

## **Volunteer Information**

### **April 2013**

1. Volunteers are gladly welcome at all times. All volunteers will be trained by the Manager or Consignment Clerk for work with consignments in the Thrift Shop.
2. In order to better understand Thrift Shop policy and facilitate customer assistance, all volunteers will read the consignment contract and this volunteer information sheet. Afterward the volunteers will sign the Volunteer Contract.
3. Child care fees are paid by the Thrift Shop for all volunteers during shop hours and up to 20 hours per month per child when using CDC or an FCC provider. Volunteers using a private sitter may receive up to 25 hours per month per child (CDC and FCC providers are paid \$4.00 per hour per child and a private sitter is paid \$3.50 per hour per child).
4. The Thrift Shop may provide sodas, coffee, bottled water, and snacks for all volunteers.
5. Volunteers' and paid staffs' personal consignments must be done on their own time. You may sign in after you have finished your consignment. Child care will not be paid for personal consignments.
6. Volunteers and paid staff must sign in and out when volunteering. If you leave for personal business you must sign out. If you come back to volunteer you must sign in again and on the same line. (One line per business day)
7. Volunteers and paid staff receive first choice of consigned and donated items. If more than one person wants an item, all interested parties "roll" for that item.
8. Volunteers and paid staff may consign up to 20 items per day (double clothing).
9. When PCSing, volunteers and paid staff may consign up to 24 items per day with no limit on clothing.
10. Any withdrawal fees for personal consignments are waived by the Thrift Shop for all volunteers and paid staff.
11. Volunteers may not help the Cashier on the register but you can help bag items.
12. Children are not allowed in the consignment area for their safety (unless they are over 16 years old).
13. The Thrift Shop holds all of its volunteers and staff in high regard and enjoys being able to give noncompliance of Thrift Shop policy or misconduct.
14. You may ask to review a copy of the Thrift Shop SOP. Please do not forget to register as a volunteer with ACS!

Sincerely,

Thrift Shop Staff