

CCHE Volunteer Orientation Sheet – Please Read All the Way Through

- Thank you for your willingness to serve!
 - Thursday Book Drop-Off Schedule:
 - Sign in and get a nametag
 - 9:00-12:30 setup and check in volunteers' books
 - 12:30-4:30 book check-in
 - 12:30-5:30 sort books
 - Sign out when you are done
 - Friday Sale Day Schedule
 - Sign in and get a nametag
 - OK to park temporarily on lower level during pre-sale.
 - Pre-sale
 - 8:30-9:50 volunteers who work 8 hours or more buy up to 10 items, put them in their car, and move car to upper level
 - 9:50-10:15 Data entry & readers, practice check-in and check-out on computer
 - 10:15 prayer
 - 10:15-2:00 Childcare
 - 10:30-2:00 Mom's Helpers
 - 10:30-2:00 Check-out stations
 - 11:30-1:30 Book straighteners
 - 1:30-4:00 Sort unsold books
 - 4:00-5:15 Book pick-up
 - 4:00-6:00 Clean-up
 - All volunteers sign out when you are done
 - Childcare – free for volunteers on Friday
 - Security – purses should be put in the library; do not leave them out anywhere else.
 - Kids' behavior
 - No running around the building or outside
 - Playground is off limits
 - Don't play with items for sale
 - Bring extra bags and cardboard boxes that can be used for shoppers and after the sale to organize and return books