



VOLUNTEER APPLICATION

Personal Information

Name _____ Today's date _____
 Address _____ Home phone _____
 City _____ Zip _____ Cell phone _____
 Email _____ If student, current grade _____

Skills

I have knowledge and experience in the following (check all that apply):
 Microsoft Word Microsoft Excel Microsoft Access Other _____
 I have knowledge and experience in the following (check all that apply):
 written communications marketing /PR advertising fundraising recruiting
 List additional skills, expertise and special interests: _____

Availability

I am interested in volunteering (check one):
 1 time/week 2 times/month 1 time/month 1 time project only Other: _____
 I am available to work on the following days and times:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Morning (9am-1pm)							
Afternoon (1-5pm)							
Evening (5-9pm)							

Volunteer Interests

I want to volunteer at the library because _____

I am interested in more information about becoming (check all that apply):
 A Friends of Mendon Public Library member A Library Board of Trustees member A Capital Campaign Committee member

What volunteer activities interest you (check all that apply):

Friends Book Sale

- sort and set-up for book sale
- staff book sale
- book sale wrap-up

Move to New Library

- help move/carry items (some heavy)
- unpack, organize, reshelve items

Special Events

- plan, assist with fundraisers
- represent library at local festivals and events

Aide Opportunities

- Outreach Aide—deliver books to homebound, distribute publicity in community
- Adopt-a-Shelf Aide—organize items in a specific area
- Welcome Desk Aide—greet patrons, process book drop
- Administrative Aide—Word processing, data entry, mailings
- Collection Aide—help with processing and mending library items
- Library Aide—clean, dust, replenish, organize
- Grounds Aide—gardening, yard clean-up

Communications

- help design publicity/marketing displays and brochures
- write articles/book reviews
- make calls, send emails, organize volunteers

Thank you for offering to volunteer at Mendon Public Library.

We will take your interests and skills into consideration as we look at our needs and how to best meet them.

If we are unable to use your services at this time, we will keep your application on file for one year.