



WHALE OF A USED
Book Sale
2018 Fall

Set Up: October 15-17

Preview Night: October 18

Sale Days: October 19-21

Volunteer Information

LOCATION: Jefferson County Fairgrounds, 15200 West 6th Avenue. Exit south on Indiana Street from 6th Avenue. Turn west on 6th Avenue Frontage Road and follow the signs to the Sale.

WHAT TO WEAR: Comfortable, washable clothes and comfortable shoes. FRIENDS will provide volunteer aprons to help keep your clothes clean and to help identify you as a volunteer. You will also have a name badge to wear. Please leave valuables at home.

CHECK IN / CHECK OUT: The volunteer check-in area will be inside the far LEFT (WEST) DOOR to the Exhibit Hall. Please sign in when you arrive to work your shift. Prior to leaving, please return your apron, name tag and equipment, i.e., utility knife.

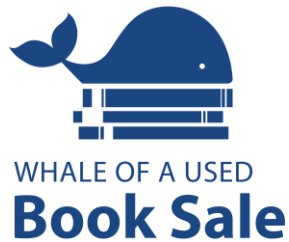
FOOD & DRINK: Lunch is provided for volunteers. On sale days (Friday – Sunday) lunch tickets will be distributed at check-in. Please only take a ticket if you intend to eat lunch at the Fairgrounds. Morning shift workers will eat lunch following the end of their shift. Afternoon shift workers should come early to enjoy their lunch before the start of their shift. Sunday lunchtimes will be staggered. Just a reminder, no food or drink in the Exhibit Hall, except capped water bottles.

REFRESHMENTS: Take a break in the back kitchen area where refreshments are provided for volunteers. Coffee, water, juice, soda, fruit, pastries and bagels are available at 8 a.m. each morning (10 a.m. on Sunday and 7 a.m. on Friday). Other snacks are offered throughout the day.

NO SMOKING: By law, smoking is not permitted in the building.

PURCHASE OF BOOKS: Volunteers working Setup (Monday – Wednesday) will be able to select two free books (up to a \$6 value) and purchase up to 10 additional books at the end of their designated shift. Volunteers scheduled for Thursday, Friday, Saturday or Sunday shifts may also select two free books and can purchase as many books as you would like before or at the end of your shift.

CUSTOMER PROBLEMS: We try to accommodate the customers' needs; however, should you need assistance with a customer, please ask Foundation Staff (Kim, Don, Alison or Jo) or one of the Crew Chiefs (Tim, Sandy, Doug or Ron).



Explanation of Tasks

Accounting: Work with the JCLF Bookkeeper (Allison Lausten) to collect money from cashiers and count receipts.

Bert's Weathered & Treasured: An area of collectible and better books where everything is individually priced.

Book Save / Stage Save Area: An area where shoppers can set aside boxes/bags of books they are intending to buy.

Carts: Often people need help carrying (or carting) their purchases to their cars.

Cashier: Check shoppers out of the sale; cashiers are scheduled in pairs so that one does the counting/bagging while the second takes payment.

Children's Area: Located downstairs. Volunteers are assigned either as table tidiers or cashiers.

Early Open Check In: Take \$10 payment for each Early Bird attendee at entrance on Friday morning.

Exit Checkers: Checkers are required in Bert's Weathered & Treasured to remind people they cannot bring bags into this area of the sale. Other checkers are required at the upstairs and downstairs exits to make sure people have paid, and to thank them for attending.

Friends Check In: Verify shoppers' Friends memberships and/or sign up new members at entry to preview night.

Greeter/Counter: Greet people as they enter the sale, hand out maps, answer questions and count attendees with a "clicker."

Kitchen: Man the kitchen and help feed our volunteers and give them a nice break area.

Large Volume: Check out for those who are buying multiple boxes of books.

Photographer: Snap candid photos during the setup and sale to be used on social media and promotional materials. Any volunteer is welcome to take photos and share with the Foundation.

Table Tidier (in Children's and Main Exhibit Hall): Make sure books are neatly arranged during the sale and move inventory from under the tables to the top as space is available.

Volunteer Check In: Check volunteers in at the start of each shift, hand out aprons and name badges, orient new volunteers.