

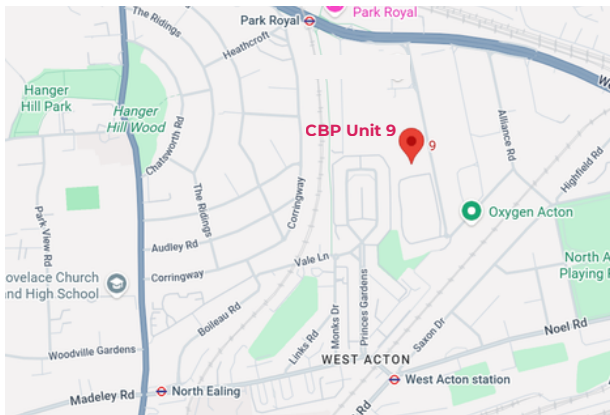
VOLUNTEERING

ON THE DAY KEY INFO:

Please join us at **Unit 9 Kendal Court, Kendal Avenue, Park Royal, W3 0RU** to help us sort and pack books to send out for gifting. The day runs 10am-3pm.

We will help you understand our processes, what is required in your role, and where possible give you a member of the team to shadow.

Find us via [what3words](https://www.what3words.com/#!/icons.device.direct) [///icons.device.direct](https://www.what3words.com/#!/icons.device.direct)



Park Royal (11 minute walk)

West Acton (12 minute walk)

NB Please go by the residential side streets when walking from this station.



Local buses:

95, 487 (11 minute walk)

112, 483 (20 minute walk)



Please bring your own lunch to enjoy onsite. Alternatively there are a range of food options at Royale Leisure Park (W3 0PA), a 5 minute walk away.

We recommend you wear warm comfortable clothes that you don't mind getting dusty. Our warehouse is unheated, the winter months are cold, so please wear warm clothes and bring extra layers.

Volunteers should sign in on arrival via our QR code for our health and safety register and store coats and bags in the office. Bags cannot be stored on the warehouse floor so please limit any valuables. Volunteers that need to leave before the session has completed should sign out using the same QR code.

- 9:50AM** Arrive to meet the Team Leader and register. Store bags and coats in office.
- 10:00AM** Help welcome the corporate team. Charity briefing, Health and Safety and the plan of your day.
- 10:20AM** Commencing in small groups QC, sort and categorise donations; help pack and unload deliveries; make bunting or bookshop kits.
- 12.15PM** Break for 45 min lunch
- 1.00PM** Return. Recap on remaining tasks and explain the afternoon book packing. Pack books for all pupils in three schools plus any prison packing.
- 3:00PM** Finish - a chance to ask any questions about your day.

Please do join us for 2 sessions in total before taking online training when you will become a regular Volunteer Coordinator.

A TYPICAL VOLUNTEERING DAY

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You will help us undertake a variety of tasks and guide our corporate team. We will ensure you have plenty of opportunities to get hands on with books, to sort and organise donations and to box up for schools, prisons or other settings. If you have any questions please ask the Team Leader or volunteers that are supporting you. They are happy to help.

UNLOAD DELIVERIES

Donations arrive on most days and require the team's effort to unload our van and bring them into the warehouse.

ORGANISE BY READING STAGE

We sort books into eight categories, from baby board books to young adult fiction. Volunteers participate in this process and shelve books for subsequent packing.

CHECK FOR QUALITY

Quality control donated books to ensure their quality and relevance to our recipient children.

BOX AND PACK FOR SCHOOLS

Groups pack curated donations of books for three schools during their day with us. The time and love put into the careful presentation of these books has a huge impact on how they are received.

