends – SHELF
Jefferson Public Library

What is SHELF?

SHELF is a volunteer opportunity for students in grades 6th -12th.

What is the groups' purpose?

To promote and develop an appreciation for the library through assisting library staff in the proper care of its materials and Youth Department.

What are the requirements?

- Students need to be in at least sixth grade.
- Students will need to complete a permission form.
- Students will attend a one-hour training session before they begin volunteering.
- Students are required to volunteer for a minimum of 12 hours per year (September through August). A student cannot work more than two hours per week.*

*Accommodations may be made in certain circumstances, must be approved prior to going over the 2 hour limit.

What are the benefits of being a SHELF member?

Students can count their SHELF hours for volunteer requirements or list SHELF as an extracurricular activity on applications. Students who complete their 12 hours of volunteer work will be invited to our end of summer party and will also receive:

1st year - Lanyard + Lapel Pin

2nd year - Lapel Pin

3rd year - Lapel Pin

4th year + - Lapel Pin + \$25.00 Chamber of Commerce gift certificate

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Permission Form

Student Name _____

Email _____ Phone number _____

School/Grade _____ Birthdate (month/day) ____ / ____

Parent/Guardian _____

Emergency contact _____ Relationship _____

Phone number _____

Please tell us a little bit about why you would like to join SHELF.

We will be doing our volunteer hours in 2 hour increments. You may not volunteer more than 2 hours per week.

What days and hours are you available to volunteer? (Insert time in the appropriate boxes)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning						
Afternoon						

You will be expected to volunteer at the same times each week unless we are otherwise informed.

Please read and sign.

I, _____ understand that while I am volunteering at the Jefferson Public Library, I will be representing the library and at all times should dress, behave and conduct myself in a manner acceptable to the institution for which I am representing.

As a parent, I agree to encourage my teen to strive for good work habits and behavior. I agree to make sure my teen arrives on time and is picked up at the end of his/her work shift and to emphasize the importance of my teens volunteer responsibilities.

I do give / do not give permission for my child’s photograph to be used in the Jefferson Public Library website and other promotional media.

Parent name (Please print)

Parent signature Date

Please complete this form and return it to the Youth Services Department. Miss Tammy will then contact you to set up a time for your one-hour training. Rev. 9/2016

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Updated Volunteer Availability

Student Name _____ Date _____

Remember, volunteer hours are in 2 hour increments. You may not volunteer more than 2 hours per week.

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