

Hanscom Spouses Club Minuteman Thrift Shop Volunteer Agreement

We are grateful for your commitment to volunteer in support of the Hanscom Spouses Club Minuteman Thrift Shop (MTS). We know your time is valuable and we want to ensure you find your contribution to HSC fund-raising a rewarding experience.

As a volunteer, we honor your time by allowing you the benefit of purchasing items, priced below \$30, at a discount of 50%. (Items already on sale will not be discounted again.) We ask that you commit to at least 2 hours per shift to qualify for this benefit. Items may be purchased after your work time. Any item not on the sales floor at the beginning of the shift must be placed on the Volunteer Shelf (after it has been priced by an authorized supervisor) for all volunteers to see for a 24-hour period. An item wanted by multiple volunteers shall go to the volunteer willing to pay full price and/or the winner of a coin toss. (Please see item 2 on page 2.) After the 24-hour waiting period, your items may be purchased the following sales day. All items chosen on your work day are entitled to volunteer discounts, but items purchased on non-volunteer days will not be subject to discount.

We will give you an orientation and one on one instruction of the various jobs. Please let us know where you enjoy volunteering and we will do our best to assign you to this area. (Please see item 1 on page 2). We ask that you sign in/out with your total hours for each time that you volunteer. At the beginning of each week, please let the manager know the hours that you would prefer to work by responding to the Weekly Volunteer Email.

Thank you again for your service and time. Please sign to indicate that you have read and understand the information and the attached list of Benefits, Privileges and Policies.

Volunteer Name (Signature) _____ Date _____

(Printed Name) _____

Are you a current HSC member? Yes No (please circle answer)

Hanscom Spouses Club Minuteman Thrift Shop Volunteer Benefits, Privileges and Policies

1. Daily tasks are assigned based on the needs of the store. It is expected that all volunteers are here for the common good and success of the MTS and will perform daily tasks assigned by the Thrift Shop Manager before moving to their preferred work area.
2. Any volunteer who works at least 2 hours per shift is eligible for a 50% discount of items priced below \$30. Items not already on the floor must be placed on the **Volunteer Shelf** and priced by the manager. Any item wanted by multiple volunteers shall go to the volunteer who is willing to pay full price and/or the winner of a coin toss.
3. You may also purchase 1 paper bag of clothing for \$5.00 if you have worked 2 hours that day. \$5.00 Bags are for clothing **ONLY**. This does not include any clothes with new tags, boutique items, belts, shoes, scarves, or purses.
4. If a volunteer wants to purchase a donated or un-priced item, please ask the manager or pricing volunteer to price the item, then place the item on the volunteer shelf.
5. Items must be purchased on the day you work your shift (or the next business day if you are volunteering during a time when the store is closed). All items chosen on your work day will be discounted. Items chosen on a non-work day, will not be discounted.
6. No items may be purchased with the sole intent to resell within our Hanscom AFB Community.
7. X-Bags are for donation only and may not be taken home or purchased. However, X'd items may be purchased at the standard item pricing. Volunteer discounts may be applied.
8. Beverages are provided as a convenience for while you are working. Please be sure to dispose of your empty bottles/cans in the recycling bin in the break room and throw your trash into the garbage bins.
9. Please log your VOLUNTEER HOURS in the book by the lockers and apron rack. You should sign in and out each time you volunteer.
10. Please do not use the MTS for storage of personal items or risk your items being sold by accident.
11. In the event that there is a conflict of any nature with any volunteers or customers, please bring it to the attention of the manager in a private location. Concerns will be brought to the appropriate people and dealt with in a fair manner.
12. Removal of Thrift Shop property without payment or permission will be considered theft.
13. The use of alcohol or drugs is forbidden. Foul language or disrespect for individual dignity will not be allowed.
14. Volunteering is a wonderful way to build your resume. Should you want a letter of recommendation, the MTS Manager is more than willing to accommodate you.

Thanks again for your willingness to serve and support the fund-raising mission of the Hanscom Spouses Club!