

**Summer Reading Challenge 2022
Teen Volunteer Guidelines**

1. Dress appropriately for a work environment. No short shorts, tank tops, revealing or dirty clothing. Make-up and jewelry should not be excessive. Hair should be neatly groomed.
2. Sign yourself up to participate in the Summer Reading Challenge on Beanstack. Being an active part of the program will enhance your volunteer experience.
3. Upon arriving for your shift, check in with a librarian for your assignment.
4. Please be respectful of the library environment. If you are unsure of your assignment, please ask for help. If a patron asks you a question that you don't know the answer to, please direct them to a librarian.
5. Call at least 24 hours in advance if unable to attend your shift: 262-534-3988, or e-mail tcx@waterford.lib.wi.us. For unexpected emergencies, please call us once you have managed the issue, if possible.
6. All participants understand that the Village of Waterford is not responsible for personal injury or property damage arising from my participation in this activity.
7. See a librarian before leaving for volunteer prize entry drawing slips.

Please sign below to indicate that you agree to all of the Volunteer Guidelines required by Waterford Public Library.

Date: _____

Print Name: _____

Sign Name: _____

Age: _____

Parent Signature if under the age of 16: _____

****This sheet must be signed and turned in by your first volunteer shift****