



VOLUNTEER APPLICATION FORM

2025-2026

To be considered for a teen volunteer position at the Hillside Public Library, this form must be filled out completely and be legible.

Hand in to the on-duty librarian, email it, or leave at the YA/Front desk.

Any questions can be directed by email at **contact@hillsidepubliclibrary.org**

or by calling the library at **708.449.7510**.

The Hillside Library does NOT do court-mandated service hours.

Volunteer Information (an * asterisk denotes a section that must be filled out)

Full Name*: _____ Age*: _____ Grade*: _____

Address*: _____ Email*: _____

School*: _____ Phone Number: _____

Contact Preference: ☐ Text ☐ Phone ☐ Email Number of hours needed: _____

Emergency Contact Information

Emergency Contact Name*: _____

Relationship to Volunteer*: _____ Phone Number*: _____

Email*: _____ Contact Preference: ☐ Text ☐ Phone ☐ Email

What are you interested in?

Check off all the boxes that apply to you.

- ☐ Teen Advisory Board (TAB) - help shape library programming and materials, in-person and/or online.
- ☐ Writing Reviews - books, movies, and music albums available at the library.
- ☐ Social Media Content Creation (Instagram, Facebook, Tiktok, etc.)
- ☐ Event/Program Assistance - when applicable.
- ☐ Group and Club Leadership - book discussions, gaming meetups, crafting, etc.
- ☐ Craft Kit Assembly (passive programming) - preparation of materials.



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Please read the following below and sign to confirm your understanding and consent of library policy.

**To be considered a volunteer for the Hillside Public Library,
it is understood that:**

- **The Hillside Library does NOT do court-mandated service hours under any circumstances, no exceptions.**
- The volunteer must be a student in 7th grade or above.
- Volunteering will be on an individual, as-needed basis, for both library and volunteer.
- The student must sign in and sign out with the on-duty librarian for all volunteer work to receive their time.
- Any forms that are to be signed must be given to the librarian who supervised the volunteer.
- The volunteer must act courteous and considerate of all patrons, staff, and community members. As volunteers, they are representatives of the library.
- The volunteer will refrain from excessive use of phones or other devices when working.
- All other library policies will remain in place and will be followed as well.
- If the volunteer has completed their hours or needs to stop participating at any time, please notify one of the librarians.
- **Attendance and punctuality are important! The library must be notified if the volunteer is unable to attend or will be late. Failure to notify a librarian or staff member three times will result in dismissal of volunteer status.**
- You may notify us in-person or get in contact with one of the librarians by emailing contact@hillsidelibrary.org, or calling the library at 708.449.7510.
- **Any of these rules are subject to change and you will be notified of changes.**

You will be notified if your application was approved within two weeks.

By signing below, I consent to all of Hillside Public Library's policies and procedures.

Volunteer Signature:

Date:

Name (printed):

Parent/Guardian Signature:

Date:

Name (printed):