

# Volunteer Information

## Need volunteer hours for school or court ordered community service?

The Friendswood Public Library can help you out.

Volunteering positively affects personal growth, college admissions, and future careers through:

- developing increased social responsibility
- learning leadership and problem-solving skills
- building relationships with community leaders
- discovering and developing new interests
- demonstrates maturity and time management

## Our Volunteer Guidelines:

- Must be at least 14 years old
- limit of 10 hours per school year (extra hours may be earned during the summer)
- A trial session of 1 hour will be completed before a Prospective Teen Volunteer (PTV) may sign up for more hours.
- The PTV must sign up for hours **in person**. Doing this proves they have the commitment and initiative we are looking for in our volunteers.
- We employ a '3 Strike' method for weeding our subpar volunteers. Breaking library rules or acting in an unprofessional manner count as 'strikes' after a 3<sup>rd</sup>, the volunteer in question will be informed they may no longer volunteer with the Friendswood Public Library
  - Possible 'strikes' include:
    - not showing up/showing up 15 or more minutes late to a scheduled volunteer session without notice
    - being on phone rather than working on assigned task
    - taking overly long bathroom breaks
    - an inability to stay on task and/or listen to instructions from Librarians
    - acting in an inappropriate manner during patron interactions

## Court Mandated:

- Must be from City of Friendswood Court
- We only accept curfew violations and minor traffic violations (i.e. speeding, run stoplight/stop sign etc.)
- No** violence related, theft, or drugs/alcohol related charges.

## School Mandated:

- Friendswood area schools (i.e. Friendswood High School and Clear Brook High School)
- No** violence related, theft, or drugs/alcohol related charges.
- We accept hours for truancy, make up hours (for missing school)

## When to volunteer:

We accept volunteers all year long, but there are times when we need a little extra help.

Summer is our busiest time of the year and we are always looking for friendly and helpful teens to help at our various programs and crafts with the younger kids.

Our bi-annual book sales (in May and December) also require volunteers to move and unload boxes of books.