



Monterey Park Bruggemeyer Library Junior Friends Volunteer Guidelines

The Junior Friends is a teen volunteer group at the Monterey Park Bruggemeyer Library.

Membership

To become a member of the Junior Friends, teens, ages 14-18, must complete a teen volunteer application. Applications can be picked up from the Reference Desk, at the meetings, or the Junior Friends website.

Meetings

Meetings are in the Friends Room upstairs in the Monterey Park Bruggemeyer Library every second and fourth Friday of the month. (2 meetings per month).

Hours

Volunteer hours are earned by attending and/or contributing to teen related events, including Junior Friends meetings. There will also be occasional opportunities to obtain hours through special assignments. Hours will not be added for unexcused absences.

Note: Volunteers are responsible for tracking their hours. Volunteers may use hours from Junior Friends related services for other clubs, but teens are responsible for completing their hour sheets. To access their hours, they may contact a Junior Friends Board Member or the Junior Friends advisor.

Absences

Volunteers may be excused from meetings or an event you signed up for by giving the Junior Friends President or Junior Vice President ample notice. Volunteers must state the activity they are missing and the reason for the absence.

Requirements

To remain active in the club, volunteers must complete the following:

- At least three (3) hours a month [bimonthly meetings and one (1) teen event]
- Two (2) teen library events per year
- No more than five (5) unexcused absences from meetings

Board

Elections are held in May. Positions available are President, Vice President, Secretary, Publicity Chairperson, and Historian

Website

The Junior Friends website is at <https://www.montereypark.ca.gov/290/Junior-Friends>