

_____ ID EXPIRES _____
NAME _____ A/D RET DEP

_____ .
STREET ADDRESS _____ CITY STATE ZIP

_____ .
HOME PHONE _____ CELL PHONE _____ DUTY/BUSINESS PHONE _____

_____ .
EMAIL ADDRESS _____ Birthday _____

Days and Times Available _____

WHO TO CALL IN CASE OF EMERGENCY _____

Any medical conditions we should be aware of in case of emergency _____

HSC Thrift Shop Volunteers:

To initially qualify for Thrift Shop in-house benefits, and to maintain eligibility, a volunteer must work six hours in one month. This includes the time for the required reading of the TS policies and procedures, job descriptions, attending training sessions, and advisory council times.

Volunteers:

- Volunteers a minimum of 6 hours per month for Thrift Shop benefits
- No payment for services.
- Invited to annual Appreciation Luncheon

Junior Volunteers:

- Age 12-17
- Parent must be present during volunteer service
- No payment for services
- Volunteers to help the Thrift Shop and/or for community service credits

VOLUNTEER RESPONSIBILITIES:

- _____ 1. Each volunteer is responsible for knowing and understanding his/her job description as well as the Policies and Procedures.

- _____2. Stay informed about organization changes to include permanent and weekly “No Take List” from management by communicating with the Manager or HSC Chairman.
- _____3. To assist with scheduling, volunteers should inform the Manager of their availability. Volunteers should call in advance if they will be absent, late or will have to leave early.
- _____4. Volunteers should give the Manager sufficient notice as to when they will be taking time off so that the Manager can schedule adequate coverage in their absence.
- _____5. Volunteers should report no later than 15 minutes before the TS opens for business.
- _____6. It will be the volunteer’s responsibility to record their own volunteer hours in the volunteer log.
- _____7. Every effort will be made to place a volunteer in the area he/she prefers to work, however all volunteers should be willing to work in any area of the TS needing coverage.
- _____8. Volunteers should be helpful and courteous at all times. Greet customers with a friendly “Hello” and be available to them if they require assistance.
- _____9. If there are no customers to help, volunteers should ask the manager what areas are a priority for that day.
- _____10. All volunteers shall be responsible for observing children. Parents are responsible for breakage, but volunteers should instruct the parents that children should not play with the merchandise, run in the shop, remove sales tickets, etc. Volunteers should not angrily discipline children; their parents are customers.
- _____11. Volunteers should not consign items or pick up checks belonging to other people unless written authorization is on file and approved by the Manager.
- _____12. If you notice that certain items are running low, please let the manager know.
- _____13. Volunteers are responsible for keeping track of their own consignments. Volunteers must remove their consigned items by the expiration date or the items will be donated and sold for the benefit of the Thrift Shop.
- _____14. Volunteers should make every attempt to handle a disagreement privately in a calm and respectful manner directly with the person involved. Any differences or disputes among volunteers or customers not able to be resolved in this manner shall be referred to the Manager, then to the Thrift Shop Chairman, and if necessary settled at the Thrift

Shop Advisory Council meetings. If further action is necessary, the Chairman will consult the HSC President. The President may consult with the Honorary Advisor. All volunteers must follow this chain of command.

VOLUNTEER BENEFITS:

- _____1. Volunteers may consign 28 items per day with a maximum of 16 clothing items per day and are limited by the weekly “No Take List”.
- _____2. Volunteers may take up to 4 consignment sheets per week.
- _____3. Volunteers should not work on their consignments during their designated volunteer hours. Volunteers may consign merchandise in the consignment area prior to 0930 or after the Thrift Shop is closed to the public. No tagging guns may leave the Thrift Shop.
- _____4. Volunteers will not be charged a withdrawal fee.
- _____5. Volunteers on duty have the first choice of all consigned items and donated on their workday. If more than one volunteer is interested in an item, cards will be drawn and the highest card buys the item. Please do not put the items on the same shelves that your purses and personal items go. To be fair to those working in other areas of the shop, (i.e. furniture/cashier, etc.), please be sure that they have seen the items in the back before purchasing them.
- _____6. Volunteers do not pay the .25 cent fee to place advertisements on the bulletin board.
- _____7. The Thrift Shop provides beverages for volunteers to be consumed during their shift.

I agree to follow the policies and procedures of the Hurlburt Thrift Shop. I understand that the Hurlburt Thrift Shop is a fundraising endeavor of the Hurlburt Spouses Club and all policies and procedures are subject to the decisions of the Thrift Shop Council, the Hurlburt Spouses Club Board, and IAW AFI 34-223.

All items consigned at the Thrift Shop are subject to manager’s discretion and some items not on this list may be refused.

Signature: _____ Date: _____