

Teen Led Service Projects/Drives

The Cary Memorial Library is pleased to support teens in their desire to make a difference in their community through service projects! Teens hoping to use the library in their plans to organize a service project/drink are required to submit an application. Applications will be evaluated within the two weeks following the quarterly deadline listed below. The staff may require additional information from an applicant before making a final decision on an application, and if requested, applicants will be given two weeks to provide it. Please be aware that the library is only able to approve a very limited number of teen service drives, and that fundraising for outside organizations is not permitted in the library. Teen led service projects also require approval of the library's administration. The decision of the library regarding the approval or denial of all applications is final.

Applications received by:

October 15th will be considered for Winter Service Projects (December, January, February)

January 15th will be considered for Spring Service Projects (March, April, May)

April 15th will be considered for Summer Service Projects (June, July, August)

July 15th will be considered for Fall Service Projects (September, October, November)

Selection decisions will be made using the following criteria:

- Quality of the application, including:
 - Applicant completed all information requested in the application.
 - Service project plans are well thought out and detailed.
 - Applicant articulates clearly the reason for selecting the chosen beneficiary and plan.
 - Materials are presented in an organized manner.
 - Potential costs are identified.
 - Possible pitfalls and challenges in successfully completing the drive are considered.
- Responsiveness to the Teen Services Manager during the application process.
- Appropriateness of the drive for Cary patrons.
- Other current or upcoming library drives already scheduled.

Successful applicants will be provided with:

- Limited mentoring from a Cary staff member to guide the development of an advertising plan critical to successful the drive, and other organizational preparation.
- Print and online advertising.
- Use of approved Cary resources/space.

If approved, applicants must provide the Teen Services Manager with a current photo and signed release form and any other information required for advertising, and a letter from the organizing institution or beneficiary acknowledging the service project/drink by the designated deadline.



Teen Led Service Projects/Drives Application

(you may attach additional pages, if needed, to fully describe your proposal)

Name(s): _____

Email(s): _____

Telephone number(s): _____

Beneficiary: _____

Organization supporting/sponsoring drive: _____

Detailed description of service activity/drive. If a drive, you must include a plan for collection of donations: _____

Length of project/drive: _____

What is your advertising plan? _____

Supplies required: *(note – whatever supplies you require, you must be able to provide)*

Why are you interested in conducting this service project/drive? _____



What are the potential challenges you anticipate with the implementation of your service project/drive, and the possible solutions? _____

Is there anything else you want to tell us about your plans for this service project/drive? _____

I understand that my child is applying to participate in **Cary Teens Lead the Way**. I have read and understand the library's expectations should their applications be accepted.

Parent/Guardian Signature: *(one adult signature per application is sufficient)*

Date

Teen Signature(s)

Date

Questions regarding this application can be directed to the staff in the Teen Room at 781-698-4440 or by emailing lexteen@minlib.net

Completed applications should be delivered in person by the stated deadline to:

Teen Service Manager
Cary Memorial Library
1874 Massachusetts Avenue
Lexington, MA 0242

