

For Office Use Only

Training _____

Inactive Date _____

Referred By _____

Youth College Summer

Seasonal Holidays

Application for Volunteer Position

Matter Bookstore is run by Wolverine Farm Publishing, a non-profit organization. We resell donated books and new books, special order new and used books, and host author readings, town meetings, and independent film events. Volunteers primarily work as sales associated, and help out with special projects as skills/time necessitate. They work with customers to help them find or order books, explain the connection between the bookstore and the publishing company, and perform other tasks associated with running a successful store, such as receiving, inventory and cleaning.

Volunteer Application Information

Name _____

Telephone (home) _____

Street _____

(cell) _____

City _____

State _____ Zip _____

Email Address _____

Date of Birth _____ 18 or older? _____

Emergency Contact

Name _____

Telephone _____

Relationship to volunteer _____

I am seeking this volunteer position (check one):

___ to become a regular Matter Bookstore Volunteer

___ to satisfy school/class/scholarship requirements

___ to fulfill court-ordered community service

Have you ever been convicted of a crime (other than a minor traffic offense that resulted in a fine)?

___ YES ___ NO

If yes, please state the crime(s) you were convicted of and explain the facts surrounding each.

Interests as a volunteer (check all that apply)

___ Sales associate (direct sales on sales floor)

___ Off-site sales (transport merchandise to/from sites, set up, take down, sell)

___ Displays (set up visual displays, move fixtures, etc)

___ Special events

Availability:

I am available (check all that apply):

	Mon	Tues	Weds	Thurs	Fri	Sat	Sun
7am-10am							
10am-1pm							
1pm-4pm							
4pm-7pm							
7pm-10pm							

I will help out as a substitute on short notice: YES NO

Hours per week:

Goals: How did you hear about volunteering at Matter Bookstore? Who referred you?

What do you hope to gain through volunteering at the bookstore?

References: Please list two references (not relatives) that we may contact:

Name	Address	Phone	Occupation
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Certification and Release

I certify that all statements made in this application are true and complete. I authorize Matter Bookstore to contact the individuals listed above as references.

I agree to perform my duties to the best of my abilities; to adhere to the rules and procedures of Matter Bookstore, including accurate record keeping requirements and security and safety regulations; and to meet my time and duty commitments, or to let the volunteer coordinator know in advance that I cannot keep my shift, so alternate arrangements can be made.

I hereby acknowledge that I have read, understand and agree to the preceding statement.

Signature of Volunteer Applicant _____ Date _____

Guardian (for applicant under age 18) _____ Date _____

The success of Matter Bookstore depends on the dedication and enthusiasm of our volunteers. Each person brings special strengths and insights into our store. *Thank you for giving your time.*