

# Tecumseh District Library

215 North Ottawa Street – Tecumseh, Michigan 49286-1564 – 517-423-2238 – Fax 571-423-5519

## Library Volunteer Application

Please print clearly!

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

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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


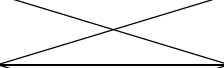
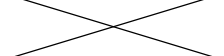
Where did you see it posted? \_\_\_\_\_

I am seeking this volunteer position: (Check one)

\_\_\_\_\_ to satisfy a school/class/scholarship/National Honor Society/community service requirement

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

### **Availability – Check the times you would be available to volunteer:**

	Monday	Tuesday	Wednesday	Thursday	Friday
10:00 a.m. to 12 noon					
1:00 p.m. to 3:00 p.m.					
3:00 p.m. to 5:00 p.m.					
3:30 p.m. to 5:30 p.m.					
4:00 p.m. to 6:00 p.m.					
5:00 p.m. to 7:00 p.m.					

Describe any past volunteer experience:

Describe any past paid work experience:

Describe any computer skills:

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

If you are an adult, please complete the section below and the References Section on Page 3.

**Volunteer Interests:** Check all that apply. Activities may not be available at all times.

**General Library:**

- Dusting shelves                       Shelf Reading (Checking for correct order of books)  
 Garden maintenance                 Outdoor work under the supervision of TDL's landscaper  
 Summer Reading Program Prize Distribution

**Historical Room:**

- Clipping       Data entry       Filing       Indexing

**Help us match you with the best volunteer experience by stating why you would like to volunteer at TDL:**

**REFERENCES**

List three references from non-relatives including telephone numbers and email addresses.

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

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

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

**Thank you for your interest in Tecumseh District Library's Adult Volunteer Program.**

**All applicants will be notified when the position is filled.**

**TDL reserves the right to conduct a background check as part of the selection process.**

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Tecumseh District Library is an equal opportunity employer

Submit Library Volunteer Application and References to:

Mary Beth Reasoner, Volunteer Committee Chair

Tecumseh District Library

215 North Ottawa Street Tecumseh, MI 49286-1564

Revised January 2020 by the Volunteer Committee

**This Page is to be completed by Youth/Teen Volunteer Applicants**

Please print clearly!

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

Name of Parent or Guardian: \_\_\_\_\_

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

Describe any after-school activities you currently participate in:

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

Can you make a commitment to work as a Youth/Teen Volunteer during June, July, and August, when not on a family vacation or attending camp, etc.?

Do you have your parent's or guardian's permission to serve as a Youth/Teen Volunteer?

Please submit the following documents with this completed Application Form:

- 1) An essay, no longer than one page, on "Why I Want To Be A Youth/Teen Volunteer".
- 2) A written recommendation from an adult who is not related to you, such as a teacher, counselor, youth group leader, neighbor, 4-H leader, scout leader, etc. Someone who knows you and can describe your good qualities.

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

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Submit Library Volunteer Application, Essay, and Recommendation to:  
Mary Beth Reasoner, Volunteer Committee Chair  
Tecumseh District Library  
215 North Ottawa Street Tecumseh, MI 49286-1564

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