

# ***Drop-In Volunteen Guidelines (2022)***

## ***What is Drop-In Volunteens?***

This is a program created to help Frisco teens who are looking for a few service hours, without becoming part of the library's official VolunTEEN Corps.

The teen (grades 6-12) must be a Frisco resident or a student in Frisco ISD. This program is only available on certain dates and times. Events will be listed on the [VolunTEEN web page](#).

### **Please note we cannot accommodate:**

- **Anyone looking to serve court-appointed hours.**
- **Teens already in the Frisco Library Volunteen Corps.**

## ***What do Drop-In Volunteens do?***

While the task may change, currently Drop-In Volunteens create cards that Youth Services staff will mail to different organizations throughout the year. The cards can be themed to different holidays, such as Valentines Day or Veterans Day, or they can be positive inspiration to communities the organization serves. Participants may also choose to create bookmarks for distribution to library guests.

## ***Where do we send the cards?***

Currently, we are sending cards to [Cards for Hospitalized Kids](#).

## ***Check-In/Check-Out Procedure***

Teens will be required to sign in and out at the time of the drop-in event. A VolunTEEN will be helping with the sign in procedure. A teen may choose to spend either 1 or 2 hours volunteering at the event.

## ***Service Verification***

Verification letters will be given when the teen is checking out. **This is the only form of verification that we can provide.** We do **not** provide online verification. It is recommended that teens confirm that paper verification is acceptable with the organization/institution that requires verification. If multiple copies are needed, the teen should ask at check out.

If a teen asks for a replacement verification letter, we may provide a second copy if the date of service is less than 90 days old and the log can be verified for the hours served. Teens may only receive 1 replacement letter.

If you have any questions, please email [Volunteen@FriscoTexas.Gov](mailto:Volunteen@FriscoTexas.Gov) or fill out the contact form on the [VolunTEEN web page](#).