



# CEDAR PARK

## PUBLIC LIBRARY

550 Discovery Blvd, Cedar Park, TX 78613 | 512-401-5600

### Thank you!

Thank you for your interest in volunteering with the Cedar Park Public Library. Awesome neighbors like you are what make Cedar Park such a great place to live.

“Volunteering is at the very core of being a human. No one has made it through life without someone else’s help.”

– Heather French Henry

“Volunteers do not necessarily have the time; they have the heart.”

– Elizabeth Andrew

### Application Process

1. Check the Library's website to see what volunteer positions we have available.
2. Carefully and completely fill out the application. Be sure to have your guardian sign their part of the application to avoid any processing delays. **There is a section for the youth volunteer AND a section that a guardian must fill out.**
3. Email the application to [cedarparkpubliclibrary@gmail.com](mailto:cedarparkpubliclibrary@gmail.com)
4. Library staff will review your application and consider your skills, interests and availability. Based on this criteria we will contact you for a brief interview.
  - If you are a good match for one of our available volunteer opportunities you should hear from us within a month. Please be patient with us. 😊
  - If we do not match you with an opportunity right now, we will keep your volunteer application on file for 1 year. If we match you with an opportunity in the future we will contact you.
5. If we move forward with your application we will run a criminal background check as a condition to approving you to volunteer. There is no cost to you.
6. Pending the results of the background check, we will contact you to set up some training and your schedule.

### What positions are available?

- Check the Library's website to see what positions are available. [www.cedarparktexas.gov/cppl-help](http://www.cedarparktexas.gov/cppl-help)



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### Teen Volunteer Application

**Under 14**

CPPL does not accept volunteers under age 14 except in the case of organized school or scouting groups.

**14 or 15 years old**

**16 or 17 years old**

16 & 17 year olds are required to have a background check done.

**Check the box for the age you are right now!**

\_\_\_\_\_  
Name of Teen Volunteer

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Volunteer's Phone Number

\_\_\_\_\_  
Volunteer's Email Address

Last grade completed: \_\_\_\_\_ School: \_\_\_\_\_

What position are you interested in? \_\_\_\_\_  Any position

How often do you want to volunteer?

Once a month  Twice a month  Once a week  Twice a week  Other \_\_\_\_\_  
 Once in a while  I have a deadline and need to complete \_\_\_\_\_ hours by \_\_\_\_\_

How many hours per month are you hoping to volunteer?  2  4  6  8  10  \_\_\_\_\_

**When are you available to help?**

Place a mark or note in the time slots when you ARE available to volunteer.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

Morning = 8am-1pm

Afternoon = 1pm-5pm

Evening = 5pm-9pm

**Tell us about your technology skills:**

Place a mark in the square that best reflects your skill level.

	Typing	Word	Excel	PowerPoint	Coding	Graphics	GoogleDrive
None							
Beginner							
Good							

## CPPL Teen Volunteer Application

Volunteer's Name: \_\_\_\_\_

### Tell us about your crafting/maker skills:

Place a mark in the square that best reflects your skill level.

	Cut/Glue	Knitting	Drawing	Paper Craft	Sewing	Painting	Gardening
None							
Beginner							
Good							

### Tell us about your Work Style

I enjoy working:  Alone  With Kids  With Tweens/Teens  With Adults  With Seniors

I **hate** messy projects ← -------------------- → I **love** messy projects

I enjoy a \_\_\_\_\_ work atmosphere.  quiet  busy  social  \_\_\_\_\_

I am a self-starter  I like to be given structured projects  I like detail work

Yes - If accepted for volunteer opportunities, I agree to abide by the rules and policies of the City of Cedar Park and the Cedar Park Public Library. I agree to protect any private or confidential information to the best of my abilities as a volunteer and not to divulge it during or after my services as a volunteer has ended.

Write a brief statement that explains why you would be a great volunteer at the Cedar Park Public Library:

The Cedar Park Public Library offers the youth of the community an opportunity to learn valuable skills and lessons through volunteerism. In turn, the youth contribute to the community by performing worthwhile tasks at the Library.

Even though the youth will be performing volunteer work, child labor laws and safety guidelines should be adhered to. The following is a summary of some of the more common requirements of the Child Labor Laws that relate to jobs at the Library:

- Youth may not work during school hours.
  - Home School Youth 14-17 ask us about hours: [youth.services@cedarparktexas.gov](mailto:youth.services@cedarparktexas.gov)
- Youth ages 15 and under may not work later than 7:00 pm during the school year or 9:00 pm during the summer. Youth ages 15 and under cannot work over 3 hours per school day and over 8 hours per non-school day.
- Youth ages 15 and under may not perform any work requiring the use of ladders, scaffolds, or similar.
  - Youth under age 18 may not operate motor vehicles in relation to a job.



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**Required: Form to be filled out by the Parent or Guardian of Youth Volunteer**

**PARENT OR LEGAL GUARDIAN – CONTACT INFORMATION**

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

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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

In the case of an emergency when I cannot be reached, please notify:

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

**PERMISSION FOR CHILD TO PARTICIPATE & LIABILITY WAIVER:**

1. I, the undersigned, certify that I am the parent or legal guardian for this Youth Volunteer Applicant, and said Applicant has my permission to participate as a Youth Volunteer at the City of Cedar Park Public Library.

2. By completing this registration process you acknowledge and agree that the City of Cedar Park will run a criminal background check on your dependent as a condition to approving them to volunteer. The City may periodically re-run such criminal background checks as long as they continue volunteering for the City.

3. Additionally, I do hereby agree to indemnify and hold harmless the Cedar Park Public Library and the City of Cedar Park from any and all claims or causes of action that may arise out of performance of my child's assigned duties. I waive any right of action I have against the Cedar Park Public Library and the City of Cedar Park in consideration of their participation as a volunteer for the Library.

4. I certify that all information contained in this application is true to the best of my knowledge. I agree and understand that any false statements contained herein may cause rejection of my candidacy for volunteering or termination of my volunteering.

5.  I grant permission for the Cedar Park Public Library to use my dependent's image.

I deny permission for The Cedar Park Public Library to use my dependent's image.

Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of myself or my vehicle for use in materials that include, but may not be limited to, printed materials, videos, and digital images such as those on the Cedar Park Public Library website and social media.

Guardian Name Printed: \_\_\_\_\_

Guardian Signature: \_\_\_\_\_

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