



City of Bloomington  
**Volunteer  
Network**

[www.bloomington.in.gov/volunteer](http://www.bloomington.in.gov/volunteer)

# TEEN VOLUNTEER GUIDE

- STRENGTHEN COMMUNITY TIES
- GET BEHIND THE SCENES
- LEARN SOMETHING NEW
  - BUILD YOUR RESUME
  - GAIN PERSPECTIVE
  - BEAT BOREDOM
  - FILL A NEED
  - **VOLUNTEER**



**WHEN YOU VOLUNTEER, YOU LEARN  
MORE ABOUT YOUR COMMUNITY,  
HOW IT WORKS, AND WHO IS OUT  
THERE MAKING THINGS HAPPEN**

**GET IN ON THE INSIDE.**

[WWW.BLOOMINGTON.IN.GOV/VOLUNTEER](http://WWW.BLOOMINGTON.IN.GOV/VOLUNTEER)

# The Volunteer's Bill of RIGHTS & *Responsibilities*

<b>It is your right:</b>	<b>It is your responsibility:</b>
1. To be assigned a task that is worthwhile and challenging.	1. Not to take on more responsibility than you can handle.
2. To receive the orientation, training and supervision needed to do the job.	2. To meet time commitments or to provide notice so alternative arrangements can be made.
3. To feel that your efforts have real purpose and contribute to the organization's mission.	3. To perform the tasks assigned to you to the best of your ability.
4. To receive useful feedback and evaluation on the volunteer work that you perform.	4. To provide input on ways your tasks might be better performed.
5. To be treated with respect and as an equal partner within the organization.	5. To follow organizational policies and procedures.
6. To be trusted with confidential information necessary to carry out your job.	6. To respect those confidences entrusted to you.
7. To be kept informed about relevant matters within the organization.	7. To be open-minded and respectful toward opinions shared with you.
8. To expect that your time will not be wasted because of poor planning or poor coordination by the organization.	8. To notify the organization in advance of absences or schedule changes that may affect them.
9. To ask any questions that will clarify a task or assignment.	9. To accept reasonable tasks without complaints.
10. To give an organization input or advice on how to better accommodate the needs of their future volunteers.	10. To communicate and work with others in the organization if the task calls for it.

# How do I use this guide?



*It takes effort and self-motivation to find a volunteer opportunity that is right for you, but it doesn't have to be difficult.  
Follow these 7 easy steps and you'll be on your way!*

## 1. Think about why and where you'd like to volunteer.

Consider what you're good at, how you like to spend your time and what you care about. After considering these questions, fill out the Pre-Volunteering Worksheet in this booklet. The worksheet is a tool to help you clarify your goals and interests. Completing the worksheet will help you determine how and where you should volunteer to ensure the best experience possible.

## 2. Check out the volunteer listings online and get your pen ready.

Review the listings included online at [bloomington.in.gov/volunteer](http://bloomington.in.gov/volunteer). Note listings that reflect the preferences you have identified on your Pre-Volunteering Worksheet. Don't see what you like? Volunteer Opportunities are updated daily.

## 3. Call the organization.

Use the contact information provided to make contact with the organization that you are interested in learning more about. Ask to speak to the Volunteer Coordinator. Managers of volunteers are often busy, so keep trying! If you leave a message, speak slowly and clearly. Tell them your name, age, phone number, that you are interested in volunteering and when they can reach you. NOTE: If there is no designated Volunteer Coordinator, ask to speak with someone about the organization's volunteer program.

## 4. Ask questions.

When you speak to the Volunteer Coordinator, be confident - tell them about yourself, then ask questions such as:

- What does your organization do and who do you serve?
- What type of volunteer work is available for youth? Is training provided?
- Where are you located? (Is it convenient to your home or school?)
- How long of a commitment is required? What is the schedule? (Do you have time?)

## 5. Set up an appointment to visit the organization.

The Volunteer Coordinator may want to interview you before you start. Give the best impression of who you are and what you can do for the organization. You may even suggest your own ideas about your talents and how to put them to use.

## 6. Share your personal goals with the Volunteer Coordinator.

You and the Volunteer Coordinator may want to define and write down both the organization's and your expectations and goals for this volunteering experience. This will help ensure that both of your expectations are clear.

## 7. Start volunteering!

If after getting all of this information, the organization still sounds like a good place for you, then make a commitment and....

Go for it!

# Teens Pre-Volunteering Worksheet



Who wants to be a volunteer?! We're guessing since you picked up this flyer YOU do! So take some time now to figure out the best way to get involved. When answering the following questions, put some thought into your responses as this will be the information that points you toward the type of volunteer position you should pursue.

## 1. Why do you want to volunteer?

This can be a complex question to answer, but it is important BEFORE volunteering that you understand your own motivation. Some common reasons for volunteering are: *school requirement, parent requirement, meet new people, want to give back to the community, learn new skills, practice skills or talents, too much time on your hands, gain experience to help determine future career choices*

What are your reasons? Write them down so you can refer back to them later.

## 2. Create an hourly schedule for your average week.

**Step 1.** Place a red X through any timeslot that already has a definite time commitment - do this for each day - things like school, soccer practice, music lessons, etc.

**Step 2.** Shade those slots where you have a flexible time commitment with yellow.

**Step 3.** Fill in the open time slots with green.

This may take some time and effort, but before you take on a new responsibility you need to know when you have time available and how much time you are willing to commit.

	TIME	MON	TUES	WEDS	THURS	FRI	SAT	SUN
AM	8-9							
	9-10							
	10-11							
	11-12							
	12-1							
PM	1-2							
	2-3							
	3-4							
	4-5							
	5-6							
	6-7							
	7-8							
	8-9							

### 3. When you think of helping in your community, what area or issues would you like to be involved in most?

- *Animals*
- *Arts and Culture*
- *Childcare*
- *Computers and Technology*
- *Disabilities Services*
- *Education*
- *Environment and Outdoors*
- *Food and Meal Services*
- *Health and Hospital Services*
- *Housing and Homelessness*
- *Human Services*
- *Legal/Advocacy Services*
- *Media*
- *Multicultural and Language Services*
- *Office and Clerical*
- *Recreation and Sports*
- *Senior Citizen Services*
- *Skilled Trades*
- *Special Events*
- *Tutoring and Mentoring*
- *Women*
- *Youth*
- *...any others?*

Circle the three areas that are of most interest to you and record them below in order of preference.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### 4. What would you like to do in your free time?

Some ideas to get you started:

- *read books*
- *talk to people*
- *take care of animals*
- *work in a garden*
- *play games*
- *do an art project*
- *use the computer*
- *work on a cleaning project*
- *perform (sing, dance, act in skits)*
- *visit with people*
- *teach someone a skill or talent*
- *office work*
- *help plan a party or event*
- *organize a neighborhood improvement project*
- *prepare or serve a meal*
- *help produce a video*
- *shop/run errands*
- *or any other activity that you enjoy!*

Circle three that you would enjoy the most and put them in order of preference below. (If there is something that you're interested in that was not on the list, write it down!)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

### 5. How will you get to your volunteer job?

Will you be going by bus, bike, car or foot?

Look at a map. Pinpoint where you live or the location that you will be leaving to get to your volunteer job. Then draw boundaries around the areas you can get to conveniently using the transportation available to you.

### 6. Sum it up! Why, when, who, what and where...

Your outline for the ideal opportunity for you.

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## What are some other volunteering resources that are available for teens?



- **City of Bloomington Volunteer Network Website** Local information about how to get involved as a teen volunteer in Bloomington and Monroe County. The site includes special information about grants, funding and scholarships for teens involved in community service and volunteerism.  
[www.bloomington.in.gov/volunteer](http://www.bloomington.in.gov/volunteer)
- **Presidential Volunteer Service Awards** Earn an award for the service hours that you contribute to the community. The City of Bloomington Volunteer Network is a certifying agency for this award in Bloomington and can answer any questions you may have, including eligibility requirements.  
[www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov)
- **Do Something** A national non-profit organization that believes young people have the power to change the world. Sponsors the annual BRICK Award for Community Leadership. Join Do Something today!  
[www.dosomething.org](http://www.dosomething.org)
- **Points of Light Foundation** Service is a powerful tool for connecting young people to their communities, and a win-win opportunity for young people, agencies and communities. [www.pointsoflight.org](http://www.pointsoflight.org)
- **Teen Ink** Whatever you might be looking for, Teen Ink's resources are a great place to start. This collection of sites offers the best of the Web for teens.  
[www.teenink.com/Resources/CommunityR.html](http://www.teenink.com/Resources/CommunityR.html)
- **Youth Service America** (YSA) is a resource center and the premier alliance of 200+ organizations committed to increasing the quantity and quality of opportunities for young Americans to serve locally, nationally or globally.  
[www.ysa.org](http://www.ysa.org)
- **Youth Venture** By earning community respect, teens can transform themselves and society.  
[www.youthventure.org](http://www.youthventure.org)

# President's Volunteer Service Award

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Earn an award through service to your community. Every hour of volunteer service that you perform over the course of a year can be counted towards your award total. Millions of students volunteer every day improving communities and making America a more just society.

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## YOUTH AGES 14 AND UNDER

- Bronze Award → 50 hours
- Silver Award → 75 hours
- Gold Award → 100 hours

## YOUTH AGES 15 TO 18

- Bronze Award → 100 hours
- Silver Award → 175 hours
- Gold Award → 250 hours

\* Individuals over 18 years of age: Bronze – 100 hours, Silver – 250 hours, Gold – 500 hours.

## The Lifetime of Service Award

- All Ages - 4,000 hours or more of volunteer service (over a lifetime).

## Award recipients receive:

- An official President's Volunteer Service Award pin
- A personalized certificate of achievement and a note of congratulations from the President of the United States
- A letter from the President's Council on Service and Civic Participation
- An official City of Bloomington Award pin and a letter of congratulations from the Mayor

For more information contact the City of Bloomington Volunteer Network at 349-3472 or [volunteer@bloomington.in.gov](mailto:volunteer@bloomington.in.gov)

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