



Woodridge Public Library

3 Plaza Drive, Woodridge, IL 60517-5014

Phone: 630-964-7899

www.woodridgelibrary.org

To Whom It May Concern,

The Woodridge Public Library is inviting local teens to complete volunteer service projects. Teens will work independently on projects such as choosing to create materials promoting the Teen Library Collection, creating inspiring cards or drawings for those in the hospital or serving in the military, writing uplifting letters to seniors or foster children, or collecting supplies and making toys for animal shelters. Teens will be responsible for communicating with the library about a project they are working on, carefully following each project's specifications, and submitting completed projects to the library. The library will issue service hour verification letters to participating teens, subject to our review and program policies.

This letter may be completed and used by a teen to inform their organization of their interest in volunteering by completing service projects for the Woodridge Public Library.

Sincerely,
Patti Naisbitt
PR/Program Coordinator
Woodridge Public Library
pnaibitt@woodridgelibrary.org
630-487-2568

Volunteer Service Project Goal Statement

Name _____ Date _____

I plan to take part in the Woodridge Public Library's Teen Service Projects program.

Service Projects that I am interested in include:

- ☐ Writing Book Reviews
- ☐ Card Making
- ☐ Letter Writing
- ☐ Making Animal Shelter Toys