Teen Led Classes and Workshops

Thank you for your interest in presenting a teen led program at the Cary Memorial Library! We review applications quarterly from teens interested in teaching a class or a workshop. Applications will be evaluated within the three 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 limited number of teen led classes and workshops per quarter. The decision of the staff regarding the approval or denial of all applications is final.

Applications received by:
- October 15th will be considered for Winter Programming (December, January, February)
- January 15th will be considered for Spring Programming (March, April, May)
- April 15th will be considered for Summer Programming (June, July, August)
- July 15th will be considered for Fall Programming (September, October, November)

Selection decisions will be made using the following criteria:
- Quality of the application, including:
  - Applicant has completed all information requested in the application.
  - Program is well thought out and detailed.
  - Applicant clearly articulates the reasons for selecting the chosen program.
  - Materials are presented in an organized manner.
  - Potential costs are identified.
  - Possible pitfalls and challenges in successfully completing the program are considered.
- Responsiveness to the Teen Services Manager during the application process.
- Appropriateness of the program for the audience identified, and the library in general.
- Other current or upcoming library program offerings.
- Current library programming guidelines/restrictions (i.e. virtual, outdoors, in-person, etc.).

Successful applicants will be provided with:
- Limited mentoring from a Cary staff member to guide the development of content, program structure, and advertising plan.
- Program space, including tables, chairs, whiteboards, markers, laptops, projectors/screens, access to Cary Library’s Zoom account.
- Use of the library’s online event registration system.
- Print and online advertising.
- Copies of handouts for a class.

If approved, applicants must provide the Teen Services Manager with all program materials, a current photo and signed release form by the designated deadline.
Teen Led Classes and Workshops Application
(you may attach additional pages, if needed, to fully describe your proposal)

Name(s) ____________________________________________________________

Email(s): __________________________________________________________

Telephone number(s): _______________________________________________

Program title: ______________________________________________________

Age of intended audience: ___________________________________________

Detailed program description: _________________________________________

Outline of program structure: _________________________________________

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

Maximum audience capacity: _________________________________________

Potential dates and times: (and any flexibility you have with these) ________

Why are you interested in conducting this program? ______________________

CARY TEENS
LEAD THE WAY
Are there potential challenges you anticipate with the implementation of your program and what are the possible solutions?

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________

Is there anything else you want to tell us about your plans for this program?

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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 application 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 mtechler@minlib.net.

Completed applications should be returned by the stated deadline to:
Michelle Techler, Teen Service Manager
Cary Memorial Library
1874 Massachusetts Avenue
Lexington, MA 02420
mtechler@minlib.net