



Volunteer Application

Volunteers are needed October 26 and 27, 2018

Please fill out and return this form by September 28, 2018,
to the following address:

April Wallace, Volunteer Coordinator

West Virginia Book Festival • 123 Capitol Street, Charleston, WV 25301
304-343-4646, ext. 1284 • april.wallace@kanawhalibrary.org • www.wvbookfestival.org

Please print clearly

Name _____ Email _____

Street Address _____ City, State & Zip _____

Phone (home) _____ (work) _____ (cell) _____

Please check all days and times that interest you, even if they overlap. You will be contacted in early October with information about your assignment. We will make every effort to give you your first choice, but we may need you somewhere else.

Used Book Sale Set Up on Friday, October 26. Please note that this job is quite strenuous and requires not only lifting and unpacking large boxes of books, but also walking and standing for long periods of time. Volunteers are greatly needed and appreciated, but please keep these physical requirements in mind.

9:00 to 11:30 a.m.

11:00 a.m. to 1:30 p.m.

Used Book Sale on Saturday, October 27. Most volunteers will assist in the checkout process by tallying items and bagging/boxing. Most, if not all, of your shift(s) will be spent standing and lifting. Determining how to charge items is necessary, and a training session may be required for new recruits (more info to follow). Other duties include carry-out service for multi-box purchases, assisting in the Collector's Corner and straightening books on tables.

7:30 to 11:30 a.m.

11:30 a.m. to 2:30 p.m.

2:30 to 5:30 p.m.

5:30 to 7:30 p.m.

Word Play (children's activities) on Friday, October 26 and Saturday, October 27. Duties: Helping children with simple crafts, assisting with children's programming such as set up, counting attendance, etc.

Friday:

10:30 a.m. to 2:30 p.m.

2:30 - 6:30 p.m.

Saturday:

8:30 to 11:30 a.m.

11:30 a.m. to 2:30 p.m.

2:30 to 6:00 p.m.

Programs, Readings and Workshops on Friday, October 26 and Saturday, October 27. Duties: Assisting in the meeting rooms in various ways, such as taking attendance, helping with book signings or serving as a contact for audience inquiries.

- Friday: 9:30 a.m. to 12:30 p.m. 12:30 to 3:30 p.m.
- Friday (cont.) 3:00 to 6:00 p.m. 4:30 to 9:00 p.m.
- Saturday: 8:30 to 10:30 a.m. 10:30 a.m. to 1:00 p.m.
- Saturday (cont.) 10:30 a.m. to 1:30 p.m. 12:30 to 3:30 p.m. 1:00 - 5:00 p.m.

Information Table in Main Civic Center Lobby on Friday, October 26 and Saturday, October 27. Duties: **At the information table in the Main Lobby**, greeting and helping people with directions within the Civic Center and around Charleston; answering questions about the Festival schedule.

- Friday: 8:00 to 11:30 a.m. 11:30 a.m. to 3:30 p.m. 3:30 to 7:30 p.m.
- Saturday: 7:30 to 11:00 a.m. 11:00 a.m. to 2:30 p.m. 2:30 to 6:00 p.m.

Information Table in Civic Center Little Theater Lobby on Friday, October 26 and Saturday, October 27. Duties: **At the information table in the Little Theater Lobby**, greeting and helping people with directions within the Civic Center and around Charleston; answering questions about the Festival schedule.

- Friday: 8:00 to 11:30 a.m. 11:30 a.m. to 3:30 p.m. 3:30 to 7:30 p.m.
- Saturday: 7:30 to 11:00 a.m. 11:00 a.m. to 2:30 p.m. 2:30 to 6:00 p.m.

AGREEMENT *(required by KCPL's insurance provider)*

I hereby apply to be a volunteer for the Kanawha County Public Library (KCPL), and state that:

*The information contained in this application is true and complete to the best of my knowledge and belief and I understand and agree that all information furnished in this application may be verified by KCPL.

*Applicants over the age of 18 will need to provide KCPL with a copy of their current valid government issued photo ID (please attach a copy of the front and back of your ID and submit it with this application).

*This is not to be considered an offer of employment. I have read and understand the above statements concerning my application to be a volunteer.

Please print name _____

Signature _____ Date _____