

Volunteer Registration

Name:	
Address:	
City:	Zip:
Phone:	Cell:
Email:	
Birthday: Month	Day Check if year-round resident
Check if seasonal resident	_ Months available:

The Retail Shop and Donation Zone is open for customers Tuesdays, Thursdays, and Saturdays from 10:00 AM - 1:00 PM. Summer Saturday hours are 10:00 AM - 3:30 PM.

RETAIL TASKS - Please select one or both:

<u>Desk/Cashier</u> Pick up key; arrive at shop by 9:45; unlock sh sell merchandise using Square Point of Sale after shop is closed, count proceeds, record s assist with general closing activities, lock sho	for credit, debit, cash and checks; ales, and balance cash drawer;
<u>Floor/Greeter</u> Arrive at shop by 9:45; assist with opening a maintain limit of customers in shop; help wi hangars to back room; tidy shop after closing	th wrapping merchandise; return
Days you are available for volunteering in Retail –	please circle one or more:
Tuesday 10:00 – 1:00 Thursday 10:00 – 1:00 Summer Saturday shifts: AM shift 10:00 – 1:00	
BACKROOM TASKS- Please select a shift:Monday mornings9:00-noonWednesday mornings9:00-noonThursday mornings10:00-1:00Friday mornings9:00-noon	How would you like to help? Sorting donations Appraising & pricing Restocking merchandise Cleaning retail area Other:
Indicate any particular expertise you can share with t antiques, etc	he Shop, such as jewelry, clothing,
In case of emergency, contact:	

Name

Phone

Relationship

Name:	
Training Schedule	
Volunteer Coordinator:	
Review Volunteer Registration Initial:	Date
Retail Training	
Initial Training: Name:	Date
Second Training: Name:	Date
Retail training complete. Initial:	Date
Approved for scheduling to perform Retail	duties Desk/ Floor
Backroom Training	
Initial Training: Name:	Date
Second Training: Name:	Date
Backroom training complete. Initial:	Date
Approved to perform Backroom duties	
Donation Training	
Initial Training: Name:	Date
Second Training: Name:	Date
Donation training complete. Initial:	Date
Approved to perform Donation duties	
Administrator of Thrift Shop roster notified to add	this volunteer with designatio
Retail and/or Backroomand	l/or Donation
Volunteer Coordinator:	Date: