

Dear Parents and Guardians,

While many teens see volunteering as a way to earn the necessary hours required for graduation, clubs, college acceptance, or to boost their resume, volunteering is more than just a requirement or a good idea. Volunteering can help your teens develop skills necessary in life and to make them successful in the workplace.

When teens take control of the application process and setting up their own schedules, they have a better understanding of how the application process works. They will have the skills to advocate for themselves when they want internships and jobs in the future. This can be empowering for their present mindset as well as help prevent future anxiety when applying for their first job. When teens are required to update staff about the changes to their schedule, it teaches them how to call out sick from work and to communicate schedule requests. While some teens learn these skills while working at a part-time job during high school, some managers aren't willing to take the time to go over necessary job skills with new hires, and teens aren't given the necessary skills they need to meet the expectations of the job.

Parent Responsibilities:

- Support your teen.
- Instruct your teen to approach this responsibility as a job and allow the teen to work independently with staff.
- Remind your teen to contact staff regarding schedule changes. (Please do not contact staff on behalf of your teen unless there is an emergency).
- The Glen Carbon Centennial Library understands that many teens are required to earn community service hours, whether it be to graduate high school, enter college, or to achieve an award or honor with another group. While we do our best to help teens reach their service goals, we cannot put these needs above the needs of the library's patrons or staff. Volunteer work must be beneficial for both the teen reaching to meet their goals and for the library.

I understand the expectations listed above and that failure to meet the listed expectations may lead to my teen's dismissal from the Glen Carbon Centennial Library's Teen Volunteer Program.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_