**Kellogg-Hubbard Library**

**Volunteer Application**

*We are so fortunate to have a loyal group of volunteers who help us provide many services to the Central Vermont community! This volunteer application has been developed to help us organize, and make the best use of, all of our wonderful current and future volunteers. We would appreciate it if you would take a few minutes to tell us about talents, knowledge, or interests that you would like to share with us. Thank you very much!*

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

**Contact Info & Address**

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Town \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_

**Availability**

*Please indicate the times that you are available to volunteer during the following days. Please note that volunteer opportunities are limited to the hours during which the library is open.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monday: |  | Tuesday: |  | Wednesday: |  |
| Thursday: |  | Friday: |  | Saturday: |  |

**Preferences**

I prefer to be involved in regular, ongoing activities Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

If yes, approximately how many hours per month would you be willing to volunteer? \_\_\_\_\_\_

I prefer to be contacted when needed for a specific event or project Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

Would you be interested in work you can do from home? Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

Please list any special skills, knowledge, library experience, or contacts that you would like to share:

Comments/Suggestions:

*Volunteer opportunities vary throughout the year, depending on the need of the library and the number of volunteers interested. We will do our best to accommodate all volunteers who are interested in helping the library.*

**Please check the box to the right of volunteer opportunities that interest you and best match your skills**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | *Description* | *Availability* |  |
| **Book Sale** | Set Up:  Sorting donated books by genre | | Four times per year |  |
| Sales:  Completing book sale transactions (*This requires excellent attention to detail and math skills)* | | Four times per year |  |
| Clean Up:  Cleaning and organizing the book sale | | Consistent need throughout most of the year |  |
| Breaking Down:  Boxing unsold books and cleaning book sale area *(This may require heavy lifting)* | | Four times per year |  |
| Recycling Books:  Moving boxes of unsold books out of the basement *(This requires heavy lifting)* | | Four times per year |  |
| **Events & Programs** | Event Assistance:  Setting up, hosting, and cleaning up after events | | Consistent need throughout the year |  |
| Flyer Design:  Creating flyers to advertise library events (*This requires computer and design skills)* | | Consistent need throughout the year |  |
| Flyer Distribution:  Posting flyers for events throughout the community | | Consistent need throughout the year |  |
| Marketing:  Sharing information about library events on community forums, websites, newspapers, etc. (*This requires computer skills)* | | Consistent need throughout the year |  |
| **Home Delivery\*** | Contacting Patrons:  Calling home-bound patrons | | Needed once a week throughout the year |  |
| Book Delivery:  Delivering library materials to home bound patrons | | Needed once a week throughout the year |  |
| **Outreach\*** | Book Delivery:  Delivering library materials to day care centers, community centers, home-bound patrons, etc. | | Consistent need throughout the year |  |
| Reading:  Reading to children at day care centers | | Consistent need throughout the year |  |
| Check Book Exchange Sites:  Monitor and replenish Book Exchanges with books | | Needed once a month throughout the year |  |
| **Processing** | Book Covering:  Covering newly acquired books | | Consistent need throughout the year |  |
| Mending:  Mending damaged library books | | Consistent need throughout the year |  |
| **Shelving** | Shelf Facing:  Adjusting books on shelves to make them neater and easier to read | | Consistent need throughout the year |  |
| Shelf Reading:  Ensuring that books on shelves are in the correct order *(This requires excellent attention to detail)* | | Consistent need throughout the year |  |
| Book Shifting:  Moving books to create more shelf space | | Periodic need throughout the year |  |
| Book Cleaning:  Cleaning the covers of books | | Consistent need throughout the year |  |

**\*** If you are interested in Home Delivery or Outreach volunteering, please also complete page 3 of this application.

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**Outreach Addendum**

*Please answer the following questions, if you checked that you would be interested in Outreach volunteer opportunities above. As you may be visiting library patrons at their homes or working with children, the library may need to run a background check.*

Legal name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All former name(s) used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever been convicted (found guilty) of a crime (including probation(s) before judgment), or are there any pending criminal charges awaiting a hearing in a court of law? Do not list any criminal charges for which records have been expunged. Yes \_\_\_\_ No \_\_\_\_

If you answered YES, please describe all convictions, when they occurred, the facts and circumstances involved, and information pertaining to rehabilitation.

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