

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 week to qualify for this benefit. Items may be purchased after your work time. Consignment items are exempt from this discount. Any item not on display 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. 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)

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 task/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. We would appreciate it if you could commit to a regular day and time, if possible. Any time that you need to change your commitment or schedule, please let us know. If you are unable to commit to a regular schedule, please come by when you can. 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.

All information regarding the daily operation of the shop will be located in the Thrift Shop Book located in the manager's office. This will include policy, procedures, and minutes to board meetings. If you have a "great idea" about any aspect of the store that you would like to share, please mention it to a manager and they will review and discuss any new policy suggestions with the Thrift Shop Committee.

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. If needed, the concerns will be brought to the appropriate people and dealt with in a fair manner. Removal of Thrift Shop property without payment or permission will be considered theft. The use of alcohol or drugs is forbidden. Foul language or disrespect for individual dignity will not be allowed. Any of the above is reason to be asked to discontinue your service as an MTS volunteer.

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.

*Due to COVID-19, the MTS child play area, intended to occupy your children while you volunteer, is currently closed. We will reassess this closure as the safety concern subsides in the coming months.

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. Your presence at the MTS is an act of service and giving. 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 or Shift Leader before moving to their preferred work area.
2. Any volunteer who works at least 2 hours per week is eligible for a 50% discount of items priced below \$30. This does not include consigned items. 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 TS 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).
6. No items may be purchased with the sole intent to resell within our Hanscom AFB Community.
7. The cash register closes at 1300. Please complete your purchases by 1300.
8. 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.
9. Volunteers who work at least 2 hours per week may consign an unlimited amount items per month with an extended expiration date of 12 weeks. Items cannot include any items that are not allowed for consignment by the general public. These items include books, magazines, clothes. Please see the Consignment Agreement for the full policy on acceptable items.
10. Volunteers are exempt from paying withdrawal fees on unsold consigned merchandise they reclaim. However, they are subject to the rule about re-consigning items. The rule states that any item re-consigned within 90 days of withdrawal must be priced at 50% or less of the original price tag. To avoid this price restriction, simply take the item home for 3 months, and then try again.
11. Cans of soda and bottles of water 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.
12. Please log your VOLUNTEER HOURS in the book by the lockers and apron rack. You should sign in and out each time you volunteer.
13. Please do not use the MTS for storage of personal items or risk your items being sold by accident.
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.
15. FREE ON-SITE SUPERVISED PLAY AREA is provided for children while you are volunteering. Please respond to the weekly volunteer email in a timely manner indicating that you will be requiring use of the play area and for how many children. If more than 6 children RSVP, volunteers will be limited to a 2-hour shift to allow all volunteers with children the opportunity to work.
16. The play area is only for the volunteers working at the MTS, same day. It is not intended for drop-off usage. A parent must remain in the building to assume ultimate responsibility and supervision for their children. No HSC or community members may use this service for any other reason.

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