

## CONSIGNMENT SALE – GENERAL VOLUNTEER INSTRUCTIONS

Thank you for volunteering to help with the AUMC Kids' Stuff Consignment Sale! We appreciate your time and effort on behalf of the Weekday Children's Programs and our community. We hope that this information will prepare you for what to expect when you arrive for your volunteer shift.

1. PLEASE READ THE VOLUNTEER INSTRUCTIONS SENT TO YOU BY YOUR TEAM MANAGER. It is your responsibility to read the instructions and be prepared to work when your shift begins.
2. Please arrive 10-15 minutes before you scheduled volunteer shift so that you have time to:
  - Place any snacks or drinks you have brought with you in the teacher's refrigerator, located in the room next to the ELP/WPS School office on the Lower Level (1<sup>st</sup> floor) across from room 117. Please label your items with your name.
  - Put away your personal items and check in with your Team Manager. (Personal items are best placed in the sanctuary in the pews behind where the cashiers are located.
  - Sign-in at the Volunteer Binder located on a table in the Atrium next to the entrance to the ELP hallway.

This is how we know that you are fulfilling your volunteer hours. We will use this sign-in log to calculate commission checks.

- Put on a name tag.
3. If you are volunteering the Friday before the sale and have signed up for child care, arrive another few minutes early so that you may first take your child(ren) to the child care location.

Remember to bring a drink and snack for your child. If you have young children, please bring diapers and a change of clothing. You should have already completed the health and parent contact information sheet. If not, you will have to complete one before you are allowed to leave your child in our care.

4. Wear comfortable shoes and clothing.

It gets hot on the sales floor even on a cold fall day. Dressing in layers allows you to keep comfortable throughout the sales day.

Sales Floor Volunteers should wear **RED** shirts so they are visible to customers and other team members.

Security Team Volunteers will be given blue SECURITY t-shirts to wear when they arrive.

### Friday Child Care

Child care will be offered on Friday, November 13, from 9:00am – 5:00pm if we all the other Friday teams are fully staffed. If child care is offered you will receive an email as early as possible and as late as the Thursday before, depending upon the volunteer sign-ups.

If child care is offered we will create a signup using sign-up genius and an invitation will be sent to all volunteers. At that time you will be asked to also complete a child health and parent contact information form. The health information we are asking for is any allergies or special needs our child care volunteers need to be aware of in order to extend the best care to your child. Any information disclosed is confidential and the health care form will be returned to you when you pick up your child.

Please take your child to child care when you first arrive. Arrive early enough to drop off your child and complete your other before-shift duties before your shift start time.

Please bring a diaper bag (if appropriate) and/or a second set of clothing for your child. If you bring a special toy or blanket for your child please label it. Bring all items in a bag(s) labeled with your name and your child's name. (Masking tape labels work great.)

Please bring a snack and any beverage you want your child to have. (Label any bottles, etc.)

If the child care team needs to contact you they will call you on your cell phone. If you do not have a cell phone the child care volunteers will use a walkie-talkie to contact your team manager to reach you.

### **Volunteer Friday Night Pre-Shop**

All volunteers who work two-hours or more are invited to Pre-Shop on **Friday evening, November 13, from 7 – 8:30 pm.**

★ If you are not an AUMC alumni or if you do not have a child currently enrolled in one of the Weekday Children's Programs you must have worked at least two hours before the Friday night pre-shop in order to pre-shop.

All volunteers will be allowed on the sales floor as soon as possible. When the doors to the sales floor open all volunteers will have access at the same time.

### **Shopping During the 1/2 Price Portion of the Sale**

All volunteers are invited to shop the ½ price portion of the sale from 12:00-1:00pm.

From 12:00-12:15pm only volunteers and consignors are allowed to shop.

At 12:15pm we re-open the sale to the general public.

If you are slated to work during the ½ Price Portion of the Sale and wish to shop, please ask your team manager, one of the Sale co-chairs or an AUMC staff member to relieve you for a period of time.

### **\$5 Bag Sale**

All merchandise that remains on the Sales Floor at 2:00pm will be available for purchase during the \$5 Bag Sale from 2:00-3:00 pm.

Volunteers and consignors pay \$5.00 in advance for a paper grocery bag. You may fill the bag with as many items that fit comfortably into the bag. You may purchase as many \$5 bag as you wish. *Please be thoughtful and only collect items you are truly interested in.*

If you are slated to work during the \$5 Bag Sale and wish to shop, please ask your team manager, one of the Sale co-chairs or an AUMC staff member to relieve you for a period of time.

### **Need to Change or Cancel Your Volunteer Shift?**

If you need to change your volunteer team or time period, please do so using SignUp Genius. Please delete/remove your original SignUp and create a new signup if you would like to work on a different team or time period. Please do so as soon as you learn that you have to change or cancel your volunteer shift.

If you must change or cancel your volunteer period the day you are slated to volunteer please email your team manager and Amanda Aguilera at [amandaaguilera1@verizon.net](mailto:amandaaguilera1@verizon.net) so they can adjust the volunteer schedule.

If you are running late or are unable to work at the time you volunteered for please call your Team Manager or Amanda Aguilera at (703) 795-4998.

### **Thank You**

**Thank you for volunteering. The AUMC Kids' Stuff Consignment Sale could not happen without you.** It is a busy time of year and each volunteer shift has its own challenges. We appreciate all you do to make the sale happen and successful.

After the sale please send us any thoughts you have about how we could improve the sale. We value your feedback.

2015 Fall Sale Co-Chairs

Amanda Aguilera      [amandaaguilera1@verizon.net](mailto:amandaaguilera1@verizon.net)

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