

# L. E. SMOOT MEMORIAL LIBRARY

## Group Volunteer Application (For groups of five or more from the same organization)



Application Date: \_\_\_\_\_

Group Name \_\_\_\_\_

• **Group Leader Contact Information**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone (Day) \_\_\_\_\_ Phone (Evening) \_\_\_\_\_

Email \_\_\_\_\_

• **Are there any youth (under age 18) in this group?** \_\_\_\_ YES \_\_\_\_ NO If yes, please list the number of youth and the age range of the group. \_\_\_\_\_ Number of Youth \_\_\_\_\_ Age Range

• **How many people are in this group?** \_\_\_\_\_

• **Are volunteer hours required for this group?** \_\_\_\_ YES \_\_\_\_ NO  
If YES, total hours needed \_\_\_\_\_ Deadline for completion \_\_\_\_\_

• **How often will this group be volunteering?** (Example: 2X a month, 2nd and 4th Wednesdays)

\_\_\_\_\_

• **Has this group participated in volunteer programs before?** \_\_\_\_ YES \_\_\_\_ NO

If YES, what has been the group's experience? \_\_\_\_\_

• **Please indicate your group's availability.**

Mon: \_\_\_\_ to \_\_\_\_ Tues: \_\_\_\_ to \_\_\_\_ Wed: \_\_\_\_ to \_\_\_\_ Thurs: \_\_\_\_ to \_\_\_\_ Fri: \_\_\_\_ to \_\_\_\_ Sat \_\_\_\_ to \_\_\_\_

• **Is there any thing you would like to share about this group?** \_\_\_\_\_

\_\_\_\_\_

• **Why would this group like to volunteer at the L. E. Smoot Memorial Library?** \_\_\_\_\_

\_\_\_\_\_

• **Upon approval, all volunteers must complete and submit the Volunteer Agreement.**

• **Please complete the Volunteer Skills Inventory sheet regarding your groups interest(s).**

Fax or e-mail completed application to:

Volunteer Coordinator  
L.E. Smoot Memorial Library  
9533 Kings Highway  
King George, VA 22485

E-mail/Call/Fax:  
volunteer@smoot.org  
540-775-2147  
Fax: 540-775-3769

# Volunteer Skills/Interest Inventory

Indicate those areas of skill/interest that pertain to you.  
Mark as many as applicable.

## Youth Services

- Crafts
- Displays
- Program Assistance
- Storytime
- Manga Club

## Adult Services

- Crafts
- Displays
- Program Assistance

## Reference / IT

- Database searches
- Genealogy
- Local History
- Computer Assistance
  - Internet
  - Email
  - Publisher
  - Excel
  - Word
  - Social Media
  - Resume Help
- Computer Classes

## Circulation / Page

- Adopt-a-shelf (shelf reading)
- Shelving/Sorting
- Library Maintenance
- Filling book requests

## Technical Services

- Book Processing (Labels)
- Books Covering
- Mending (Repairs)

## Clerical / Admin Work

- Filing
- Photocopying
- Telephoning
- Creating Book Lists
- Maintaining Outdoor Sign

Please Rank the THREE Department's you would PREFER to work in:

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



