

# Summer Teen Volunteer Planning Calendar: Mark out conflicts before Sign Up Days. Updated 3/23/18.

PV = Program Volunteer    LV= Library Volunteer    SV=Shelving Volunteer    **BOLD = @ Mason Community Center**

**Register and train** and we will send you a **scheduling link via Remind** at **7:30p.m.** **Monday two weeks before** each month's shifts start. If Monday is a holiday, we send it on Tuesday. Have your planning calendar and device handy. You will use SignUpGenius to reserve your spots.

On the **first day**, you can only reserve **one** shift per week.

**After 24 hours**, you can reserve **additional** shifts each week.

**Tips:** Only **one** person can register for each spot. Siblings or people sharing transportation must reserve their spots individually. The **volunteer's name** must show on the sign up, **not** the parent's or a sibling's. (We delete names that aren't on the Volunteer Roster). You can send **swap requests** to others to see if they are willing to trade. **Reminder emails** go out 2 days before your shift. If you cannot make it, **immediately** go into the SignUp and delete yourself from that shift. We expect **at least 24hours notice**. If you wake up sick, also call 398-2711 so we can fix the sign-in sheet. A good way to get additional hours is to **watch the signups for cancellations**.

**Service hour forms:** Bring a blank form to training. We will mail it to you with your service summary letter and a signed table listing all service date.

## Important Dates:

- 4/3/18 10:00a.m. **Online Registration** opens: <https://tinyurl.com/mpl-srvol18>
- 5/12/18 2:00p.m. Training Meeting, Release forms due.
- 5/12/18 3:30p.m. Training Meeting, Release forms due.
- 5/21/18 6:00p.m. Training Meeting, Release forms due.
- **5/21/18 7:30p.m. June Scheduling link sent via Remind**
- 5/21/18 7:30p.m. Single shift per week signup starts.
- 5/22/18 7:30p.m. Multi-shift per week signup starts.
- 6/1/18 Summer Volunteer shifts start
- **6/18/18 7:30p.m. July Scheduling link sent via Remind**
- 6/18/18 7:30p.m. Single shift per week signup starts.
- 6/19/18 7:30p.m. Multi-shift per week signup starts.
- **7/16/18 7:30p.m. August Scheduling link sent via Remind**
- 7/16/18 7:30p.m. Single shift per week signup starts.
- 7/17/18 7:30p.m. Multi-shift per week signup starts.
- 7/26/18 4:00p.m. Summer Reading Program ends.
- 8/11/18 Summer volunteer shifts end.
- 8/27/18 Service letters with service forms and signed table summarizing hours mailed to volunteers.

**OPEN TO TEENS** who have completed Grades 6-12 and have Mason Public Library cards.

**June SignUp** starts Monday 5-21 7:30p.m.

Multiple shifts/week signup starts Tuesday 5-22 7:30p.m.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5-21 <a href="#">June link 7:30p.m</a>	5-22 <a href="#">multishift @ 7:30p.m</a>			6-1 PV 4:45-6:30 PV 4:45-7:00 PV 7:00-9:00 PV 9:00-10:30	6-2
6-4 LV 10-12 LV 12-2 PV 12:30-2:30 LV 2-4 PV 2:30-4:30 LV 4-6 LV 6-8	6-5 PV 9:45-11:45 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8 PV 6:30-8	6-6 PV 9:45-11:45 LV 10-12 LV 12-2 LV 2-4 PV 12:30-2 LV 4-6 LV 6-8	6-7 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8	6-8 LV 9-11 LV 11-1 PV 12:30-2:00 LV 1-3 LV 3-4:45	6-9 LV 9-11 LV 11-1 LV 1-3 LV 3-4:45
6-11 LV 10-12 LV 12-2 PV 12:30-2:30 LV 2-4 PV 2:30-4:30 LV 4-6 LV 6-8	6-12 PV 9:45-11:45 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8 PV 6:30-8	6-13 PV 9:45-11:45 LV 10-12 LV 12-2 LV 2-4 PV 12:30-2 LV 4-6 LV 6-8	6-14 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8	6-15 LV 9-11 LV 11-1 PV 12:30-2:00 LV 1-3 LV 3-4:45	6-16 LV 9-11 LV 11-1 LV 1-3 LV 3-4:45
6-18 <a href="#">July link@ 7:30p.m</a>	6-19 <a href="#">multishift @7:30p.m</a>	6-20 PV 9:45-11:45 LV 10-12 LV 12-2 LV 2-4 PV 12:30-2 LV 4-6 LV 6-8	6-19 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8	6-22 LV 9-11 LV 11-1 PV 12:30-2:00 LV 1-3 LV 3-4:45	6-23 LV 9-11 LV 11-1 LV 1-3 LV 3-4:45
6-25 LV 10-12 LV 12-2 PV 12:30-2:30 LV 2-4 PV 2:30-4:30 LV 4-6 LV 6-8	6-26 PV 9:45-11:45 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8 PV 6:30-8	6-27 PV 9:45-11:45 LV 10-12 LV 12-2 LV 2-4 PV 12:30-2 LV 4-6 LV 6-8	6-28 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8	6-29 LV 9-11 LV 11-1 PV 12:30-2:00 LV 1-3 LV 3-4:45	6-30 LV 9-11 LV 11-1 LV 1-3 LV 3-4:45

**July SignUp** starts Monday 6-18 7:30p.m.  
Multiple shifts/week signup starts Tuesday 6-19 7:30p.m.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7-2 LV 10-12 LV 12-2 <b>PV 12:30-2:30</b> LV 2-4 <b>PV 2:30-4:30</b> LV 4-6 LV 6-8	7-3 <b>PV 9:45-11:45</b> LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8 <b>PV 6:30-8</b>	7-4 Closed for the Holiday	7-5 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8	7-6 LV 9-11 LV 11-1 <b>PV 12:30-2:00</b> LV 1-3 LV 3-4:45	7-7 LV 9-11 LV 11-1 LV 1-3 LV 3-4:45
7-9 LV 10-12 LV 12-2 <b>PV 12:30-2:30</b> LV 2-4 <b>PV 2:30-4:30</b> LV 4-6 LV 6-8	7-10 <b>PV 9:45-11:45</b> LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8 <b>PV 6:30-8:30 (game pgm)</b>	7-11 <b>PV 9:45-11:45</b> LV 10-12 LV 12-2 LV 2-4 <b>PV 12:30-2</b> LV 4-6 LV 6-8	7-12 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8	7-13 LV 9-11 LV 11-1 <b>PV 12:30-2:00</b> LV 1-3 LV 3-4:45	7-14 LV 9-11 LV 11-1 LV 1-3 LV 3-4:45
7-16 <b>Aug. link @ 7:30pm</b> LV 10-12 LV 12-2 <b>PV 12:30-2:30</b> LV 2-4 <b>PV 2:30-4:30</b> LV 4-6 LV 6-8	7-17 <b>multishift @ 7:30pm</b> <b>PV 9:45-11:45</b> LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8 <b>PV 6:30-8</b>	7-18 <b>PV 9:45-11:45</b> LV 10-12 LV 12-2 LV 2-4 <b>PV 12:30-2</b> LV 4-6 LV 6-8	7-19 LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8	7-20 LV 9-11 LV 11-1 <b>PV 12:30-2:00</b> LV 1-3 LV 3-4:45	7-21 LV 9-11 LV 11-1 LV 1-3 LV 3-4:45
7-23 LV 10-12 LV 12-2 <b>PV 12:30-2:30</b> LV 2-4 <b>PV 2:30-4:30</b> LV 4-6 LV 6-8	7-24 <b>PV 9:45-11:45</b> LV 10-12 LV 12-2 LV 2-4 LV 4-6 LV 6-8 <b>PV 6:30-8</b>	7-25 <b>PV 9:45-11:45</b> LV 10-12 LV 12-2 LV 2-4 <b>PV 12:30-2</b> LV 4-6 LV 6-8	7-26 LV 10-12 LV 12-2 LV 2-4 <b>SV 4-6</b> <b>SV 6-8</b>	7-27 <b>SV 9-11</b> <b>SV 11-1</b> <b>PV 9:30-11:30 (final pgm.)</b> <b>SV 1-3</b> <b>SV 3-4:45</b>	7-28 <b>SV 9-11</b> <b>SV 11-1</b> <b>SV 1-3</b> <b>SV 3-4:45</b>

**August SignUp** starts Monday 7-16 7:30p.m.  
Multiple shifts/week signup starts Tuesday 7-17 7:30p.m.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7-30 <b>SV 10-12</b> <b>SV 12-2</b> <b>SV 2-4</b> <b>SV 4-6</b> <b>SV 6-8</b>	7-31 <b>SV 10-12</b> <b>SV 12-2</b> <b>SV 2-4</b> <b>SV 4-6</b> <b>SV 6-8</b>	8-1 <b>SV 10-12</b> <b>SV 12-2</b> <b>SV 2-4</b> <b>SV 4-6</b> <b>SV 6-8</b>	8-2 <b>SV 10-12</b> <b>SV 12-2</b> <b>SV 2-4</b> <b>SV 4-6</b> <b>SV 6-8</b>	8-3 <b>SV 9-11</b> <b>SV 11-1</b> <b>SV 1-3</b> <b>SV 3-4:45</b>	8-4 <b>SV 9-11</b> <b>SV 11-1</b> <b>SV 1-3</b> <b>SV 3-4:45</b>
8-6 <b>SV 10-12</b> <b>SV 12-2</b> <b>SV 2-4</b> <b>SV 4-6</b> <b>SV 6-8</b>	8-7 <b>SV 10-12</b> <b>SV 12-2</b> <b>SV 2-4</b> <b>SV 4-6</b> <b>SV 6-8</b>	8-8 <b>SV 10-12</b> <b>SV 12-2</b> <b>SV 2-4</b> <b>SV 4-6</b> <b>SV 6-8</b>	8-9 <b>SV 10-12</b> <b>SV 12-2</b> <b>SV 2-4</b> <b>SV 4-6</b> <b>SV 6-8</b>	8-10 <b>SV 9-11</b> <b>SV 11-1</b> <b>SV 1-3</b> <b>SV 3-4:45</b>	8-11 <b>SV 9-11</b> <b>SV 11-1</b> <b>SV 1-3</b> <b>SV 3-4:45</b>

**Library Volunteers (LV)** divide their 2 hour shifts between helping children with summer reading prizes and shelving children's books and movies and doing other light tasks to free our staff to keep up with the summer crowds. **Library volunteer shifts are located at the Mason Public Library.**

**Program Volunteers (PV)** help with setup and cleanup, with activities, crafts, and crowd management. **Most shifts will be located at the Mason Community Center rather than the library. Only Monday shifts will be located at the Mason Public Library.**

**Shelving Volunteers (SV)** help after Summer Reading is over by shelving children's books and movies and doing other light tasks to free our staff to keep up with the summer crowds. You won't be awarding prizes. You might also do a bit of craft prep to help us get ready for fall story times. **Shelving Volunteer shifts are located at the Mason Public Library.**