

Thank you for your interest in the Yorba Linda Public Library, Children's Services  
**Volunteer Intern Program (VIP)!**

The VIP Program offers high school students a fun, positive opportunity to serve the community. The VIP volunteer program is a great way to demonstrate leadership and responsibility.

**Qualifications for VIP Applicants:**

- ❖ Must have previous volunteer experience at the Yorba Linda Public Library.
- ❖ Must have completed 9<sup>th</sup> grade by June 2019.
- ❖ Must have leadership skills, AND be able to work as a member of a team.
- ❖ Must enjoy working with children of all ages.
- ❖ Must agree to volunteer a minimum of 80 hours during the summer. If the 80 hour commitment is not met, NO service credit hours will be given.
- ❖ **Must submit one LETTER OF RECOMMENDATION with application.**
- ❖ **Must submit a statement explaining why you should be chosen as a VIP volunteer and note your qualifications.**
- ➔ **The deadline to turn in the VIP application, letter of recommendation, and written statement is April 15, 2019. Postmarks not accepted.**

**VIPs Assist Library Staff with Various Activities, Including:**

- ❖ programs and special performances
- ❖ artwork and room decorations
- ❖ the scheduling of volunteers
- ❖ overseeing the Summer Reading Club booth
- ❖ directing and training other volunteers
- ❖ planning and presenting the summer volunteer party

**Dress Code:**

- ❖ Will maintain a neat and clean appearance and must wear shoes at all times. (Clothing shall be appropriately modest and conceal undergarments at all times. Top wear must overlap the waistline.)

Once you have turned in the ① application, ② letter of recommendation, and ③ statement, you will be contacted to schedule an interview. Make note of your interview date and time below.

*The library does not accept court-appointed community service requests.*

**Your interview date is \_\_\_\_\_ at \_\_\_\_\_ p.m.**

**Yorba Linda Public Library, Children's Services**  
18181 Imperial Highway • Yorba Linda, CA 92886  
(714) 777-2873 x7 • [www.ylpl.org](http://www.ylpl.org)

**Yorba Linda Public Library, Children's Services**  
**APPLICATION FOR LIBRARY VOLUNTEER INTERN PROGRAM (VIP)**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ School: \_\_\_\_\_ Grade (current): \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have any health concerns that the Library should know about? \_\_\_\_\_ If yes, please explain:

List any school activities you have participated in:

List other related activities you have participated in (church, scouts, service clubs, etc.):

Describe any skills (typing, computer training, art, foreign languages, musical instruments, etc.) you have:

When did you previously volunteer at the Yorba Linda Public Library and what were your duties?

Have you volunteered in any capacity for the City of Yorba Linda or at any other library? \_\_\_\_\_ If yes, when, where, and what are your prior experiences?

Are you going on vacation this summer? \_\_\_\_\_ When (Dates)? \_\_\_\_\_

**STATEMENT: On a separate piece of paper, please explain why you should be chosen as a VIP volunteer and note your qualifications.**

**Also, please attach a LETTER OF RECOMMENDATION with this application.**

I have read and understand all the information contained in this application. I certify that all statements are true and complete. I realize the Library VIP program REQUIRES the commitment of at least 80 hours during the summer.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

I have read the job description and the application and I am aware that my daughter/son is applying for a program that requires at least 80 hours during the summer.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**Deadline to submit all application materials is April 15, 2019.**

## Yorba Linda Public Library, Children's Services VIP Contract

Please write your **INITIALS** on the line next to each requirement indicating that you have read and agree to adhere to our policies. I, \_\_\_\_\_,

\_\_\_\_\_ Will be punctual for all programs and meetings, and I will give notice to the Library as soon as possible if a problem arises which would prevent me from performing my duties.

\_\_\_\_\_ Will show respect towards my leaders, peers, and the children with whom I work.

\_\_\_\_\_ Will complete the task assigned to me to the best of my ability.

\_\_\_\_\_ Will make efficient use of my time by seeking out ways in which I may help others after completion of my own responsibilities.

\_\_\_\_\_ Will maintain a neat and clean appearance and must wear shoes at all times. (Clothing shall be appropriately modest and conceal undergarments at all times. Top wear must overlap the waistline.)

\_\_\_\_\_ Will not allow personal issues or conflicts to interfere with my job performance and interaction with children.

\_\_\_\_\_ Will be enthusiastic about volunteering.

\_\_\_\_\_ WILL HAVE A GREAT EXPERIENCE VOLUNTEERING!

Failure to comply with the contract will result in the following consequences:

**1<sup>st</sup> violation:** Warning and review of contract.

**2<sup>nd</sup> violation:** Phone call to parent.

**3<sup>rd</sup> violation:** Dismissal of Volunteer.

**\*\* The Library reserves the right to handle extreme violations with their own discretion.**

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification or dismissal. I have read and initialed each item in the volunteer contract and agree to adhere to this policy.

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

As the Legal Guardian of the participant in the Yorba Linda Public Library Children's Services Volunteer program, I also adhere to this policy and I hereby agree to indemnify and hold harmless the City of Yorba Linda and its officers, agents, or any third parties injured by the participant or any injury in any way arising out of the participant's activities in this program.

Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Summer Programs

**VIPs take a lead role assisting library staff with programs as well as organizing and training volunteers. The volunteer training sessions are:**

Thursday, June 6<sup>th</sup> 5:45-8:15 p.m.

Saturday, June 8<sup>th</sup> 1:00-4:30 p.m.

Saturday, June 8<sup>th</sup> 9:00-11:30 a.m.

Wednesday, June 12<sup>th</sup> 3:30-5:45 p.m.

**VIPs are expected to volunteer during the Kick-Off Festival on Saturday, June 15<sup>th</sup>.**

**VIPs work two or three of the following programs AND come in at other times to assist with other duties. Indicate your top 3 program preferences on the blank by writing 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choice.**

\_\_\_\_\_ **Kids 2 Kids – Tuesdays 1:30-4:15 June 18 – August 13**

VIPs select a theme, pull books, choose songs, fingerplays and puppet shows each week, with the guidance of library staff. VIPs lead a team of regular volunteers to present this storytime for all ages. **Enthusiastic participation** is a must.

\_\_\_\_\_ **Wednesday Storytime – 9:30-12:15 June 19 – August 14**

VIPs prepare and organize a team of regular volunteers to assist library staff in presenting this storytime for children ages 3-6. Volunteers pull materials, set up chairs, tables, and supplies in the community room. They help supervise children during storytime, take turns performing a puppet show each week, and put away all tables, chairs and supplies after the program. **Enthusiastic participation** in fingerplays, action rhymes, songs, and puppet shows is a must.

\_\_\_\_\_ **Thursday Special Performance – 1:30-4:00 June 20 - August 15**

VIPs organize and lead a team of regular volunteers to set up chairs, tables, and supplies in the community room. Volunteers help supervise groups of children in the audience before, during, and after the performance.

\_\_\_\_\_ **Thursday Special Performance – 5:30-8:00 June 20– August 15**

VIPs organize and lead a team of regular volunteers to help supervise groups of children in the audience before, during, and after the performance, and put away tables, chairs, and supplies at the end of the performance.

\_\_\_\_\_ **Saturday Family Storytime – 9:30-11:45 June 22 – August 17**

A volunteer team that assists library staff with set up and clean up for this weekly storytime. The storytime is for all ages.

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VIPs are also asked to volunteer and assist with Pajama-Rama and the Tween Programs.

**Pajama-Rama – 5:30-8:00 June 5, July 3, August 7, September 4**

VIPs organize the set up for this evening storytime for all ages. This includes chairs, tables, puppet theater, snacks, and other supplies. VIPs will assist staff in organizing and presenting the program, supervise the participants, and put away all chairs, tables, and supplies after the program.

**Tween Book Club – 5:45-8:15 June 18, July 16, August 13**

VIPs organize the set up this book club for 4<sup>th</sup>-6<sup>th</sup> grade students. This includes chairs, tables, and other supplies. VIPs will assist staff in organizing and presenting book discussions, themed activities, supervise the participants, and put away all chairs, tables, and supplies after the program.

**Tween Programs – 2:00-5:00 June 24, July 1, July 8, July 22, July 29, August 5**

VIPs organize the set up for these afternoon programs for 4<sup>th</sup>-6<sup>th</sup> grade students. This includes chairs, tables, and other supplies. VIPs will assist staff in organizing and presenting the programs, supervise the participants, and put away all chairs, tables, and supplies after the program.

City of Yorba Linda ~ Yorba Linda Public Library

**AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR**

(I(We)), the undersigned, parent(s) of \_\_\_\_\_, do hereby authorize the Yorba Linda Public Library of the City of Yorba Linda as agent(s) for the undersigned to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by, and is to be rendered under the general or special supervision of any physician and surgeon licensed under the provisions of the Medicine Practice Act.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of our aforesaid agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his/her judgment may deem advisable.

By signing this authorization I/we agree to indemnify and hold harmless the City of Yorba Linda and all of its officers, employees, agents and volunteers from any and all liabilities for injury to persons and/or damage to property arising out of any act or omission in connection with this authorization for consent.

This authorization is given pursuant to the provisions of Section 6910 of the California Family Code.

This authorization shall remain effective for one year until May 31, 2020, unless sooner revoked in writing to the City of Yorba Linda.

**PHOTO/VIDEO RELEASE FORM**

PHOTO/VIDEO RELEASE- THE CITY OF YORBA LINDA may take, use and publish photos, videos, and/or audio recordings of participants for publicity purposes. I hereby grant the City permission to use my, or my child's, likeness, name, voice and words in any broadcast, telecast, print or digital/social media account free of charge. IF THE PARTICIPANT IS A MINOR I hereby warrant that I am the custodial parent/legal guardian of the undersigned child, who is a minor. I CERTIFY THAT I HAVE READ, UNDERSTAND AND VOLUNTARILY SIGN THIS WAIVER AND RELEASE ON BEHALF OF MY HEIRS, SUCCESSORS, AND ASSIGNS AS IT APPLIES TO MYSELF AND TO ANY MINORS FOR WHOM I AM SIGNING. I, CERTIFY THAT I HAVE READ AND UNDERSTAND THIS WAIVER AND RELEASE AND SIGN IT VOLUNTARILY.

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Father

\_\_\_\_\_  
Mother

\_\_\_\_\_  
Legal Guardian