

# Volunteer Application



Thank you for your interest in volunteering at the 2019 South Dakota Festival of Books, October 3 in Rapid City and October 4-6 in Deadwood!

Please complete the following form and e-mail to [jennifer@sdhumanities.org](mailto:jennifer@sdhumanities.org) or mail to:

**South Dakota Humanities Council**  
**1215 Trail Ridge Road, Suite A**  
**Brookings, SD 57006**

## Contact Information

Name	
Street Address	
City State Zip	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	

## Availability

Please mark the time slots **when you ARE available** for volunteer assignments **in Deadwood**.

	<b>Friday Oct. 4</b>	<b>Saturday Oct. 5</b>	<b>Sunday Oct. 6</b>
<b>Morning</b> (8 a.m. – 12 p.m.)			
<b>Afternoon</b> (12 p.m. – 5 p.m.)			
<b>Evening</b> (5 p.m. – 9 p.m.)			NA

\_\_\_ **Thursday Set-Up in Deadwood:** I am available to help set up venues on Thursday, Oct. 3.

\_\_\_ **Thursday Young Readers Festival of Books in Rapid City:** I am available to help with author transportation/presentations at the Rapid City Public Library and area schools on Thursday, Oct. 3.

**Comments or special requests:**

## Interests

Tell us in which areas you are interested in volunteering (see descriptions below). Check all that apply.

- Info Booth
- Moderator
- Room Host
- Venue Captain
- Book Signing Coordinator
- 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. Volunteers will communicate locations of events and respond to general Festival inquiries (e.g. times of events; location of venues, first aid, restrooms, food and parking). Volunteers might also assist SDHC staff with Volunteer Check-In, Silent Auction, Raffle, or other needs at the SDHC Information Booth.

**Moderators** are responsible for introducing the author or authors at the beginning of each session. Using a provided script, volunteers will give a brief author introduction (background of author, notable works) and thank Festival sponsors. Moderators will also place a table tent identifying the presenting author on the podium or table, ensure that the session starts and ends on time, and record session attendance. On occasion, moderators might lead a panel discussion by asking provided questions.

**Room Hosts** are responsible for greeting and seating Festivalgoers. Room hosts will keep track of the session attendance and confirm with the moderator. In the event a moderator fails to show up, the room host will serve as a moderator. Room hosts may assist with running A/V equipment, turning on/off lights, and preventing interruptions (for example, audience members coming in early for the following session) once the program begins.

**Venue Captains** are responsible for facilitating the flow of people within a venue and accommodating the needs of room hosts by calling or running to the SDHC Information Booth. They should check each session room in their venue prior to the start of each session, to see that volunteers are present and to ask whether they need anything.

**Book Signing Coordinators** are responsible for assisting authors and Festivalgoers during the mass book signings. Authors might require their books to be opened to a specific page and/or the recipient's name to be printed on a post-it note. Festivalgoers might need help finding specific authors.

**Author Check-In** volunteers will greet authors upon arrival, provide them with Festival materials and ensure that they have the appropriate accommodations, etc. The check-in is located in the board room across from the hotel reception desk at the Deadwood Mountain Grand.

**Author Transportation** volunteers will transport authors from the Rapid City Regional Airport to hotels in Rapid City and Deadwood, from the hotels or other Festival venues to local schools and other venues for visits, and from Deadwood back to the Rapid City Airport. Drivers will be reimbursed mileage if requested (\$0.42/mile).

**Other volunteer needs may also arise!**

**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/Employer's Liability Coverage.

I further understand that if I am injured or disabled 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 out this form 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 write to:** [jennifer@sdhumanities.org](mailto:jennifer@sdhumanities.org)