



Teen Volunteer Program

PROJECT MANUAL





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All About Volunteering

You can select from a variety of projects or programs to get volunteer hours. Each project or program will have its own set of guidelines and each will earn you a different amount of volunteering time.

Our Expectations

- Volunteers must be involved and committed to volunteering.
- All volunteers are expected to give their all to any and all projects or programs that they contribute to.
- Volunteers are asked to take personal initiative when communicating with library staff.
- Our preference will be given to those who are interested in doing a long(er) term commitment to the library.

Picking & Completing Projects

Once you have applied to volunteer, attended orientation, and been accepted to the program, you will receive an email at the beginning of each quarter with a link to the library's latest SignUp Genius page. Using this page you can sign up for any volunteer projects you would like to complete for the month.

Volunteers may sign up for more than one project at a time. You also are not required to sign up for them all at once - you can sign up to assist with a program at the beginning of the month and then go back and sign up to write a book review later on.

If you'd like to receive hours through one of our clubs and groups (TAB, Fiction Addiction, etc.) you can sign up through event registration on the library website.

Join the Teen Advisory Board

The Project

Help us help you! Join other teens as we discuss your vision for the library's teen department. We'll plan programs, pick books, and more!

Guidelines

This is a teen-led program. Volunteers are expected to actively participate.

Please email the library if you have signed up and are unable to attend.

Volunteer Hours

You receive volunteering hours equal to the length of the program.



Join the Fiction Addiction Book Club

The Project

Join our pick-your-own book club for teens! Read any book (school reading does not count!) and come talk about it. You may even leave with some new books to add to your TBR list!

Guidelines

You are expected to read your entire book and be prepared to discuss it with us.

Volunteer Hours

You receive volunteering hours equal to the length of the program.



Join the Nutmeg Book Club

The Project

This club will begin (tentatively) in Summer 2023. We'll go through the 2023 Middle and High School Nutmeg nominees and participate in the statewide Nutmeg vote.

Guidelines

Volunteers are expected to read the Nutmeg nominees and participate in discussion.



Volunteer Hours

You receive volunteering hours equal to the length of the program.

Shelf Reading

The Project

Look through our shelves to make sure that books are shelved in the proper order.

Guidelines

You must pass a shelving test in order to receive hours for shelf reading.

Volunteer Hours

You receive 1-2 volunteering hours each time you come in to shelf read.



Write a Book Review

The Project

Write book reviews for our blog so other teens know what you're reading and recommending!

Volunteer Hours

You receive one hour of volunteering for each book review you submit.

Guidelines

- Book reviews must be between 150-300 words long.
- Reviews must be about a young adult book that the library owns.
- You may be asked to edit your book review to correct grammar, clarity, etc.
- **Please submit finished reviews to the Cromwell Teens email.**

Resources

Need help writing your book review?

Write a few sentences describing **what the book is about** (plot, main characters, etc.). Don't give an entire synopsis, as you would in a book report—this is more **like a movie trailer**, a teaser to make people want to read it. Especially **don't** give away the ending, or any significant spoilers!!!

Write a few sentences giving **your opinion of the book**. This part of the review is not fulfilled by saying "It was awesome!" What did you like? What did you dislike? Why? What thoughts or feelings did the book inspire? To whom would you recommend the book? Remember, this isn't a school assignment—it's you, talking about a book you chose to read, and recommending it to your friends (or not).

Need more tips or tricks on writing your book review? Check out these links!:

<https://bookriot.com/how-to-write-a-book-review/>

<https://www.grammarly.com/blog/how-to-write-book-review/>

Help Facilitate a Children's Program

The Project

Assist with a children's program such as a special story time, sensory play group, or tech program.

Guidelines

- Help set up and clean up for programs
- Show parents and children how to do activities.

Volunteer Hours

You receive volunteering hours equal to the length of the program.



Work in the Children's Garden

The Project

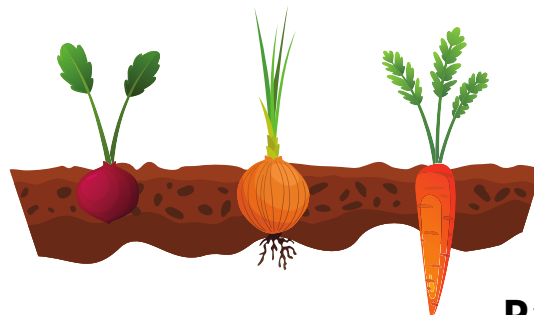
Do light gardening work such as weeding, watering, harvesting, and pest control.

Guidelines

- Learn from staff how to maintain the garden.
- Arrive on time to the garden.

Volunteer Hours

Volunteers sign up for 1-2 hour time slots during the week.



Work in the Food Pantry

The Project

Work with Gabby from Human Services to make sure that the Food Pantry supply is up-to-date and tidy. You'll check expiration dates, log donations, and more.

Guidelines

- Read the guidelines provided by Human Services
- Communicate with Gabby about your responsibilities when you arrive.

Volunteer Hours

You receive 1 hour for each time slot you complete. Time slots are Monday, Wednesday, Friday from 2:00-4:00 PM.



Be a Summer Bingo Caller

The Project

Make some senior citizens happy by volunteering to be a bingo caller with the Cromwell Senior Center!

Guidelines

- Give us as much advance notice as possible if you need to cancel.
- Be prepared to speak loudly and clearly.

Volunteer Hours

You receive 3 hours for each session. Bingo is on Tuesday from 12:30-3:30 at the Senior Center.

