



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:

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)

_____ 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