



BPL Homework Buddies is a free homework help program that pairs teen volunteers with younger students in grades 1-6. This program is designed for those needing extra help completing their homework in the reading/language arts, math, science and social studies/humanities subject areas. The program provides teens with the opportunity to take positive leadership roles and make a significant contribution to the lives of the children in their community, while instilling a sense of confidence and comprehension in younger learners. Homework Buddies meet once a week for one hour to work together on homework assignments.

****Please note: The BPL Homework Buddies program is a volunteer mentoring service. Teen volunteers are neither expected nor trained to correct specific learning problems. For specific learning/behavioral disabilities, parents should seek a trained professional.***

Teen volunteers and younger students are matched up by the Teen & Children's Services Librarian according to interests and schedule preferences. Teens must maintain a minimum 3.0 GPA to participate.

All Homework Buddy sessions take place in the Burlingame Library during open hours and during the school year. **NO EXCEPTIONS PLEASE.** Teen volunteers commit to at least a 4-month (one semester) session. If the pair wishes to continue, they are welcome to do so until they age out of the program.

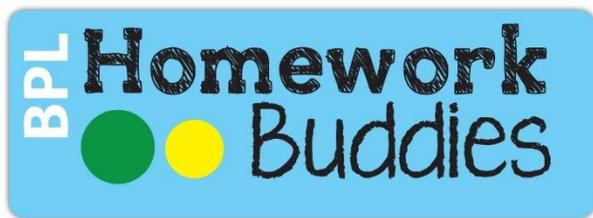
Teens who wish to participate must fill out an **Application for Teen BPL Homework Buddies**. All teen volunteers are **required** to attend training prior to the beginning of their session. Turn in a completed application at the Children's Desk of the Main Library by the noted due date.

Teen trainings are held in September and January.

Parents with students in grades 1-6 who wish to participate in BPL Homework Buddies must submit a completed **Application for BPL Homework Buddies (grades 1-6)**. Turn in your completed application at the Children's Desk of the Main Library. You will be contacted after the teen training to confirm your child's placement.

Parents are responsible for picking their child up on time. The Library cannot be responsible for unattended children should the teen buddy need to leave if you are late (children under age 10 may not be left in the Library). Should either party arrive late or skip more than two sessions without prior arrangement, the sessions will be terminated and one or both of the buddies will be reassigned. If a child is found to be consistently uncooperative and/or needing more help than a teen volunteer can offer, we will notify the parent and end their enrollment in the program.

For any further questions, please contact:
Kim Day, Teen & Children's Services Librarian
650.558.7496 day@plsinfo.org



For Library Staff Use:

Staff Initials: _____
Date Received: _____
Buddy Match: _____
Schedule: _____

Teen Application (Grades 8-12)

Homework Buddies meet at the Burlingame Main Library during open hours over the course of the school year. Schedules are arranged initially by the Librarian, according to participant availability.

Volunteers must commit to at least 4 months with at least one meeting/week and 1 mandatory training session, and maintain a GPA of at least 3.0

Instructions for completing your application:

- Complete the entire application (4 pages).
- Submit a copy of your most recent grade report showing a GPA of 3.0 or above.
- Make sure you can attend the mandatory training (September and January)

How to submit your application:

- In person, to the Children's Desk at the Burlingame Public Library, 480 Primrose Rd.
- By email, to day@plsinfo.org
- By mail to:
BPL Homework Buddies
% Burlingame Public Library
Attn: Kim Day
480 Primrose Rd.
Burlingame, CA 94010

Deadline to apply: Applications are accepted year-round. Teens are expected to fill out and submit their own applications. **Applications filled out by parents will not be accepted.** Trainings are held in September & January. *You will be notified of your buddy information after the mandatory training.*

Questions? Call or email Kim Day at day@plsinfo.org or 650-558-7496

Volunteer Name _____

Age _____

School _____ Grade _____

Address _____

*Email _____

*(Most communication will be via email, please indicate if this is ok: Yes No)

Home Phone _____

Cell Phone _____

What time does your school day end? _____



Would you be able to help a Homework Buddy in another language? Yes No

If yes, which language? _____

*Homework Buddies schedules may consist of up to two days per week (total of 2 hrs maximum, depending on the initial agreement between Buddies) for minimum 4 months.

*Are you available one day a week? _____ OR Two days a week? _____

*Homework Buddies is offered at the Main Library during Library open hours. The main session times will be during Monday-Thursday from 3:30-7:30pm, Fridays 3:30-4:30 (Library closes at 5pm on Fridays) and Saturdays 10-4pm.

(More than one missed session, with no notice, constitutes the end of participation in the program by either party)

*Please write in the **time of day** you **can** volunteer below (E.g. Monday 3:30-5:30pm):

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____ Saturday _____

*Please write the subject(s) in which you are most interested in helping (e.g. reading, math, science, etc.):

Parent/Guardian and Emergency contact:

Name _____ Relationship _____

Phone _____ Email _____



Please answer the following questions:

Why do you want to be a BPL Homework Buddies mentor?

What are your interests/hobbies?

Optional: Please describe any experience you already have working with younger kids. (*Experience not required—we will train you*).



By signing this application, I acknowledge that:

- *My parent/guardian and I have read the description of the BPL Homework Buddies program.*
- *My parent/guardian and I are aware of the dates and requirements of the program. I will arrive on time and contact my Little Buddy's parents in advance if unable to attend a meeting.*
- *I agree to participate in all aspects of the program (including the mandatory training, and the weekly sessions) with enthusiasm and to the best of my ability.*
- *I will adhere to the library's volunteer guidelines and model appropriate, respectful behavior in the library for the younger children.*

Teen Volunteer signature

Date

Parent signature

Date