



VOLUNTEER APPLICATION

May be mailed to: Vista Grande Public Library
7 Avenida Vista Grande B7-192, Santa Fe, NM 87508

Date: _____

Name: _____

Address: _____

Birth date: _____ Email address: _____

Home phone: _____ Cell phone: _____

Notify in case of emergency: _____
(Name and phone number)

Library or volunteer experience: _____

Special skills, training, and/or career experience: _____

I want to work in these areas:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Circulation desk | <input type="checkbox"/> Computer assistance | <input type="checkbox"/> Public programs | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Cataloging/proc. | <input type="checkbox"/> Building and grounds maintenance | <input type="checkbox"/> Children's activities | <input type="checkbox"/> Board of Directors |
| <input type="checkbox"/> Book repair | <input type="checkbox"/> Art/design | <input type="checkbox"/> Adult programming | <input type="checkbox"/> Legal assistance |
| <input type="checkbox"/> CD cleaning | <input type="checkbox"/> Display | <input type="checkbox"/> IT Assistance | <input type="checkbox"/> Bookkeeping |
| <input type="checkbox"/> Shelving | <input type="checkbox"/> Research | <input type="checkbox"/> Grant writing | |

Languages spoken: _____

Availability each week: Number of hours: _____
Days of week and time of day: _____

Your reasons for wanting to volunteer with Vista Grande Public Library?

Comments/Concerns: _____

I understand that the library complies with the Drug-Free Workplace Act and agree to comply with its provisions. I also understand that the library requires a criminal background check by the New Mexico Department of Public Safety for volunteers and Board members.

Signature: _____ (date) _____

For library staff only

Interview date: _____

Initial assignment (area, schedule):

Start date: _____

Data entry:

Volunteers email list (date, initials): _____

Volunteer schedule sheet (date, initials): _____

Volunteer time tracking system (date, initials): _____

Nametag made (date, initials): _____

Orientation completed (date, by): _____