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.friendsmhlibrary.org](http://www.friendsmhlibrary.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
- Make arrangements for program for annual meeting
- Provide refreshments for annual meeting