

Southern Union Conference Office of Education

Library Work Study Pilot Program

School Work Order Request Form

School Information:

School Name and NAD Org ID#	Conference	Today's Date
School Street Address	City, State, and Zip Code	
School Phone #	School Principal	Principal's Email Address
Supervisor's Name	Supervisor's Phone #	Supervisor's Email Address
Contact Person (if not the Principal)	Phone #	Email Address

Library Service Selection:

Services Requested (check all that apply):	Total estimated time required for each service:
<input type="checkbox"/> Cataloging	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Adding titles	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Deleting titles	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Collection Analysis	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Shelving	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Lifting	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Cleaning	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Boxing/Un-Boxing materials	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Book Repairs	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Organizing	_____ minutes, hours, days (circle one)
<input type="checkbox"/> Other	_____ minutes, hours, days (circle one)

Explain: _____

(Please attach a sheet if more space is needed)

Work Study Program Requirements:

1. Submit this completed Work Order Request form to your local conference, Office of Education
2. Email a copy to lirsupport@southernunion.com
3. Provide a supervisor for the duration of the work
4. Provide a detailed, written action plan with instructions for each task to be completed
5. Track and submit actual hours worked for each student
6. Complete performance reviews for each student upon completion of the work
7. Submit completed performance reviews to lirsupport@southernunion.com

Comments and/or additional information:

Completed by _____

Date _____