

**INSTRUCTIONS FOR COMPLETING
FRIENDS OF THE GLENDALE PUBLIC LIBRARY
REQUEST FOR ASSISTANCE FORM**

1. **REQUESTOR'S NAME** – Person asking for help for the Friends of the Library (FOL).
2. **DATE** – Day submitting request.
3. **BRANCH** – The library the Requestor primarily works in.
4. **EMAIL** – Email address that the FOL can reach the Requestor at.
5. **PHONE #** - The library branch phone # the FOL can reach the Requestor at. If a cell phone # is also applicable, please provide.
6. **TYPE OF ASSISTANCE NEEDED** – Mark the type of assistance needed – Funds, gadgets, humans, etc. Then complete what/or the amount needed is needed.
7. **DATE NEEDED** – List when the item or assistance is needed by or on.
8. **DETAILS** – Provide details of the request.

Example 1: Velma Teague Youth Services is requesting \$600 for 2016 for: 12 months of pizza for Wednesday Family Movie Night (\$300) & \$300 to help purchase books for the Mystery Book Group.

Example 2: Main Branch is asking for \$250 to purchase a new Biofit® Double-Sided Welded Steel Book Truck with Two Sloping, One Flat Top Shelf, Item #: 67381 from Office Max.

Example 3: Foothills Branch is requesting FOL assistance – as many people as possible – to help with the April XX, XXXX Book Sale. Please contact Emily Bronte if anybody can help.

9. **CHIEF LIBRARIAN APPROVAL and DATE** – After reviewing the request to make sure that it is appropriate for the FOL, the Chief Librarian will initial, date, and forward to FOL.

ALL REQUESTS FOR ASSISTANCE MUST BE SENT TO THE CHIEF LIBRARIAN FOR REVIEW BEFORE BEING SENT TO THE FRIENDS OF THE LIBRARY.

COPIES OF RECEIPTS FOR PURCHASES MUST BE SENT TO THE FRIENDS OF THE LIBRARY WITH IN 30 DAYS OF PURCHASE.

*******FOR FRIENDS OF THE LIBRARY USE ONLY***** SECTION**

10. **DATE RECEIVED** – The day the FOL received the request.
11. **RECEIVED BY** – The person getting the request.
12. **DATE(S) DISCUSSED BY THE BOARD** – Date or dates the officers reviewed the request.
13. **COMMENTS/DISPOSITION** – Documentation of what the FOL did with the request.
14. **RECEIPT(S) RECEIVED** – Date receipts for purchases of requested items received (staple to back).