Volunteer Application

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Volunteer Preferences**

Days and Time Number of hours preferred per week \_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| TimeAvailable |  |  |  |  |  |  |  |

**Skills and Interests**Indicate those areas of skill/interest that pertain to you. Mark as many as are applicable.

**Clerical/Office Work Hobbies/Interests**

🞎 Answering phones 🞎 Carpentry
🞎 Clerical/Office work 🞎 Indoor plant care
🞎 Filing 🞎 Handyman skills
🞎 Photocopying 🞎 Gardening/Landscaping
🞎 Telephoning 🞎 Sewing/Upholstery

**Communications/Information Outreach Services**🞎 Brochure/newsletter 🞎 Book Sale
🞎 Web design 🞎 Book Store
🞎 Blog/Facebook 🞎 Homebound delivery
🞎 Mailings

**General Library Work Program Support**🞎 Shelf Reading 🞎 Program planner
🞎 Processing materials 🞎 Create displays/bulletin boards
🞎 Cleaning books 🞎 Help with children’s crafts
 🞎 Organize special events
**Library Research** 🞎 Summer reading program
🞎 Archives/manuscripts 🞎 Homework helper
🞎 Creating book lists/adults
🞎 Creating book lists/ Children

**Library Research (continued) Library Support**🞎 Genealogy 🞎 Fundraising/Annual Campaign
🞎 Local History 🞎 Community speaking
🞎 Opinion surveys/polling 🞎 School tours
🞎 Oral history

**Computer Skills Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**🞎 Database searches \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
🞎 Data entry \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
🞎 Desktop publishing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
🞎 Spreadsheet experience \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
🞎 Word processing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
🞎 Internet assistance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_