

## Teen Led Classes and Workshops

Thank you for your interest in presenting a teen led program at the Cary Memorial Library! We review applications quarterly from teens interested in teaching a class or a workshop. Applications will be evaluated within the three weeks following the quarterly deadline listed below. The staff may require additional information from an applicant before making a final decision on an application, and if requested, applicants will be given two weeks to provide it. Please be aware that the library is only able to approve a limited number of teen led classes and workshops per quarter. The decision of the staff regarding the approval or denial of all applications is final.

Applications received by:

October 15<sup>th</sup> will be considered for Winter Programming (December, January, February)  
January 15<sup>th</sup> will be considered for Spring Programming (March, April, May)  
April 15<sup>th</sup> will be considered for Summer Programming (June, July, August)  
July 15<sup>th</sup> will be considered for Fall Programming (September, October, November)

Selection decisions will be made using the following criteria:

- Quality of the application, including:
  - 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 Services Manager during the application process.
- Appropriateness of the program for the audience identified, and the library in general.
- Other current or upcoming library program offerings.
- Current library programming guidelines/restrictions (i.e. virtual, outdoors, in-person, etc.).

Successful applicants will be provided with:

- Limited mentoring from a Cary staff member to guide the development of content, program structure, and advertising plan.
- Program space, including tables, chairs, whiteboards, markers, laptops, projectors/screens, access to Cary Library's Zoom account.
- Use of the library's online event registration system.
- Print and online advertising.
- Copies of handouts for a class.

If approved, applicants must provide the Teen Services Manager with all program materials, a current photo and signed release form by the designated deadline.



## Teen Led Classes and Workshops 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 – whatever supplies you require, you must be able to provide)*

\_\_\_\_\_

\_\_\_\_\_

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 **Cary Teens Lead the Way** . 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 781-698-4440 or by emailing mtechler@minlib.net.

Completed applications should be returned by the stated deadline to:  
Michelle Techler, Teen Service Manager  
Cary Memorial Library  
1874 Massachusetts Avenue  
Lexington, MA 02420  
mtechler@minlib.net

