



TEEN VIRTUAL VOLUNTEERING

Thank you for your interest in volunteering virtually for the St. Charles City-County Library!

We are excited to offer virtual volunteer opportunities to the teens we serve. We appreciate our volunteers sharing their voices and their time with us through these virtual opportunities.

As a virtual volunteer, you represent the Library. These are the general guidelines:

Stay in Touch:

• *(optional)* **Teens age 13+ may join the Library's Discord server** as a way to submit virtual volunteering projects, receive updates from Library staff, and communicate with other virtual volunteers.

- Your Teen Volunteer Coordinator will send you a link to the Library's Discord Consent Form that you must fill out if you wish to join the server.
- The server is only open to teens and is monitored by Library staff.

• *(optional)* **Teens age 13+ and/or parents/guardians may join their branch's Remind group** for virtual volunteers. Remind is an app that lets you receive reminders/updates via text to your phone.

- Your Teen Volunteer Coordinator will send you an invite link to your branch's Remind group for virtual volunteers.

• **Email is the primary form of communication between volunteers and coordinators.**

Expectations:

• Regularly check your email for communication from your Teen Volunteer Coordinator. Be responsive and timely to that communication.

• Submit volunteer activities via email or Discord (as designated) so they can be counted towards your total hours.

• Exhibit positive, respectful, and professional behavior and communication, especially when interacting with other volunteers or Library staff via Discord.

• If/when using Discord, please follow the rules outlined on the Discord server. Failure to do so will result in banning.

• When submitting artwork or writing/reviews (see next page), make sure they are professional in terms of length, effort, and subject matter. Reviews should be at least a paragraph in length.

Ways to virtually earn volunteer hours are detailed on the next page.



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EARNING VOLUNTEER HOURS

You may choose which activities to do for hours. Most activities may be repeated, although some have a limit for how many credits you can earn. These activities are done on your own time and must be submitted (either via email or Discord) so that your Teen Volunteer Coordinator can keep track of your hours accurately.

You may earn volunteer hour credits by completing any of the following activities:

- **1 hour credit (each): join the Discord server and/or Remind group**
- **1 hour credit: attend and participate in a virtual Library class/event**
 - You must email your Volunteer Coordinator the name, date, and time of the class/event so your attendance can be verified
- **1 hour credit: invite a friend to a virtual Library class/event and have them attend**
 - You must email your Volunteer Coordinator the name, date, and time of the class/event, as well as your friend's name, so their attendance can be verified
- **1 hour credit (max. 30): virtually submit a review of a book, TV show, movie, video game, etc. that is at least a paragraph in length**
 - Reviews may be submitted to your Volunteer Coordinator via email or posted to the appropriate channel on Discord. There are channels for various media to review
 - Reviews may be used in the future on the Library's website or social media*
- **1 hour credit (max. 30): Submit digital or physical art, craft projects, creative writing, poetry, etc.** Virtually-submitted artwork can be digitally-created or can be photos/scans of physical art pieces. Physically-submitted artwork can be turned in at your Library branch.
 - **Digital:** art/writing may be submitted to your Volunteer Coordinator via email or posted to the appropriate channel on Discord. There are channels for various categories of work
 - **Physical:** artwork may be submitted inside the Library or via the book return drop box. If using the drop-box, label your artwork or put it in a labelled folder. Include your name and "Attn.: (Volunteer Coordinator's name)"
 - Art/writing submissions may be used in the future on the Library's website or social media or displayed in-branch*

More virtual volunteer activities are on the next page.



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- **½ hour credit (max. 8): promote or tag the Library or Library classes/events on social media (@VisitMyLibrary on Facebook, Twitter, and Instagram).**
 - To obtain credit, please email a screenshot showing the tag/promotion to your Volunteer Coordinator
- **½ hour credit (max. 8): submit an idea/suggestion for a Library class or event.**
 - Ideas/suggestions may be emailed to your Volunteer Coordinator or posted to the appropriate channel on Discord
- **½ hour credit: interact with other volunteers by providing positive feedback/thoughts on their work via Discord**
 - Please be respectful and make your feedback at least two sentences long to earn credit
- **Teen Volunteer Coordinators may share additional opportunities to earn hours via email, Remind, and/or Discord.**

Your Teen Volunteer Coordinator can send you a copy of your hours and/or sign for them as needed for your records.

*** By submitting artwork or writing as a Library virtual volunteer, you are giving the Library permission to share/display your work on social media, in-Branch or on the Library's website. You will be credited for your work.**

Thank you
for
volunteering!



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