



Friends & Foundation of the Henrietta Public Library

Adult Volunteer Application

Name _____

Address _____

Phone _____

Email _____

What inspired you to apply for a volunteer position? _____

Please indicate your interest in the following areas:

(please see the attached sheet for more information on each of these roles.)

- Mending Sorting Donations Administrative work Processing Materials
 Re-shelving Retail sales/Bookshop Fundraising Creating displays
 Program set up Accounting Gardening Board Member Other _____

Availability

- Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 Morning Afternoon Evening

Highest level of education completed _____

School _____

Current Employer _____

Each volunteer applicant must provide two personal or professional references in order to be considered for a volunteer position. Please provide a valid phone number or email address for each reference.

Reference 1

Name _____

Address _____

Phone _____

Email _____

Relationship _____

Reference 2

Name _____

Address _____

Phone _____

Email _____

Relationship _____

Is there anything we should know about you that would impact your ability to work in the Library?

As an organization that works closely with children and finances, I understand that my application is subject to a criminal background check.

I also understand that the Friends & Foundation of HPL requires a minimum of a regular six-month commitment from volunteer and cannot accommodate community service requests.

Signature _____

Date _____

Please send your completed application to:

Brigid Ryan
Managing Director, Friends and Foundation of the HPL
455 Calkins Road
Rochester, NY 14623

OR

donations@friendsandfoundationhpl.org



Friends & Foundation *of the* Henrietta Public Library

At the Henrietta Public Library there are a variety of tasks that help support our library and our Friends and Foundation. Here is a little more information on the options offered above.

- Mending** - Repairing books that have suffered damage in order to keep them in circulation
- Sorting Donations** - Review donated materials and determine what can be sold, shared, shelved, or recycled.
- Administrative** - Working with Library or Friends and Foundation staff as needed.
- Processing Materials**- This includes preparing new library materials for the shelves by labeling, taping, covering, and mending.
- Shelving Materials** - This includes shelving adult materials that have been recently returned and sometimes requires pushing full book carts around the library. It also involves reaching and bending while shelving the items.
- Retail sales/Bookshop** - Selling donated books in the shop, stocking the shop with donated materials, carrying boxes of donations to the shop, managing the cash intake, and keeping accurate cash drawer.
- Fundraising** - Work with Friends and Foundation team on fundraising events, third party events, and other projects.
- Creating Displays** - Work with Library team to create book displays or feature displays.
- Program set up** - Work with Library team to set rooms for programming as needed.
- Accounting** - Work with the Finance committee to ensure all donations, sales, and proceeds are accurately entered.
- Gardening** - Work with the gardening committee to plant, weed, and water the gardens around the Library.