



THE SMITHTOWN LIBRARY
(631) 360-2480

RESCUE TAILS

Do you have a rescue pet? The Smithtown Library is looking for teens in grades 6-12 to tell us all about your best friend and share their story to help promote animal adoption. **Teens will receive one hour of community service for each submission that meets all of the requirements. Certificates acknowledging community service credit will be emailed as a PDF.** Please review the guidelines carefully, as submissions that do not adhere to these guidelines may not receive community service credit.

How to Submit:

- Email the story of your pet as a Microsoft Word attachment or Google document, along with a picture of your pet, to teens@smithlib.org. Please provide your full name and Smithtown Library card number with your submission. Please note: School email addresses (ex. jsmith@smithtown.k12.ny.us) cannot receive outside mail. Please use an alternate email address.
- **Please follow the guidelines provided in order to receive community service credit.**
- Please be aware that the picture you attach may go up on our website or social media pages.
- If we need you to make any changes or edits, we will email you back with details. **You will not receive your community service certificate until the changes have been made.**

Please allow 5 days for processing of submissions and certificates. After you submit your "tail," a librarian will review it for content, grammar, word count, and presence of all the review elements. Within 5 days, you will receive an email with your certificate **OR** a list of revisions. Once the revisions are made and received, your submission will be reevaluated within 5 days. If the revisions made do not satisfy the Rescue Tail guidelines, the librarian reserves the right to refuse the submission and community service hours will not be awarded.

If you are submitting a Rescue Tail for a community service requirement such as Honor Society, Religion, or College Applications, please submit well in advance of your deadline. Remember that you may be required to make revisions. Submissions will not be read the night before required hours are due.



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Guidelines

In order to receive community service for your submission, the following guidelines must be met. In a Word or Google document, please use the following format when providing information about your rescue "tail." **Your submission must contain a minimum of 200 words in order to be considered for community service credit.**

Each submission must follow the following format as written:

Name:

Grade:

Pet Name:

Type of animal (breed too if you know it!):

Age:

Rescued from:

Your Rescue Tail – must include

- How long your pet has been with your family
- Their adoption story
- Some personality traits or characteristics
- Your favorite thing to do together
- Why you would recommend adopting an animal
- A picture of your pet (either jpg or png format)

We will then include it on our website to help promote animal adoption!

Submissions should not need extensive editing for spelling, grammar, content, understanding, or style. Proofread your work!