Teen Service Hours

The library does not provide service hours for court mandated issues. Hours are given out at the discretion of the library staff. If we deem your work to be insufficient or inappropriate, library staff can reject submissions. **We do not provide Service Hours forms. They must come from your school or organization.**

All virtual Service Hour forms can be brought in to the YS Circulation Desk for signature confirmation after Service Hours have been confirmed by us via email. **We will try to confirm virtual service hours within 48 hours via email, but cannot guarantee the time frame.**

All in-person Service Hour forms can be brought in the day of the program or any time after. They will not be signed until the end of the program at which you are helping out.

Anyone in grades 6-12 can participate in our service hour opportunities, unless otherwise noted.

Virtual Service Hour Opportunities

- Select a project from the list below.
- Follow **all** the directions for each project.
- Submit an email with your finished work to shpl.ys@gmail.com! Use the phrase **Virtual Service Hour** in the Subject line.
- Each individual Virtual Service Hour opportunity has its own limit to how many hours you can earn from it. You can do multiple opportunities. (Example: you can do 3 Your Picks, 5 Letters to Elders, and 3 Write Ups to gain 11 hours of service.)

Section 1: Recommending to Others

Your Picks: Teen Video Edition (Limit 3 Submissions/3 Service Hours)

Do you like to recommend things to friends? Do you like making videos? If the answer is yes, then we've got a service hour opportunity for you.

o Create a 1-5 minute video where you do a review of your favorite teen book, teen video game, teen movie or teen TV show. (Books read for class will not be accepted for service hours.) **All reviews must be about YA items from the Library's collection, meaning it must be Teen/YA and the South Holland Public Library MUST own it in the YA collection.** If you are unsure if it counts, ask one of the librarians and we'll be happy to check for you.

o Your goal is to try to persuade people to check out the item you're reviewing. Tell them a little bit about the story (**<u>no spoilers</u>**) and why it's so amazing. Use your own words. Do not read the summary off the back of the item or one you picked up online.

o For every approved video you do, you'll receive one service hour from the library. (Limit 3)

o All videos must be library appropriate.

o When recording be sure you use standard definition (don't send videos over 200,000KB). Submitted videos may be posted on the library's website and social media at staff's discretion, so by sending them to us you are giving us permission to use your material and likeness.

o Submit your videos by sending us a Google Cloud link; email shpl.ys@gmail.com.

o Be sure you do not have any copyrighted material in your videos. (This includes but isn't limited to: music, video clips, photos, etc.; if you aren't sure how to avoid it, ask a librarian.)

o You can do more than one video (up to 3), but each review submitted must cover a different item. Each video must also be on different items than your Write-Ups and/or Bookstagrams, if you choose to do those options as well.

- **Be sure that you include your name, grade, and which service hour program you are submitting work for (in this case Your Picks) in every email you send us.** (It's like making sure your name is on your paper for school before turning it in.) If you do not have your name on your work, you will not receive credit for it. Do not add this information to the subject line of the email. Please add it to the actual body of the email.
- After a video has been submitted and approved via email, we will be able to sign your service hours form.

Teen Write-Ups (Limit 3 Submissions/3 Service Hours)
Have you read, watched, or played something amazing lately?

- Write up a paragraph review **(at least 7 sentences)** about a teen book, teen video game, teen movie or teen TV show. (Books read for class will not be accepted for service hours.) **All reviews must be about YA items from the Library's collection, meaning it must be Teen/YA and the South Holland Public Library MUST own it in YA.** If you are not sure if your item will count, please ask one of our librarians. We'll be happy to check for you.
- All reviews should start with the title of the item, the author (for books), and format of item. This is the "title" of your review and does not count as one of your sentences. Examples "The Hunger Games by Suzanne Collins – Book", "Super Smash Bros for Nintendo Switch", "Spiderman Homecoming – Blu-Ray"
- Your goal is to try to persuade people to go check out what you've wrote about. Tell them a little bit about the story (no spoilers) and why it's so amazing. Your paragraph must be written in your own words.
- For every write-up you do (up to 3) and that is approved, you'll receive one service hour from the library.
- All write-ups must be library appropriate. Submitted write-ups may be posted on the library's website and social media at staff's discretion, so by sending them to us you are giving us permission to use your material.
- Send all write-ups to shpl.ys@gmail.com.
- After a write-up has been submitted and approved via email, we will be able to sign your service hours form.

- You can do more than one write-up (up to 3), but each paragraph submitted must be about something different. Each Write Up must also be on different items than your Bookstagrams and/or Your Pick Videos, if you choose to do those options as well.
- **Be sure that you include your name, grade, and which service hour program you are submitting work for (in this case Write-Ups) in every email you send us.** (It's like making sure your name is on your paper for school before turning it in.) If you do not have your name on your work, you will not receive credit for it. Do not add this information to the subject line of the email. Please add it to the actual body of the email.

Teen Bookstagrams *(Limit 3 Submissions/3 Service Hours)*

Do you love Instagram? Do you love to read? Why not mix the two together and earn service hours for it?

- Read a teen book from the Library's collection then create a Bookstagram for us to post on the library's account. Books read for class will not be accepted for service hours. **All reviews must be about Teen/YA books and the South Holland Public Library MUST own it in the YA collection.** If you are not sure if your item will count, please ask one of our librarians. We'll be happy to check for you.
- Not sure what a Bookstagram is? Check out the library's Instagram account and see examples of what others have done.
- Each post needs a photo with a teen/YA book in it. Be as creative as you can. Please don't just send us a picture of the book by itself. Try to make a cool background, add props, or use photo editing. You will also write a short review (at least 5 sentences) on why it's such a great read and why others should read it too.
- Each photo needs to be submitted in a PDF or jpeg form. Your review should be written up in an email.
- For every Bookstagram you do and get approved (up to 3), you'll receive one service hour from the library.
- All posts must be library appropriate.

- Submitted work may be posted on the library's website and social media at staff's discretion, so by sending them to us you are giving us permission to use your material.
- Send all photos and reviews to shpl.ys@gmail.com.
- After a Bookstagram has been submitted to us and approved via email, we will be able to sign your service hours form.
- You can do more than one Bookstagram (up to 3) but each one submitted must be about a different YA book. Each Bookstagram must also be on different items than your Write-Ups and/or Your Pick Videos, if you choose to do those options as well.
- **Be sure that you include your name, grade, and which service hour program you are submitting work for (in this case Bookstagrams) in every email you send us.** (It's like making sure your name is on your paper for school before turning it in.) If you do not have your name on your work, you will not receive credit for it. Do not add this information to the subject line of the email. Please add it to the actual body of the email.

Section 2: Helping Out Across the World

- Select an organization from the list below.
- Follow the requirements on our website and the organizations' websites to complete volunteer work. (Find all the websites links for each organization below.)
- Choose one organization (project) or a few to receive volunteer hours.
- For each activity that you complete, take a clear photo of your finished volunteer project (example: letter, transcription etc.), upload it to an email and send it to shpl.ys@gmail.com. No selfies required.
- Copying your work text from the organizations' websites and pasting it into an email is also acceptable. We just need to see your fully completed work, or no credit can be given.
- Be sure that your name is in the email that you send us. No name equals no service hour credit.

The Organizations:

- **Love for Our Elders** (Limit 5 Submissions/5 Service Hours)
  Make someone's day a little brighter! Hand-write letters to residents in senior facilities.
  - Check out https://loveforourelders.org/letters and follow the instructions on their page to write and send a letter. **(Note they request that you write to one of their elders, not just an anonymous letter. They also request that it be decorated and not just words on notebook paper. Make sure that the body of your letter (your main paragraph) is at least 7 sentences long. Your opening "Dear" and closing "Your Friend" do not count as one of your 7 sentences.)**
  - Send a clear photo of your letter to shpl.ys@gmail.com. Be sure that we can see your full letter or we will not be able to give you credit. Since these are all handmade, a photo is required for this project. If you are having trouble sending a photo, contact shpl.ys@gmail.com.
  - For each approved letter that you send to us, you'll earn 1 hour of service time. (up to 5)
  - After a finished project has been submitted and approved via email, we will be able to sign your service hours form.
  - You can do more than one letter (up to 5).
  - **Be sure that you include your name, grade, and which service hour program you are submitting work for (in this case Love for Our Elders) in every email you send us.** (It's like making sure your name is on your paper for school before turning it in.) If you do not have your name on your work, you will not receive credit for it. Do not add this information to the subject line of the email. Please add it to the actual body of the email.
  - Please be sure to send the organization your finished letters by following their guidelines on their website.
- **By the People** (Limit 5 Submissions/5 Service Hours)
  Help the Library of Congress make documents searchable in their catalog. You will assist in transcribing original items. Anyone can transcribe and an account is not needed.
  - Check out https://crowd.loc.gov/help-center/welcome-guide and follow the instructions on their page to transcribe a document. **Be sure that you are choosing longer documents to transcribe (at least two thirds of a page**

long/150 words long). Sending us something that is only a sentence or two long is not going to earn you any time.

- Send a clear photo of your work and what you transcribed to shpl.ys@gmail.com. **Be sure that we can see everything that you worked on**. If you need to copy and paste your transcription into the email, that is ok. We just need to be sure that you completed the full transcription.
- For each transcription that you send to us, you'll earn 1 hour of service time. (up to 5)
- After a finished project has been submitted and approved via email, we will be able to sign your service hours form.
- You can do more than one transcription. (up to 5)
- **Be sure that you include your name, grade, and which service hour program you are submitting work for (in this case By the People) in every email you send us.** (It's like making sure your name is on your paper for school before turning it in.) If you do not have your name on your work, you will not receive credit for it. Do not add this information to the subject line of the email. Please add it to the actual body of the email.
- **Smithsonian** Digital Volunteers: Transcription Center (Limit 5 Submissions/5 Service Hours)
  Become a Smithsonian Digital Volunteer and help us make historical documents and biodiversity data more accessible.
  - Check out https://transcription.si.edu/ and follow the instructions on their page to transcribe a document. **Be sure that you are choosing longer documents to transcribe (at least two thirds of a page long/150 words long).** Sending us something that is only a sentence or two long is not going to earn you any time.
  - Send a clear photo of your work and what you transcribed to shpl.ys@gmail.com. **Be sure that we can see everything that you worked on**. If you need to copy and paste your transcription into the email, that is ok. We just need to be sure that you completed the full transcription.
  - For each transcription that you send to us, you'll earn 1 hour of service time. (up to 5)
  - After a finished project has been submitted and approved via email, we will be able to sign your service hours form.

- You can do more than one transcription (up to 5).
- **Be sure that you include your name, grade, and which service hour program you are submitting work for (in this case Smithsonian) in every email you send us.** (It's like making sure your name is on your paper for school before turning it in.) If you do not have your name on your work, you will not receive credit for it. Do not add this information to the subject line of the email. Please add it to the actual body of the email.

Hybrid In-Person Programming

The library does not provide service hours for court mandated issues. Hours are given out at the discretion of the library staff. If we deem your work to be insufficient or inappropriate, library staff can reject submissions. We do not provide Service Hours forms. They must come from your school or organization. All Service Hour forms can be brought in to the YS Circulation Desk for signature confirmation after Service Hours have been turned in and approved by a librarian. Anyone in grades 6 -12 can participate in our hybrid service hour opportunities. No registration is required for hybrid in-person programing. These programs are monthly and go while kits last.

Take, Make, and Bring Back

Directions:

- Pick up your kits at the YS Circulation Desk, while supplies last. Hurry, they go FAST!
- Be sure to follow ALL instructions in your kit to earn service hours.
- You may only have 1 kit out at a time. Once you return your finished kit, you can take another one.

Quarter 1: Doggie Tug Toys (8/15-10/13)

- Hours Earned: 1/2 Per toy (you may do up to four)
- Grades 6-12

- Follow the instructions provided to create a toy for a dog waiting for a forever family.
- Returned dog toys will be donated to the Homewood Humane Society.

Quarter 2: Winter Mittens (10/16-12/22)

- Hours Earned: 1/2 Per pair (you may do up to four)
- Grades 6-12
- Follow the instructions provided to create.
- Returned mittens will be donated to Restoration Ministries.

In-Person Opportunities

Teen MicroPantry Food Collectors

Be a pantry collector. Go around to your friends and family. Set up a collection box. Do whatever works best for you to collect nonperishable goods for the library's little free food pantry.

- You cannot buy the food yourself (no money is to be spent by you)
- For every 10 approved nonperishable food item that you collect and donate to the library you will receive 1 hour of service time. (Up to 30 items for 3 hours.)
- Donated food must be in its original packaging and cannot be open, expired, or split up. (Example: Each individual pudding cup does not count as one item, when they come in a pack together. Each bag of popcorn in a box is not counted separately. Etc.)
- You can only earn 3 hours from this opportunity during each semester.
- Ongoing / No Registration Needed
- Be sure to bring your donations to the YS Circulation Desk in order to be counted.

Teen Comfort Item Collectors

Go around to your friends and family. Set up a collection box. Do whatever works best for you to collect comfort items for library patrons' use. Comfort items can include diapers/wipes, feminine items, personal hygiene supplies (travel-sized toothbrushes/toothpaste, deodorant, hand sanitizer, etc.)

- You cannot buy the items yourself (no money is to be spent by you)
- For every 10 approved items that you collect and donate to the library, you will receive 1 hour of service time. (Up to 30 items for 3 hours.)
- Donated food must be in its original packaging and cannot be open, expired, or split up. (Example: Each individual diaper does not count as one item when they come in a pack together. Each feminine item in a box is not counted separately.)
- You can only earn 3 hours from this opportunity each semester.
- Ongoing / No Registration Needed
- Be sure to bring your donations to the YS Circulation Desk in order to be counted.

YS Volunteer At-Large (VolunTeens)

(Tasks performed will vary week-to-week, from craft kit prep to toy cleaning, cutting bookmarks to collection maintenance. You will be working with a librarian during these programs.)

Children's Program Helpers

Want to help out in a Youth program and gain amazing experience working with kids? 6th-12th graders can register for one (or more) of the programs with a heart next to it in the newsletter.

(Service hours earned varies. Check registration calendar for hour details. Volunteer space is limited. You will be working with a librarian during these programs.)

For all in-person volunteering, students will be asked to fill out a Google form to track their time and activities. That is how we keep track both for our program statistics and if any discrepancies arise on your end, how we verify service.