



# **Friends of the Waccamaw Library (FOWL) Volunteer Opportunities**

FOWL is a non-profit organization dedicated to supporting our local library. We provide monetary support for programs, books and activities. Money raised through FOWL fundraisers goes directly to our library.

Volunteers make this possible. Throughout the year we have several major fundraisers that are run completely by volunteers. Below are the three main areas where volunteer support is needed.

## **Annual Garden Tour - held in May**

An army of volunteers makes this event possible. Volunteer opportunities are:

- Docents - work shifts at each garden to greet and direct participants
- Pop Up Shops - there are several areas where books and gifts are sold at the library before participants visit the gardens
- Assistance at the lunch site
- Traffic control - work with traffic coordinator to direct traffic or parking at specific sites
- Garden Search Committee - work throughout year to research local gardens for next event

## **Annual Book Sale - held in late June**

This event is a week-long project. Volunteer opportunities are:

- Set up - volunteers sort and arrange the books for the sale the 3 days prior
- Cashiers - volunteers handle the sales of the books on Thursday night, all day Friday and until noon on Saturday
- Ongoing set-up - volunteers work throughout the event to make sure tables are stocked and books are neatly arranged
- Break down - on Saturday from 9-12 volunteers help box up books to be donated to others

## **Annual Luncheon - held in October**

FOWL's Annual luncheon is a much anticipated event that includes lunch, an auction and raffle "vignettes" (groups of items). Volunteer opportunities are:

- Prize patrol - volunteers visit local merchants to request donations for the auction and the vignettes
- Set up - the day before the luncheon volunteers assist in distributing table brochures, set up vignettes, and other duties as needed
- Check-in - volunteers check-in guests as they arrive and assist in locating assigned tables
- Raffle ticket sales - day of the event volunteers circulate among the participants to sell tickets for the raffle of the vignettes
- Door prize distributors - volunteers help to distribute door prizes to winners during luncheon
- Live auction assistants - volunteers assist auctioneer in identifying participants and maintain spreadsheet of winners
- Vignette winner distributors - volunteers help to distribute vignettes to winners

Other ongoing volunteer support needed:

### **Garden Keepers**

- “Adopt” a small plant bed or other area on the library grounds to maintain by doing weeding and periodic cleanup

### **Publicity & Marketing**

- Publicize and promote FOWL and its programs and events through the creation of marketing materials and use of various communications media. Activities include:
  - Maintaining a publicity calendar with information about FOWL programming events
  - Utilizing Constant Contact to send email blasts about events
  - Utilizing Canva to design posters and flyers for FOWL events
  - Supplying event information to other communications contacts (Community Connector newsletter, Georgetown County website, Georgetown County Library Facebook page, Waccamaw Branch reference librarian, Georgetown County Chamber of Commerce, etc.)
  - Coordinating with the county videographer to make and post videos for events
  - Posting event information on various Facebook group pages (Pawleys Island Peeps, Murrells Inlet Peeps, Georgetown Peeps, etc.)
  - Contacting the Coastal Observer for articles on events

### **Hospitality**

- Provide refreshments at some of the programs for members and library patrons (a few times a year) and for an annual volunteer reception. (FOWL pays for the refreshments.)

### **Database Management and Support**

- Update and maintain FOWL’s Customer Relationship Management (CRM) database. Generate reports for donations, memberships, and event ticket purchases. Generate webpages for online donations and event ticket purchases. Must learn complicated software, be able to work with spreadsheets, and have rigorous attention to details.

### **Accounting Assistance**

- Help collect and retain financial records, interface with bookkeeper, and participate in creation of annual budgets. Need to have or acquire bookkeeping / accounting knowledge.

From time to time, FOWL may have volunteer openings in the Friends Center store at the library.

### **Friends Center Store**

- Front Room volunteers – Provide retail support: serve customers, keep the store organized and neat, answer questions, take payments and membership forms
- Back Room volunteers - Accept donations, clean and sort books, stock shelves in the Friends Center
- Storage volunteers – Move books from the Friends Center to storage units and other sites. Assist in set-up and breakdown for events

Volunteers are required to maintain membership in FOWL.