

Folio Volunteer Application

Contact Information

Name	
Street Address	
City, State, ZIP Code	
Cell Phone	
Home Phone	
E-Mail Address	
Preferred contact method	

Personal Information

Current Folio member? ☐ Yes ☐ No

Relevant experience _____

Areas of reading interest and/or expertise _____

Emergency contact _____ Phone _____

Are you seeking to fulfill a school requirement for community service hours? ☐ Yes ☐ No

If yes, how many hours? _____ By what date? _____

Volunteer Service Opportunities (please select all interests)

- ☐ **Book cataloging** (enter data for individual books into our online catalog)
- ☐ **Book group facilitator** (lead book discussions; previous experience needed)
- ☐ **Book processing** (sort incoming donations, write donor code in books)
- ☐ **Book purchasing** (suggest worthy current books to purchase, visit book sales; subject-area expertise desired)
- ☐ **Clerical** (data entry, keyboarding, assist with mailings)
- ☐ **Events** (set up and strike, ticketing, audiovisual, etc.)
- ☐ **Front desk** (greeting patrons, answering questions, checking out books; regular schedule needed)

- ☐ **Fundraising** (grant writing, grant research, help with fundraising events and campaigns)
- ☐ **IT Support** (networking, installing software, setting up work stations, troubleshooting)
- ☐ **Member relations** (assist with mailings and at member parties, monitor member benefits)
- ☐ **Programming** (support staff with planning and publicity of Folio programs)
- ☐ **Shelving** (re-shelve books, assist with arrangement and shifting of books)
- ☐ **Short-term projects** (bookcase assembly, work parties, etc.)
- ☐ **Social Media** (assist with Facebook, Instagram and Twitter accounts)
- ☐ **Website** (assist with the upkeep of the site and help create content)
- ☐ **Writer** (create content for newsletter, website, and social media outlets)
- ☐ **Other** _____

Availability

Please indicate the times that you can volunteer.

Monday _____

Friday _____

Tuesday _____

Saturday _____

Wednesday _____

Sunday _____

Thursday _____

Volunteer Agreement

Folio is committed to ensuring that you have a quality volunteer experience which is both productive and rewarding. We recognize our volunteers as a significant resource in achieving the goals of our organization.

Volunteers agree to perform volunteer role to the best of their ability; to follow the organization's policies and procedures; to meet time and task commitments and to provide sufficient notice when not available; to act in a way that is in line with the aims and objectives of the organization and that enhances the work of the organization.

Applicant Signature & Date

Signature: _____ Date: _____

Signature of Parent or guardian signature (if under 18 years): _____

Folio Staff Use

Orientation/start date: _____

Volunteer assignment: _____

Name of staff member: _____