



# 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 limited 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. Most shifts are weekdays 3:30-5:30p.m.**
- **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](mailto:cheryl.vasan@masonpl.org).

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

# MASON PUBLIC LIBRARY **TAB AUXILIARY** APPLICATION (Sept. 2024-May 2025 shifts)

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

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

PLEASE 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): \_\_\_\_\_ 24/25 Grade: \_\_\_\_\_ 24/25 School: \_\_\_\_\_ Graduation yr.: \_\_\_\_\_

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

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.

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

**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. 7<sup>th</sup> & 8<sup>th</sup> 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. **Don't schedule yourself for a shift unless you can arrive on time or early.** 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. 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 9<sup>th</sup> 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? Contact Ms. Cheryl @ [cheryl.vasan@masonpl.org](mailto:cheryl.vasan@masonpl.org)

Date Received by MPL: