

Under 18? Grab your  
parent or guardian for  
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Application Deadline:  
Sunday, June 16

## 2019 Summer Volunteer Intern Application

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Entering Grade: \_\_\_\_\_

Please contact:  Parent/caregiver: \_\_\_\_\_  Student

Email: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_ School: \_\_\_\_\_

### Emergency Contact Information:

*This should be a reliable parent or relative 18 or older who is able to authorize help for you in an emergency.*

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Second Method of Contact: \_\_\_\_\_

What age group(s) do you think you are best suited to work with?

3 – 5 years  5 – 7 years  8 – 11 years  I'd rather not work with children.

What types of activities do you think you would be interested in helping with? (Select All of Interest)

Reading to/with children  Indoor Creative Activities  Outdoor Group Games  
 Science/STEAM  Non-kid related/Library Legions  Other

Do you speak any languages other than English? YES / NO If yes, what language? \_\_\_\_\_

Do you have a community service requirement to fulfill? YES/NO

If yes, for whom and how many hours? \_\_\_\_\_

**These programs run between Monday, July 8th - Sunday, August 18th and have mandatory training sessions. Volunteers usually work one day a week, at the same time, with the same program. Specific volunteer start & end dates vary and will be clarified at a later date.**

Are there any dates between July 8 and August 28 when you **would not** be available?

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What days of the week are you available? (M-F) Would afternoons or mornings be better for you?

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**All volunteers under the age of 18 years must submit the completed parental consent form on the back of this application.**

Thanks for volunteering! Your help is needed AND appreciated!

**The Pawling Library Volunteer Program**  
**Parent/Guardian Permission Form: 2019**

Parent/Guardian permission is necessary for minors to volunteer at the Pawling Library. In order for a Summer Intern under the age of 18 to be considered, the following information must be completed and returned to the Library. This information will be kept on file at the library, but must be updated annually.

I, \_\_\_\_\_, give my child, \_\_\_\_\_, permission to volunteer at the Pawling Library during the Children's Summer Programs. The program session begins Monday, July 8, 2019 and ends Sunday, August 18, 2019. Additional programs may run August 19-25, 2019.

I understand that I am responsible for dropping off and picking up my child at the end of each volunteer session, making alternate arrangements for my child's transportation. If my child is allowed to walk or leave with someone other than parents, I will fill out the additional transportation section below.

I have read and understand the Pawling Library Summer Intern Policy (next page) and have explained it to my child.

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

Please direct all questions or concerns to:

Neena McBaer, Children's Services, [children@pawlinglibrary.org](mailto:children@pawlinglibrary.org) or call the library at 845-855-3444

**Additional Transportation:**

This section is only required for special pick up/drop off circumstances. **Please only fill out if you wish to give your child permission to leave on their own or with adults other than their parents/primary caregivers.**

My child has permission to leave on their own/walk home upon conclusion of the program. I understand that, upon conclusion of their scheduled time at the library, the library is not responsible for keeping track of their whereabouts.

My child has permission to be picked up and/or dropped off by...

Person: \_\_\_\_\_ Relationship to child (ie, babysitter, family friend, aunt): \_\_\_\_\_

Phone number (in case of emergency): \_\_\_\_\_

\_\_\_\_\_  
Signature of parent or guardian

\_\_\_\_\_  
Date

## Pawling Library Summer Intern Policy

A Summer Intern shall be considered a volunteer 11+ years of age, who assists with work done at the Pawling Library, without remuneration. Exceptions to the age requirement may be made by the Library Director.

Pawling Library shall make use the services of volunteers to:

1. Supplement the efforts of paid library staff in meeting demands for quality public service.
2. Serve as a method for encouraging citizens to become familiar with the library and the services being offered.
3. Staff or support fund raising activities sponsored by the Pawling Library like our annual book sale.

Volunteer Guidelines:

- ! Each summer, interns must complete a Summer Intern application and, if under 18, a Parent/Guardian Consent form which will be kept on file in the Library. In addition, volunteers must participate in a training session, regardless of whether or not they have volunteered before.
- ! Summer interns may be interviewed to better determine their interests and level of experience. Their talents, experience, availability and interests will be considered in placement and volunteer assignments.
- ! Summer interns are bound by rules contained in all library policies and guidelines as applicable, especially as they relate to patron policy and confidentiality.
- ! Summer interns will be responsible for helping to maintain safety and emergency protocol. Concerns and questions about these or other library policies/protocol should always be shared with a library employee and/or trusted adult.
- ! Summer interns are working in the heat with young children. Casual warm weather attire is expected but must be appropriate to our setting. All clothing must be appropriate for working with children. Students working outdoors should wear appropriate footwear. Please, no flip flops!
- ! The Pawling Library does not compensate summer interns for time spent or expense incurred.
- ! Summer interns working in the Library have liability coverage for property damage and/or bodily injury to others which results from the performance of their volunteer duties, and to themselves, if the Library is negligent.
- ! Summer interns are required to record their hours of service. This information is reported to the Library Trustees and to any outside organization guardians/interns request, such as churches or dojos.
- ! The Pawling Library summer interns are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as the employees. This includes giving your full attention to your work at the library. **Cell phone use, texting and socializing with peers outside of the program cannot interfere with your responsibilities while you are helping with our program.**
- ! The Library Director reserves the right to adjust or terminate a summer intern's service.