



# Volunteer Intake Form

**For staff use only**  
 Today's date \_\_\_\_\_  
 In LACES \_\_\_\_\_

| CONTACT INFORMATION  |   |   |
|--|---|---|
| Last name  |   |   |
| First name   | Middle name   |   |
| Street address   |   |   |
| City   | Zip code  |   |
| Home phone   | Emergency contact's name  |   |
| Work phone   | Relationship  |   |
| Cell phone   | Emergency phone   |   |
| Email address  |   |   |
| DEMOGRAPHICS & EMPLOYMENT INFORMATION  |   |   |
| Date of birth  | <b>Gender</b><br><input type="checkbox"/> Male<br><input type="checkbox"/> Female   | How did you learn about this program?   |
| <b>Employment</b><br><input type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> Unemployed<br><input type="checkbox"/> Not looking<br><input type="checkbox"/> Retired<br><input type="checkbox"/> Student<br><input type="checkbox"/> Other | <b>Ethnicity</b><br><input type="checkbox"/> African American<br><input type="checkbox"/> Asian<br><input type="checkbox"/> Caucasian<br><input type="checkbox"/> Hispanic or Latino<br><input type="checkbox"/> Native American<br><input type="checkbox"/> Pacific Islander<br><input type="checkbox"/> Other | <b>Education</b><br><input type="checkbox"/> Below high school<br><input type="checkbox"/> High school diploma<br><input type="checkbox"/> Associates degree<br><input type="checkbox"/> Bachelors degree<br><input type="checkbox"/> Graduate degree<br><input type="checkbox"/> Other |
| Occupation   |   |   |
| Employer   |   |   |
| TUTOR TRAINING & MATCHING PREFERENCES  |   |   |
| Why are you interested in volunteering?  |   |   |

**TUTOR TRAINING & MATCHING PREFERENCES**

**Which tutor training will you attend?**

**Where would you like to tutor?**

|  |  |
|--|--|
| <input type="checkbox"/> Campbell Library  | <input type="checkbox"/> Milpitas Library      |
| <input type="checkbox"/> Cupertino Library | <input type="checkbox"/> Morgan Hill Library   |
| <input type="checkbox"/> Gilroy Library    | <input type="checkbox"/> Mountain View Library |
| <input type="checkbox"/> Gilroy Office     | <input type="checkbox"/> Saratoga Library      |
| <input type="checkbox"/> Los Altos Library | <input type="checkbox"/> Other                 |

|   |  |
|---|--|
| <p><b>Gender</b></p> <input type="checkbox"/> No preference<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female | <p><b>Are you willing to help a learner improve his/her listening and/or speaking abilities?</b></p> <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
|---|--|

**Availability (write in preferred times of day to meet)**

Mon \_\_\_\_\_

Tue \_\_\_\_\_

Wed \_\_\_\_\_

Thu \_\_\_\_\_

Fri \_\_\_\_\_

Sat \_\_\_\_\_

Sun \_\_\_\_\_

**FOR STAFF USE ONLY**

**Literacy Specialist**

**Matched with**

|  |  |  |
|--|--|--|
| <p><b>Program</b></p> <input type="checkbox"/> North county<br><input type="checkbox"/> South county | <p><b>Keyword</b></p> <input type="checkbox"/> Campbell Library<br><input type="checkbox"/> Cupertino Library<br><input type="checkbox"/> Gilroy Library<br><input type="checkbox"/> Gilroy Office<br><input type="checkbox"/> Los Altos Library | <input type="checkbox"/> Milpitas Library<br><input type="checkbox"/> Morgan Hill Library<br><input type="checkbox"/> Mountain View Library<br><input type="checkbox"/> Saratoga Library<br><input type="checkbox"/> Other |
|--|--|--|

**Additional notes**