

Volunteer Handbook 2008

General Information:

- Review volunteer job descriptions on the Festival website to select a volunteer assignment that interests you.
- Online: Then volunteer online at <http://www.texasbookfestival.org/Volunteer.php>
- Deadline: Submit the volunteer form online by October 20, 2008. (The earlier the better, but no later than October 20th.)
- Confirmation: You'll be sent a confirmation email. You should also be contacted again at a later date by your Event Chair to finalize shifts and training (usually by email).
- Multiple events: You may sign up for more than one job, but please be careful! Although festival volunteers are "super", you can only be at one place at a time. Example -- If you sign up for 3 events – we are assuming you want to work at all 3 events.
- Groups/Friends: We cannot guarantee that groups or friends will be scheduled together. But we'll try as best we can. It is strongly recommended that each and every volunteer sign up INDIVIDUALLY (and identify their friend or group on the volunteer form).
- Age: You must be 16 years of age or older to volunteer.
- Location, location, location! Most volunteer jobs are on the Capitol grounds, and most volunteer jobs take place Saturday and Sunday of the festival. BUT NOT ALL! Again – be careful in your volunteer choice if this is an important factor in your decision.
- Sundays! The Festival historically runs short of volunteers on Sundays. Please consider volunteering for Sunday.
- Persons with physical disabilities or limitations should call the Book Festival office for information about volunteer opportunities. Volunteers must be able to reach, carry, lift, stand, sit, bend, and communicate with various persons.
- Your contact information: It's essential that you provide a phone number and/or email address on the volunteer form where you can be reached by the Event Chair to confirm your assignment. Email is an essential method of contact by Event Chairs, as they need to reach numerous people in a short period of time. Thus, provide an email address that you check often. When you get an email from TBF or your Chair, please respond as soon as you can.

Check-in:

- Check-in at the Volunteer Tent located near 12th Street and Colorado St.
- Check-in early so that you can arrive on time to your volunteer assignment.
- You'll receive your festival volunteer t-shirt at the Volunteer Tent.

What to wear:

- **Your volunteer T-shirt** which you receive upon check-in at the Festival. The volunteer t-shirt is required apparel.
- Comfortable slacks/jeans, long shorts, or skirt. You might want to layer your clothing as we're never sure if we will need to shed or add sweaters or shirts!
- Comfortable shoes. We have a notorious lack of places to sit, so be prepared to stand or walk.
- Sun visor or hat and sunscreen or rain gear -- weather dictating
- Valuables should be left at home – space is not secure for purses, briefcases, or purchases.
- SUNSCREEN. Again – if it's a warm sunny day you'll be glad you did.

Training:

- Online: The Festival website includes general information that should be reviewed in advance – such as the Festival map, schedule of events, and parking information.
- From your Event Chairperson: Some jobs require additional training. The Chairperson for your job assignment will get in touch with you if there is special training or information you need prior to the festival.
- On the spot: If training is not needed prior to the festival, your Chairperson will train you at your event. All the better reason to arrive a few minutes early to your shift.
- Email: It is essential that you provide an email address and phone number on the volunteer form where you can be reached. Without that, the Chair cannot reach you to confirm your assignment or offer training.

Parking:

- Volunteers may park at the Stokes Parking Garage on Lavaca between 12th and 13th Streets.
- This garage is reserved for Book Festival parking and is located only one block from the Capitol grounds.
- See map on the Book Festival web site for exact location, and additional information.

General expectations:

- Punctuality -- arrive early for your shift to minimize unattended areas and allow volunteers to pass information from shift to shift.
- The festival volunteer t-shirt is required.
- Enthusiastic and courteous demeanor.
- Knowledge of the Book Festival and the specific areas where you will be working.
- Know your job assignment and shift, and are prepared for the assignment.

- Know where to park or have other travel arrangements established prior to the festival.
- You volunteer 'freely', meaning the book festival does not pay volunteers.

Cancel or reschedule:

Cancelling --

Please make every effort to find a replacement on your own. Share the information in this handbook and the Festival website with your replacement. Ask your replacement to report to the Volunteer Tent giving your name and volunteer time. We'll take it from there. If you are unable to find a replacement, contact the Volunteer Chairs as soon as possible at volunteer@texasbookfestival.org.

Rescheduling –

If you want to change your volunteer event, shift time, or day -- notify the Book Festival by October 20th at volunteer@texasbookfestival.org. Please keep in mind that most slots will be filled by that date, so you will need to be very flexible about your new job assignment.

More information:

If you have further questions about volunteering, please contact us at

- volunteer@texasbookfestival.org
- 512-477-4055
- www.texasbookfestival.org

Thank you very much for volunteering.

We really do appreciate it! The Festival cannot be successful without volunteers. YOU are very important to the success of the Texas Book Festival.