

VOLUNTEERING AT THE 2010 VERMONT QUILT FESTIVAL

Are you interested in helping as a volunteer at the Festival this year? Choose as many jobs as you like; each counts toward the 4 hours needed to earn priority registration in 2011.

What are the perks of being a VQF volunteer?

- Volunteering for 4 or more hours earns you **priority registration** for classes in 2011.
- Two or more hours of white gloving earns you a 2010 **quilt monitor pin**.
- Four or more hours of white gloving enters you in a drawing for a **free half-day class** in 2011.
- All volunteers receive a 2010 **VQF volunteer pin**.

Choosing a volunteer assignment

Read the descriptions of the job duties listed below. The Volunteer Sign-Up Form on this website contains a chart showing the job openings still available.

Remember to plan for travel time between CVE and SMC if your class is not at the job location; we ask that you arrive 15 minutes before the start of your shift (at the Volunteer Table if your job is at CVE – at the job site if your job is at SMC) to receive materials and ensure a smooth transition between shifts. It is essential that you remain at your assigned job for the full period specified. Shifts are filled on a first-come, first-served basis. If you are taking classes, **please wait until you know when you'll be in class to sign up for a volunteer job**.

Job assignments will only be made when a completed Volunteer Sign-Up Form is submitted. To submit the form you may:

1. Print out the form, choose the specific job/date/time combination you want, and mark your choice(s) in the space before the hours on the form to indicate your choices. Use 1, 2, 3, etc. to indicate the order of your preference, and mail the form to Alexandra Nickerson, VQF Volunteer Coordinator, 656 Brickyard Rd., Colchester, VT 05446-7471.
2. Fill out the form online as described above and email it to volunteers@vqf.org.

You will receive a form (similar to the old "Blue Form") confirming your volunteer jobs by email (if you do not have email, you will receive your form by regular mail). Bring the form with you to Festival and have your supervisor sign it at the end of your shift, verifying that you worked the assigned job. To receive credit for your volunteer hours, you must **turn in your form by August 31, 2010**. We strongly urge you to turn it in at the Volunteer table or Registration Office before leaving the Festival to be sure it is entered into the VQF records.

Even if you are not volunteering to earn priority registration for the 2011 Festival, VQF needs to know how many volunteer hours are required to put on the Festival, so we ask that you be sure to turn in your signed form.

As jobs fill, the schedule will be revised to show which jobs are no longer available. Please be sure to list at least 3 choices in case jobs have recently filled.

Contact volunteers@vqf.org or call the VQF office at 802-872-0034 if you have questions.

Jobs available at St. Michael's College (SMC)

Registration assistant -- Assist the Registrar with check-in procedures for pre-registrants.

Teacher services assistant/Checkroom attendant – Unlock/lock classrooms before and after classes, fetch needed items for teachers, and bring them to classrooms. Assist the Teacher Services Coordinator to inventory, check in, and clean equipment such as irons during the closing day of festival. This job requires stamina for walking between classrooms and carrying objects requested by teachers. Check in registrants' sewing machines and other items and give the owners receipts for the items. Return items to owners when they show their check-in receipts.

Jobs available at Champlain Valley Exposition (CVE)

Antique/special quilt exhibit assistant – Assist with hanging and taking down quilts. Agility, stamina, and the ability to handle quilts with respect are necessary. Some team members will work on ladders.

Contest Committee assistant

Hanging/taking down exhibits – Assist with hanging and taking down quilts. Agility, stamina, and the ability to handle treasured quilts with respect are necessary. May require working on ladders. Fold and package quilts for return to owners. Volunteers for these jobs must maintain confidentiality regarding all aspects of the judging process.

Working with judges -- Carry out various tasks as needed to facilitate the work of judges as they give individual attention to the quilts entered in the contest. Volunteers for these jobs must maintain confidentiality regarding all aspects of the judging process and refrain from talking among themselves or to the judges as they work. Tasks may include writing comments and scores given by judges or tallying scores. Volunteers must be flexible and willing to change tasks as requested by the Contest Committee Chairperson. May require standing/walking for long periods.

Door monitor – Direct people at rear exits to use front exits unless they are wearing a vendor badge. This is a sitting job and one where you can do a little handwork or reading.

Information Table assistant -- Answer questions, inform visitors about where and when events occur, and direct them to locations at the Festival and in the community. People who are bilingual in French and English or familiar with the immediate Chittenden County area are particularly helpful in this job.

Photographer's assistant –Remove cards and rosettes from contest quilts for photographing, repinning the cards and rosettes after photographs are taken. Hold, when necessary, a stick with lightweight posterboard on it to divert overhead lighting. This job requires standing and walking during the entire shift.

Quilt monitor (white-glove duty) -- Quilt monitors are vital as front-line ambassadors to the public as well as protectors of the quilts entrusted to the Festival. Monitors will be provided with a catalog, a monitor ribbon, and white gloves. Monitors circulate within their assigned areas, greet visitors, answer questions, and show the backs of quilts. They ensure that visitors do not touch the quilts or carry food items near them. Monitors **MUST remain within their assigned areas and refrain from shopping** during their shifts.

Raffle ticket salesperson -- Sell tickets at the assigned raffle table. This is a sitting job.

Sack sitter -- Check in attendants' purchases and give owners receipts for the items. Return items to owners when they show their check-in receipts. This is a sitting job.

Show admissions attendant-- Check (view) badges to allow prepaid registrants to enter. Receive money, make change, answer questions, welcome people, affix wrist bands, and give directions. This job may involve standing part of the time.

Special Events Coordinator assistant – Assist with setting up displays; arranging door prize displays; placing floral arrangements; taking down, cutting, and bundling fabric for door prizes; taking down displays and floral arrangements. This job may require the use of ladders.

Ticket-taker – Sell/collect tickets before start of scheduled event and until dismissed by supervisor.

Vendor booth hop passport table attendant – Distribute free passports and receive completed ones. This is a sitting job.

Vendor helper – Help vendors carry stock materials and merchandise to/from booths during set-up and take-down. This job requires physical stamina.

Vendor lounge attendant – Brew coffee, tidy kitchen and lounge area, and check for vendor badges.

Vendor registration assistant – Receive vendors for set-up and process vendor paper work. Mostly a sitting job.

Vendor tender – Assist assigned vendors by running errands, supplying water, and staying with vendors' booths if vendors need a short break.

VQF Sales assistant –Assist customers, stock shelves, and keep displays in order. Assist with receiving/returning items brought for consignment sales at the VQF store. This job requires physical stamina and standing and may require light lifting and the use of ladders.

Class assistant– This job will be filled by the Registrar when you register for your classes and not by the Volunteer Coordinator. Special instructions will be sent in class assistants' confirmation packets. Assistants must be in the classroom 15 minutes prior to the start time for the class. They help in any way requested by the teacher before, during, and after the class. A

half-day class earns 1.5 hours, a full day 3 hours, and a multi-day class 3 hours of volunteer credit per full day. (A few classes are held at CVE.)

We appreciate your help. The Festival runs on the efforts of its great volunteers!