



354 Hogan Road  
Bangor, Maine 04401  
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207-947-8451

## Volunteer Application Form

Name: \_\_\_\_\_ Today's Date: (mm/dd/year) \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Complete Mailing Address (if different from above): \_\_\_\_\_

Gender: Male Female Do not identify Date of Birth: (mm/dd/year) \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Preferred Contact: Home Cell Work Email: \_\_\_\_\_

In case of emergency, please contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_

### Ethnic Group:

American Indian/Alaskan Native  
Asian

Native Hawaiian/Pacific Island  
Black/African American

Hispanic/Latino  
White

Other

### Education: Highest Grade Completed:

Less than 12th Grade  
High School Diploma/GED

Some College  
Undergraduate Degree

Graduate Degree  
Not Available

### Employment Status (check one):

Employed Unemployed/Looking Not in Labor Force (Retired, student, disabled etc.)

If you are employed, job: \_\_\_\_\_

Place of work: \_\_\_\_\_

### How did you find out about Literacy Volunteers of Bangor? (check all that apply):

TV/Radio Employer Special event College  
Poster/Pamphlet/Brochure Other volunteer Public relations talk Social Media  
Family /Friend Newspaper Local volunteer center Other:  
Library Website/Internet Other agency

### Volunteer Work You May Consider (check all that apply):

Basic Literacy Tutoring (requires training) Event Planning Office Work  
English Language Tutoring (requires training; other language skills are not necessary) Outreach Board Membership  
Committee Work Fundraising Project-based work

Why do you think you would be a good literacy volunteer?

What are your Interests/Hobbies?

# Volunteer Application Form

When are you available to volunteer? (check all that apply):

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning							
Afternoon							
Evening							

**Feel free to tell us anything about yourself that may be helpful in a satisfying volunteer experience.**

List two (2) personal references that are familiar with your skills, interests, and character:

Name:	Email Address: Phone:
Address:	
Town/State/Zip:	
Name:	Email Address: Phone:
Address:	
Town/State/Zip:	

I agree that all the above information is true to the best of my knowledge.

Legal Name *(if different from nickname on front of application)*: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*You may use either an electronic signature or simply type your name in the space provided.*

*In complying with this letter and spirit of applicable laws, LV-Bangor accepts volunteers, employees, and students without discrimination on the basis of a person's race religion, color, age, gender, national origin, citizenship, physical or mental disabilities, political beliefs, marital or family status, sexual orientation, veteran status, or other classification protected by law.*

## *Tutor Application: Skills Audit/Assessment -- For TUTORS only*

Name: \_\_\_\_\_

**Area of Interest** (check all that apply):

Basic Literacy (BL)

English Language Learner (ELL)

Do you know any foreign languages? If so, which one(s)?

**What is your preference for a student match** (check all that apply)?

Male

Female

Younger

Older

No Preference

One-on-one tutoring

Small Group

Large Group

Please answer the following questions.

**1** Describe any relevant background experience in an educational setting.

**2** List any specific skills and abilities that you bring to the tutoring situation. Include: teaching skills, goal setting, assessment, adult basic education, lesson planning, listening skills, and planning/organizational skills.

# Volunteer Interest & Skills Inventory

Please indicate **ALL** the skills you possess **AND** have an interest in sharing:

<b>Communication Skills</b>	<b>Average</b>	<b>Good</b>	<b>Excellent</b>
Advertising & marketing			
Event planning			
Graphic design			
Media relations			
Public speaking			
Recruitment / outreach			
Social media – content generation			
Writing and editing			
Website maintenance			
<b>Finance Skills</b>			
Analyzing financial data, processes, and controls			
Budgeting			
Financial planning			
General accounting			
<b>Fundraising Skills</b>			
Fundraising – major giving / planned giving			
Fundraising – networking for private support & corporate giving			
Grant writing			
<b>Governance Skills</b>			
Information systems			
Insurance / risk management			
Law / legal affairs			
Personnel management			
Reviewing organizational documents			
Strategic planning			
<b>Office skills</b>			
Copying / collating projects			
Customer relations (out-bound calls)			
Data entry			
Filing and maintaining records			
Mailings			
Technology-based projects			
Volunteering at events			
<b>Tutor Support &amp; Teaching</b>			
Administering satisfaction surveys			
Coordinating book or writing clubs			
Conference planning			
Providing & evaluating training on literacy, culture, language, etc.			
Supporting new and existing tutors			

How often do you want to volunteer?    Weekly    Monthly    Occasionally