



VOLUNTEER TASKS AT CANDY CANE CORNER

1. Collect donations from donors (cars and door area) and bring them to the sorting area. Please do not take donations directly to the store floor.
2. Donations are NOT to be given to clients directly from donors or as they are brought into the store.
3. Volunteers will remove all price tags:
 - a. on all clothing
 - b. toys
 - c. other items.

If tags cannot be removed, please use a black marker and black the price out.
4. Volunteers should separate out all used items and violent toys. These items should be taken to the sorting area and should not be placed on the store floor.
5. After tags are removed & items are correctly sorted, they will be taken on to the store floor and placed in appropriate area. If volunteers are unsure where items belong, they should ask a store manager.
6. If there are 10 or more of a particular item already on the floor, volunteers should store duplicate items in the sorting area, then restock as items are needed.
7. Expensive items, such as DVD Players, media players, bikes, large appliances, ect., should **NOT** be put out onto the store floor. These items will be shared among the partner agencies and be given out at the agencies' discretion. ***These items will not be distributed at Candy Cane Corner.***
8. Volunteers **MUST** check all pockets & compartments of donated bags, purses or backpacks. Donors occasionally place money or gift certificates in bags. Gift cards and cash/checks are to be given to store managers or staff.
9. Help us keep Candy Cane Corner neat, clean & organized. This may include; hanging or folding clothing, organizing shelves, or general clean up of the store.
10. Wrap gifts for clients when their shopping is complete.

Volunteers should maintain a cheerful & professional attitude at all times. Volunteers should also be prepared to assist with any task assigned or requested by a store manager.

If you have a question during your volunteer shift, please find a store manager and ask them. Case managers, clients, donors or other volunteers may not always have the correct answer to your question.

For more information about volunteering at Candy Cane Corner, please contact:

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