

## **LIBRARY VOLUNTEERS NEEDED!!!**

Dear Parents,

As we begin a new school year, Mrs. Panetti, our librarian, is in need of parents willing to volunteer their time in the library. This job involves replacing all returned books to their proper location on the shelves. No experience is necessary, as any new volunteers will be trained prior to their first day.

Two volunteers are needed each day (**usually it only takes about an hour of your time**). One volunteer is needed in the morning around 10am and one in the afternoon around 1:45pm. **These are suggested times, please contact me if you would like to help but need to adjust the time!** Please indicate your preference of am/pm, as well as the day of the week you prefer. I will do my best to accommodate your first choice, however no parent will be assigned to work during the time that their child(ren) attend library.

Please return the attached sheet **NO LATER THAN SEPTEMBER 8TH**, so that I may begin planning out the schedule for the year. You will be notified of the time and weekday you have been assigned, including a calendar of dates for the entire school year. Please understand this commitment is for the entire school year. If you cannot be there for your scheduled time slot, you will need to email or call a substitute to cover for you (a list with phone numbers and email addresses will be provided). Your time commitment ensures the library continues to run smoothly for the benefit of all the children.

Thank you again for volunteering for this important position at UH,

Tracy Shaw 610-363-0270 tshaw12@yahoo.com

## LIBRARY VOLUNTEER FORM

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Email Address \_\_\_\_\_

**\*Please include your email address...** it is the main source of communication throughout the year.

Child's Name(s) \_\_\_\_\_ Teacher's name(s) \_\_\_\_\_  
\_\_\_\_\_

**1<sup>st</sup> choice:** Day \_\_\_\_\_ AM/PM (circle one)

**2<sup>nd</sup> choice:** Day \_\_\_\_\_ AM/PM (circle one)

**3<sup>rd</sup> choice:** Day \_\_\_\_\_ AM/PM (circle one)

(or write "sub" if you prefer to only be on the substitute list)

Please circle **ONE**: Monthly      Bi-Weekly (2x a month)      Weekly (4x a month)

\_\_\_ Check here if I may add your name to the substitute list also

Are you a first time volunteer? Yes/No

If yes, you will be assigned to a mandatory 15 minute training session prior to your first day!