

East Greenbush Library

2015 Summer VolunTeen Sub List

PLEASE NOTE: This list is intended for use by EG Library Summer VolunTeens who need to find coverage for their VolunTeen shifts. DO NOT share this list or the information found on this list with non-VolunTeens.

Suggested script for finding a sub:

(Look through the sub list, below, for a potential sub to call.)

Hi. My name is _____ and I am a Summer VolunTeen. May I please speak to _____?

[when they answer]

Hi, _____, this is _____. I was wondering if you would be able to work a shift for me. The shift is from _____ to _____ on _____.

If they say yes = "Thanks!"

If they say no = "Thanks anyway."

Suggested Script for Notifying Librarians of a Substitute:

(Call the YS Librarians @ 477-7476 x 105)

Hi. My name is _____ and I am a Summer VolunTeen. I am unable to work my shift from _____ to _____ on _____, but I found a substitute.

_____ will be taking my shift for me.

Name:

Phone:

Name:

Phone: