

Volunteer Application



Thank you for your interest in volunteering at the 8th Annual South Dakota Festival of Books, September 24 – 26, 2010, in Sioux Falls, SD!

Please complete the following form and e-mail it to volunteer@sdhumanities.org
 You may also mail it to:

South Dakota Humanities Council
1215 Trail Ridge Rd.
Suite A
Brookings, SD 57006

Contact Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	

Availability

During which hours are you available for volunteer assignments?

	Friday Sept. 24	Saturday Sept. 25	Sunday Sept. 26
Morning (8 a.m. – 12 p.m.)			
Afternoon (12 p.m. – 5 p.m.)			
Evening (5 p.m. – 9 p.m.)			NA

___ **Thursday Set-Up:** I am available to help set-up venues on Thursday, Sept. 23

Comments or special requests:

Interests

Tell us in which areas you are interested in volunteering. Please check all that apply.

- Info Booth
- Room Host
- Moderator
- Book Signing Coordination
- Author Check-In
- Author Transportation

Have you previously volunteered at the Festival of Books? Yes No

Volunteer Job Descriptions

Info Booth volunteers answer questions for festival attendees. SDHC staff will be available at all times at the Information Table. Volunteers will communicate locations of presentations, special events and answer general Festival inquiries, (e.g. times of events, location of first aid, restrooms, food, and parking). Volunteers might also assist with Volunteer Check-In, Silent Auction, Raffle, Free Drawings or Bag Checks.

Room Hosts are responsible for greeting and seating festival goers. Room hosts will keep track of the number of people who attend sessions and confirm with the moderator. In the event a moderator fails to show up, the room host will serve as a moderator. A/V and technical skills are a plus as room hosts will assist with running a/v equipment, turning on/off lights, and preventing interruptions once the program begins.

Moderators are responsible for introducing the author or authors at the beginning of each session. Volunteers will give a brief author introduction (background of author, notable works) and also thank festival sponsors. A script will be provided for all author introductions to aid volunteers. Moderators keep track of attendance and also ensure that the session starts and ends on time. Moderators might also be required to lead a panel discussion by asking questions.

Book Signing Coordinators are responsible for assisting authors during the book signing times. Some authors may require the page to be opened to where they are signing and/also the recipient's name printed on a post-it note.

Author Check-In volunteer will provide authors with festival materials, ensure that the author has the appropriate accommodations and is informed about planned Festival activities. The check-in is located at the Holiday Inn City Centre.

Author Transportation volunteers will transport authors from the Sioux Falls Regional Airport to the Holiday Inn City Centre. Drivers will be reimbursed mileage if requested (\$0.37/ mile). This is a fun way to get to know the authors presenting at the festival!

Person to Notify in Case of Emergency

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Injury Acknowledgement

When acting as a volunteer for the South Dakota Humanities Council, and South Dakota Center for the Book, I understand that I am NOT covered by SDHC/SDCFB Workers' Compensation/Employers Liability Coverage.

I further understand that if I am injured or disable while performing my volunteer duties for the South Dakota Festival of Books, I must rely upon my health and/or disability insurance for compensation. I understand that if I am killed while performing my volunteer duties for the South Dakota Festival of Books, my survivors must rely upon my life insurance for compensation.

Note: If filling this form out electronically, please type your full name in the signature box to sign.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in volunteering with us.

For questions, please contact:

Jay Willms, Festival Director
jay.willms@sdstate.edu