**Hurlburt Thrift Shop Volunteer Agreement Form**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID ExpDate \_\_\_\_\_\_\_\_\_ A/D RET DEP

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_City \_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_ST \_­­­\_\_\_\_ Zip\_\_\_\_\_\_­­\_

Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthday \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Days/Times Available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any medical conditions we should be aware of in case of emergency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hurlburt Thrift Shop Volunteers**

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

**Volunteers**

 No payment for services

Invited to annual appreciation luncheon

**Junior Volunteers**

 Age 12-17 are allowed

 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.

\_\_\_\_\_3. To assist with scheduling, volunteers should inform the manager of their availability. Volunteers will call in advance if they will be absent, late or will have to leave early, so that the manager can schedule adequate coverage.

\_\_\_\_\_4. Volunteers should report no later than 15 minutes before the Thrift Shop opens for business.

\_\_\_\_\_5. Volunteers must record their own hours in the volunteer log,

\_\_\_\_\_6. Every effort will be made to place a volunteer in the area he/she prefers. However, all volunteers should be willing to work in any area needing coverage.

\_\_\_\_\_7. Volunteers should be helpful and courteous at all times. Greet customers with a friendly “Hello” and be available they need assistance.

\_\_\_\_\_8. If there are no customers to help, volunteers should ask the manager for priorities for that day.

\_\_\_\_\_9. 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 the shop, remove sales tickets, etc. Volunteers should not angrily discipline children.

\_\_\_\_\_10. Volunteers should not consign items or pick up checks belonging to other people unless written authorization is on file and approved by the manager.

\_\_\_\_\_11. Volunteers will notify manager of items or supplies that are running low.

\_\_\_\_\_12. 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.

**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 inventory sheets per week.

\_\_\_\_\_3. Expiration date will be a period of six weeks. This will include observed holidays.

\_\_\_\_\_4. Volunteers are not to work on their consignments during their designated volunteer hours. Volunteers may consign merchandise before or after consignment hours.

\_\_\_\_\_5. Volunteers will not be charged a withdrawal fee.

\_\_\_\_\_6. Volunteers on duty have the first choice of all consigned and donated items on their workday. If more than one volunteer is interested in an item, cards will be drawn and the highest card buys the item. To be fair, please, make sure other volunteers have seen the items you hold before purchasing.

\_\_\_\_\_7. Volunteers do not pay a fee to place advertisements on the bulletin board.

\_\_\_\_\_8. The Thrift Shop provides snacks and 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, Hurlburt Spouse’s Club Board, and IAW AFI 34-223

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_