

## Information for Teens

- **Event Information:** Authors Unlimited will be held on Saturday, April 16, 2016 at St. Joseph's College in Patchogue, NY. This free event is brought to you by the public libraries of Suffolk County and St. Joseph's College. The mission of Authors Unlimited is to celebrate reading by connecting teens and authors. Teens in grades 6-12 have the opportunity to *apply* to become an Authors Unlimited volunteer. As a volunteer, you will be paired with an author and will stay with that author throughout the day.
- To be selected as an Authors Unlimited volunteer you must be available from 9:00AM-3:00PM on Saturday, April 16, 2016. **You must have your own transportation to and from St. Joseph's College, 155 West Roe Boulevard, Patchogue, NY 11772.**
- Volunteering is your commitment. In the case of an emergency or illness, you (not your parent) are expected to call Ms. Alexander at The Kings Park Branch (631) 360-2480 ext. 403 as soon as possible so we can find a replacement volunteer.
- When signing up to volunteer at this event:
  - You must adhere to the hours you signed up for.
  - You can not show up the day of the event and get community service hours unless you have been notified ahead of time that you have been selected to be a volunteer.
  - You must check in and out with a librarian when you are arriving/leaving.
- You are expected to conduct yourself in a professional manner while working with your author.
- At the end of the day you will receive a volunteer certificate listing your completed community service hours for the event.
- Teens must have ONE *Character Reference* filled out by a coach, employer, librarian, or teacher.
- A parent or guardian must sign the *Volunteer Application* form.
- In order to qualify for consideration the following forms must be completely filled out and handed in together:

*Volunteer Application and Character Reference.*

**Both forms must be returned to your library's young adult librarian or mailed to:**

Christine Alexander  
Smithtown Library-Kings Park Branch  
1 Church Street  
Kings Park, NY 11754

**All forms must be handed in no later than: Friday, March 4, 2016**

**\*All teens are eligible to volunteer; preference will be given to those who have not previously volunteered.**



## *Volunteer Application*

Applicants **MUST** be in Grades 6 – 12

The forms must be **returned to your library's young adult librarian or mailed to:**

Christine Alexander  
Smithtown Library-Kings Park Branch  
1 Church Street  
Kings Park, NY 11754  
360-2480 ext. 403

**DEADLINE:** Friday, March 4, 2016.

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Public Library: \_\_\_\_\_

School Grade: \_\_\_\_\_

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

Emergency Contact Phone Number: \_\_\_\_\_

Please list any food allergies: \_\_\_\_\_

Have you been an Authors Unlimited volunteer before? No  Yes

**Please help us to get to know you by answering the following questions located on the back of this sheet.**

*Being an Authors Unlimited volunteer is a responsibility that requires a time commitment for the entire day on Saturday, April 16, 2016 from 9:00AM until 3:00PM.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

I am aware that my teen is applying for a volunteer position for the Authors Unlimited event on Saturday, April 16, 2016 and that I am responsible for his/her transportation to and from this event.

Signature of parent or guardian: \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

1) *Why are you interested in being an Authors Unlimited volunteer?*

2) *Please write about your favorite book(s), genre(s) and/or author(s) that you enjoy reading. Give us reasons with supporting details why they are your favorites.*



**Character Reference Form:**  
 To be filled out by **One (1)** Librarian, Coach, Teacher,  
 OR Employer. Immediate family members **DO NOT**  
 qualify as references.  
 Please return this form by March 4 to:  
 Christine Alexander  
 Smithtown Library-Kings Park Branch  
 1 Church Street  
 Kings Park, NY 11754

Name of Applicant:

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Name of Reference:

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Reference Contact Information:

Phone:

Email:

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Please describe how you know the applicant and for how long:

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Please rate the following:

	Poor		Average		Excellent
<b>Please Circle:</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Maturity:					
Reliability:					
Responsibility:					
Politeness:					
Ability to Multitask:					
Oral and Written Communication Skills					

How would you describe the applicant (3 to 4 sentences)?

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Would you recommend this applicant for the position sought?

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_