



10 West Cossitt Avenue  
 La Grange, IL 60525  
 lagrangelibrary.org 708.352.0576

# TECH TEEN VOLUNTEER APPLICATION

\_\_\_\_\_ Semester  
*Write in semester here i.e. Spring 2010*

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Name \_\_\_\_\_  
 (Last) (First) (Middle)

Home Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Name & Phone Number of person to contact in case of emergency: \_\_\_\_\_

Were you ever convicted of a felony? \_\_\_\_\_ If yes, then state when the conviction occurred, and provide a brief description of the nature of the charges upon which the conviction was based. \_\_\_\_\_

Are you a citizen of the U.S.? \_\_\_\_\_ If not, state your country of citizenship. \_\_\_\_\_

Grade: 9 \_\_\_\_ 10 \_\_\_\_ 11 \_\_\_\_ 12 \_\_\_\_  
 You must be in High School to volunteer for this position.

## Why do you want to volunteer as a Tech Teen at the Library?

### Duties/tasks you're interested in:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Helping people learn to use computers       | <input type="checkbox"/> Typing                        | <input type="checkbox"/> Assisting with library events |
| <input type="checkbox"/> Helping people with the photocopier         | <input type="checkbox"/> Photocopying                  | <input type="checkbox"/> Assisting children            |
| <input type="checkbox"/> Teaching people new things about technology | <input type="checkbox"/> Assisting others on computers | <input type="checkbox"/> Other _____                   |

### Skills:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Customer Service     | <input type="checkbox"/> Uploading photos to a website or email | <input type="checkbox"/> Good with People                           |
| <input type="checkbox"/> Microsoft Word       | <input type="checkbox"/> Social Networks like Facebook          | <input type="checkbox"/> Good with Kids                             |
| <input type="checkbox"/> Microsoft Powerpoint | <input type="checkbox"/> Photocopying                           | <input type="checkbox"/> Computer and Other Skills (specify): _____ |
| <input type="checkbox"/> Microsoft Excel      | <input type="checkbox"/> Printing                               | _____   |
| <input type="checkbox"/> Email                |   |   |

Can you work at least one 2-4 hour shift per week? Yes No (circle one)

Days and times are flexible, but volunteers must be able to work at least one shift Monday through Friday either from 3:30pm-6:00pm or 6:00pm-8:45pm, or Saturday 1pm-4:45pm or Sunday 1pm-4:45pm for one semester.

**Questions** (answer below or attach an additional sheet)

1. Please describe, in writing, a time that you helped someone do something that they didn't know how to do.  
What did you learn from that experience?

2. What makes you feel a sense of accomplishment?

Information regarding the personnel records of volunteer staff will be disclosed only with the volunteer's written permission. Please sign below if you authorize the library to release information about your work.

\_\_\_\_\_  
Volunteer Signature

FOR VOLUNTEERS UNDER AGE 18: I give permission for my child to volunteer at the Library.

\_\_\_\_\_  
Parent/Guardian Signature (if under age 18)

**PUBLIC ACCESS COMPUTER AGREEMENT**

Tech Teens will be asked to assist patrons on computers and will be exposed to content on the Internet. In order for a teen to volunteer as a Tech Teen, the library must have a Public Access Computer Agreement on file for the teen. Parents of teen under 18 must sign the library's Public Access Computer Agreement and return it with this application.

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**STAFF USE ONLY**

Application Return Date: \_\_\_\_\_ Public Access Computer Agreement Return Date: \_\_\_\_\_

Training Session Date: \_\_\_\_\_ Starting Date: \_\_\_\_\_

Schedule Entered on Outlook Volunteer Calendar      Total Hours/Week: \_\_\_\_\_

Final Work Date: \_\_\_\_\_

Reason for Leaving:

- Voluntary
- Terminated by Library: \_\_\_\_\_