



Volunteer Application

Volunteers are needed October 20 and 21, 2023

**Please fill out and return this form by September 22, 2023
to the following address:**

Lois Payne, Volunteer Coordinator

West Virginia Book Festival • 123 Capitol Street, Charleston, WV 25301

304-343-4646, ext. 1283 • lois.payne@kcpls.org • www.wvbookfestival.org

Please print clearly.

Name _____ Email _____

Street Address _____ City, State & Zip _____

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

***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).**

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 20. 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. Staff and volunteers are greatly needed and appreciated, but please keep these physical requirements in mind.

What is your availability? Morning Midday

Used Book Sale on Saturday, October 21. Most staff and 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.

What is your availability? Morning Midday Afternoon Evening

Information Table in Grand Lobby on Saturday, October 21.

Duties: **At the information table in the lobby**, greeting and helping people with directions within the Charleston Coliseum & Convention Center and around Charleston; answering questions about the Festival schedule.

What is your availability? Morning Midday Afternoon Evening

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

*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 _____