

**Bonner Springs City Library**  
**Fall 2025 Teen Volunteer Application**

**Please return by September 12<sup>th</sup>, 2025**

*(All information must be completed in full and returned no later than the day above.)*

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address (if checked regularly): \_\_\_\_\_

What is the best way to contact you? Phone \_\_\_\_ / E-mail \_\_\_\_ / Text \_\_\_\_

Where do you attend school? \_\_\_\_\_ Grade Level: \_\_\_\_\_

Why do you want to intern at the Library? \_\_\_\_\_

\_\_\_\_\_

Please list any days this fall you will not be available to work.

\_\_\_\_\_

\_\_\_\_\_

Do you plan to be involved in other activities this fall (outside of school)? Please list the days/dates/times you know you cannot intern because of these activities.

\_\_\_\_\_

\_\_\_\_\_

Previous volunteer or work experience \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you volunteered at the Bonner Springs Library in the past? Y \_\_\_\_ / N \_\_\_\_

Are you volunteering as part of your High School senior project? Y \_\_\_\_ / N \_\_\_\_

What are your interests and skills? Please list any experiences or skills you have working with people, work experience, involvement in school activities.

\_\_\_\_\_

\_\_\_\_\_

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## Bonner Springs City Library Fall 2025 Teen Volunteer Application

Please summarize the qualities you feel make you the ideal candidate for the position:

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Do you have experience working with children? If so, please explain below.    Y \_\_\_\_ / N \_\_\_\_

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- Place an X to indicate the time slots that you will **NOT** be able to work.
- The library's hours are 9am-8pm Monday-Thursday and 9am-5pm Friday
- The library will be closed for certain holidays this fall.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
<b>9-12 am</b> <b>(Mon – Sat)</b>							
<b>12-3 pm</b> <b>(Mon – Sat)</b> <b>1 – 3 on Sun</b>							
<b>3 – 6</b> <b>(Mon – Th)</b> <b>3 – 5</b> <b>Fri/Sat/Sun</b>							
<b>6 – 8</b> <b>(Mon – Th)</b>							

If you have any questions about the Teen Volunteer program at the Bonner Springs City Library or about the application, please contact Olivia at [omiller@bonnerlibrary.org](mailto:omiller@bonnerlibrary.org) or (913) 441-2665.

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**Please read the following information:**

- I understand that as a teen volunteer **I am expected to show up when I am scheduled** and if I am not able to work my scheduled time, **I will notify a library staff member in advance**.
- I also understand the Bonner Springs City Library's policy is to protect the privacy of those who use the Library. I agree to hold all information about patrons in complete confidence. In addition, I understand that a breach of confidentiality is grounds for dismissal from the Library's Teen Volunteer Program.
- I understand that the theft of any library materials is grounds for immediate dismissal.
- I will meet with the Programming Coordinator for an orientation and training session.
- The library will only have two teen intern positions available for this summer, and will not have enough positions to hire all intern applicants.
- Interviews will be scheduled as part of the selection process.  
**Applicants will be notified via phone to set up an interview.**  
*Interviews will be approximately 15-30 minutes long.*
- Interns are expected to follow a dress code when on duty; personal appearance will be discussed at the orientation and training session.
- Interns are expected to behave responsibly and professionally while in the library.

**Volunteer duties will include a variety of projects, including but not limited to: completing Projects for Storytimes & Programs, shelving, tidying up the library, and assisting staff with assigned tasks.**

If I am selected as an intern in the Bonner Springs City Library Volunteer Intern Program, I will abide by all the rules of the Bonner Springs City Library and the Teen Volunteer Program.

I understand that this intern position is an unpaid position and I will receive volunteer credit for my time.

I understand that not following the above guidelines is grounds for dismissal from the Library's Teen Intern Program.

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

Parent or Guardian's Signature: \_\_\_\_\_

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**Parent/Guardian Emergency Contact Information**

Applicant's Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (Home)\_\_\_\_\_ (Work)\_\_\_\_\_ (Cell)\_\_\_\_\_

I, \_\_\_\_\_, give permission for my son/daughter, \_\_\_\_\_, to be a teen volunteer at Bonner Springs City Library. I understand that my son/daughter will not receive monetary compensation or be insured by the library. I have read and understand the requirements as outlined in the Teen Intern application and understand that my son/daughter will receive valuable training and guidance under library staff supervision while providing a helpful community service.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**IN CASE OF EMERGENCY, PLEASE CONTACT:**

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

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

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

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

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

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

Does your son/daughter have any medical conditions you would like us to know about (ex: asthma, allergies, sugar-free diet, etc.)? Please list any medical or other concerns here.

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**Teen Intern Letter of Recommendation**

All teen intern applicants must obtain one Letter of Recommendation.

Letters of Recommendation must be filled out by an adult who is not a member of the applicant's family. References may include teachers or family friends.

Recommendations may be e-mailed to [omiller@bonnerlibrary.org](mailto:omiller@bonnerlibrary.org)

or mailed to the Library at Attn: Olivia, 201 N. Nettleton Ave, Bonner Springs, KS 66012.

**Deadline: Friday May 16th, 2025.**

**Letters received with an application will not be accepted.**

Letter of Recommendation for: \_\_\_\_\_

Name of the individual writing the letter of recommendation: \_\_\_\_\_

**Expectations for Volunteers**

The Teen Intern Program at the Bonner Springs City Library is an opportunity for teens to gain valuable work experience and service hours while learning about the library. Volunteers will be expected to:

- assist the Programming Coordinator in preparing for programs,
- help with book displays and book lists,
- assist with library programs,
- complete projects for story times and other programs, preparing copies and handouts,
- be a dependable, reliable and responsible worker,
- follow verbal and written instruction from library staff.

This program is a growth opportunity for teens to experience handling an important responsibility, to develop their work and social skills, and to gain confidence as a member of the library community. Our goal is that volunteers will have a productive and engaging experience.

Please explain how you know the volunteer applicant and how long you have known them

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Please write a brief paragraph detailing why you believe the applicant would be a good fit and a responsible intern in this program.

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

If you have further comments or questions, please contact Olivia Miller at 913-441-2665 or e-mail [omiller@bonnerlibrary.org](mailto:omiller@bonnerlibrary.org).

*Thank you for your time and feedback!*