

# Welcome to TAG! We are excited to work with you!

TAG (Teen Advisory Group) is a group of dedicated volunteers in grades 6-12. This group will volunteer at library events, throughout the library, and help us plan and run other events.

Part of being in TAG is talking about it! Tell your friends, talk to your teachers, mention it to other students! We are so grateful that you are here and would love for even more of you to help us out.

## Expectations;

While you are only required to commit to one hour of service per month, we would love for you to volunteer as much as you'd like.

- Please discuss times you would like to volunteer with Mrs. Jeri or Mrs. Chloë
  - You can contact us any time at [nclibrarychildrens@gmail.com](mailto:nclibrarychildrens@gmail.com)
  - There will also be a Getting to Know You sheet to fill out. This will help us know a little more about you and understand how we can make the TAG Team better for you.
- We are a public space, so be mindful about your attitude or unsavory comments or jokes.
  - Let's continue to keep the Library a safe and welcoming place for everyone.
- There are several duties that may require training, like shelving or cleaning
  - None of this training will be extensive, however volunteers may not complete these tasks without being signed off.
- New Carlisle Library will maintain a sheet with your volunteer hours, however if you need documentation for school, we would be happy to provide that to you
  - Each Teen will have their own progress chart with 40 hours to complete
  - Every hour completed, you'll receive a sticker to place on your chart
  - The first hour, you get a small reward, then every 5 hours completed you'll receive a reward.
  - On the 40<sup>th</sup> hour, you'll have a completion grand prize.
  - Once completed, Mrs. Jeri or Mrs. Chloë will sign and date your progress chart so you can take it home.
- You may only count the time you are actively volunteering
  - Ex. if you help set up for teen game night, attend and play games, and stay to clean up. You may only count the time setting up and cleaning up as volunteering

## Duties;

*\*Please note that this is not an extensive list, new duties may be assigned or suggested by TAG Members*

- **Shelving -**
  - Must receive Training and be signed off by Mrs. Jeri or Mrs. Chloë
- **Cleaning -**
  - Baby toys, train table, surfaces, etc.
- **Craft Prep -**
  - Depending on our events for the week, we may need assistance with craft/ event preparation
- **Event Crew (Set up/ Tear Down) -**
  - We have large events at the library, such as our Harry Potter party (July 31<sup>st</sup>), and would love for you to help us run these events!
  - Set up/ clean before and after events; arranging chairs, tables, gathering materials, picking up trash, etc.