

# Canberra Quilters Inc. Members' Exhibition 2021

## VOLUNTEER FORM

Please read the attached notes carefully, and complete the whole form and print clearly in **BLACK** ink.

### Your details

Member's name:	Membership number:
Phone:	(h)      Mobile:
Email ( <b>print clearly</b> ):	

Are you able to walk around?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Sales Room:</b> Are you also selling in the Sales Room?    YES      NO If YES, complete the <i>Intention To Sell Form</i> (see condition 13)
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 1 or 2 items. If you are exhibiting 3 or more items, you are asked to do 2 shifts (condition 7). (You can volunteer to perform additional shifts.

Please indicate the number of shifts you are required to do:

### 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

### Your availability

Indicate in the timeslot of each shift for which you can be available, using numbers (e.g. 1 QFO-P), where 1 is your first preference and 5 would be your least preferred times. 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. The Roster Coordinator may need to phone you to discuss.

22 Sept	Wednesday (Quilt Hanging Day)	9am to 12.30pm <input type="checkbox"/>	12.30pm -3.30pm <input type="checkbox"/>	*3.30pm - 7pm <input type="checkbox"/>
23 Sept	Thursday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	2.20pm - 4.30pm <input type="checkbox"/>
24 Sept	Friday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	2.20pm - 4.30pm <input type="checkbox"/>
25 Sept	Saturday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	2.20pm - 4.30pm <input type="checkbox"/>
26 Sept	Sunday	10am - 12.15pm <input type="checkbox"/>	12.10pm - 2.25pm <input type="checkbox"/>	**2.20pm - 6.30pm <input type="checkbox"/>

**Comments/questions (including details of anyone substituting for you on the roster – see entry condition 9):**

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### 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

\*Last shift on Wednesday is an extended roster until 7.00pm. You probably won't need to stay that late. This is a very physically strenuous day so please consider this when selecting shifts.

### Exhibition Takedown

\*\*Last shift on Sunday is an extended roster (until about 6.30pm) to help with take-down and check out. Again, it is physically strenuous so please bear this in mind.

### 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. A shift is 2 ¼ hours and there is no provision for a tea break or to consume beverages while on duty.

Rostered duties include:

- entry and catalogue sales (seated)
- raffle ticket sales (seated)
- 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.

This area is open to the public who can watch you work and ask questions about patchwork and quilting, and as such is a powerful public relations area for Canberra Quilters.

### 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, which is NOT a secure area, will be available to store your coat and other personal items. 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.

### 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.

### Passes out

Passes out from the Craft Fair are available at the main entrance.

### Roster substitute:

If you are not able to do a mandatory shift you need to nominate another member as a substitute (condition 9). Please write that person's name and best phone number in the comments section on the volunteer form.

### Form return

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

**Jo Towner**  
**80 Ballarat St**  
**Fisher ACT 2611 OR**

**[exhibition.entry@canberraquilters.org.au](mailto:exhibition.entry@canberraquilters.org.au)**

The forms will be passed to the roster co-ordinator and you will be given confirmation of your roster schedule by early September, along with any other relevant information. You may receive this confirmation by email so please **clearly print** your email address in the appropriate box.