



# Friends of the Morgan Hill Library

## Volunteer Interest Survey

Please complete this form and leave in the Friends Bookstore. We will contact you soon.  
For more information, call Volunteer Coordinator, Karen MacDonald, 779-3995.

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

Phone \_\_\_\_\_ Best time to call \_\_\_\_\_

Email \_\_\_\_\_

Specific interest, skill, availability or general interest:

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### **Book Sorting**

\_\_\_\_\_ Sort donations on Tuesday, Wednesday or Friday, 9AM to noon; weekly or bi weekly if possible

### **Bookstore**

\_\_\_\_\_ Work as cashier for 2-3 hour shift weekly, bi-weekly, monthly or substitute; training required

\_\_\_\_\_ Stock book shelves; prefer weekly commitment, day & time of day to be arranged

\_\_\_\_\_ Create signs for the Bookstore as needed

### **Big Book Sales**

\_\_\_\_\_ Create signs for the event

\_\_\_\_\_ Set up on Friday morning before the sale, 9AM to noon

\_\_\_\_\_ Help plan and implement Members Preview Night

### **Online Book Sales**

\_\_\_\_\_ Assist Amazon seller - should live in Holiday Lake Estates; Excel-proficient

\_\_\_\_\_ Implement eBay online sales

### **Website ([www.friendsmhl.org](http://www.friendsmhl.org))**

\_\_\_\_\_ Redesign the website

\_\_\_\_\_ Assist web manager with editing and updating postings

### **Publicity and Marketing**

\_\_\_\_\_ Submit details of events to online and print calendars

\_\_\_\_\_ Design flyers for book sales and special events

\_\_\_\_\_ Distribute flyers for posting

\_\_\_\_\_ Write press releases and news articles

\_\_\_\_\_ Redesign Friends brochure

\_\_\_\_\_ Monitor supply of brochures and handouts in Friends Bookstore

### **Membership**

\_\_\_\_\_ Help organize and implement membership drive

\_\_\_\_\_ Transfer Excel to Access database

\_\_\_\_\_ Send greeting cards to members as needed

### **Programs**

\_\_\_\_\_ Assist in planning and preparing for special events or activities

\_\_\_\_\_ Prepare event signage

\_\_\_\_\_ Help at special events

\_\_\_\_\_ Take photos at events and obtain releases

\_\_\_\_\_ Make arrangements for program for annual meeting

\_\_\_\_\_ Provide refreshments for annual meeting