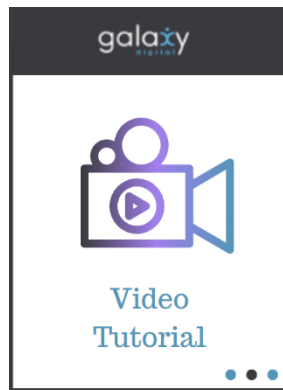# Galaxy Directions – Teen Volunteer Application

Galaxy Application Overview:

Welcome to Teen Volunteering! Teen Volunteers can now apply for school-year volunteer opportunities via Galaxy Digital. S.A.I.L will remain a separate application on the website in the summer. To find out how Teens and Parents can complete this application, please follow the directions below or watch **this video**.

Quick Links to Directions within this Document:
- **Sign up directions – teen volunteer application on galaxy**
- **Teen volunteers – selecting specific volunteer opportunities**

SIGN UP DIRECTIONS – TEEN VOLUNTEER APPLICATION ON GALAXY

First, you must go to Galaxy and click **Sign Up,** which can be found on the top right navigation bar.

A "Create an Account" screen will appear. Where it says, "I am" and "Select track" you will click the drop-down menu and pick "[Branch Name] Teen Volunteer"

Once you pick your local branch, the form will populate below. This is **Step 1 of 5,** of the application process. Teens **should NOT** sign up via Facebook. You **MUST** simply fill out the application underneath this button.

The Teen Volunteer will then fill out the application in its entirety, including your "Availability." You will need to create a password for Galaxy and select the "I have read and agree to Privacy Policy" before selecting "CREATE YOUR ACCOUNT" (see below).

Step 2 of 5 of the application is filling in your Grade, School, the volunteer statements, allergen information, and volunteer status. Once filled out, you will select "Continue to Next Step."

Grade *

| 10 | ⌄ |

School *

Southern Regional High School

By checking the following boxes, I confirm that I have read and agree with these statements. *

Have you volunteered with the Ocean County Library before? *

☑ I will be courteous and respectful of the library patrons, staff and other volunteers.

☑ I agree not to use my cell phone or other mobile device during my volunteer time, unless it is an emergency.

☑ I will dress appropriately as a volunteer representative of the library.

| No | ⌄ |

☑ I will focus on my assignment while volunteering, which means minimal socialization with friends.

☑ I will not be responsible for younger siblings while volunteering.

☑ I will adhere to my work schedule and contact the library when I am unable to come.

Allergies, medications or other medical information needed in the event of an emergency.

Pollen. Dairy.

Step 3 of 5 is "Select Interests." These have nothing to do with specific volunteer assignments. If you don't want to answer, you can simply hit "Continue to Next Step."

Step 3 of 5: Select Interests
What interests, talents, and skills do you have?

$ Fundraising	Education	Clerical	Social
Advocacy	In Branch Support	Reading	Organization
Creative	Supporting Senior Citizens	Animals	Languages

Step 4 of 5 is Select Skills. Here you can select volunteer specific skills such as Teen Advisory Board, Teen Book Reviewer, and Adopt a Shelf. These will appear on your profile. Once completed you can hit "Continue to Next Step."
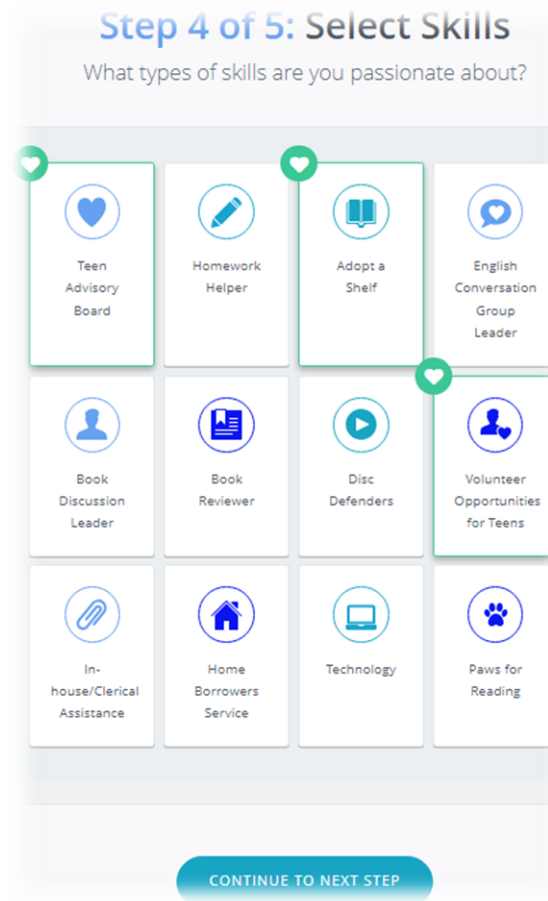
Step 5 of 5 is Qualifications. This section is the **Parent Permission section** of the volunteer application. It MUST be signed for all volunteers under the age of 18. The Parent or Guardian must **click the "Parent Permission Required" link** to sign the Parent Permission section, **Not** "Continue to Next Step"

Once the link is selected, a new window will appear for the Parent or Guardian to add their First Name, then Last Name, followed by their email address. An email will send to this email address with the electronic form to sign. Once they input the below data they must click, "SUBMIT INFORMATION."

Parent or Guardian Information

Both you and your parent or guardian must sign the waiver before you can respond to this volunteer opportunity. Provide your parent or guardian's name and email address below so we can send them a signable copy of the waiver. Once you've submitted this information, you'll be able to sign your portion of the waiver.

Parent or Guardian First Name *   George

Parent or Guardian Last Name *   Tester

Parent or Guardian Contact Email *

SUBMIT INFORMATION

After, an additional "eSign Confirmation" screen will appear. The Parent or Guardian should hit "Continue"

Sign Waiver Page 1   ×

Ocean County Library
CONNECTING PEOPLE, BUILDING COMMUNITY, TRANSFORMING LIVES

Parent Per...

I give permission for my child to volunteer with th...
and hold harmless the Ocean County Library, its e...
liability for accidents, injuries or illness that may...
participation in the Library Volunteer Program.

Signature of Parent/Guardian: _____

Media Permission

eSign Confirmation

Ocean County Library has requested you sign the following document:

Parent Permission Required

CONTINUE   DECLINE

COMPLETE SIGNING   CANCEL

Hitting "Continue" will bring up the Parent Permission Waiver. The Parent or Guardian will **NOT** be able to sign this document. They will need to hit "Complete Signing" and a link to an electronic signature version will be sent directly to their email address as well as your Inbox on Galaxy.

Sign Waiver Page 1

Parent Permission

I give permission for my child to volunteer with the Ocean County Library. I hereby indemnify and hold harmless the Ocean County Library, its employees, volunteers, or agents from any liability for accidents, injuries or illness that may occur to my child from his or her participation in the Library Volunteer Program.
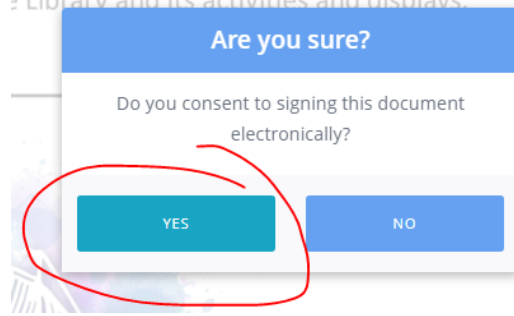
Signature of Parent/Guardian: _____

Media Permission

The Ocean County Library also has permission to use my child's photograph, videotaped image or creative works in publicity about the Library and its activities and displays.
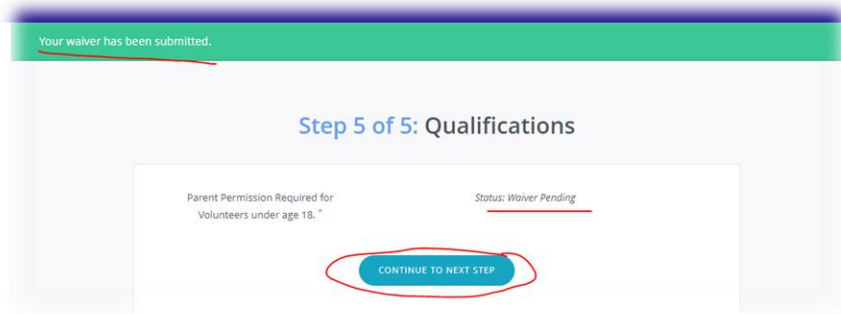
Signature of Parent/Guardian: _____
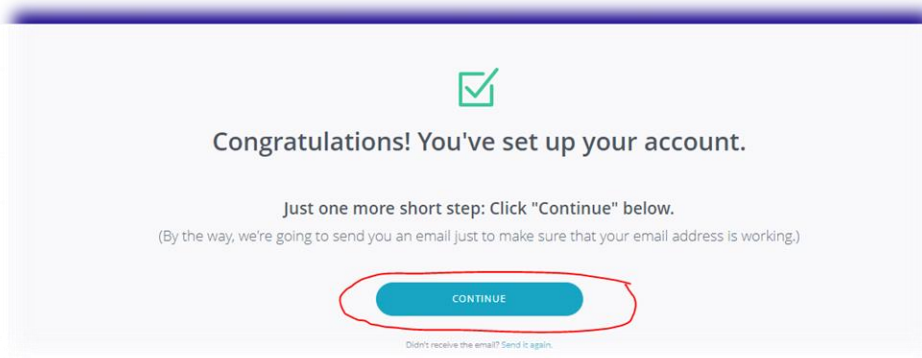
COMPLETE SIGNING   CANCEL

An additional consent window will appear. The Parent or Guardian should hit "Yes"

The Qualification screen will reappear informing the teen their "waiver has been submitted."

Once you hit "Continue to NEXT STEP" a Congratulatory screen will appear. You will hit "Continue."


Now, there are two ways the Parent or Guardian can sign the waiver.

The quickest way is to go through your Galaxy inbox. The link with electronic signable waiver will appear there. The Parent or Guardian can sign it there, directly in Galaxy.

The second way is for the Parent or Guardian to find the link from their email. If there is nothing from <**OCL Volunteer Services no-reply@galaxydigital.com** > in their Inbox, they should be sure to check their Spam Folder.

Wherever they click the link they will hit continue on the "eSign Confirmation" screen.
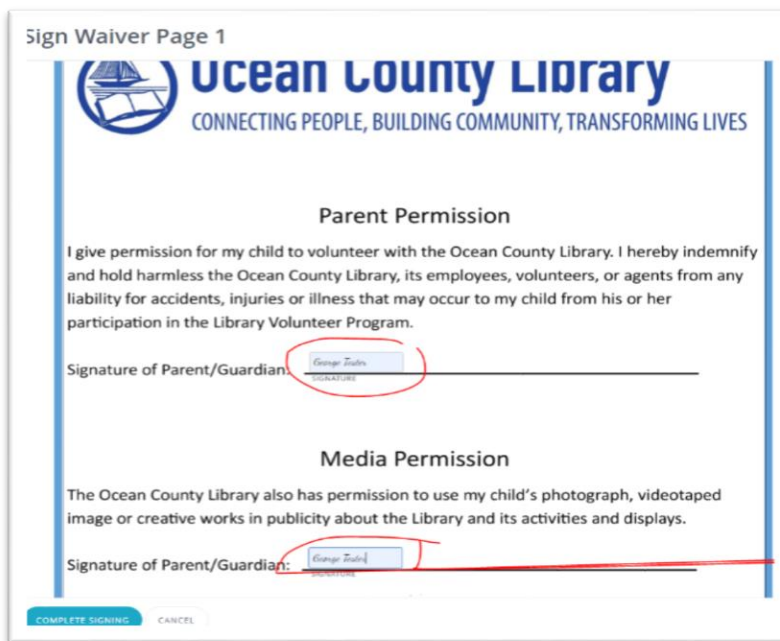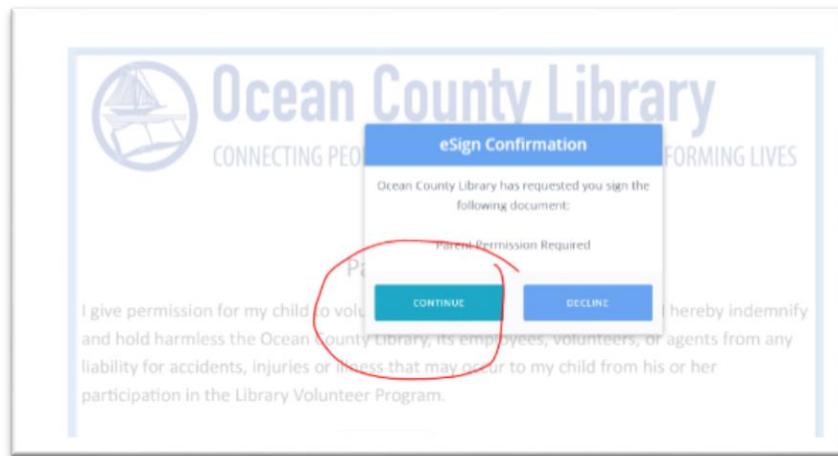
The Parent or Guardian must type in their full name in the signature section under both the "Parent Permission" and "Media Permission" descriptions. Then hit "COMPLETE SIGNING"
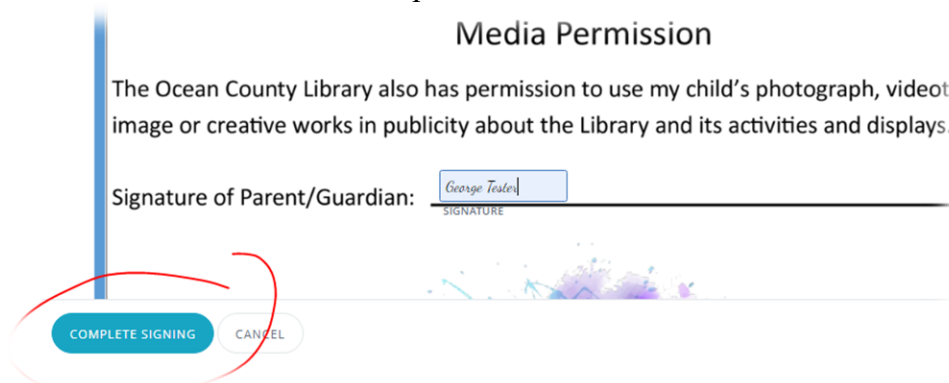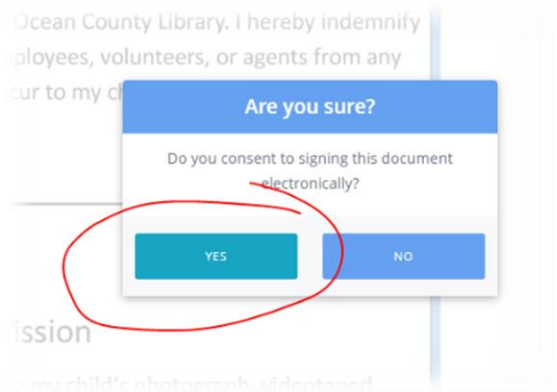
Lastly, they must click "YES" when the "Are you sure" screen appears.

Once signed, you, the teen volunteer, will then be informed via your Galaxy inbox that the waiver has been signed by their Parent or Guardian.
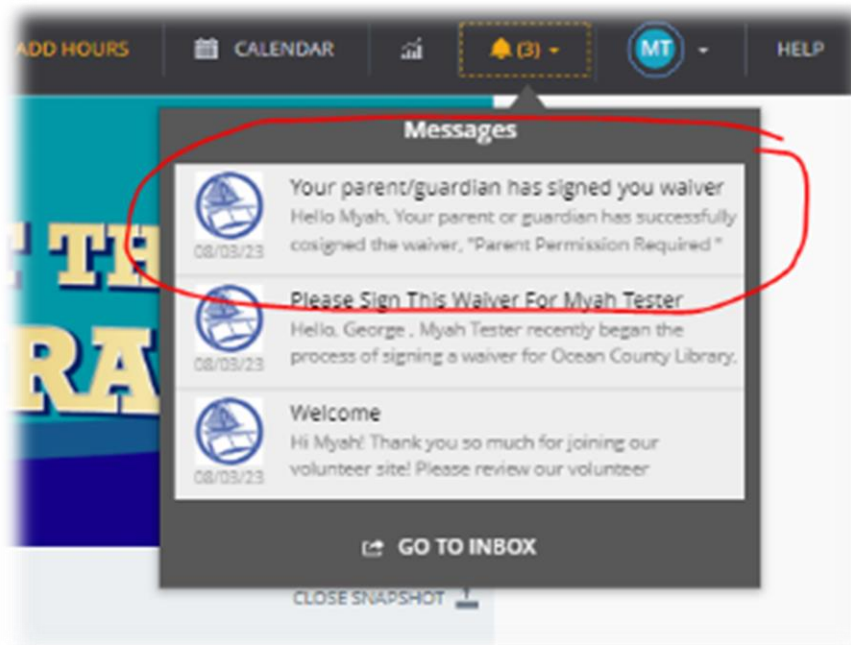
TEEN VOLUNTEERS – SELECTING SPECIFIC VOLUNTEER OPPORTUNITIES

Once the application is complete, (even before the Parent Permission Waiver is signed), the Dashboard screen will appear where you will be given options, including the ability to "Respond to a Need."

NOTE: Responding to Needs will NOT go through until after you are in "Qualified" status. This will not occur until after the Parent Permission Waiver is signed and submitted and your local librarian changes your status on your account.
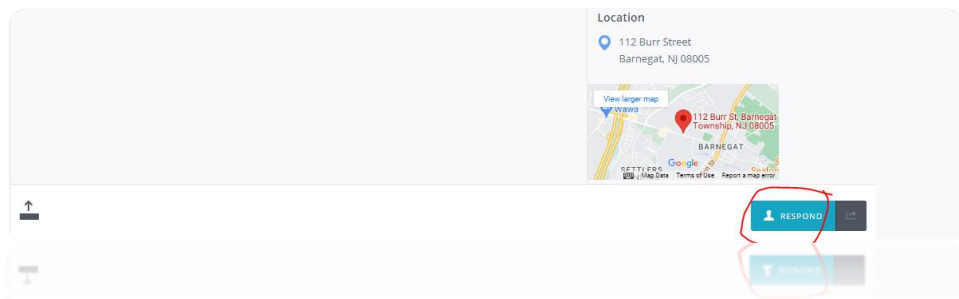

When you click "Need" you can filter by your local Branch"
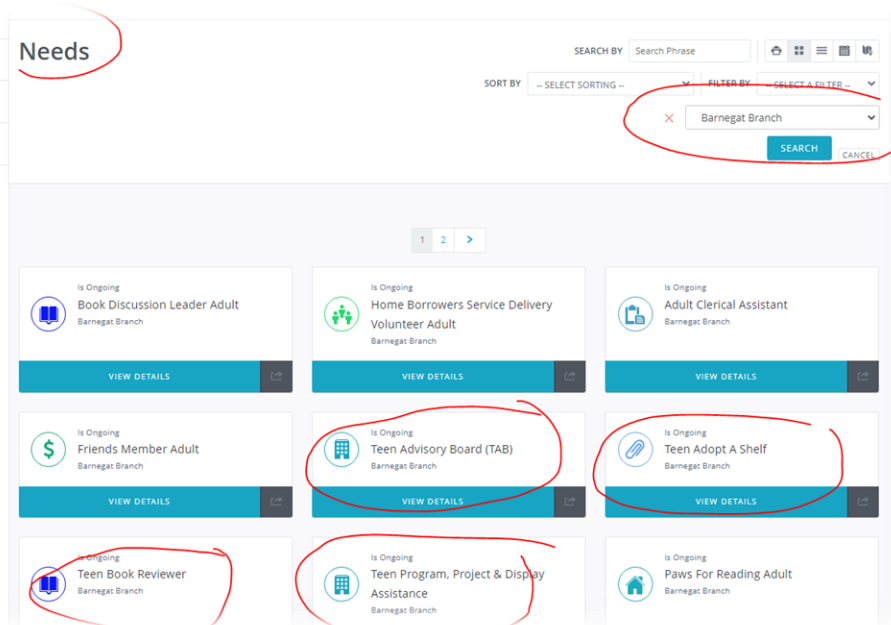
You can then search for the volunteer opportunities you are interested in. You will have to click "View Details" on one of the opportunities to "Respond to the Need."
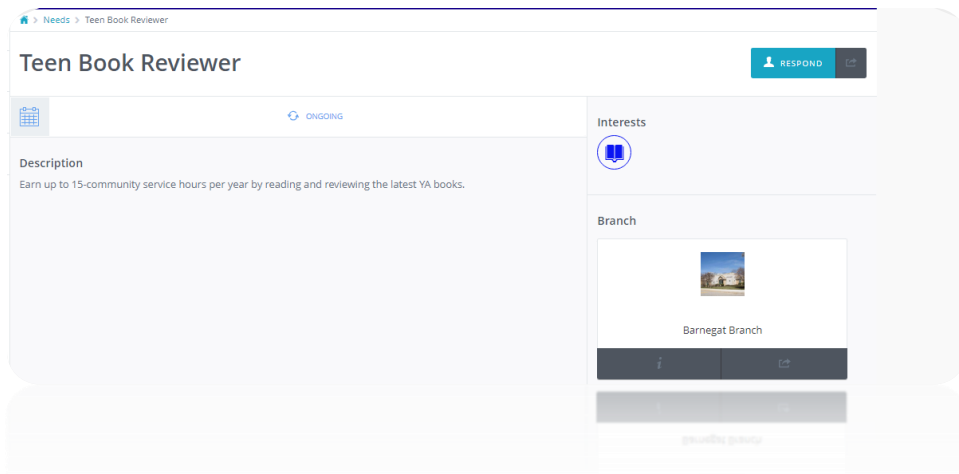
Once clicked, you can hit "Respond."

If you are not in the system as "Qualified," a "Submit Qualifications" screen will appear informing you that your status is pending. Your waiver must be signed before you can begin volunteering. And your local librarian must change your status to "Qualified."
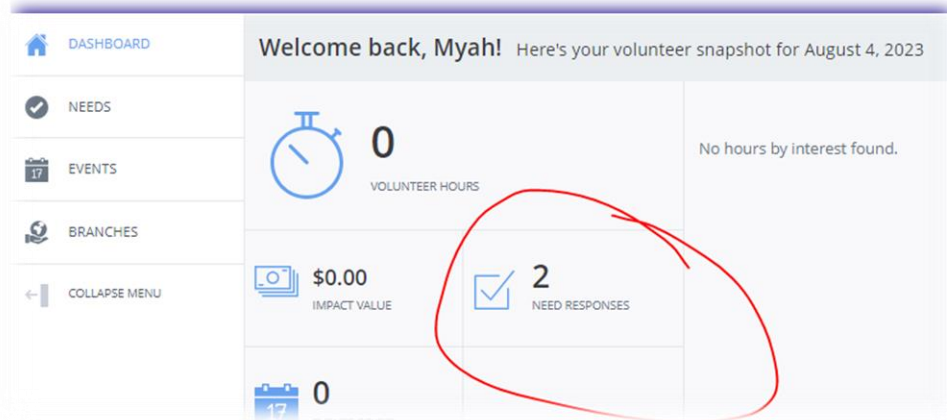

If you are in "Qualified" status, a green banner will briefly appear saying "You have responded to this need." Off to the right of the screen an "Unregister" button will appear in green. They can also unregister for volunteer opportunities from their dashboard.
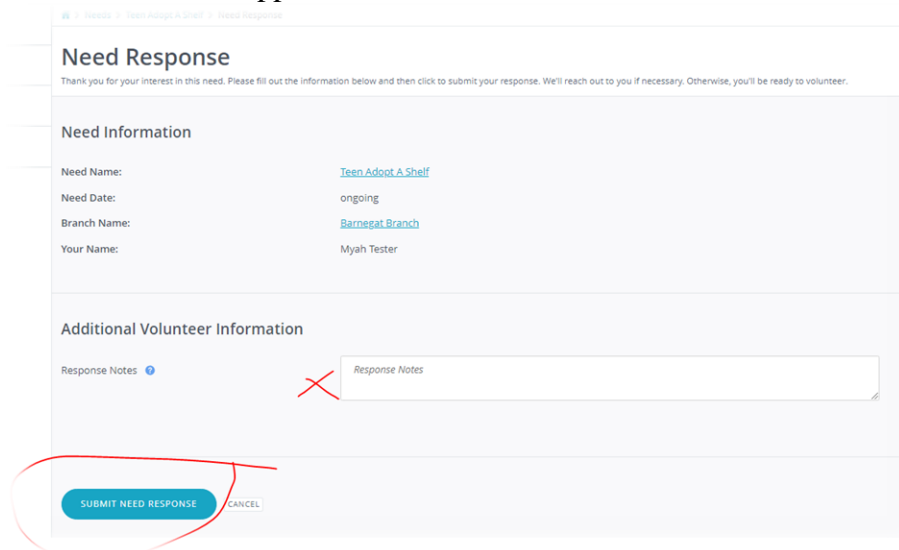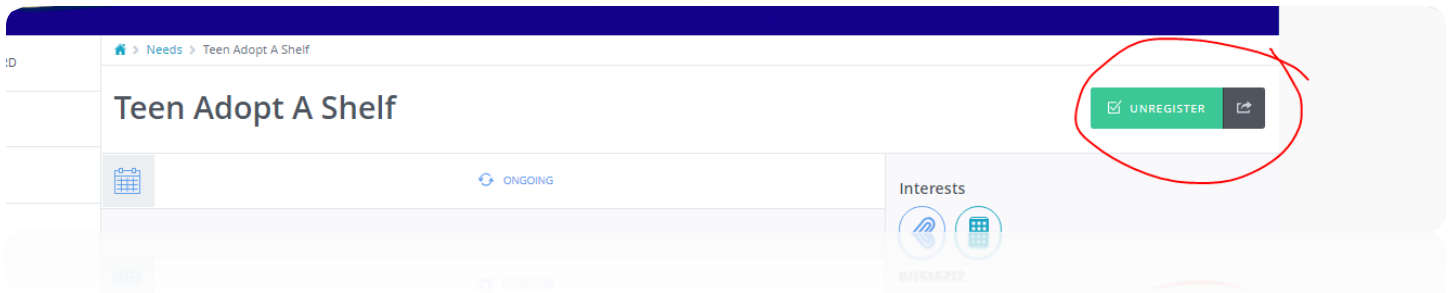
You can then view your "Dashboard" to track your volunteer activity.

In the "Need Responses" section, it will alert you to how many opportunities they have applied for.

If you have any further questions or it has been longer than 1 week (or 5 business days) and you have not heard back from your local librarian, please reach out to them!

Until then, thank you for joining us on Galaxy and becoming a Teen Volunteer!