

Tecumseh District Library  
215 N. Ottawa St. ~ Tecumseh, MI 49286 ~ 517-423-2238

### Library Volunteer Application

Please print clearly and complete each section.

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (H) \_\_\_\_\_ Cell \_\_\_\_\_

E-mail \_\_\_\_\_

Are you interested in one time/short term volunteer assignments?    Yes    No

Are you interested in on-going volunteering assignments?                Yes    No

Are you applying for a specific posted volunteer position?                Yes    No

If so, which position? \_\_\_\_\_

Where did you see it posted? \_\_\_\_\_

I am seeking this volunteer position: (check one)

\_\_\_ to satisfy a school/class/scholarship community service requirement.

\_\_\_ to become a regular library volunteer.

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Availability—Check the times you would be available to volunteer.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
10:00 a.m. – 12 Noon	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Noon – 5:00 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:00 p.m. – 5:00 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3:30 p.m. – 5:30 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4:00 p.m. – 6:00 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5:00 p.m. – 8:00 p.m.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Describe any volunteer experience.

Describe any past paid work experiences.

**If you are under 18 years of age, please turn to the Youth Volunteer form on page 4 now.**

**If you are an adult, please complete the following sections.**

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**Volunteer Interests**

Please check all that apply. Activities may not be available at all times.

General Library: Dust Shelves Greet People Garden Maintenance  
Assist with Programs Outdoor Projects  
Summer Reading Prize Distribution

Historical Room: Data Entry Indexing Filing Clipping

Computer Skills: Internet Word Excel PowerPoint Publisher  
Troubleshooting Skills

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To help us match you with the best volunteer experience, please state why you would like to volunteer at the Tecumseh District Library.

References: List three references from non-relatives including telephone numbers and e-mail addresses.

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

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

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship: \_\_\_\_\_

Thank you for your interest in Tecumseh District Library's Adult Volunteer Program. All applicants will be notified when the position is filled. A background check will be required upon selection of Adult Volunteers.

## **Form to be completed by Youth Volunteer applicants**

Please print clearly and complete each section.

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

Parents' Names: \_\_\_\_\_

School currently attending: \_\_\_\_\_

Grade: \_\_\_\_\_

Describe any after-school activities you currently participate in:

Can you make a commitment to work as a Youth Volunteer for a minimum of 6 months?

Can you make a commitment to work as a Youth Volunteer during the summer months, when not on a family vacation or attending camp, etc.?

Do you have your parents' permission to serve as a Youth Volunteer?

Please submit the following items with this completed Application Form:

- 1) An essay, no longer than 1 page, on "Why I Want To Be A Youth Volunteer".
- 2) A written recommendation from an adult who is not related to you.

Thank you for your interest in Tecumseh District Library's Youth Volunteer Program. All applicants will be notified when the position is filled.