



Friends of Hunterdon County Library (FOHCL) 2017 Book Sale Volunteer Form

Please be sure to renew your 2017-2018 FOHCL membership in order to volunteer. Job descriptions for each volunteer opportunity are included as a separate enclosure. Please read the job descriptions and this entire form (front and back of this sheet) before completing. Mark with an "X" items that are your volunteer interest.

Note: Book dealers and book resellers are not permitted to volunteer.

For each person volunteering, submit one completed form (front and back of this sheet).

South County Park –SCP

HQ- HCL Headquarters

North County Branch -NCB

South County Branch - SCB

Set- Up SCP	Wed, April 12 ___ 9 a.m. – 4 p.m.	Thurs, April 13 ___ 9 a.m. – 4 p.m.	Fri, April 14 Book Drive SetUp ___ 9 a.m. – 4 p.m.		
Book Drive SCP	Sat, April 15 ___ 8 a.m.- 3 p.m.	Sat, April 22 ___ 8 a.m.- 3 p.m.			
Sorting NCB	Mon, April 17 ___ 10 a.m. – 2 p.m.	Tues, April 18 ___ 10 a.m. – 2 p.m.	Wed, April 19 ___ 10 a.m. – 2 p.m.	Thurs, April 20 ___ 10 a.m. – 2 p.m.	Fri, April 21 ___ 10 a.m. – 12 p.m.
Library Pick-Up	Mon, April 17 ___ HQ – Route 12 ___ NCB – Clinton ___ SCB -Lambertville	Tues, April 18 ___ HQ – Route 12 ___ NCB – Clinton ___ SCB - Lambertville	Wed, April 19 ___ HQ – Route 12 ___ NCB – Clinton ___ SCB - Lambertville	Thurs, April 20 ___ HQ – Route 12 ___ NCB – Clinton ___ SCB - Lambertville	Fri, April 21 ___ HQ – Route 12 ___ NCB – Clinton ___ SCB - Lambertville
Sorting SCP & Sales Set-up	Mon, April 17 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. - 7:30 p.m.	Tues, April 18 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 7:30 p.m.	Wed, April 19 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 7:30 p.m.	Thurs, April 20 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 7:30 p.m.	Fri, April 21 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 4 p.m. Book Drive Set-up also during Sorting time
Sorting SCP & Sales Set-up	Mon, April 24 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 7:30 p.m.	Tues, April 25 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 7:30 p.m.	Wed, April 26 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m.	Thurs, April 27* ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m.	*Note: Thursday April 27 Last day for volunteer sorting & purchases. All volunteer purchases must be paid up by April 27.
Preview Sale Set-Up	Fri, April 28 ___ 9 a.m. – 12 p.m.	Preview Sale Hours**	Fri, April 28 ___ 12 p.m.– 5 p.m.	**Note: While working during assigned shifts, volunteers cannot shop or purchase on Preview Sale day (Fri, April 28), during the Book Sale (Sat, 4/29 & Sun, 4/30) and Bag Sale (Mon 5/1).	

Book Sale Days** Saturday & Sunday	Sat, April 29 ___ 7:15 a.m. - 12:30 p.m. ___ 12 p.m. - 5:15 p.m.	Rank Order Job for Saturday ___ Cashier ___ Book Counter ___ Table Restocking ___ Porter ___ Traffic	Sun, April 30 ___ 9:30 a.m. - 1 p.m. ___ 12:30 p.m. - 3:30 p.m.	Rank Order Job for Sunday ___ Cashier ___ Book Counter ___ Table Restocking ___ Porter ___ Traffic	<i>Rank Order Job Choice from 1 to 5 with 1 being most interested, 5 being least interested. All efforts will be made to make job assignments based on rankings. Please note that temporary job reassignments may occur based upon book sale needs on that day.</i>
	Mon, May 1 ___ 8:30 a.m. – 2:30 p.m.	Clean- Up Days SCP Mon – Wed	Mon, May 1 ___ 2:30 p.m. – 4:30 p.m.	Tues, May 2 ___ 9 a.m. – 5 p.m.	

Name _____ Phone _____

Email _____

Address _____ City _____ State _____ Zip Code _____

___ Are you a student? If checked, indicate your grade _____ (FOHCL membership is free for Student Volunteers through High School.)

Mail this completed form to Jackie Cady, 75 Jefferson Court, Flemington, NJ 08822 as soon as possible.

Questions: call Jackie 908-284-9898 or email fohclfriends@gmail.com Before mailing, check that both sides of this form are completed, that your email address is provided, and that you have kept a copy of your completed form as a reminder.