# Mamie Doud Eisenhower Public Library
# Teen Volunteer Application

Staff Initials _____

Name _____ Date _____
Address _____
Phone _____
School _____ Grade _____

Reason for volunteering:
_____ personal interest _____ school service hours _____ court ordered
_____ other organization _____

Hours needed _____ Date hours need to be completed _____

Circle which times you are available to volunteer. You'll get one 2 hour shift per week.
Monday 6-8 p.m. Tuesday 6-8 p.m. Wednesday 6-8 p.m. Thursday 6-8 p.m.

**To be completed by court-ordered volunteers only:**
Are you a Broomfield resident? yes no
Age _____
What was your violation?_____
*(We cannot accept violations that are threatening, violent, drug, theft, or sex-related.)*

**Please indicate your comfort level in completing the following tasks. This information will be used to assign you jobs that best fit your skills, so please be honest.**

| | Not comfortable | | Somewhat comfortable | | Very Comfortable |
|---|---|---|---|---|---|
| Working by myself | 1 | 2 | 3 | 4 | 5 |
| Talking to others | 1 | 2 | 3 | 4 | 5 |
| Putting books in alphabetical order | 1 | 2 | 3 | 4 | 5 |
| Creating a bulletin board | 1 | 2 | 3 | 4 | 5 |
| Podcasting | 1 | 2 | 3 | 4 | 5 |
| Writing book reviews | 1 | 2 | 3 | 4 | 5 |
| Cleaning books | 1 | 2 | 3 | 4 | 5 |
| Finding books by the Dewey Decimal system | 1 | 2 | 3 | 4 | 5 |

*Continue on side two.*

| | Not comfortable | | Somewhat comfortable | | Very Comfortable |
|---|---|---|---|---|---|
| Photocopying pages | 1 | 2 | 3 | 4 | 5 |
| Using a paper cutter | 1 | 2 | 3 | 4 | 5 |
| Searching the library catalog | 1 | 2 | 3 | 4 | 5 |
| Internet searches | 1 | 2 | 3 | 4 | 5 |
| Microsoft Word | 1 | 2 | 3 | 4 | 5 |
| Microsoft Excel | 1 | 2 | 3 | 4 | 5 |
| Organizing | 1 | 2 | 3 | 4 | 5 |
| Microsoft Publisher | 1 | 2 | 3 | 4 | 5 |

**Why are you interested in volunteering at the library?**

**What tasks would you most enjoying working on while volunteering at the library?**

**Do you have any special skills or requirements you would like us to know about?**

**Please answer the following questions:**

Today's date is July 26, 2008. You are asked to go through a stack of magazines and remove any that are more than one year old. Circle the two dates you would remove.

| | | |
|---|---|---|
| August 2007 | January 2008 | June 2007 |
| April 2008 | April 2007 | February 2008 |

Number these books 1 through 5 in alphabetical order:

_____ YA Van
_____ YA Fod
_____ YA Col
_____ YA Mey
_____ YA Abr

*Volunteers are scheduled in 2 hour shifts, once a week. Please contact the Teen Zone desk of the YA Librarian as soon as possible if you are unable to come as scheduled. If you miss or cancel two shifts, your shift will be given to the next person on the volunteer list.*
*All teen volunteers are required to fill out a time sheet of their hours. The library can provide proof of volunteer hours if needed.*