



Friends of Hunterdon County Library (FOHCL) 2019 Book Sale Volunteer Form

Please be sure to renew your 2019-2020 FOHCL membership and 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" those 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 Fairgrounds, Grange Building HCL Headquarters-HQ North County Branch -NCB South County Branch - SCB

SCP Set- Up			Wed, April 10 ___ 9 a.m. – 4 p.m.	Thurs, April 11 ___ 9 a.m. – 4 p.m.	Fri, April 12 Book Drive Set Up ___ 9 a.m. – 4 p.m.
SCP Book Drives	Sat, April 13 ___ 8 a.m.- 3 p.m.	Sat, April 20 ___ 8 a.m.- 3 p.m.	Note: Book Drive Activities, which include unloading cars, packing donations, lifting and stacking boxes, are the highest priority during book drives. Sorting is not a priority and sorting support (trash/recycle pick-up, table management, and box recycling) may not be available during book drives.		
NCB Sorting NCB closed Friday, April 19 for Good Friday holiday. (Bottled water provided. Volunteers: please bring your meals/snacks as needed)	Mon, April 15 ___ 10 a.m. – 2 p.m.	Tues, April 16 ___ 10 a.m. – 2 p.m.	Wed, April 17 ___ 10 a.m. – 2 p.m. ___ 2 p.m. – 6 p.m. ___ 6 p.m. – 9 p.m.	Thurs, April 18 ___ 10 a.m. – 2 p.m.	Mon, April 22 ___ 10 a.m. – 2 p.m. CLEAN UP & TRANSPORT ONLY. SORTING will not be done.
Library Pick-Up (All HC Libraries are closed for Good Friday holiday, April 19)	Mon, April 15 ___ HQ – Route 12 ___ NCB – Clinton ___ SCB – Ringoes	Tues, April 16 ___ HQ – Route 12 ___ NCB – Clinton ___ SCB - Ringoes	Wed, April 17 ___ HQ – Route 12 ___ NCB – Clinton ___ SCB – Ringoes	Thurs, April 18 ___ HQ – Route 12 ___ NCB – Clinton ___ SCB - Ringoes	Fri, April 19 All HC Libraries are closed for Good Friday holiday
SCP Sorting & Sales Set-up (Bottled water provided. Volunteers: please bring your meals/snacks as needed)	Mon, April 15 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 6:30 p.m.	Tues, April 16 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 6:30 p.m.	Wed, April 17 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 6:30 p.m.	Thurs, April 18 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 6:30 p.m.	Fri, April 19 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 4 p.m. Book Drive Set-up also during Sorting time
SCP Sorting & Sales Set-up (Bottled water provided. Volunteers: please bring your meals/snacks as needed)	Mon, April 22 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 6:30 p.m.	Tues, April 23 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 6:30 p.m.	Wed, April 24 ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m. ___ 5 p.m. – 6:30 p.m.	Thurs, April 25* ___ 9 a.m. – 1 p.m. ___ 1 p.m. – 5 p.m.	*Note: Thursday April 25 Last day for volunteer sorting & purchases. All volunteer purchases must be paid by April 25.
SCP Preview Sale Set-Up	Fri, April 26 ___ 9 a.m. – 12 p.m.	SCP Preview Sale **	Fri, April 26 ___ 12 p.m.- 5:30 p.m.	**Note: Volunteers working assigned shifts on Preview Sale Day (Fri, 4/26), Book Sale Days (Sat, 4/27 & Sun, 4/28) & Bag Sale Day (Mon, 4/29) may not shop or purchase during their work shifts	

SCP Book Sale Days** Saturday & Sunday	Sat, April 27 <input type="checkbox"/> 7:15 a.m. - 12:30 p.m. <input type="checkbox"/> 12 p.m. - 5:15 p.m.	Rank Order Job for Saturday <input type="checkbox"/> Cashier <input type="checkbox"/> Book Counter <input type="checkbox"/> Table Restocking <input type="checkbox"/> Porter <input type="checkbox"/> Traffic	Sun, April 28 <input type="checkbox"/> 9:30 a.m. - 1 p.m. <input type="checkbox"/> 12:30 p.m. - 3:30 p.m.	Rank Order Job for Sunday <input type="checkbox"/> Cashier <input type="checkbox"/> Book Counter <input type="checkbox"/> Table Restocking <input type="checkbox"/> Porter <input type="checkbox"/> 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>
	SCP Clean- Up Days Mon – Wed	Mon, April 29 <input type="checkbox"/> 2:30 p.m. – 4:30 p.m.	Tues, April 30 <input type="checkbox"/> 9 a.m. – 5 p.m.	Wed, May 1 <input type="checkbox"/> 9 a.m. – 4 p.m.	

Name _____ Home Phone _____

Cell Phone _____ Email _____

Address _____ City _____ State _____ Zip code _____

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

Mail this completed form to Jackie Cady, 75 Jefferson Court, Flemington, NJ 08822 as soon as possible. Thank you in advance for returning the form to Jackie by mail. Please call Jackie at 908- 284 -9898 if there is a question about volunteering or about the form. 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.

Other questions: email fohclfriends@gmail.com