



Volunteer Application

Volunteers are needed October 4 and 5, 2019

Please fill out and return this form by September 5, 2019

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) _____

All West Virginia Book Festival Volunteers will receive a free shirt as a required uniform. Shirts can be picked up at orientation on **Thursday, September 19, 6 p.m. and Saturday, September 21, 10 a.m.** If you are unable to attend orientation, then please contact the Volunteer Coordinator, April Wallace, to schedule a time to pick up your shirt.

Shirt Size: XS S M L XL 2XL 3XL 4XL

Lunch Options: Lunch will be provided on Saturday, October 5 from 11 a.m. - 1:30 p.m. at the Town Center Panera Bread Community Room. Please select one boxed lunch option.

Turkey Ham Vegetarian

All volunteers will be entered into a drawing for a free signed copy of James Patterson's *Killer Instinct*.

Please check all days and times that interest you, even if they overlap. You will be contacted in late September 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 4. 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 5. 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 4 and Saturday, October 5. 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 4 and Saturday, October 5. 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 11:30 p.m. 12:30 to 2:30 p.m.

Friday (cont.) 3:00 to 5:00 p.m.

Saturday: 8:30 to 10:30 a.m. 10:30 a.m. to 1:00 p.m.

Saturday (cont.) 12:30 to 3:00 p.m. 1:00 - 5:00 p.m.

Information Table in Main Civic Center Lobby on Friday, October 4 and Saturday, October 5.

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: 6:30 to 10:30 a.m. 10:30 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 4 and Saturday, October 5.

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 _____