



Volunteer for the . . .

OLLI@UGA Thrift Sale!

April 6-8, 2017



VOLUNTEER WORK-TIMES OPEN NOW! Join this fund-friendly OLLI@UGA event!

Our Fund Development Committee is seeking volunteers to lead/help/support the spring Thrift Sale. We have many areas where you can help us have a successful event by joining with OLLI friends to volunteer. Please see volunteer descriptions below. Grab a friend and join-in to make a team or let us know an area you would like to volunteer.

Contacts: For more information or sign up for an area/time
Vicki Krugman, vkrugman@charter.net or 706.202.9636
Sandy Clark, sbclark@bellsouth.net or 706.549.4763

VOLUNTEER TEAMS

Daily Coordinators

- Coordinate daily sale activities and support volunteer teams
- Four to six Volunteers needed 5 hours (1/2 day)

Checkout Coordinators

- Support and guide checkout area and pre-cashier ticketing
- Four Volunteers needed 5 hours (1/2 day)

Room Setup

- Set up tables according to the layout map
- Place chairs at these areas: jewelry/Treasures, checkout, etc.

Merchandise Pickup

- Two-person teams to pick up items on Thursday *by prior appointment only*
- Be familiar with acceptable/non-acceptable items
- Give out tax donation forms

Merchandise Drop-off

- Help donors remove items from vehicles & hand off to Sorters
- Be familiar with acceptable/non-acceptable items
- Give out tax donation forms

Merchandise Sorters

- Deliver drop-off items to the appropriate tables according to the layout map

Merchandise Organizers

- Arrange items on the tables when received from the Sorters

- Help the Sorters if drop-off area gets backed up
- Refresh display areas as needed; return misplaced merchandise to proper areas, etc.
- At end of sale, organize leftover items that go to community groups (Habitat, etc.)

Pricing/Spot-checkers – Sandy Clark, Jill Read

- Determine pricing for general categories and for unique items
- Evaluate more valuable items for Treasures table or for resale later on Amazon
- Before sale opens: final walkabout to check prices

Security/Traffic Control

- Monitor shoppers, especially the jewelry/Treasures table & temporary merchandise holding area
- Monitor & help guide buyers as they move through the checkout area & toward the exit

Preview Sale greeters – Membership Committee

- Collect \$10 admission fee (cash or credit card)
- Have membership materials on hand (membership form, tri-fold, etc.)
- Be ready to process membership payments

Volunteer Room

- Checkin/checkout

Checkout – 3 areas; 2-3 volunteers per area

1. Merchandise totals: checkout form, calculate total sale & bag items
2. Cash payments (cash drawer)
3. Credit card payments (w/ Square)

Teardown / Cleanup

- Gather trash; vacuum if needed
- Fold up tables & move with chairs to storage room
- Remove & dispose of any signage (including outdoor banners)

Volunteer Room:

- Volunteer checkin/checkout
- Store plastic bags, boxes & other supplies

Leftover Merchandise: Coordinator and Volunteers to Assist

Furniture & household – Habitat for Humanity, Spencer Fry, director

Children's items and women's accessories – St. Mary's Thrift Store, Goodwill

Musical instruments – church youth band, Chick Piano, or New Horizons Music

