

## **CHARITY TEAM VOLUNTEER INSTRUCTIONS**

**Saturday from 2:00 pm until All Tasks Completed (around 4:00 pm)**

**Please:** When you arrive at AUMC for your volunteer shift please sign-in on the sign-in/sign-out sheet for your team. At the end of your shift, please sign out.

**You must sign in AND out for your volunteer hours to be recorded.** Consignors will only be given credit for the hours logged on the sign-in/sign-out sheets.

At the end of the Consignment Sale, after consignors have picked up their unsold merchandise and after the \$5 Bag Sale, there is still quite a lot of items remaining on the sales floor. Those items are donated to local charities. The Charity Team is responsible for assisting representatives from those charities find the items their charity needs.

The Charity Team Manager will have a list of charities and hopefully the name(s) of the individuals who are picking up unsold items from each charity. Each Charity Team Member will be responsible for one and up to three charities.

At 2:30, after the \$5 bag sale, Charity Team members can begin escorting charities into the sales floor to collect their items. Each charity organization is responsible for taking their own items, but Charity Team members may be asked to help them transport bags/boxes to their cars.

Be polite and helpful. Remember to smile and THANK each charity representative. They are also our customers and we value their continued support! They make clean-up that much faster by helping remove all the unsold items from the sale floor and we get to help dozens more families with our donations.