



WELCOME, VOLUNTEER!

Dear Volunteer,

We are happy to have you as a volunteer at the Manhasset Public Library. Here is some information about what to expect as a volunteer.

Orientation: Summer volunteers are expected to attend one of our two orientation sessions. These sessions will be offered on **Wednesday, June 7 from 6 PM-7 PM** and **Saturday, June 10 from 1 PM-2 PM**. Volunteers should stop by to learn more about volunteer opportunities and sign up for time slots. If you are unable to make it to a session, please let us know so that we can help you schedule your time slots.

Contact: Information about volunteer opportunities will be emailed to the address listed on your volunteer application. All emails will come from the Teen Zone email account, mplteenzone@manhassetlibrary.org. You may use this email address to contact us, or you can call us at (516) 627-2300, ext. 301.

Attendance: All volunteers are expected to show up for the time slots they have signed up for. Please mark your hours on your time sheet each time you come to volunteer. If you are unable to come in for your scheduled shift, please call or email the library at least 24 hours in advance. If you fail to show up for 2 of your scheduled shifts, you will no longer be permitted to volunteer at the library.

Community Service Requirements: The Manhasset Public Library is happy to help you complete community service requirements, and we will do our best to accommodate all volunteers along with their schedules and needs. However, the library cannot guarantee the availability of hours to complete community service requirements. When you have completed your hours, we will provide you with proof of participation.

We appreciate all of your help!

Thank You,
The Manhasset Public Library Youth Services Team



30 Onderdonk Ave. • Manhasset, NY 11030
(516) 627-2300, ext. 301 • mplteenzone@manhassetlibrary.org