



## Escondido Public Library

Teen Advisory Board  
Member Application

239 South Kalmia St  
Escondido, CA 92025  
(760) 839-5456

[www.escondidolibrary.org](http://www.escondidolibrary.org)



### BASIC INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (MI)

Address: \_\_\_\_\_  
Number and Street City State Zip

Phone Number: \_\_\_\_\_  Home  Cell

Email Address: \_\_\_\_\_

### SCHOOL INFORMATION

School Name: \_\_\_\_\_

Middle School:  7<sup>th</sup> Grade  8<sup>th</sup> Grade

High School:  Freshman  Sophomore  Junior  Senior

Why do you want to be a part of TAB?

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How would you help improve services for teens at the Escondido Public Library?

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Is there anything that you are passionate about? Reading, anime, video games, etc.?

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Do you have a skill (knitting, origami, etc.) that you think would be an asset to TAB?

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Anything else that you would like to add? The more info we have, the easier it is to choose YOU as a board member.

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**Please note: Signing below does not guarantee you will be chosen to serve on the Teen Advisory Board.  
If selected, you will be notified by phone and/or email.**

**Meetings take place on the second Monday of the month from 4 p.m. – 5:15 p.m.**

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Applicant (Print)

Applicant (Sign)

Date

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\*Parent/Guardian (Print)

Parent/Guardian (Sign)

Date

*\*A Parent/Guardian signature is required if the applicant is under the age of 18*

**Please read though the Charter for the Escondido Public Library  
Teen Advisory Board (next page) and sign the *Participation Agreement***

# **Charter for the Escondido Public Library**

## ***Teen Advisory Board***

### **ARTICLE I: NAME**

This group shall be called "Teen Advisory Board" and abbreviated as "TAB."

### **ARTICLE II: MISSION**

The mission of TAB is to promote Escondido Public Library services to teens by:

- Planning and implementing teen programs.
- Creating an inviting atmosphere at the library by maintaining a safe, attractive teen area.
- Promoting ideas in the teen collection.
- Promoting and encouraging reading by teens.
- Advocating the rights of teens.

### **ARTICLE III: MEMBERSHIP**

#### Section 1:

TAB shall be coordinated by an adult library staff member who will serve as TAB advisor and supervise all TAB meetings, activities, and special projects. The TAB advisor will provide guidance in planning TAB activities and reserves the right to reject and or revise an idea due to space or budget constraints.

#### Section 2:

TAB shall maintain a membership of an odd number of members which shall not exceed 15 (fifteen).

#### Section 3:

TAB membership is open to students in grades 7 (seven) through 12 (twelve) attending school in the city of Escondido and the surrounding area or residing within the Escondido city limits.

#### Section 4:

Membership will be for 1 (one) year.

#### Section 5:

Membership is gained by completing an application to be reviewed by the TAB advisor.

#### Section 6:

Members shall receive community service hours for sitting on the TAB. Each meeting will count as 1 (one) community service hour.

#### Section 7:

Members may continue to serve on TAB until the end of summer following the member's graduation from high school.

Section 8:

Members shall use Remind.com or the Remind App to communicate with the TAB advisor and fellow members.

**ARTICLE IV: MEETINGS**

Section 1:

Regular mandatory meetings shall be held once a month on Monday afternoons from 3:30 to 4:30 p.m.

Section 2:

Special meetings (not mandatory) may be called by the TAB advisor to complete tasks as needed.

**ARTICLE V: PROGRAMS**

Section 1:

Programming will be held for teens throughout the year that will require volunteers.

Section 2:

Each member is expected to volunteer for at least 2 (two) of the programs held for teens throughout the year. If there aren't enough programs to volunteer at, then it will only be expected to volunteer at 1 (one) of the programs held for teens throughout the year.

Section 3:

Members shall receive community service hours for volunteering at the programs. Time will be determined based upon the amount of time for prep, clean-up, and as determined by the TAB advisor.

**ARTICLE VI: ATTENDANCE**

Section 1:

A member shall be placed on suspension after 2 (two) unexcused absences and become "inactive" after 3 (three) consecutive, unexcused absences.

Section 2:

An absence shall be considered unexcused when a member is absent from an official TAB meeting or volunteer opportunity and makes no effort to inform the TAB advisor. It is solely up to the TAB advisor to decide if an absence is excused or unexcused.

Section 3:

Inactive members will not be informed of meetings and will no longer be eligible to vote. Once a member is declared inactive the position on the TAB will be open to be filled by another interested teen.

Section 4:

Once declared inactive, a teen may not reapply for the TAB until the following council year.

## **ARTICLE VII: OFFICERS**

### Section 1:

The officers shall be a Chair and a Co-Chair elected from the members of TAB at the first meeting of the year. All officers should make a special effort to attend all meetings, programs, and special events sponsored by TAB.

### Section 2:

The Chair of TAB will work closely with the TAB advisor to organize TAB meetings. The Chair will assist the TAB advisor in creating the meeting agenda and will preside over TAB meetings. The Chair will act as a contact person for other TAB members who want items added to the meeting agenda.

### Section 3:

The Co-Chair will keep minutes of TAB meetings. The Co-Chair will read the highlights of the previous meeting's minutes at the beginning of each regular meeting. The Co-Chair will keep track of all votes taken at each meeting. The Co-Chair will serve as the Chair in his or her absence. A selected member of the TAB will serve as keeper of minutes in the absence of the Co-Chair.

### Section 4:

Officers will serve a term of one year.

### Section 5:

Each year a new election will be held. Officers may serve in the same office for 2 (two) terms.

### Section 6:

If for reasons a Chair or Co-Chair member is unable to finish a term, the TAB member who takes on the position may still hold the same office for 2 (two) complete terms.

## **ARTICLE VIII: CODE OF ETHICS**

### Section 1:

TAB members will keep the TAB mission at the forefront of all TAB activities.

### Section 2:

During all TAB meetings, activities, and library functions, TAB members will act in a way that reflects positively on the Escondido Public Library.

### Section 3:

TAB members will show respect for other TAB members, library staff, and library patrons. Members will demonstrate respect for others by listening attentively when someone else is speaking, asking questions when clarification is needed, and by refraining from negative comments when responding to other people's ideas.

### Section 4:

TAB members will show respect for library materials and property by taking care to leave meeting spaces neat and orderly.

Section 5:

TAB members will strive to make use of their time during meetings and while working on projects by staying on task.

Section 6:

TAB members will respect the privacy of other TAB members.

Section 7:

TAB members will not use cell phones (calling, texting, playing games, etc.) during meetings. This also may include other activities that may be distracting to other members of the TAB.

**ARTICLE IX: REMOVAL OF MEMBERS FROM TAB**

Section 1:

In the extremely rare case that a member of TAB is consistently disruptive to the mission of TAB; it is the responsibility of the TAB advisor to remove that person from the membership. The TAB advisor will make every attempt to resolve the situation before removing the member from the Board.

**ARTICLE X: AMENDMENTS**

Section 1:

Amendments to the constitution may be introduced at any regular meeting of the TAB where quorum is met.

Section 2:

Quorum is defined at 50 (fifty) percent of the TAB plus 1 (one).

Section 3:

The amendments will be passed with a majority vote of members present. Majority is defined at 50 (fifty) percent plus 1 (one).

Section 4:

The Mission Statement of the constitution shall be revised at the first meeting of each council year by the new TAB members.

**Please sign the Participation Agreement on the following page**

## PARTICIPATION AGREEMENT

I acknowledge that I have read, understand and agree to abide by the rules set forth in the above charter, should I be selected to serve as a member of the Escondido Public Library Teen Advisory Board.

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Applicant (Print)	Applicant (Sign)	Date
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*Parent/Guardian (Print)	Parent/Guardian (Sign)	Date
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*\*A Parent/Guardian signature is required if the applicant is under the age of 18*

Please turn in this SIGNED application to the Escondido Public Library (Youth Services Desk, 2<sup>nd</sup> floor) or email to Cathy Janovitz, Teen Services Librarian ([cathy.janovitz@escondidolibrary.org](mailto:cathy.janovitz@escondidolibrary.org))

### Official Use Only

Application Received On: \_\_\_\_\_ by: \_\_\_\_\_

Ranking:    1       2       3       4       5                    Accept:       YES           NO

Contacted On: \_\_\_\_\_                    Method:       PHONE       EMAIL