

SSPOM Community Sale Volunteer Guidelines

First, we would like to express our appreciation for your help in this endeavor. The success of this sale depends greatly on the help of volunteers like you and we thank you for your efforts. With that in mind, we would like to make sure that we communicate all of our expectations and regulations.

1. Please be on time. If you are late the time will be added onto the end of your shift. At the start of your shift, all volunteers must be sure to check-in, get a nametag and work assignment at the Welcome table.
2. Please stay at your assigned position until it is finished, and if it finishes before your shift is done, return to the welcome table to get another assignment. Please be aware of shoplifters, or customers trying to change tags.
3. Most of the volunteer positions require physical work, so please keep this in mind when signing up to volunteer.
4. Please wear a **yellow shirt for your shift(s) Saturday**, to make yourself visible as a volunteer to shoppers.

Pre-Shopping Information:

Only volunteers who agree to work two or more shifts, with at least one being on Saturday are eligible to pre-shop.

Volunteer drop items and picking unsold items up:

- * Friday second shift Volunteers: Please sign in and go to assigned position. You will be able to bring your stuff at a later designated time.
- * Saturday 5th and 6th shift Volunteers: May not bring in tubs to load their own items early unless directed by a SSPOM Sale Coordinator. I am not sure how many times I have to express this but this is not a request!!!!
- * Not finishing your shift will forfeit 10% of your profits.
- * Pre-shop time will start approximately at 7:45/8:00 PM on Friday evening, or when all setup is finished.
 - o The official start of pre-shop will be announced after all volunteers are in the designated start area.
- * Please do not set items aside before the pre-shop time begins. This is also not a request. It is an ongoing problem. Everyone works the same and fairness is required.
- * Pre-shop ends no later than 10:00 PM on Friday evening.
- * All items must be paid for on Friday evening by cash or check (no credit cards).
 - o Items will not be held for payment on Saturday morning.
- * Tags **MAY NOT** be removed by individual shoppers.
- * Shoppers can bring a labeled basket, tote or bag to the sale for shopping. Please put your name on it. We will designate an area for these to be kept during sale set-up.
- * *If you do not fulfill your volunteer requirements after preshopping, you will be unable to preshop the next sale.

Please remember that everyone is a volunteer, including SSPOM Members and Sale Coordinators. Please respect all time that has been donated by the members, both during the sale and beforehand, to make the sale a success.

If you encounter a problem or an issue, please approach a sales coordinator. If you have any suggestions or solutions to a problem, please let us know. **Constructive** feedback is welcome and will be taken into consideration.