



2010 Dewey Avenue * Evanston, IL 60201
(847) 869-7323 phone * (847) 869-7325 fax
info@literatureforallfus.org * www.literatureforallfus.org

Volunteer Interest Form

Name: _____ E-mail: _____

Address: _____ City: _____

State: _____ Zip: _____ Home Phone: _____

Other Phone: _____ How do you prefer to be contacted? _____

How did you hear about us? _____

Please tell us about your **areas of interest, skills, and experience**. If you would only like to volunteer in specific ways, or if you are up for anything, please note this in the Comments section. Feel free to attach another sheet if needed. Thank you!

Interests, skills, and life experiences you would like to contribute as a volunteer:

Previous volunteering or civic involvement experiences:

Educational Background:

Work Experience:

Comments:

Below we have listed our **current volunteer areas**. Please check any areas and/or circle any functions that you would be interested in as a volunteer:

- Book Group Assistant:** Help make our book group circles fun, safe and nurturing by volunteering as a Book Group Assistant.
Time Requirement: 90 minute book groups, one per week for one full semester. Book groups are all during the day, no evening or weekend groups are offered. Book Group Assistants support and assist our professionally trained Book Group Leaders. (Training sessions provided prior to book group attendance)
- Committee Opportunities:** Put your specific planning and management skills and experience to work on a Board committee, including Finance, Development, and Marketing & Public Relations.
- Event Assistance:** Work at some of the numerous events we host each year! Assist in setting up, taking down, cleaning up, and keep things running smoothly during the event.
- Host a Coffee:** “Coffees” are a wonderful way for *Literature for All of Us* to make new friends and raise needed funds for our book group programs. These fun and intimate gatherings feature a presentation by the organization’s leadership, followed by an inspirational poetry reading. Coffees can be hosted by one or more co-hosts who work with our staff to develop a guest list and invitation materials, and coordinate RSVP lists. Hostesses also provide refreshments for the evening.
- Internship:** College students can earn college credit while learning professional skills. Interns have several areas to explore with us, including planning and leading book discussions and poetry writing workshops, special event planning, grant research and writing, and marketing.
- Office Help:** Help us use our resources wisely by giving your time to administrative tasks, including: newsletter and invitation mailings, book inventory, preparing training manuals, filing, and helping with special projects. (Located at 2010 Dewey Ave, Evanston, IL 60201)
- Special Projects:** Help out when special projects arise. You can help by providing transportation to poetry readings, babysitting during events, putting together poetry anthologies and much more.

When and how often are you available to volunteer? _____ hours per WEEK

Please indicate **which day(s)** you are available, as well as **what part of the day**. (NOTE: our book group programs are held during weekday hours, Monday-Friday, 9am-5pm)

Our funders often ask us for the following demographic information about our volunteers, so we would appreciate it if you would share the following:

Birthdate: _____

Gender: Female Male

Race/Ethnicity:

African-American/Black

Hispanic/Latino(a)

American Indian/Native American

Multi-racial

Asian-American

Other _____

Caucasian/European

Thank you for taking the time to share your interest with us! We look forward to working with you!