

# Teen Volunteer Handbook



Trenton Veterans Memorial Library

2790 Westfield Rd.

Trenton, MI 48183

734-676-9777

<https://www.trenton.lib.mi.us/>

Created March 2023 AH

# Welcome

Welcome to the Trenton Veterans Memorial Library Teen Volunteer Program! We are so glad you are here.

You will have questions about your role as a teen volunteer. This handbook has been prepared to answer some of the questions for you. If you have a question that is not answered by this handbook please contact Youth Services Librarian, Ashley Hull at [ahull@trenton-mi.com](mailto:ahull@trenton-mi.com).

Also, included in this handbook is the required Teen Volunteer Application, Work Permit, and Skills Survey. Please read through this handbook and submit the required documents to become a teen volunteer.

## Trenton Veteran Memorial Library's Mission

The mission of the Trenton Veterans Memorial Library is to provide and promote public access to information through a quality collection of materials reflecting all viewpoints and services which fulfill educational, cultural, and recreational information needs of the community without discrimination in an atmosphere that is welcoming, respectful, and professional.

## Volunteer Requirements

Teens must be between 14 and 17 years of age to volunteer. A completed application and work permit must be on file before volunteering can start. These forms expire annually, and must be resubmitted in order to continue volunteering.

## Volunteer Guidelines

### **Teen Volunteer Expectations**

As a teen volunteer you are helping assist the library in our ability to best serve the communities of Brownstown, Grosse Ile, Trenton, and Woodhaven. You should take pride in the work you do as a teen volunteer. Treat the volunteer opportunity like a job experience. You are responsible for completing your tasks and showing up for your shifts,

just like for a job. It is up to you to get the most out of your time as a teen volunteer. Please remain friendly, professional, and reliable during your time at the Trenton Veterans Memorial Library.

### **Library Hours of Operation**

Monday - Thursday: 9 am - 8pm

Friday and Saturday: 9 am - 5 pm

Sunday: Closed

### **Attendance**

As a teen volunteer, it is expected and important that you are reliable and consistent with your attendance. Please make sure to show up on time for your scheduled shift. If you are unable to make it for your shift, please notify the library at least 3 hours before your shift is scheduled to start. If you must be late or miss your shift due to an emergency, you must notify the Teen Volunteer Coordinator.

### **Cell Phone Use**

You are allowed to use your cell phone to listen to music. You may occasionally check your phone for any communication. Excessive cell phone use is not allowed during your teen volunteer shift. If you are found to be on your phone for a long period of time instead of completing your volunteer duties, the Teen Volunteer Coordinator has the right to not sign off on your hours.

### **Lanyards**

Volunteer lanyards are to be worn at all times during your shift. The identification is essential for security purposes as it allows access to staff only areas of the library.

### **Time Keeping**

The library keeps records of volunteer hours. All volunteers are required to sign-in and sign-out each time they volunteer. As a reminder, your volunteer shift can only last a maximum of 3 hours per day. Volunteers who submit fraudulent time records shall be terminated from the teen volunteer program.

## **Training**

There is no formal training for the Teen Volunteer Program. Upon arrival for their shift, volunteers will receive instructions from Library Staff to provide them with the information needed to complete their tasks.

## **Customer Services**

As some of the teen volunteer duties require volunteers to be out in the public library space, they may come in contact with patrons. It is important to remain polite and professional at all times. Volunteers are asked to direct all patron inquiries not related to their tasks to a Librarian or library staff member.

## **Dress Code**

While this program does not have a strict dress code, volunteers are required to dress appropriately for a public space. Please abide by the same rules you would for school.

## **Teen Volunteer Coordinator**

If you have any questions regarding teen volunteering, please contact Youth Services Librarian, Ashley Hull at [ahull@trenton-mi.com](mailto:ahull@trenton-mi.com) or 734-676-9777.

# Volunteer's Signature and Acceptance

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Age: \_\_\_\_\_

## Emergency Contact

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**I have read, understand, and agree to the responsibilities of being a teen volunteer as outlined in the Trenton Veterans Memorial Library Teen Volunteer Handbook.**

By signing below, I acknowledge that I have received a copy of the Trenton Veterans Memorial Library Teen Volunteer Handbook. I acknowledge that it is my responsibility to read the Handbook and to become familiar with its contents.

\_\_\_\_\_  
Teen Volunteer Signature Date

\_\_\_\_\_  
Parent/Legal Guardian Signature Date

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### FOR TEEN VOLUNTEER COORDINATOR USE ONLY

Work permit: \_\_\_\_\_

Skills Survey: \_\_\_\_\_

Teen Volunteer Coordinator Initials: \_\_\_\_\_

Date Received: \_\_\_\_\_

# Skills Survey

To ensure that your time as a teen volunteer is best suited to serve both you and the Trenton Veterans Memorial Library, please take this short survey to determine which volunteer tasks you are best suited for.

1. On a scale of 1 to 10, 10 being the most comfortable, rate how comfortable you are at working with craft supplies (i.e. scissors, paint, coloring tools, etc).
2. Do you like to move around or do you prefer more stationary tasks?
3. Are you someone who thrives in a mess or do you like to keep things organized and tidy?
4. How well would you say you are located missing items? Do you enjoy looking for things that are hard to find or do missing items remain missing forever?
5. Lastly, what do you want to help with most as a teen volunteer?

**State of Michigan**  
**Combined Offer of Employment and Work Permit/Age Certificate**  
**CA-6 for minors UNDER 16 years of age**

Permit Number for School Use  (optional)
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Employer Information:

- The employer must have a completed work permit form on file before a minor begins work.
- The employer must always provide competent adult supervision.
- The employer of the minor must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- The employer must return the work permit to the issuing officer upon termination of the minor's employment.

Directions: Please type or print using an ink pen. **See back of this form for summary of requirements.**

**Section I: To be Completed by Minor Applicant**

Name of Minor:		Address:		City:	ZIP:
Age:	Date of Birth Month/Day/Year:	<b>Last Four Digits of Social Security Number:</b>	Contact Telephone Number for Minor:	Application Submitted Electronically: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide email to return approved form:	
Name of School (present or last attended):		Address:		City:	ZIP:
Last Grade Completed: School Status (check one): <input type="checkbox"/> in school <input type="checkbox"/> home schooled <input type="checkbox"/> online/cyber/virtual <input type="checkbox"/> Not Attending				Type of Business (i.e. fast food, retail sales):	
Name of Parent/Guardian (circle one):		Parent/Guardian Telephone:		Parent/Guardian Email Address (optional):	

**Section II: To be Completed by the Employer - Offer of Employment**

Name of Business:		Address:		City:	ZIP:
Earliest Starting Time a.m./p.m.:	Latest Ending Time a.m./p.m.:	Hours per Day:	Number of Days per Week: <b>Not more than 6 days</b>	Total Hours of Employment per Week:	
Applicant's Job Title:	Hourly Wage:	Job Duties/Tasks to be Performed by Minor:		Equipment/Tools to be Used by Minor:	
Signature of Employer: (x)		Title:		Telephone:	Date:

**Section III: To be Completed by School's Issuing Officer – Must be Signed by the Issuing Officer to be Valid**

This is to certify that: (1) this form was properly completed, (2) listed job duties are compliant with state and federal laws and regulations, (3) listed hours are compliant with state and federal laws and regulations, (4) this form was signed by employer, (5) I authorize the issuance of this work permit.	Evidence of Age Confirmed by (issuing officer checks one): <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Arrival in the U.S. <input type="checkbox"/> Driver's License <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> School Record <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Other (describe)	Number of Hours in School Per Week When School is in Session:
	Name of School District:  Address:  City, State, ZIP:  Telephone Number:	Printed Name of Issuing Officer:   Signature of Issuing Officer: (x)

## Summary of Requirements CA-6 MICHIGAN WORK PERMIT AND AGE CERTIFICATE

**Who Needs a CA-6 Work Permit?** A minor who is 14 to 15 years of age who are not specifically exempted and minors 11-13 employed in certain occupations. This completed form permits a minor to be employed only by the employer and at the location listed in Section II. CA-6 Work Permits are valid until a minor turns 18 years of age or graduates as long as the minor works for the same employer. Home schooled students must be issued a work permit from an authorized issuing officer.

**Who Issues the Work Permit?** The issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator, in writing, to act on his/her behalf. The work permit may be issued by the school the minor attends or the school district where the minor resides or will be employed.

**Employment of Minors:** A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by state and federal acts, e.g., construction, slicers, motor vehicle operation, power-driven machinery. The minimum age for employment is 14 years except that a minor 11 years of age or older may be employed as a golf or bridge caddy or youth athletic program referee and a minor 13 years of age or older may be employed in some farming occupations or as a trap-setter. Adult supervision is required.

### **Instructions for Completing and Issuing:**

1. The Minor completes Section I of the CA-6 form.
2. The prospective Employer completes Section II.
3. The Issuing Officer verifies the age of Minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. The Work Permit is issued by the Issuing Officer signing and dating the form in Section III.
5. The Issuing Officer maintains a copy for the school file.
6. The Minor returns the completed form to the Employer **before** beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with Public Act. 306 of 1969.

### **Employer's Responsibilities:**

- Must have a completed work permit form maintained at the minor's worksite **before** a minor begins work.
- Must always provide competent adult supervision.
- Must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- Records required by Public Act 90 of 1978, as amended, must be maintained, and made available for inspection by an authorized department representative.
- Must return the work permit to the issuing officer upon termination of the minor's employment.
- Must post required workplace posters at worksite; Michigan Wage and Hour posters may be downloaded at [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour).

**Issuing Officer's Responsibilities:** A copy of the CA-6 shall be filed in the minor's permanent school file. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

### **Hours of Work Covered by Federal Law (business gross annual sales exceed \$500,000 or interstate commerce):**

Minors 14 and 15 years of age may work:

1. 3 hours a day while school is in session; 8 hours a day on non-school days.
2. 40 hours in a non-school week; 18 hours in a school week.
3. Not before 7:00 a.m., only after school and only until 7:00 p.m., while school is in session.
4. From 7:00 a.m. until 9:00 p.m. during school summer vacation (June 1 - Labor Day).

### **Hours of Work Covered by State Law:** Minors under 16 years of age may work:

1. 6 days in 1 week.
2. A weekly average of 8 hours per day.
3. 10 hours in one day.
4. 48 hours in 1 week, school and work combined.
5. Not more than 5 hours continuously without a 30-minute uninterrupted meal or rest period.
6. Between 7:00 a.m. and 9:00 p.m., but not during school hours.

### **The stricter standard between state and federal law must be followed.**

**Revocation of Permit:** A permit may be revoked by the school issuing officer if: (1) poor school attendance results in a level of schoolwork lower than that prior to beginning employment or (2) the Michigan Department of Labor and Economic Opportunity/U. S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.



**State of Michigan  
 Combined Offer of Employment and Work Permit/Age Certificate  
 CA-7 for minors 16 and 17 years of age**

Permit Number for School Use (optional)
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Employer Information:

- The employer must have a completed work permit form on file before a minor begins work.
- The employer must always provide competent adult supervision.
- The employer of the minor must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- The employer must return the work permit to the issuing officer upon termination of the minor's employment.

Directions: Please type or print using an ink pen. **See back of this form for summary of requirements.**

Section I: To be Completed by Minor Applicant					
Name of Minor:		Address:		City:	ZIP:
Age:	Date of Birth Month/Day/Year:	Last Four Digits of Social Security Number:	Contact Telephone Number for Minor:	Application Submitted Electronically: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide email address to return approved form:	
Name of School (present or last attended):		Address:		City:	ZIP:
Last Grade Completed: School Status (check one): <input type="checkbox"/> in school <input type="checkbox"/> home schooled <input type="checkbox"/> online/cyber/virtual <input type="checkbox"/> Not Attending				Type of Business (e.g., fast food, retail sales):	
Name of Parent/Guardian (circle one):		Parent/Guardian Telephone:		Parent/Guardian Email Address (optional):	

Section II: To be Completed by the Employer - Offer of Employment					
Name of Business:		Address:		City:	ZIP:
Earliest Starting Time a.m./p.m.:	Latest Ending Time a.m./p.m.:	Hours per Day:	Number of Days per Week: <b>Not more than 6 per week</b>	Total Hours of Employment per Week: <b>No more than 24 hours when school is in session and 48 hours when school is not in session</b>	
Applicant's Job Title:	Hourly Wage:	Job Duties/Tasks to be Performed by Minor:		Equipment/Tools to be Used by Minor:	
Will the minor be working under an existing hours deviation granted by the Michigan Wage and Hour Division? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, attach a copy of the approved Michigan hours deviation and retain parent/guardian consent at the worksite.					
Signature of Employer: (x)		Title:		Telephone:	Date:

Section III: To be Completed by School's Issuing Officer – Must be Signed by the Issuing Officer to be Valid		
This is to certify that: (1) this form was properly completed, (2) listed job duties are compliant with state and federal laws and regulations, (3) listed hours are compliant with state and federal laws and regulations, (4) this form was signed by employer, (5) I authorize the issuance of this work permit.	Evidence of Age Confirmed by (issuing officer checks one): <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Certificate of Arrival in the U.S. <input type="checkbox"/> Driver's License <input type="checkbox"/> Hospital Record of Birth <input type="checkbox"/> School Record <input type="checkbox"/> Baptismal Certificate <input type="checkbox"/> Other (describe)	Number of Work Hours Per Week When School is in Session: <b>No more than 24 hours per week</b>
Name of School District:	Printed Name of Issuing Officer:	
Address:		
City, State, ZIP:	Signature of Issuing Officer:	
Telephone Number:	(x)	
		Title:
		Issue Date:

## Summary of Requirements CA-7 MICHIGAN WORK PERMIT AND AGE CERTIFICATE

**Who Needs a CA-7 Work Permit?** A minor who is 16 or 17 years of age and not specifically exempted from the Youth Employment Standards Act (P.A. 90 of 1978). This completed form permits a minor to be employed only by the employer and at the location listed in Section II. Employers must complete a CA-7 for minors who start employment at 16 years of age. CA-7 Work Permits are valid until a minor turns 18 years of age or graduates as long as the minor works for the same employer. Home schooled students must be issued a work permit from an authorized issuing officer. Additionally, 16- or 17-year-old minors currently not attending school who have not met the requirements of graduation, or have not obtained a GED, or have not been emancipated by court order must secure a work permit from an authorized issuing officer.

**Who Issues the Work Permit?** The issuing officer is the chief administrator of a school district, intermediate school district, public school academy, or nonpublic school, or a person authorized by that chief administrator, in writing, to act on his/her behalf. A work permit may be issued by the school the minor attends, the school district where the minor resides, or the district where the minor will be employed.

**Employment of Minors:** A person under 18 years of age shall not be employed in, about, or in connection with an occupation which is hazardous or injurious to the minor's health or personal well-being or which is contrary to standards established by state and federal acts, e.g., construction, slicers, motor vehicle operation, power-driven machinery. **The minimum age for employment is 14 years** except that a minor 11 years of age or older may be employed as a golf or bridge caddy or youth athletic program referee and a minor 13 years of age or older may be employed in some farming occupations or as a trap-setter. Adult supervision is required.

### **Instructions for Completing and Issuing:**

1. The Minor completes Section I of the CA-7 form.
2. The prospective Employer completes Section II.
3. The Issuing Officer verifies the age of Minor using the best available evidence and ensures compliance with state and federal laws and regulations.
4. The Work Permit is issued by the Issuing Officer signing and dating the form in Section III.
5. The Issuing Officer maintains a copy for the school file.
6. The Minor returns the completed form to the Employer **before** beginning work.

The failure or refusal to issue a work permit by the school may be appealed by the minor in accordance with Public Act 306 of 1969.

**Employer's Responsibilities:** The issuance of a work permit does not authorize employment of minors contrary to state or federal laws and regulations.

- Must have a completed work permit form maintained at the minor's worksite **before** a minor begins work.
- Shall keep any approved deviation with parental consent on file at the minor's worksite.
- Must always provide competent adult supervision.
- Must comply with federal, state, and local laws and regulations including nondiscrimination against any applicant or employee because of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability.
- Records required by Public Act 90 of 1978, as amended, must be maintained, and made available for inspection by an authorized department representative.
- Must return the work permit to the issuing officer upon termination of the minor's employment.
- Must post required workplace posters at worksite; Michigan Wage and Hour posters may be downloaded at [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour).

**Issuing Officer's Responsibilities:** A copy of the CA-7 and any Michigan Department of Labor and Economic Opportunity deviation forms shall be filed in the minor's permanent school file. Work permits shall not be issued if the work is hazardous, information is incomplete, or if the minor's employment is in violation of state or federal laws and regulations.

**Hours of Work:** Minors 16 years of age and older may work:

1. 6 days in 1 week.
2. A weekly average of 8 hours per day.
3. 10 hours in one day.
4. 24 hours in 1 week when school is in session and 48 hours in 1 week when school is not in session.
5. Not more than 5 hours continuously without a documented 30-minute uninterrupted meal or rest period.
6. Between 6:00 a.m. and 10:30 p.m., but not during school hours
7. Until 11:30 p.m. Friday and Saturday and when not regularly attending school, e.g., summer vacation.

**Hours Deviations:** At any time, an employer may apply through the Michigan Wage and Hour Division for a General Hours or an Individual Hours Deviation allowing the minor to start work before and end work after the times allowed by the act. The number of hours a minor may work during a day or week remains the same.

**Michigan Youth Employment Standards Act (P.A. 90 of 1978):** For information about the law, rules, and regulations contact the Michigan Department of Labor and Economic Opportunity, Wage and Hour Division; PO Box 30476, Lansing, MI, 48909, phone 517-284-7800, [www.michigan.gov/wagehour](http://www.michigan.gov/wagehour) .

**Federal Fair Labor Standards Act:** For information about federal child labor provisions contact the U.S. Department of Labor, Wage and Hour Division, at 1-866-4USWAGE or [www.youthrules.dol.gov](http://www.youthrules.dol.gov).

**Revocation of Permit:** A permit may be revoked by the school issuing officer if: (1) poor school attendance results in a level of schoolwork lower than that prior to beginning employment or (2) the Michigan Department of Labor and Economic Opportunity/U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations. Any minor who has a permit revoked shall be informed of the appeal process by the school.