



Teen Volunteer- Keep this page!

Teen Advisory Board (TAB) Schoolyear Applications are *Accepted Year-Round*

Our amazing teen service group prepares & implements library events for children & other teens while developing job skills & earning service hours. **Volunteering is limited to Mason or Deerfield Township young adults in grades 7 - 12 with Mason Public Library cards cards, yours or a family member's.**

- **NO meetings**
- **No minimum service requirements**
- **Get shift announcements via Remind.com's email or app.**
- **Use SignUpGenius to commit only to the shifts that work for you. Most shifts are weekdays 3:30-5:30 p.m.**
- **Learn job skills: self-scheduling, customer service, reliability, timeliness, team work, and communication.**
- **Early notification for additional opportunities
(Learning Buddies, 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.

Turn your application in at MPL's front desk or scan and email it to
Ms. Cheryl at cheryl.vasan@masonpl.org.

Keep this page for yourself! Only turn in the form.

Respond to the email invite from Remind.com and watch for a Welcome email from Ms. Cheryl with what to do before your 1st shift.

Schoolyear Volunteer (Teen Advisory Board) information (Sept. 2025-May 2026 shifts)

Volunteering is limited to teens residing in Mason or Deerfield Township in grades 7 - 12 with MPL cards, yours or a family member's. **Most shifts will be after school 3:30-5:30p.m. on weekdays.**

Teens, not parents, are expected to manage all communications & scheduling by 9th grade. Parents, please support younger teen but do not communicate for them.

1. Set up an account for yourself at signupgenius.com using an email you actually check. Do not use a parent's email or account.
2. Fill out the form neatly. Parents must also sign if the teen volunteer is under 18.
3. Submit paper forms to a librarian at the front desk of the library or email your form directly to Ms. Cheryl at cheryl.vasan@masonpl.org
4. Watch for an email from cheryl.vasan@masonpl.org welcoming you to the schoolyear team and listing things you need to do before you can volunteer. The email usually arrives within a week or so. If you don't get one, check your spam folder first then email Ms. Cheryl to troubleshoot. (We probably mistyped your email ☹.)
5. Watch for an email inviting you to join our schoolyear Remind class. The invite expires, so click the link within a few days. You can also use the link or class code in the Welcome email.
6. DO THE THINGS in the Welcome email. Read all the way to end and **save the email and its links.**

Communication is via Remind app &/or email, not by text. Teens under 13 must also give a Parent cell number & email. Teens & parents can add additional emails to their accounts at Remind.com.

Notes on 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. Scheduling links are sent via Remind during non-school hours. Access to shifts is first come, first served & is not guaranteed. **Don't schedule yourself for a shift unless you can arrive on time or early.** Shifts fill VERY quickly!

Here's the Volunteer Waiver you signed: 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. A business casual **Dress Code** must be followed (no leggings, sweats, or shorts) 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 all schedule & communications with the library. Younger teens are expected to manage schedule & communications with parental support (but not parents doing it for them.)

Schoolyear Volunteer (Teen Advisory Board) APPLICATION (Sept. 2025-May 2026 shifts)

Volunteering is limited to teens residing in Mason or Deerfield Township in grades 7 - 12.

Most shifts will be after school 3:30-5:30p.m. on weekdays.

PLEASE PRINT NEATLY! Turn in only this page, please.

Name: _____ Mason Library Card number: _____
Number on the back of the card you use to check out
(yours or a family member's)

Mason/Deerfield Address: _____
Street City Zip Code
Birthdate (MM/DD/YY): _____ 25/26 Grade: _____ 25/26 School: _____ Graduation yr.: _____

Teens, not parents, are expected to manage all communications & scheduling by 9th grade. Parents, please support your younger teen but do not communicate for them.

Required: Teen email for Remind student group: _____

Required: Teen SignUp Genius username: _____ (email)

Under 13? Parent phone: _____ Name: _____
Parent email: _____

Communication is via Remind app &/or email, not by text. Teens under 13 must also give a Parent cell number & email. Teens & parents can add additional emails to their accounts at Remind.com.

You MUST ACCEPT the Remind invitation when it comes to your email or you won't get volunteer shift invitations!!!

Watch for a Welcome email with useful links and what to do before your first shift.

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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. A business casual dress code must be followed (no leggings or shorts) 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 all schedule & communications with the library. Younger teens are expected to manage schedule & communications with parental support (but not parents doing it for them.)

Applicant's Signature: _____ Date: _____

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

Questions? Teens can contact Ms. Cheryl @ cheryl.vasan@masonpl.org

Date form turned in: