

Plano Public Library Teen Street Team



Calling all teens! Let your creative voice be heard—help create the teen experiences you would like to see at the Plano Libraries by joining the Plano Public Library Teen Street Team (TST).

TST is made up of teen volunteers from across Plano who actively promote teen library services to their peers, and participate in creating and implementing teen library programming. Opportunities for service hours will include attending TST meetings, completing special projects using the libraries' media labs, as well as planning, promoting, and presenting teen library programs. Additional perks to membership include opportunities for free advance copies of books and personalized letters of recommendation.

Requirements to Join:

- Ages 13-18
- Attend **ALL** monthly meetings (dates listed below)
- Be friendly, enjoy meeting new people, and have creative ideas
- Be willing to participate in discussions and voice your opinions
- Be willing to respect the opinions, tastes, privacy, and choices of others
- Be willing to promote library programming through word of mouth as well as on social media
- Be willing to commit 3 hours per month of volunteer time (including meetings)

Meeting Dates:

- The 3rd Tuesday of every month during the academic school year at Haggard Library from 6:30-8:00 PM. Attendance is mandatory.

TST Volunteer Event: August 3 – Join us at the Friends of the Plano Public Library Book Sale for a chance to meet fellow TST members and provide valuable volunteer service to your community! More info to follow.

Fall Session (2018): August 21
September 18
October 16
November 20
December 18 (subject to change)

Spring Session (2019): January 15
February 19
March 19
April 16
May 21 (subject to change)
June 18
July 16

Plano Public Library Teen Street Team Application Process:

- Starting Friday, June 1, 2018, download a TST Application from planolibrary.org, or pick up one in person from any Plano Library. Applications are due by **Saturday, June 30, 2018**.
- Read all of the information about the program and fill out the entire application. Incomplete applications will not be considered.
- Read the Responsibilities and Duties of Teen Street Team Members and the Teen Street Team Code of Conduct. Sign the TST Commitment Agreement and submit with your application. Applications without a signed commitment agreement will not be considered.
- Submit your application and commitment agreement form via email to trishac@plano.gov or drop your completed application at any Plano Library. Applications will not be accepted after **Saturday, June 30, 2018**.
- TST librarian advisors will review all applications and contact qualified applicants via email with further instructions by July 10th. Keep an eye on your email, or you could miss out!

*Submit your application via email to trishac@plano.gov or drop your completed application at any Plano Library. Applications will not be accepted after **Saturday, June 30, 2018**.*

If you have any questions regarding Teen Street Team, email Trish Clark at trishac@plano.gov or call 972-769-4738.

Plano Public Library Teen Street Team (TST) Application

Name: _____ Birthdate: _____

Address: _____

Phone: _____ Email: _____

School: _____ Grade: _____ Circle one: Male Female Other

Plano library you visit most: _____ Age: _____ T-shirt size: _____

Parent/Guardian Name: _____ Phone: _____

Please answer the following questions. If you need more room, attach a separate sheet of paper. Incomplete applications will not be considered.

Have you been a member of TST in the past? _____ **Yes** _____ **No**

Leadership roles within TST are available to returning members. Are you interested in holding a leadership role? (Please note: Leadership roles require additional time commitment to TST and early arrival times to meetings)

_____ **Yes** _____ **No** _____ **N/A**

Why are you interested in becoming a TST member?

Are you willing to plan, promote, and participate in programs created by TST? _____ **Yes** _____ **No**

As a TST member you are expected to attend meetings on the 3rd Tuesday of every month, and participate in 2 or more TST planned activities each year on weekends and evenings. Are you willing to make this commitment?

_____ **Yes** _____ **No**

What could prevent you from making this commitment?

Submit your application via email to trishac@plano.gov or drop your completed application at any Plano Library. Applications will not be accepted after **Saturday, June 30, 2018**.

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Have you ever volunteered at any of the Plano libraries in the past?
Which one(s)?

_____ **Yes** _____ **No**

What social media do you use? (For example: Facebook, Instagram, Tumblr, Twitter, etc.)

Why should you be chosen to join TST? Be specific.

By submitting this application, I agree to attend all Teen Street Team meetings and abide by all Teen Street Team guidelines and policies.

Teen Applicant Signature: _____

As parent/guardian, I understand my teen must attend all Street Team meetings in order to retain his/her membership.

Parent/Guardian Signature: _____

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If you have any questions regarding Teen Street Team, email Trish Clark at trishac@plano.gov or call 972-769-4738.

Responsibilities and Duties of Teen Street Team Members



As a Teen Street Team member, you are a representative of your community as well as the Plano Public Library. You will be selected because your ideas and hard work reflect the mission and goals of the Plano Public Library. It is important to be aware that your actions reflect the Teen Street Team and the Plano Public Library.

The Teen Street Team provides you an opportunity to create, plan, promote and present teen library programming, and to be a visible extension of PPL's teen services. The success of the Teen Street Team is affected by your performance of the responsibilities and duties required of Teen Street Team members.

Responsibilities:

- Regular attendance at meetings: you must sign in at each meeting in order to receive service hours. If you are unable to attend a meeting, you must notify a Teen Street Team advisor (trishac@plano.gov) before the meeting. Multiple absences may result in dismissal from Teen Street Team.
- Be punctual. Make every effort to arrive at meetings on time. Notify a Teen Street Team advisor (trishac@plano.gov) if you are going to be late.
- Participate fully, please put away all electronic devices.
- Follow through with your commitments. If you sign up to help at an event you need to be there. If for some reason you are no longer able to keep your commitment, you must notify a Teen Street Team advisor in advance so that your spot will be covered.
- Email Communication: Meeting reminders, volunteer opportunities, and advisor communication are coordinated through email. Members must have an active email on file with the TST advisors. You are expected to respond promptly (within 2 days) to Teen Street Team emails that require a response.

Duties:

- Regular Attendance at meetings
- Contribute ideas to the group
- Attend **three** TST involved events throughout the 2018-2019 TST year in addition to attending monthly meetings. It is understood that schedules, school, jobs, and families will not allow for participation in all events, but the willingness to attend is key
- Members must attend programs that they helped to plan and create
- Creation of TST video content
- Be an advocate: promote the library and teen programs throughout our community.

Teen Street Team members may be dismissed from their position on the Teen Street Team for any of the following circumstances. Teen Street Team advisors will make every effort to resolve situations in which dismissal might occur.

- Multiple absences have occurred. After you have had more than one absence, it is up to the TST advisors to determine your status as a TST member. They will look at your attendance, participation and contributions to the TST when making their decision.
- No call/no show to a library program or event you have agreed to help with.
- Blatant disregard on a continued basis for the Teen Street Team Code of Conduct.

Teen Street Team Code of Conduct

As a Teen Street Team member, your behavior reflects your peers and the Plano Public Library. You must conduct yourself in a manner that contributes to a sense of community among all TST members and foster an atmosphere of mutual respect.

Teen Street Team members must abide by the following code of conduct.

- Behavior at all times should be such that it respectfully reflects the Plano Public Library and abides by PPL's code of conduct
- Members must work as a team
- Members will show respect for library materials and property by taking care to leave meeting spaces neat and orderly
- Members will stay on task during meetings
- Members will listen to and follow instructions from all library staff
- Members will treat other TST members with respect and give everyone a chance to speak
- Members must dress appropriately for all library-sponsored events
- Members will be mindful of all library patrons. Keep your voice at a reasonable level

Teen Street Team Commitment Agreement



I have read the PPL Teen Street Team member responsibilities and duties, and I understand the commitment required of me. Should my application be accepted, I will participate in the scheduled meetings and will make myself available for volunteer opportunities that might arise.
My signature indicates that I will abide by the TST Code of Conduct and commit to the responsibilities and duties of a TST member. I understand that violation of the Code of Conduct or failure to perform the duties of a TST member may result in my immediate dismissal from the Teen Street Team.
I have also taken time to share and discuss my interest and involvement in the Teen Street Team with my parent or guardian.

TST Member Signature

Date

TST Member Printed Name

I have read the responsibilities and duties of Teen Street Team members and understand the commitment that is required by my teen. I will support their efforts and will help them to fulfill this obligation in whatever capacity I am able.

TST Parent/Guardian Signature

Date

TST Parent/Guardian Printed Name