



## Teens Take the Lead

Thank you for your interest in presenting a teen led program at the Northborough Free Library! We review applications quarterly from teens interested in leading a program. Applications will be evaluated within 2 weeks following the quarterly deadline listed below. The Teen Librarian may require additional information from an applicant before making a final decision on an application, and if interested, applicants will be given two weeks to provide it. Please be aware that the library is only able to approve a limited number of applications per quarter. The decision of the Teen Librarian regarding the approval or denial of an application 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
  - 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 Librarian 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 the Teen Librarian to guide the development of the content, program structure, and advertising plan.
- Program space, including tables, chairs, whiteboards, markers, laptops, projectors/screens.
- Print and online advertising (posting to the library's website/event calendar will be done by the Teen Librarian).
- Copies of handouts for the program (where applicable).



**NORTHBOROUGH**  
FREE LIBRARY  
**— TEENS —**

## **Teens Take the Lead 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 – the library may be able to provide some supplies within reason)

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 Teens Take the Lead at the Northborough Free Library. 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 508-393-5025 ext. 4 or by emailing [bkrantz@cwmares.org](mailto:bkrantz@cwmares.org).

Completed applications should be delivered via email to [bkrantz@cwmares.org](mailto:bkrantz@cwmares.org) or in person to Bonny Krantz at the Teen Desk of the Northborough Free Library.