**Teen Summer Adventure Staff Information and FAQs**

**What is it?** Teen Summer Adventure (TSA) is Surrey Libraries’ in-house summer program for teens. It is a booklet of adventures which focus on literacy, exploring the community, and other fun activities.

**Who can participate?** Participants are aged 12-18. All info staff will be involved in delivering the TSA.

**When is it taking place?** June 6th, 2017 to Sept. 5th, 2017.

**Where:** Any Surrey Libraries branch.

**How do teens join the program?** Teens can register for the TSA at any branch of Surrey Libraries. They will pick up a Field Guide to Summer at the information desk and Info Staff will collect their full name, email, age, and phone number on the TSA registration sheet.

Each teen will be assigned a specific number. For example, if they are the 15th person to register from GL, they will be GL15. Please have the teen put their number on the front of their passport.

\*\*Teen services staff will create a system-wide document of ALL TSA registrants. Please scan and send your branch’s registration sheets to us weekly or biweekly for us to update the Excel spreadsheet of all TSA registrants. This helps prevent teens cheating the system with multiple passports, as some did last year, and gives us a comprehensive list of participants. The spreadsheet will live on the D drive.

**How does the TSA work?**

Teens choose which adventures from the field guide to complete. Each adventure is worth a certain amount of tickets which go toward weekly prizes and summer’s end grand prizes.

After completing and recording their chosen adventure(s), a teen can then:

1. Return to the library to have their adventure(s) stamped/initialed by info staff;
2. Receive the number of tickets & fill out their assigned number on each ticket;
3. Deposit tickets in the branch's ticket box.

**What happens when a teens’ name is drawn for a weekly prize?**

1. Branch YS staff draw a ticket(s) for their weekly prize(s)
2. YS Staff contact the prize winner(s)
3. All tickets (including winners) are put into a second box for the grand prize draw at the end of the summer.

There is no need to put the FOI statement on the box as the statement is printed on each ticket. Each branch will receive a package of tickets already printed and cut. The file for printing will be made available on the D Drive for printing additional tickets.

**Prizes:** There are weekly prizes which can be won by teens in their respective branches. Weekly prizes could include books, cute stationery, colouring books, origami paper, etc. 6 grand prizes drawn at summer's end will be tote bags containing goodies such as candy, books, library swag, and stationery.

**Stamps:** Each branch will have a small stamp for stamping the passport. But, if you do not have a stamp easily accessible, info staff’s initials are fine too.

**Community stamps:** A teen who has completed an adventure out in the community can prove they participated in that event with an initialed/stamped box in the “community” column. Library staff then stamp/initial the “library” column.

**Email Adventures:** Some adventures in the passport require teens to submit their completed adventures by email to [library-teens@surrey.ca](mailto:library-teens@surrey.ca) rather than enter them in the passport. These adventures are noted with an envelope symbol. Teen library staff will check these emails, fill out the correct number of tickets with the teen’s info and automatically enter them into the email adventures draw box located at City Centre.

**TSA Survey:** An online survey will be available for teens to fill out from August 7th to September 18th, 2017. We hope to capture feedback from teen users, and there will be a prize draw for survey respondents. Please direct teens to fill out this survey once it is live on the library website.

**Staff FAQ**

1. How will I know how many tickets to give a teen?
   1. The number of tickets each adventure is worth is written at the top of the page.
2. Can a teen do a challenge more than once?
   1. No, once it is signed off/ stamped, then it is done.
3. What happens if a teen loses their passport?
   1. If a teen loses their passport they can email [library-teens@surrey.ca](mailto:library-teens@surrey.ca) and we will direct them to pick up another passport at the branch at which they originally registered.
4. What if a teen is not yet 12, can they participate?
   1. If the teen will be 12 by Sept. 1st, 2016 then yes, they can participate. If they are younger than that, no they cannot register for TSA, but they can register for SRC ☺
5. What if a teen is older than 18?
   1. If a teen is 19+ they are too old to participate in TSA.
6. Can Teens bring in a friend’s/ siblings passports to be signed/ stamped?
   1. No, each individual must bring in their own passport.
7. Can a teen from outside of Surrey Libraries join TSA?
   1. Yes.
8. Can I get my passport stamped after September 5th?
   1. No, the end date is firm. All draw entries must be in by closing on the 1st.
9. How late can a teen register?
   1. Teens can register anytime before Sept. 5th.