**Middle School Service Club**

Parents and applicants should read over these guidelines carefully and keep this page for their records. Please complete and sign the parental permission form and return it to Jamie Naylor, Teen Services Librarian at Jacaranda Public Library.

**Description of program:**

The Middle School Service Club is for twelve and thirteen year olds (grades 6-8) who are ready to take a step toward leadership, responsibility and giving back to their community. Members of the program are expected to attend on the days and times scheduled by the library and are required to attend one Community Youth Development (CYD) leadership meeting per month. Children’s staff will be happy to sign any community service documentation needed by members to account for hours spent at the library.

**Program Tasks and Projects:**

There are various tasks that program participants may be asked to do while they are scheduled to be at the library. Some examples of these tasks include, but are not limited to:

* Maintaining the appearance of the children’s area by straightening and cleaning up materials.
* Maintaining the toys in the children’s area by returning toys to their proper areas and cleaning toys, including the Baby Rhyme & Sign toys.
* Assisting staff with children’s programming, such as prepping and running craft tables.
* Providing support during special events at the library such as the Annual Holiday program or the Summer Reading Kickoff Party.

**Required Hours:**

**All participants are expected to schedule their hours with the Youth Staff prior to attending the program. Staff may not be able to accommodate time for unscheduled visits.**

Club members may register to attend/serve during Middle School Service Club events via the online calendar, or by emailing the Youth staff to ask if assistance is needed during specific youth programs (summer programming, large events, etc).

**Attendance at the monthly Community Youth Development Meeting is mandatory. The meeting lasts 1 hour and counts towards the member’s total hours per month.** Hours are expected to be one hour **minimum** per day scheduled and 4 hours **maximum** per week. In cases where a conflict arises, please contact Jamie Naylor at jnaylor@scgov.net or 941-861-1289.

**Expectations:**

* Participants sign in when they arrive and then sign out when they leave. If the participant must leave early, please notify a member of staff. Participants should communicate with their parent or guardian about where they are at all times. For example, if a participant leaves the library, library staff will assume the parent or guardian has been notified by their child that they are no longer at the library.
* Participants must always announce their presence to a Children’s Librarian before beginning their program tasks.
* Library staff will guide the participant to do various tasks. However, each participant is responsible for their own good behavior. Those who cannot conduct themselves in a manner which is appropriate may be released from the program.
* Participants are expected to engage in tasks, such as those listed above, for the duration of their time scheduled.
* Participants should not be responsible for younger family members or be socializing with friends while they are signed in for the program.
* Cell phones must be silenced during programs, and participants are expected to not use cell phones during the program. Please notify member of staff if you have an emergency.

**Dress Code:**

Please wear appropriate attire, such as what you would wear to school. Also, practicing proper hygiene is important for developing future job skills, so please be conscientious of this before coming in to help out at the library.

**Food:**

Outside of specific programs where food is provided, eating in the library is against library policy. Members should keep any personal food in its sealed container/bag during program time unless food is allowed. However, if a member needs to take a lunch break (for example, if coming directly from school), they may use the staff break room as long as they are wearing their program ID.

Date: \_\_\_\_\_\_\_\_\_\_\_\_ Staff initials: \_\_\_\_\_\_\_\_\_\_\_\_

**Middle School Service Club**

**To be completed by the applicant:**

By signing below I acknowledge that I have read the rules and requirements and wish to join the Middle School Service Club at Jacaranda Public Library.

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

Signature of Middle School Service Club Member **Please print clearly**

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

**To be completed by the applicant’s parent or guardian:**

I have read the information above, understand the rules, and give my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

permission to join the CSC program.

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

Signature Parent or Guardian If different from applicant

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

If different from applicant If different from applicant

After this permission form is completely filled out and turned in, service club members must schedule a date to have orientation with one of the Children’s Librarians at Jacaranda Library.

A regular schedule will be set up for their program participation at that time. For more information about the service club, contact Jamie Naylor at 941-861- 1289 or email jnaylor@scgov.net.