Children's Volunteers

When you come in:

1) Check the bulletin board and your folder for announcements and instructions.
2) Put on name tag.
3) Check "Task List" (below), "Regular Tasks" (right) and white bin
4) Complete tasks in the order they need to be done
5) Initial next to tasks completed; let librarians know what tasks you were unable to finish
6) Check with librarians to see what else needs to be done

Regular Tasks

☺ **Straighten shelves**

☺ **Clean books**

☺ **Dust shelves and wipe down tables**

☺ **Shelf read**

Specific Task List

Today's Date	Job to be completed and instructions	Date needed by	Staff initials	Volunteer initials & date