

## Canberra Quilters Inc. Members' Exhibition 2016

### VOLUNTEER FORM

Please complete the whole form and print clearly in BLACK ink.

#### Your details

Member's name:	Membership number:
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Phone:	(h)	Mobile:
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Email (**print clearly**):

Are you able to walk around?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you sit and stand?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Can you sit only?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### Mandatory roster shifts

**Exhibition** -You are required to perform a SINGLE shift on the roster if you are exhibiting. You can volunteer to perform additional shifts.

**Sales Room** - An additional obligation exists if you are selling in the Sales Room. This is determined by the number of items you have in the sales room, one shift for each 50 items, or part thereof, up to a maximum of 200 items.

Number of Sales Room shifts you need to work

#### Volunteer shifts for non-exhibitors

If you are able to volunteer a shift, please indicate your availability.

#### Roster Preferences

If you would like to participate in *Quilts for Others* for any of your rostered shifts, please write 'QFO' in the appropriate timeslot and indicate what task you are able to do on your *Quilts for Others* shift.

P = Piecing or Q = Machine Quilting, E=Either

If you have had recent experience in working in treasury (cash room) at the exhibition please write 'CASH' in the appropriate timeslot.

#### Your availability

Place a tick in the timeslot of each shift for which you are volunteering. Provide at least one alternative timeslot and indicate this with an 'A' beside the tick. If you are required to work multiple shifts please concentrate them on one or two days. Every effort will be made to accommodate your request.

10 August	Wednesday (Quilt Hanging Day)	9am to 12.30pm <input type="checkbox"/>	12.30pm -3.30pm <input type="checkbox"/>	*3.30pm - 7pm <input type="checkbox"/>
11 August	Thursday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	2.20pm - 4.30pm <input type="checkbox"/>
12 August	Friday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	2.20pm - 4.30pm <input type="checkbox"/>
13 August	Saturday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	2.20pm - 4.30pm <input type="checkbox"/>
14 August	Sunday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	**2.20pm - 6.30pm <input type="checkbox"/>

## Canberra Quilters Inc. Members' Exhibition 2016

### Concessional entry

By volunteering you gain entry to the Craft and Quilt Fair. This is not free - you do pay through your administration fee and from the surplus Canberra Quilters makes at the exhibition. The current arrangements can continue as long as the admin fee covers our costs and we make a surplus. Please do not abuse this arrangement by spreading your rosters over four days or attempt to gain entry on days you are not rostered. If you are doing multiple shifts please consolidate them to one or two days.

### Quilt hanging day- special requirements

\*Last shift on Wednesday an extended roster until 7.00pm. You probably won't need to stay that late.

If you can, please bring a small step ladder. You should be comfortable using the step ladder. Under OH&S legislation the pavilion is considered a construction site. Please therefore wear comfortable enclosed footwear and the fluoro vest that will be provided when you arrive.

### Exhibition Takedown

\*\*Last shift on Sunday is an extended roster (until about 6.30pm) to help with take-down and check out

### Rostered duties

You are expected to arrive on time and remain at your assigned roster task for the duration of your shift, except for necessary toilet breaks.

Rostered duties include:

- entry and catalogue sales (seated)
- raffle ticket sales (seated)
- sales room (some seated, some standing)
- floor monitoring (white glove person-standing and walking)
- Quilts for Others (seated, some standing if pinning)

Members volunteering to do a shift with QFO assist in making quilts which QFO distributes to community organisations. You are asked to nominate a preference – piecing, quilting or either. Bernina provides the sewing machines and QFO provides the kits to sew, pinned quilts to quilt and all sewing equipment. If you like to wear gloves when quilting, please bring your own.

### Children on roster

Children are not permitted to perform rostered duties in the exhibition or the sales room. Nor are they permitted to accompany parents or grandparents performing roster duties in the exhibition or sales room.

### Volunteers' room

A Volunteers' room will be available to house your coats etc. This room is not accessible to the public and it may not be occupied at all times. This is not a break room so please do not consume food or beverages in the room. This is not a secure area.

### Security

To ensure security of your valuables, please secure them on your person or in your vehicle. Pass outs from the Craft Fair are available at the main entrance / exit.

### Reporting for duty

Please report to the Roster Coordinator 10 minutes before the start of your shift. The Roster Coordinator is usually at the main entrance to the Quilt Exhibition.

### Form return

Please return this form with your entry form(s) to the Exhibition Secretary:

**Elizabeth Rose**  
**79 Pindari Crescent**  
**Queanbeyan NSW 2620**

The forms will be passed to the roster co-ordinator and you will be given confirmation of your roster schedule by late July. You may receive this confirmation by email so please **clearly print** your email address in the appropriate box.

If you are having any problems completing this form phone Elizabeth Rose on (02) 6297 2075.