

VOLUNTEER SIGN UP INSTRUCTIONS

Click link on FMPPL website OR Scan QR code to go to signup.zone - you will see hands in the air, Volunteers Needed

Sign up sheets are divided into Set-Up/Donations, Sale, Post Sale days and available time slots. Click on tab and decide what day/time you are available, click on that slot. A small window will appear and choose that you are signing yourself up. It will ask for name, email or phone number, then choose sign up as guest. (If you previously created an account, you may sign in now using those credentials OR still sign up as guest.)

You will see “you” in the time slot you chose, not your name. You may sign up for as many shifts as you like by following the same procedure.

You will also be asked to fill out a volunteer survey to make sure we have all of your correct contact information and the type of job you are volunteering for.

You should get an email confirming all of the shifts you signed up for. An automated email reminder will be sent the day before any shift.

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*Is there a direct link to the sign up rather than using the link on Friends website?*  
Yes, the direct address is <https://signup.zone/2026Springbooksale> (NOT [www.signup.zone](http://www.signup.zone))

*I created an account when I signed up last time. Should I use that account?*  
You can either use that account or sign up as a guest.

*What if I need to change my shift?*

Please go to your shift on sign up zone and cancel the time slot you can no longer do and sign up for another day/time

*What if I need to cancel my shift?*

Please go to your shift on sign up zone and cancel the time slot you cannot do. You will get email confirmation of canceled shift.

*Who do I contact if I am going to be late for my shift?*

Please email us at [FmpplVolunteers@gmail.com](mailto:FmpplVolunteers@gmail.com) or call library circulation desk (914) 769-0548 and ask staff to let us know

*I need community service hours verified. How do I get it signed?*

Just make sure you bring your form with you and one of the organizers will sign off on your hours.

*What should I wear?*

Neat, casual attire, comfortable shoes or sneakers