

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 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 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)

*During the 2018 launch of this new program, applications received after the October 15, 2018 deadline will be considered in the order they are submitted through the end of the month of October. Following this current quarter, all quarterly programming decisions will follow the schedule outlined above without exception.

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.

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.
- 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? _____



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?

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 lexteen@minlib.net

Completed applications should be delivered in person by the stated deadline to:
Michelle Techler, Teen Service Manager
Cary Memorial Library
1874 Massachusetts Avenue
Lexington, MA 02420

