

To: Jennifer Laseman, Head of Teen Services Fairfield Public Library

This letter certifies that I, _____ (first and last name) **read the following books specifically to earn volunteer credit by creating original content for the Fairfield Public Library (“FPL”) Teen Review Blog.**

Title	Dates Read	Time Spent Reading (up to 3 hours)	Time Spent Writing Review (up to 1 hour)	Total Time Credit (Max. 4 hours)	

These books were not read in fulfillment of a classroom assignment and the review I wrote is entirely my own creation.

If the review I wrote was based on a book that I read for an assignment OR one I read prior to contacting FPL to set-up a volunteer project I may only count the time spent writing the review (Up to 1 hour). The below books I submit for review writing time only.

Title	Total Time Credit (Max 1 hour)

I understand that I will not earn volunteer credit for books that were published in hardcover more than five (5) years ago or books that have already been reviewed on FPL Teen Reviews.

Additionally, books read for review must be ones that are appropriate for teen readers. Reviews should be a minimum of 5 sentences and should not contain any spoilers.

By signing this letter, I acknowledge that my request for volunteer service hours fulfills all of the above guidelines.

Signature

Date