



TAB Auxiliary Applications *Accepted Year- Round*

Our amazing teen service group creates, plans, & implements library events for children & other teens while developing job skills & earning service hours. TAB Auxiliary is open to Mason or Deerfield Township young adults in grades 7 - 12 with Mason Public Library cards.

- **NO meetings**
- **No minimum service requirements**
- **Get text or email announcements via Remind.**
- **Use SignUpGenius to commit only to the shifts that work for you.**
- **Practice job skills such as self-scheduling, customer service, problem solving, reliability, team work, and communication.**
- **Early notification for additional opportunities (tutoring, summer volunteering, programs, etc.)**

Find additional Teen Volunteer guidelines & information on our website:
<http://www.masonpl.org/teen-volunteer-opportunities/>

Set up an account with SignUpGenius.com before applying. You'll need your username for this form.

If interested, please turn the completed application page in at the front desk of the Mason Public Library or scan and email the pdf to
Ms. Cheryl at cheryl.vasan@masonpl.org

MASON PUBLIC LIBRARY **TAB AUXILIARY** APPLICATION (Sept. 2022-May 2023 shifts)

PRINT NEATLY!

Name: _____ Mason Library Card number: _____

Number on the back of the card you use to check out

Address: _____

Street

City

State

Zip Code

Birthdate (MM/DD.YY): _____ 22/23 Grade: _____ 22-23 School: _____ Graduation yr.: _____

Teens, not parents, are expected to manage their own communications & scheduling by 9th grade.

Required: Teen Cell number for Remind student group: _____

if no teen cell then Teen email for Remind student group: _____

under 13? Parent Cell number Remind parent group: _____ Name: _____

Required: Teen SignUp Genius username: _____ (email)

Optional: Parent SignUp Genius username: _____ (email)

Communication is via Remind.com &/or email. Teens under 13 must also give a Parent Remind cell number. Teens & parents can add additional cell & emails to their accounts at Remind.com. Use teen email if teen does not have a cell phone.

Scheduling: Teens need to create a SignUpGenius.com account for themselves. SignUpGenius is a free scheduling tool that we use to manage volunteer assignments. Teen name, not a parent's, must show on SignUp to ensure the check in sheets print correctly. Shift reminders are emailed to this address. 7th & 8th graders should not use their school email because shift reminders will be blocked by the school. All initial scheduling links are sent via Remind during non school hours. Access to shifts is first come, first served & is not guaranteed. Shifts fill VERY quickly!

Volunteer Waiver: I, _____, state that I have volunteered my services to the Mason Public Library & do hereby waive any right of claim now or in the future for any injury to my person or property that may occur directly or indirectly in the performance of such services or any other services related thereto that I am requested to perform. I understand that by signing this waiver, I am assuming all liability for my person & property during the time I am performing volunteer services. **Photo / Video Release:** I hereby give my permission to Mason Public Library to use any photos or video taken of myself to promote library programs. The photos & video material will only be used for library promotional purposes. **Behavior Expectations:** Teen volunteers are expected to arrive on time or early & stay until the scheduled end of a shift, sign in, be able to remain on task with minimal supervision, refrain from any cell phone use, & to seek additional tasks as needed to fill an entire shift. The Mason/Kings school dress code must be followed with a teen-purchased TAB shirt required for customer-facing shifts. Schedule changes must be communicated via SignUpGenius at least 24 hours before shift start time or they will be counted as a No Show. Volunteers with 3 or more No Shows will be removed from TAB. Teens in 9th Grade up, rather than parents, are expected to manage their own schedule & communications with the library.

Applicant's Signature: _____ Date: _____

Parent's signature if student is under 18: _____ Date: _____

Questions? Contact Ms. Cheryl @ cheryl.vasan@masonpl.org

Date Received by MPL: