



# YOUTH LIBRARY VOLUNTEER

## Parental Agreement

You have enthusiasm, fresh ideas, a sense of adventure, dedication, and the desire to be a part of something greater than yourself. You want to meet new people, gain workplace experience, build your college resume, and fulfill school credits or extracurricular activities. You need to be a part of the Cedar Rapids Public Library!

We are thrilled to have youth volunteers as a part of the Library. It’s easy to talk about how youth are the “next generation” of library users, but that isn’t true. The truth is you use the Library now. You are customers, volunteers, and advocates today. Take advantage of all that the Library has to offer. There is a great opportunity waiting for you. Join us in giving back – and you’ll be amazed by just how much you get in return!

### Age Guidelines

The Cedar Rapids Public Library welcomes youth volunteers age 14-17 to work independently in the Library. Volunteers age 18+ are considered adult volunteers. Volunteers under the age of 14 can volunteer alongside an older family member supervising them onsite. If volunteers under the age of 14 are volunteering with family members, all active family volunteers must complete the full volunteer application, background and reference check process, orientation, and training. *(The exception to these guidelines would be volunteers working as part of the Teen Advisory Group.)*

### Hours Guidelines

Volunteers age 16-17 have no limitations on hours. Volunteers under the age of 16 will follow the acceptable work hours as outlined by the federal government and the State of Iowa. Currently the hours approved for these youth are:

*Federal child labor laws restrict maximum work hours to 18 hours per week, from the day after Labor Day through May 31, with three hours per day, Monday through Friday, outside of school hours, and eight hours on Saturday, Sundays, and holidays, between 7 a.m. and 7 p.m. From June 1 through Labor Day, a minor may work up to eight hours per day between 7 a.m. and 9 p.m., but not more than 40 hours per week.*

Personal Information	
Name	
School	
Grade	
What other activities are you involved with through your school and/or outside of school?	
_____	
_____	

Disclosure Statement	
Have you ever been convicted or pled guilty for any criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Excluding minor traffic misdemeanors.)</i>	
If yes, please describe each in full (including conviction and date): _____	
_____	
Are there any criminal charges pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain: _____	
_____	

**Youth Volunteer Agreement and Signature**

I certify that all information provided is true and complete to the best of my knowledge. I understand that I am required to disclose any previous convictions and/or pending charges. I further understand that any omission or falsification of this information is grounds for termination as a volunteer. I understand I must complete a separate Volunteer Application.

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

**Parent/Guardian Agreement and Signature**

I give permission for my child to volunteer with the Cedar Rapids Public Library. I understand that my child will be working under the supervision of the Library staff or trained lead volunteers.

I understand volunteering with the Library involves a commitment on the part of my child to work in a regular and responsible manner. I understand my child is responsible for corresponding with his/her supervisor in a timely manner regarding any scheduling changes, sick/vacation leaves, or questions.

I will assist in providing reliable transportation if necessary. I will make arrangements for my child to be picked up by closing time at the end of his/her shift and recognize the Library is not responsible for minors left after closing. I realize the Library cannot be responsible for my child after he/she leaves the building or for any personal belongings.

I acknowledge and agree that activities performed by my child as a volunteer will be performed strictly on a voluntary basis, without any pay, compensation, or benefits. I understand that my child must comply with the rules and regulations established by the Library and that failure to do so may result in his/her immediate removal as a volunteer.

Parent Name \_\_\_\_\_

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

Parent Email \_\_\_\_\_ Phone \_\_\_\_\_

If you have any questions, please feel free to contact the Library Volunteer Coordinator.

**Completed forms can be sent to the Volunteer Coordinator at:**

Cedar Rapids Public Library • 450 5<sup>th</sup> Avenue SE • Cedar Rapids, Iowa 52401  
[volunteer@crlibrary.org](mailto:volunteer@crlibrary.org) • Phone: 319.398.5123 • Fax: 319.398.0476