



USED BOOK SALE

VOLUNTEER BULLETIN

THANK YOU, VOLUNTEERS!



Whether this is your first year volunteering or your twentieth, we are deeply grateful for the time, energy, and enthusiasm you bring to the sale. Your dedication is what makes this event possible year after year. From organizing tables to greeting customers and managing checkout, every role plays a vital part in our success. It truly takes a village, and we are so fortunate to have such a generous and committed community. Thank you for being an essential part of this tradition!



~ 2026 USED BOOK SALE CHAIRS, MARY ANN BLAIR & KAT MILLER



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NEED TO SWITCH YOUR SHIFT?

Email or text Volunteer Scheduler [Donna Trapp](#) (814-777-0735) immediately if you need to cancel or change your shift.

GENERAL VOLUNTEER INFORMATION

WHEN YOU ARRIVE FOR YOUR SHIFT

- Check In: Report to the Information/Volunteer Sign-In Table in the Ag Arena Lobby 10–15 minutes before your shift to pick up your apron, name tag, and assignment.
 - Personal Belongings: Store purses in the Conference Room. Please do not bring valuables.
 - Refreshments: Water and snacks are available in the Conference Room behind the Information Table.
 - Stay Hydrated: Bring your own bottled water in case you're unable to leave your volunteer station.
 - Breaks: If you need a short break, notify a nearby volunteer and please don't leave cash boxes or iPads unattended.
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SAFETY REGULATIONS

Penn State safety regulations limit the total number of people in the Ag Arena to 450 people at a time. This protects shopper safety and increases enjoyment. Shoppers will not be permitted to store books temporarily on the sale perimeter as this prevents full access to the exits in the event of an emergency. Please help us reinforce this by reminding shoppers of this regulation.

MOVE IN DAY VOLUNTEERS

THURSDAY, MAY 7



WORKSHOP VOLUNTEERS

4:30PM, 2197 HIGH TECH ROAD, STATE COLLEGE

If you've never been to the workshop before, our building is behind another office building. There may be some construction to the left of our building, so please park in front of that first building for your safety! You'll be loading boxes of books into the trucks to bring to the Ag Arena. Questions? Contact workshop move-out lead Tracy Whitehall (814-883-0924)

AG ARENA VOLUNTEERS: 5PM

4:30PM, PENN STATE SNIDER AG ARENA

Most move-in volunteers will be taking boxes of books off the trucks and bringing them to their corresponding category tables at the Ag Arena. Separate table volunteers will unpack and arrange books on tables.

Move In volunteers who want to purchase books at the end of the evening may bring one box or grocery bag to fill.

TABLE ORGANIZERS

SATURDAY, MAY 9 THROUGH TUESDAY, MAY 12

Table Organizers play a vital role in creating an enjoyable and efficient shopping experience during the sale. You'll ensure books are unpacked, neatly displayed, and easy for customers to browse while keeping the sale area organized and welcoming. Your responsibilities are to:

- Unpack books from boxes on the floor and arrange them neatly on designated tables as room permits.
- Transport empty boxes to the back of the Ag Arena for return to the workshop.
- Assist customers by answering questions or directing them to the appropriate area or volunteer.
- Keep aisles and browsing areas tidy, safe, and accessible.

CASHIERS

SATURDAY, MAY 9 THROUGH TUESDAY, MAY 12

We accept cash, checks, and credit cards. Please give customers the adding machine receipt; they need this to exit the building. AAUW members from the counting room will come by periodically to take large bills and resupply cash. Shoppers may NOT may leave with tomato boxes or lids or egg boxes. Put their purchases in bags provided if they did not bring their own bag. Tomato boxes, lids, and egg boxes are the property of AAUW, reused each year, so be on the lookout for shoppers taking them.

To hold bags and boxes temporarily, mark "PAID" or "NOT PAID" on the bags in large black letters. Do not use the word "SOLD" or "NOT SOLD." There is a marker in your cash box. Store bags under your table or behind you. No books can be stored overnight, and absolutely no books can be stored during Bag Day unless they are paid for in advance.

Ask customers if they want to download info about next year's sale from the QR sign on the table or would prefer a bookmark, and thank them for supporting AAUW with their purchase. All shoppers are asked to exit via the SIDE door of the Arena (at the end of the cashier line).

PRICING

Prices are on the front of the books on a sticker. There may be a price on the inside cover if the book is a collectable or valuable. Ask someone in charge if there is no price on the book. Monday is Half-Price Day and Tuesday is Bag Day (\$10).

INFO & VOLUNTEER SIGN-IN TABLE VOLUNTEERS

SATURDAY, MAY 9 THROUGH TUESDAY, MAY 12

This role serves as the central hub of the sale, ensuring smooth operations, clear communication, and a welcoming experience for volunteers and shoppers. Responsibilities:

- Check In Volunteers
 - Greet volunteers and check off their names on the master schedule.
 - Mark “NS” next to the names of volunteers who do not report for their shifts.
 - Provide each volunteer with an apron, name tag, assignment, and the location of refreshments (in the Counting Room).
- Direct cashiers to the Cashier tables for training on credit card devices.
- Be prepared to provide breaks for cashiers, packers, door monitors, or table organizers.
- Welcome and count shoppers as they enter the Ag Arena
- Answer questions and provide directions using the large map displayed at the Arena entrance.
- Manage Customer Belongings
 - Offer to hold umbrellas and large bags behind the Information table.
 - Use numbered tickets for stored belongings: give one number tag to the shopper and place the matching number with their items.
- Distribute Shopping Bags
 - Loan reuseable shopping bags to shoppers upon request.
 - On Bag Day (Tuesday), distribute leftover reuseable bags or plastic bags (doubled for strength) if customers don’t bring their own.
- Relay messages to volunteers and shoppers as needed.
- Answer questions about AAUW State College membership: membership sign-up forms are available on the Info Table and can be brought to the Counting Room upon completion.

JOIN AAUW STATE COLLEGE

Joining AAUW State College allows members to support the AAUW mission of equity for women and girls in a variety of ways, while connecting to a wonderful community of ~150 members. To become a member, complete the membership form at the Information Table or speak with a volunteer during the sale to learn more about membership options and how to get involved. **Signing up at the sale offers a deal of a \$48 membership** (as opposed to the usual yearly \$96).

AAUW STATE COLLEGE USED BOOK SALE VOLUNTEER BULLETIN



DID YOU KNOW?

This is our 64th annual used book sale and we started in 1962, raising about \$176! At last May's sale we had about 7,200 shoppers and our gross sales (before workshop and sale expenses were deducted) were \$211,475.

After expenses - the expense of maintaining the book workshop year-round and conducting the sale, we netted about \$161,500.

WHERE THE BOOK SALE DOLLARS GO

Proceeds fund community grants to support projects of Centre County non-profits that align with AAUW's mission of advancing education and equity for women, as well as educational opportunities awarded to students residing in Centre County. The sale also supports national AAUW initiatives, STEM programs in Centre County, and branch programs.

STAY CONNECTED AFTER THE SALE!

Stay connected with our annual Used Book Sale to receive updates on book donations, sale announcements, and volunteer opportunities, and be the first to hear about next year's event.



@AAUWSCBookSale

And follow AAUW State College to learn our mission, explore membership, and stay informed about upcoming programs and community events.



@AAUWSTATECOLLEGE

DONATE TO NEXT YEAR'S SALE!

Our book workshop, located at [2197 High Tech Road](#) (near State College Airport) will re-open on Tuesday, July 7. Bins will be open 24/7 at that time. Summer workshop hours are Mondays, 6:00 – 8:00 pm; and Tuesdays and Wednesdays, 9:00 am – 12:00 pm. If you have a large donation, feel free to come during these hours when our volunteers can help unload boxes for you.

Questions? Interested in volunteering throughout the year?

Email workshop@aauwstatecollege.org