

# Volunteer Registration Information

**Volunteer Registration will open at noon on Saturday, April 26<sup>th</sup>**

**\*\*There are links to videos on the Volunteer landing page that you may find helpful to watch prior to registering for volunteer positions.**

## **When registering:**

- Establish an account on the KCRQF website or verify that you can get into your account prior to the volunteer signup going live
- Volunteer positions are filled on a first come basis once registration opens
- A volunteer **must** be a member in good standing of at least one of the 17 participating guilds
- When registration first opens if you are not the first person to complete your registration for a shift in your cart you may find at check-out that the job/shift in your cart is no longer available.
- If there is a particular job/shift you want, select the job and shift and complete the registration. Then go back and register for other jobs/shifts that you want to fill.
- When looking at jobs make sure you read the job description and the requirements. Jobs that have shifts or positions that are primarily sitting or are better suited for those having mobility issues or using mobility assistance devices are listed below
- You **must complete the volunteer registration** to acquire a volunteer position/shift.
- You can register for volunteer positions with multiple guilds without having to log in and out. Only 1 guild can be designated for each shift.
- You can register yourself and others under your registration or use another person's sign-in to register. This is **not** recommended as all communications and reminders will go to both the email of the person signed in and the email used in the registration form. **Only** the email logged in to the KCRQF.com website at the time of registration will have access to view and change information.
- Once a volunteer shift has been filled it will not appear on the list
- Floaters are a new volunteer position that will fill in where needed at the festival.

## **After you have registered and at festival:**

- If you are unable to fulfill a shift for which you have registered, first try to contact someone to fill it for you that is a member of your guild. If you are unable to find a replacement, contact [volunteer@kcqrf.com](mailto:volunteer@kcqrf.com) to let us know you cannot fulfill your volunteer shift(s).
- At the festival you can sign up to be on a call list at the Volunteer desk to fill unfilled or no-show volunteer spots while you are on-site. Before you leave the festival stop by and remove your name from the call list. Unfilled or no-show volunteer shifts will be filled by calling down this list after utilizing the Floaters.
- If training is required for the volunteer position, you'll receive notification closer to the festival on when and where to receive your training.
- Reminders will be sent about 2 weeks prior to the festival that will include your registered volunteer positions and shifts, and any instructions that go with those jobs.

## **Volunteer Jobs that have some Primarily sitting shifts:**

- If you use a mobility assistance device (walker, cane, scooter, wheelchair, etc) make sure the job allows for ample movement space for your safety at the festival. You may want to consider jobs that are primarily sitting such as:
  - Ticket Sales positions – Sitting within a booth. The first shifts each day will be very fast paced with a larger number of volunteers within the Ticket Sales booth space.
  - Some White Glove positions – read the job description for requirements
  - Some Concierge positions
  - Prize drawing positions
  - Class and Volunteer desk positions
  - Some classroom assistant jobs – The handwork rooms would not have sewing machine cords on the floor. \* Misty Doan's class will have sewing machines in the classroom.