

# Friends Of the Metuchen Library

A New Jersey Nonprofit Corporation

480 Middlesex Avenue, Metuchen, NJ 08840-1457

732-632-8526

## Active Volunteers Are the Heartbeat of Friends

We are proud of our large Friends membership and the growing list of volunteers. Volunteer tasks are very important and provide opportunities for forming new friendships. To become a volunteer, please fill out this form and send or take it to the Library. **Please check all the areas where you wish to help.**

**Thank you!**

### SERVE ON FRIENDS BOARD

#### FALL BOOK SALE

- Telephone Committee
- AM Set Up Committee
- Collect Money at Sale
- Organize Books at Sale
- PM Clean Up Committee
- Booth at Country Fair

#### FRIENDS FOYER

- Yearly, Oil Teak Furniture in Foyer

#### LIBRARY ASSISTANTS

- Keep Book Shelves in Order

### HISTORIANS FOR THE FRIENDS

### PUBLICITY COMMITTEE

- Fax Articles to Newspapers
- Develop Internet Communications

### NEWSLETTERS & MAILINGS

- Fold Letters & Newsletters
- Call List of Volunteers
- Take Letters to Post Office
- Take Letters to Printer

### MEMBERSHIP

- Send Thank You Letters
- Maintain Mailing List
- Send Letters to New Residents

### DELIVER "BOOKS ON WHEELS"

### EDITOR OF NEWSLETTERS

- Three Letters a Year

### TRIPS TO MUSEUMS

- Co-chairperson

### ANNUAL FRIENDS MEETING

- Set Up Room
- Set Up Refreshments

### HOSPITALITY COMMITTEE

- Bake Cookies Once a Year

### GARDENING ASSISTANCE

- Outdoor Plants
- Indoor Plants

*Do you have skills to offer the Friends?  
Please list skills below:*

*What would you like to see the Friends offer  
to the community? Please list below:*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone (     ) \_\_\_\_\_

\_\_\_\_\_ E-Mail \_\_\_\_\_

**For greater clarity, paste your  
Name and Address Label here. →**