

Staff use: Date rec. _____

Staff initials _____



Short-term/temporary Teen Volunteer Application

Name _____ Phone _____

Address _____

School _____ Grade _____ Age _____ e-mail _____

Clubs, interests, hobbies, activities, etc. _____

Are you required to fulfill a certain number of volunteer hours?

How many and for what program?

Is there a time frame/deadline that you need hours by? (If yes, specify date)

Please check those activities and duties that interest you:

- Attending Teen Advisory Group (program/event plan, teen area improvements etc.)
- Helping with children's programs (summer reading, special celebrations, crafts)
- Helping children's librarians (name tags, photocopying, basic clerical/library duties)
- Helping with library materials (shelving, organizing, searching, repairing, cleaning)
- Helping with special events/projects (book sales, fundraisers, publicity)
- Helping with computer/technical services (web page, basic computer maintenance)
- Other (please describe):

Please provide information for two references (non-related adults who know you well)

Name/position _____ Phone _____ e-mail _____

Name/position _____ Phone _____ e-mail _____

What days and times are you available? (Library hours: M-Th 10am-8pm; F 10am-6pm)

Monday _____ Thursday _____

Tuesday _____ Friday _____

Wednesday _____

I hereby apply for the Teen Volunteer Program at Bozeman Public Library.

Signature _____ Date _____

Volunteer Enrollment Form **Skills** and **Interest** List:

Please check those that apply:

Skills:

COMPUTER ____ (If you check here, please list software program applications):

TYPING/KEYBOARDING ____

KNOWLEDGE OF AV EQUIPMENT ____ (If you check here, please list AV equipment)

FILING ____

WRITING PUBLICITY ____

CALCULATOR ____

COPY MACHINE ____

FAX MACHINE ____

OTHER ____

Interests:

STORYTELLING ____

MUSICAL ____

THEATRICAL ____

ART/GRAPHICS/LETTERING ____

PHOTOGRAPHY ____

CLERICAL ____

OUTREACH ____

PLANNING AND MANAGING A SPECIAL PROJECT ____

MENDING AND MAINTENANCE OF COLLECTION ____

GARDENING ____

BULLETIN BOARDS/DISPLAYS ____

OTHER (Please list) ____