



# TEEN VOLUNTEER APPLICATION

222 E. Eleven Mile Road, Royal Oak MI 48067

Teen Volunteer Coordinator: Emily Ellison emilyellison@ropl.org or (248) 246-3716

Name \_\_\_\_\_ Date \_\_\_\_\_

(Last) (First)

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Emergency  
Contact \_\_\_\_\_ Phone \_\_\_\_\_

Positions Available (Put a check mark where you would like to volunteer)

- Youth services program helper
- Youth services program prep
- Youth services shelf reading
- Summer Reading craft prep
- Summer Reading Opening Day

- Summer Readers' Fair
- Summer Reading Book Distribution
- Used book sale (March)
- Butterfly garden (seasonal)

### Parental Permission:

- You must be at least **14** years old to volunteer for the library and have a valid work permit from your school.

If you are under 18, please have a parent guardian sign the following:

I (print), \_\_\_\_\_, parent legal guardian, grant permission for  
(print) \_\_\_\_\_ to volunteer at the Royal Oak Public Library.

\_\_\_\_\_  
Parent/Legal Guardian signature Phone Date

\_\_\_\_\_  
Parent/Legal Guardian Email

Please return this form to the circulation desk. Someone will contact you soon. Thank you for your interest in volunteering at Royal Oak Public Library!

### LIBRARY USE ONLY

Date received: \_\_\_\_\_ Date

contacted: \_\_\_\_\_

Application copied, routed to:

\_\_\_\_\_  
Notes:

## **Teen Volunteer Position Descriptions**

**Youth Services program helper:** Assist the librarian with program set up, helping with crafts and projects, and cleanup of special youth programs.

**Youth Services program prep:** Prepare crafts for youth programs. Tasks may include scissor cutting, Ellison die cut, cleaning toys, and more.

**Youth Services Shelf Reading:** Shelf reading is required to maintain the proper order within the collections. Generally the nonfiction collections require more shelf reading attention.

**Summer Reading Program Opening Day:** Staff the craft tables outside on the library lawn for Summer Reading opening day. SR opening day is usually scheduled on the second Saturday in June. Two-hour shifts are available from 10:00 AM to 2:00 PM.

**Youth Summer Reading Program - June and July:** Prepare crafts for and assist with youth programs.

**Summer Readers' Fair:** Scheduled in the last week of July. Assist with children's carnival-type games on the library lawn. Help clean up and stay for pizza after the fair.

**Summer Reading Book Distribution:** Help with the free book distribution during the last week of July and first week of August. Daily two-hour shifts available from 10:00 AM to 8:00 PM for the two weeks.

**Used book sale:** Assist with setup, restocking, and packing up of the March book sale. Positions available through the week in coordination with the Friends of the Library.

**Butterfly garden (seasonal):** Weeding, help with planting, general garden maintenance.

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Volunteer openings may vary based on the needs of the library. Filling out an application does not guarantee placement as a volunteer. Teen volunteers work in the youth services department and/or teen area.

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)

Employer Information:

- The employer must have a completed front and back pink work permit form on file **before** a minor begins work.
- The employer or an employee who is 18 years of age or older must provide competent adult supervision at all times.
- 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 black ink pen. ALL FIELDS MUST BE COMPLETED. Back of this form must have summary of requirements.

**Section I: Each Box must be Completed by Minor Applicant and Parent/Guardian**

Name of Minor:	Address:	City & ZIP:
Age:	Date of Birth (MM/DD/YYYY):	Last 4 Digits of Soc. Number
Name of School (present or last attended):	School Address:	City & ZIP:
Last Grade Completed:	School Status (check one):	Type of Business (i.e., fast food, manufacturing):
<input type="checkbox"/> in school <input type="checkbox"/> home school <input type="checkbox"/> online/cyber/virtual school <input type="checkbox"/> not attending school		
Signature of Minor:	Parent/ Guardian Name (check one):	Parent/Guardian Telephone:

**Section II: Each Box must be Completed by the Employer - Offer of Employment**

Name of Business:	Address:	City & ZIP:
Earliest Starting Time (Mon-Fri)	Latest Ending Time:	Hours per Day
No earlier than determined	7:00 pm (Labor Day - June 1)	No more 8 hours (Sat-Sun)
By the local public school district	9:00 pm (June 1 - Labor Day)	When school not in session
When school is in session		
No earlier than 7:00 am (Sat-Sun)		
Number of Days per Week:	Total Hours of Employment:	
Not more than 6	No more than 3 hours per day after school (Mon-Fri)	
	No more than 40 hours a week during non-school weeks	
Applicants Job Title:	Hourly Wage:	Name of Job Duties/Tasks to be Performed by the Minor:
Volunteer	N/A	Assist in Youth Dept.
		Name Equipment/Tools to be Used by Minor:
		Ellison Die Cut, Sometimes
Signature of Employer:	Title:	Telephone:
	Youth Librarian	(248) 246-3716
		Date:
		3/20/19

**Section III: Certification**  
 Each Box must be Completed by a Michigan School's Issuing Officer - Must be Signed by the Issuing Officer to be Valid

This is to certify that: (1) the minor personally appeared before me, (2) this form was properly completed, (3) listed job duties are in compliance with state and federal laws and regulations, (4) listed hours are in compliance with state and federal laws and regulations, (5) this form was signed by student and employer, and I authorize the issuance of this work permit.

Evidence of Age confirmed by (Issuing officer checks one):

Birth Certificate  
 Driver's License  
 School Record  
 Certificate of Arrival in U.S.  
 Hospital Record of Birth  
 Baptismal Certificate

Other (Describe):

Number of Work Hours per week, when School is in Session: **No more than 18 work hours per week when school is in session**

Name of School District:	Address:	City, State, and ZIP:	Telephone:
Signature of Issuing Officer:	Title:	Printed Name of Issuing Officer:	Issue Date:

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

The **Minimum Age for Employment is 14 years** except that a minor 11 years of age or older may be employed as a youth athletic program referee or umpire for an age bracket younger than his/her own age or as a golf or bridge caddy; 13 years of age or older may be employed to perform services which entail setting traps for formal or informal trap, skeet and sporting clays shooting events or in some farming occupations described in section 4(3) of the Youth Employment Standards Act 90 of 1978. **Adult supervision is required, at all times.**

**Who Needs a CA-6 Pink Work Permit?** A minor under 16 years of age attending any type of schooling (**including but not limited to home school – cyber school – online school – virtual school**) or not attending school or is an out of state resident and not specifically exempt from the Youth Employment Standards Act (P.A. 90 of 1978) sections **409.116; 409.117; 409.118; 409.119**. This completed (all sections I, II, III) Pink CA-6 work permit allows a minor to be employed, only by the employer at the location, listed in Section II; therefore, **minor shall not begin** employment in an occupation regulated by this act until the person proposing to employ the minor procures and keeps on file at the place of employment a completed original pink CA-6 which is valid **until minor turns 18 or graduates**, as long as the minor works for the same employer.

**Who Issues the Work Permit?** A State of Michigan 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.

**Employment of Minors:** A minor under 18 years of age shall not be employed in, about, or in connection with an occupation that is hazardous or injurious to minor's health or personal well-being or which is contrary to standards established by state and federal acts, (i.e., construction, slicers, motor vehicle operation, power-driven machinery).

**Instructions for Completing and Issuing:**

1. The Minor obtains the pink CA-6 from a State of Michigan Issuing Officer of the school district and completes Section I.
2. The Minor takes the pink CA-6 to the Person/Employer proposing to employ the minor to complete Section II.
3. The Employer/Person gives the pink CA-6 back to the minor to return to the State of Michigan Issuing Officer who verifies age of minor (using best available evidence **409.105 of Public Act 90 of 1978**) and ensures compliance with state and federal laws and regulations.
4. The State of Michigan Issuing Officer, after reviewing all information in Sections I, II and III then sign and date in Section III.
5. The State of Michigan Issuing Officer makes copy of CA-6 and places copy in minor's permanent school file and returns original to the minor.
6. The Minor gives completed original pink CA-6 Work Permit to the Employer/Person listed in Section II **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 pink CA-6 work permit, front and back, form **before** a minor begins work.
- Must keep the original pink work permit, front and back, form at the place of employment.
- Must provide, at all times, supervision (ongoing instruction and guidance) by the employer or an employee who is 18 years of age or older.
- 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.
- Must maintain adequate time records including number of hours worked each day along with starting and ending times required by Public Act 90 of 1978, as amended, and be made available for inspection by an authorized representative of the department.
- Must return the work permit to the issuing officer upon separation of the minor's employment.
- Must post required work place posters at work site which may be downloaded at the Office of Career and Technical Education website ([www.michigan.gov/octe](http://www.michigan.gov/octe)).

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

**14 and 15 Year Old work hours covered by Federal Law (business gross annual sales exceed \$500,000 or interstate commerce):**

1. No more than 3 hours a day on school days (Monday - Friday) after school while school is in session
2. No more than 8 hours a day on non-school days.
3. No more than 18 hours a week during a school week.
4. No more than 40 hours a week during non-school weeks.
5. Not before 7:00 a.m. and no later than 7:00 p.m. (September Labor Day – June 1).
6. Not before 7:00 a.m. and no later than 9:00 p.m. (June 1 – September Labor Day).

**14 and 15 Year Old work hours covered by State Law:**

1. No more than 6 days in one week.
2. Not employed during school hours.
3. Not more than 5 hours continuously without a documented and uninterrupted meal or rest period, at least 30 minutes or more.

**Hours Deviations:** At any time an employer may apply through the Office of Career and Technical Education for a General Hours or an Individual Application for Hours Deviation.

**Michigan Youth Employment Standards Act (P.A. 90 of 1978):** For information about the law, rules, and regulations contact the Office of Career and Technical Education, PO Box 30712, Lansing, MI, 48909, phone 517/373-3373, [OCTE Website \(www.michigan.gov/octe\)](http://www.michigan.gov/octe) and click on 'Youth Employment'.

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

**Revocation of Permit:** A permit may be revoked by the school issuing officer if: (1) poor school attendance results in a level of school work lower than that prior to beginning employment or (2) the Michigan Department of Education/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.