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 |
| Time Available |  |  |  |  |  |  |  |

**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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_