

All KID MANIA LLC © Volunteer Duties are listed in Alphabetical Order:

BAGGER VOLUNTEER:

- You will be located at one of 7 REGISTER Stations behind the checkout tables at the COMPUTERS.
- There will be two lines forming for customers to checkout that will have a sign with BLUE tape on the floor & a Line Volunteer.
- Tell Check Out **Line** Volunteer you are ready for next shopper in line. (both Lines moving equally).
- Help remove items from the IKEA bags, remove hangers (when we are slow) and place in the bins underneath your station.
- **HANGERS ARE NOT REMOVED DURING PRESALE, THE CUSTOMER KEEPS THE HANGERS.**
- Try to verify the price tags match the items they are purchasing (we don't want tag switchers!).
- Ask if the customer if they have a CLAIM TICKET to be scanned (this is from a Large Floor/Hall 4 Item). We need the bottom portion ONLY of the CLAIM TICKET to scan the price tag. Scan LAST and the Cashier at the PAY STATION will stamp PAID.
- The Check Out Volunteer will do all the scanning at the computer.
- Make sure ALL items are scanned; it is hard to hear the beep sometimes, help **count items for the Check Out Volunteer.**
- Watch for LARGE ITEMS (price tags still on them) items left in a baby stroller, a child's hand, etc that need to be scanned!
- **VIDEO games** are important to watch as well. The box should indicate the original game is behind checkout. There will be a box of video games in ID# order. Make sure the Price Tag ITEM number matches the Video Game ITEM Number. Place the game back into the box. Make sure the game is only scanned once and the customer actually gets the game. (not for DVDs).
- Bags are behind you on the floor. Make sure all sold items are placed in the bags and tied and taken to the Pay Station.
- Direct the customer to the CASHIER for payment, in their hand will be their GUEST CHECK with Total and CLAIM TICKETS.
- Also ask if the customer is on our mailing list and direct them over to the SIGN UP FOR OUR MAILING LIST station.
- ITEMS MISSING PRICE TAGS cannot be sold. We will have on the back table a box of TAGS FOUND to see if you can match them up. If not the item is placed on the MISSING PRICE TAG table.
- PRICE TAGS FOUND without an item are brought up to the checkout desk. Floater volunteers will try to match up the MISSING PRICE TAG merchandise on the table. If not, they will place in the box of TAGS FOUND.
- Receipts and claim tickets will be checked at the door upon exiting as well as any strollers for forgotten items.
- If you notice anything or have a problem, please find and tell MELISSA.

BAG COLLECTOR VOLUNTEER:

- You will be located in HALL 1 behind Checkout.
- When a customer is finished using our IKEA Bags, the Checkout Person throws the bags behind them.
- Your job is to collect as many bags as you can out of the way and take them back to the front door for the next shopper.

CASHIER VOLUNTEER:

- You will either be working the Cash Register or Credit Card Machine at the PAY STATION.
- The printer will be located next to you where receipts print with a Transaction ID#. Match it up with their Guest Check in hand with the ID# and the amount. Ask, cash or DEBIT/CREDIT. (Try to say **DEBIT** first; it is the least expensive way for us!)
- Also ask if the customer is on our mailing list and direct them over to the SIGN UP FOR OUR MAILING LIST station.
- Tell the customer to leave their receipt out to show the DOOR Volunteer.
- **TAKE YOUR TIME.** We need to be accurate to balance at the end of the day.
- **NEVER LEAVE YOUR STATION WITHOUT NOTIFYING MELISSA.** The cash register should be locked if you leave.

CASH REGISTER

- We do not give out any receipts all we do is open the drawer to collect payment and make change.
- Big bills kept under the drawer and when you have too much money let Melissa know to remove.
- Large Bills (\$50 & \$100) are checked for counterfeit using our Counterfeit Detector Pen.
- Also let Melissa know if you need change.

CREDIT CARD MACHINE

- If you are using the credit card machine always ask if this is **DEBIT!** We don't pay a high fee for debit and we would rather scan than as credit.
- We DO NOT put in a TAX if prompted on the machine and we are tax exempt.
- Ask if the receipt from the printer is good or if they need another one from the credit card machine. If they do not, then don't print and save on the credit card machine tape.
- Keep a merchandise receipt copy with a paperclip in order of customers to verify at the end of the day settlement.

CHECKOUT VOLUNTEER:

- There will be a fast training course and instructions at the 1 of 7 REGISTER Stations using the COMPUTER.
- A bagger volunteer will assist you. And at the CheckOut Lines there will be a Check Out Line Volunteer.
- There will be 2 lines of shoppers which is designed to move equally back and forth.
- The bagger will prepare items to be scanned before bagging. Make sure the tag matches each item as scanning.
- Verify you scanned in EVERY ITEM (**count items scanned should match the number on the screen or go back**).
- Ask for any CLAIM TICKETS to be scanned at the end of the transaction for the Pay Station to find quickly.
- If they have a computer/video game, the actual game is not in their box, you need the bagger to get it in the VIDEO GAME Box located behind Check Out. Make sure they match up and put the game in the box for the shopper to take. (not for DVDs)
- We cannot sell anything without a price tag (verify the lost and found area behind checkout).
- Advise the customer of the total and on the GUEST CHECK write TRANSACTION ID# and TOTAL and hand to the customer with any CLAIM TICKETS to take to the Pay Station. They will match up their GUEST CHECK with the actual Receipt you print by the cashier. (CLAIM TICKETS will be stamped "PAID" after we get their payment at the Pay Station).

DONATION TABLE VOLUNTEER:

- On Sunday at 2pm we begin sorting all of the Unsold Inventory by removing the Donated items first for your table.
- Volunteers are NOT to sort their own personal items OR begin loading their items during this shift.
- We start with the Vendor / Book Tables and start clearing the tables BACKWARDS to begin making empty tables to place ID#s in order, one per table, for easy pickup for the consignor.
- Donation Tables will be clearly marked for the sorters to locate and find you.
- Price Tags marked "**DONATION: YES**" are for donation for your table. **VERIFY EACH TAG says DONATION YES!**
- Work with the volunteers at your table to decide how each of you will work together for a quick turn-around.
- Hangers are removed from all the clothing (Hanger Volunteers will assist you if needed).
- GENESIS CENTER is one charity that only accepts Maternity Items, Newborn – Size 4, Shoes to Size Toddler-6 and necessity items. They DO NOT want to keep hangers, so put in the bins for the hanger volunteer, and they do NOT take Toys, books, movies, etc. We place in bags on the floor in the corner.
- THE WASHINGTON CITY MISSION is the other charity that will accept EVERYTHING from Clothing Size 5 and above, including all other items the Genesis Center does not accept. They have the BIG BINS to put your bags into.
- Place the items for donation nicely in the large black bags provided & keep separated by charity behind you.
- Also be careful with all inventory and be respectful with other consignor items.
- CONSIGNOR PICKUP IS NO EARLIER THAN 6PM AND ENDS AT 7PM.
- DONATION PICKUP IS AT 7PM.

DOOR VOLUNTEER:

- You will be one of 2 volunteers located at the front door in HALL 1 with a highlighter pen
- You first will notify shoppers as they enter to make sure they went to **HALL 4** before entering. Hall 4 has larger items such as furniture, strollers, high chairs, car seats and other equipment that we will hold as they shop in Hall 1.
- You will greet customers and direct them to an IKEA Bag for easy shopping.
- You will notify each customer that SUNDAY all price tags marked **DISCOUNT: YES** will be ½ price on Sunday. Make sure you tell them NOT ALL ITEMS, just items that actually have a star or say discount on the price tags.
- You will verify each person leaving the building has a receipt and if not, make sure they are not walking out with any items. You must keep your EYES open of where people are coming from to make sure they are not walking out with any unpaid merchandise.
- Inspect Strollers leaving the building to make sure items are not stuck underneath or inside umbrella fold.
- Make sure you do a double take of the receipt making sure all items they are walking out with are listed. If all is good use your highlighter and check off the receipt (JUST LIKE AT SAM'S CLUB).
- Verify all CLAIM TICKETS are also stamped PAID and remind them they need this ticket to claim their item in Hall 4.
- Ask if the customer is on our mailing list and direct them over to the SIGN UP FOR OUR MAILING LIST station.
- If you notice anything or have a problem, please ask for Melissa or her husband Wayne.

EQUIPMENT HALL 4 VOLUNTEER:

- You will be located at the smaller HALL 4 with all of the Furniture and Equipment.
- BEFORE PRESALE make sure both halves are attached to the claim tickets before we open the doors at 5pm.
- All items WILL have a CLAIM TICKET attached securely.
- Shoppers will be entering your building. If they see an item they want to purchase, they only need to rip off the bottom portion of the CLAIM TICKET and take it with them. We will HOLD their items in this hall until they pay for them in HALL 1.
- When the shopper is ready to Checkout they need to provide the Claim Ticket to the Registers and PAY for the item at the Pay Station (LOCATED IN HALL 1). The cashier at the Pay Station will stamp PAID on the CLAIM TICKET.
- When a Shopper returns, they must provide a copy of their receipt AND their PAID CLAIM TICKET in order for you to locate their item to match up the CLAIM TICKETS to remove from the building.
- ALL ITEMS MUST BE PURCHASED THE SAME DAY, we DO NOT HOLD longer than that day.
- Tell the Shopper if they change their mind to bring back the CLAIM TICKET or give to a Volunteer in a Blue Apron.
- If the shopper has to LEAVE to get a larger vehicle or come back for some reason, YOU MUST WRITE THEIR NAME and PHONE NUMBER on the top of the CLAIM TICKET) and advise them we will only hold for that day! (otherwise see Melisa).
- Watch all doors and bathrooms to make sure items are not removed from this building without being checked first.
- You may have to assist a shopper tear down or break down an item. If tools are required, we will leave the at your work station. Make sure they are returned.
- You may also have to assist a shopper getting the item out of the building or possibly to their car. Have them bring their car up to the door on the FRONT of the building (DO NOT LET THEM PARK ON THE PEBBLED AREA) and assist. MAKE SURE ANOTHER VOLUNTEER IS IN THE BUILDING AT ALL TIMES.
- If you need assistance getting at item for a shopper, please see Melissa.
- If the hall becomes empty or close to empty, we can begin moving items back over to the main HALL 1, please find Melissa.
- If you notice anything or have a problem, please find Melissa.

FLOATER VOLUNTEERS:

- You will be out on the floor floating around in HALL 1. Know where items are located ALL will be doing:
- Watch for shoplifting and un-intentional shoplifting. Customers leave items in their strollers, kids have items in their hands, people take things into the bathroom or place in already paid for shopping bags.
- You will assist customers and direct them as needed for different locations though out the building.
- You will assist customers by also directing them to HALL 4 for Larger Items (furniture, pack n plays, strollers, swings, etc).
- There will be blue IKEA Bags at the front door to help customers carry their merchandise.
- **ALL will ask if the customer is on our mailing list, if not direct them to the Mailing List Coordinator.**
- Receipts and strollers will be checked at the door upon exiting!
- If you notice anything or have a problem, please ask for Melissa

FLOATER – Bath Rooms / Changing Rooms

- Watch people are NOT taking merchandise into the bathroom unless they are trying on clothes, those items ONLY can enter.
- You will verify items going in are items coming out and the TAGS MATCH (no switching).
- You will have to give a corresponding garment # card to take into the changing room.
- Watch the Video Games and Electronics for theft.
- Watch the back door to make sure nobody enters or exits that door, unless if there is an emergency.

FLOATER – Boutique Section

- There will be 2 Volunteers for the Girl Items and 2 Volunteers for the Boy Items.
- One will stand at the begging of the section and one at the end to secure those items from NOT leaving this section.
- When a shopper wants to make a purchase, items are placed in a bins with a # and the Shopper is given a lanyard w/ same #.
- The front Volunteer will take the bin and place behind checkout for when the shopper is ready to pay.
- Advise the shopper to continue shopping & when they are ready to get in the checkout line with any other purchases. When they reach a register to give them the lanyard and they will be able to purchase their Boutique Items.
- Do NOT leave this area without a 1 volunteer left to watch over these items.

FLOATER – Check Out Line

- You will make sure the lines move evenly between Registers and direct them to a Register that is open.
- There is NO LONGER a 20 Items Less/More, we move each line equally to an open Register.
- Shoppers with TONS of items should go to Register 1-4 first if you can (limited space on the tables for 5-7).
- You will make small talk to keep them occupied, remind them about our mailing list and about being a Facebook fan and how to register for our upcoming events.

FLOATER – Clothes/Shelves

- You will be watching over items that may have fell off the clothes rack or need to be put back on the shelves.
- You will be assisting the Organizers of the Front Tables and Back Tables as needed.
- If you find an item MISSING A PRICE TAG, look on the floor & surrounding area. If you cannot find, bring it up to checkout. There will be a box marked TAGS FOUND. See if you can match up a price tag from this box. If not this item CANNOT be sold and must be placed behind checkout on the MISSING PRICE TAG table or rack.
- If you find a PRICE TAG on the floor, check to see if you can find the item in that area. If not, bring it up to checkout. There will be a table/rack marked MISSING PRICE TAG to try to match up to an item. IF NOT, you need to place in the TAGS FOUND box.
- If you locate small pieces of a toy or game, see if you can find the item on the floor that it would go to. If not, bring it up to checkout and place in the LOST and FOUND.
- You may need to explain how large CLAIM TICKETS work. The customer just leaves the item on the floor, but tears off the bottom portion of the ticket to take it to checkout. Once it is paid for they can come back and claim it. Nobody can take an item off the floor without the bottom portion with the price tag. It is actually being held for the customer until payment.
- You will assist Shoppers as needed. Anything suspicious or negative comments please see Melissa.

HALL & RACK SET UP VOLUNTEER:

- This is a Great Shift for a Husband or Father. (TABLES ARE ALREADY SET UP BY THE FAIRGROUNDS).
- Storage Pods will be at the fairgrounds to unpack and set up items inside the hall.
- Wood poles are placed around the perimeter of the hall with 10' conduit. We will instruct how to assemble.
- Metal Racks must all be assembled on the right side of the hall. We will instruct how to assemble.
- Additional Metal Racks will have to be assembled for items such as Melissa & Doug Toys.
- Some metal signs, banners and yard signs are placed outside of the hall.
- Tools will be provided, but if you bring with you, it may go faster.

HALL PREP VOLUNTEER

- You will help finish setting up the last few items in our halls before Drop Off begins.
- Size Dividers and signs will be placed on the racks.
- Magnetic Signs are placed all around the halls inside and out.
- Small Metal Signs are placed on the tables as well as smaller taped signs on the sides or on some racks.
- Some banners or yard signs may need to go up.
- Set up the Volunteer Station / Lost and Found / Video Game and Tag Box Area.
- Set up the changing room with the carpet, mirror and signs.
- Prepare Drop Off Stations with Racks/Carts.

HANGERS VOLUNTEER:

- You will be located behind the Registers at the Check Out Station.
- You will be retrieving and empty the Hanger Baskets underneath the Registers and giving them back an empty basket.
- There will be Rolling Racks to help sort the kind of hangers to bundle and then place in LARGE BINS by KIND.
- Hangers are sorted by size and kind and bundled with rubber bands in lots of TEN.
- A Running Count will be kept on a chart before placing the completed bundles in a BIN.
- After we close on Sunday, Hanger Volunteers will keep removing hangers from donations following the above directions.
- The TOTAL COUNT Chart will be given to the Sign Out Coordinator (who arrives early) to begin the process of figuring out how many consignors are returning to PICK UP and how many hangers are allotted to each of them by Hanger Kind.

INSPECTOR VOLUNTEER:

- You will be located at one of 4 or 5 DROP OFF Stations (each station will have an inspector and sorter)
- You cannot drop off your own items during your Shift.
- Consignors arrive every ½ hour for Drop Off. This must be a fast process before the next drop off.
- You will have rolling racks for clothes and carts for the table and floor items.
- Remind each consignor that they need to CHECK IN with the Sign In Coordinator before they leave.
- Consignors are to help as much as possible with placing items on racks by gender / size order and on carts for inspection. In a pinch, they can also place items at for sale if they have already been inspected but only with Melissa's approval.
- Inspect each item to make sure they follow the KID MANIA guidelines BEFORE THE CONSIGNOR LEAVES:
 - 1) Items must be laundered, clean from musty smell, no pet hairs, stains, rips, missing buttons/snaps or drawstrings.
 - 2) Must be Seasonal Items, Sizes up to 16yrs clothes and 6 ½ Shoes.
 - 3) Items that require a battery **must have a working battery**.
 - 4) Video Games are NOT kept in the box (unless new or taped shut). They should have 2 Price Tags. One on the box (without the game) and one on a zip lock bag (containing the game). The Box price tag should advise the customer the game will be provided after they checkout. The zip lock bag w/ second price tag should be placed in the BOX behind check out by ID# order. It's a BLUE container called Video Games. (NOT for DVDs).
- Reject Items that are not approved using the REJECTED stamp and indicate the reason. See Melissa FIRST.
- Once you inspect, immediately pass along to the Sorter Volunteer to place on the floor so they can return racks/carts asap.
- See Melissa if you want her to advise the Consignor of the rejected items (don't stamp until Melissa inspects).

MAILING LIST COORDINATOR VOLUNTEER:

- You can be located at the end of the Pay Station or Walking Around with a Computer Tablet.
- There is also a backup "SIGN UP SHEET" for people to use a pen and fill out a form (only as a backup).
- You are to promote the advantages on getting on the EMAIL mailing list – early reminders, pictures and info about contests and prizes (\$100 Shopping Spree!). There is NO JUNK MAIL or SPAM and all info is confidential to this sale only.
- You must be accurate with getting the Spelling and Capitalization correct – double check with each person for accuracy.
- **It is important to get their EMAIL to stop postal delivery;** however, it is important to still get their address as a backup.
- **Provide each person a Pink KID MANIA MAILING LIST Business Card and Explain there is ONE LAST STEP.** This card will have instructions about the last step to get on the Email Mailing List. An EMAIL will be sent to them no later than a week after the sale to OPT IN to our mailing list. Once they get it, they need to open up the email asap and they MUST click on the link inside that email to complete their registration (or they are not signed up).
- You will be responsible to putting in all sign ups into the computer by the end of your shift and you will be collecting data from the other floaters obtaining Sign Ups to our Mailing List (if they used the Sign Up Sheet instead of a Tablet).
- Also encourage them to LIKE our Facebook Page and Follow us on other social media (See our Card)

ORGANIZER FRONT TABLES and ORGANIZER BACK TABLES VOLUNTEER:

- You will be working in Hall 1 and organizing the set of tables in the front or back of the room.
- There will be signs on the tables and you match up the price tag description with that area of the table.
- Tables are organized during DROP OFF; however, as we add items and the sale begins, things are moved around.
- Tables need to be organized for easy shopping and for KID MANIA to take great pictures for shoppers to come to the event.
- Put together "LIKE" items together. Same items are put them together nicely and facing towards the center of the room.
- BIG items and items that won't get dirty (in a box or plastic) can go on the floor.
- SHOES keep in size order and bring shoes in the bottom bins to the table once there is room.
- If you see tags missing or find a tag, we have a MISSING TAG BOX and LOST AND FOUND behind checkout in hopes you find the matching set, reattach the tag and put back on the floor.
- BACK TABLES Volunteer. Make sure the USED Melissa & Doug Toys are NOT on the NEW Melissa & Doug Displays. We have a table for Consignor's USED Melissa & Doug Toys.
- The idea is make it easy to find items, make it look nice and keep our shoppers wanting to come back.

PUBLICITY POST CARD VOLUNTEER:

- You will pick up the Postcards, Labels and Stamps for over 1500 post cards from Melissa.
- You will attach labels then stamps and make sure they are secured and ready to mail.
- You will mail the postcards by the date provided by Melissa, usually 2 weeks before the sale.
- Instructions will be provided in your box when you pick up your supplies.

PARKING LOT VOLUNTEER:

- This is Work Shift is for FRIDAY ONLY and would be a great job for a husband/dad.
- Volunteers will be in the Parking Lot at the entrance and near the halls. Chairs will be provided (so ask if you don't see one).
- You will direct shoppers on where to park and make sure they do not park illegally by the horse entrance for racing.
- You will direct overflow of traffic to our parking lot (grass) area across the street.
- You will tell them to Visit Hall 4 first then Hall 1 if times permits
- Do NOT let anyone PARK between the buildings unless pickup up large items. There is a door at Hall 4 on the other side.
- You will be provided a walkie talkie to talk to other volunteers and Melissa.
- There will be banners and yard signs with our dates/times if anyone has questions, or direct them to me in Hall 1.

RACKS / LOADING VOLUNTEER:

- On Sunday at 2pm we begin sorting all of the Unsold Inventory by Consignor ID# and Donations are placed on tables.
- Volunteers are NOT to sort their own personal items OR begin loading their items during this shift.
- We will provide tools; however, if you bring your own (Screwdriver), it will go faster.
- We will also direct you where to start and extra items to load into the units.
- By the time you arrive we should have had an hour head start removing items from the racks.
- You will disable the racks and load them into the portable storage units.
- You will also load any other racks, carts, black card board shelves, metal signs, bins, etc...
- ALL TABLES remain for the fairgrounds. We do not have to break them down.

SECURITY VOLUNTEER:

- You will be located ALL AROUND THE BUILDING LOOKING FOR SHOPLIFTING.
- You will need to watch to make sure nobody uses the back door (emergencies only).
- You will need to watch the bathrooms, if there is not a Floater Volunteer assisting, alert one of them a customer went into the bathroom (especially if they have merchandise!)
- Watch moms & strollers and make sure people are not hiding items underneath their own children or anywhere in the stroller.
- Watch people are not placing merchandise in their clothes or bags.
- Watch children are not walking around with items and leaving with them in their hands.
- Watch anyone suspicious and notify other volunteer to watch as well.
- Customers leaving the building must have a receipt with a yellow highlight to prove they paid.
- If you notice anything or have a problem, please ask for Melissa or her husband Wayne.

SIGN IN COORDINATOR VOLUNTEER

- You will be at the front desk making sure you CHECK IN each Consignor at Drop Off Z(or Vendors who arrive Thursday).
- You will have a SIGN IN Sheet and will indicate who checked in and received all of the pertinent required information.
- As each person comes in you will direct them to their appropriate area (Drop Off Station or Vendor Tables). And once they drop off their items to MOVE THEIR CAR to the side and come back in to complete their Drop Off process.
- Before Consignors leave you need to make sure:
 - 1) Signed their Recall and Waiver Agreement.
 - 2) Provide any CAR SEAT or CRIB Check-off List (this will be given to Volunteers in HALL 4 as they drop off).
 - 3) Verify their Volunteer Shifts & receive the Presale Pass and/or their family/friend Presale Passes.
 - 4) If a family/friend is volunteering, they need to submit a signed Volunteer Agreement Form signed by the family/friend.
 - 5) Do all of their price tags say "DONATE" and will NOT be returning on Sunday to pick up. ALL Tags must say DONATE.
- Before Vendors leave you need to make sure:
 - 1) You have received the signed "Vendor Agreement" for each person at their vendor table.
 - 2) Receive any raffle basket and place on the Raffle table behind checkout.

SIGN OUT COORDINATOR VOLUNTEER

- You will be at the front desk making sure you CHECK OUT each Consignor picking up their unsold items. (SUNDAY 4:30 – 7:30 Work Shift).
- You will have a SIGN IN Sheet and will indicate who checked out and collected their unsold items with the following:
 - Direct them to their designated ID Table. Make sure they are looking at the price tags for THEIR items ONLY.
 - Boutique Bins will be Behind Checkout. You need to HAND them their BIN so it does not get lost.
- Then have them checkout with you to make sure they have done all of the following:
 - 1) Verified if they have any tags the Missing Tags Box
 - 2) Verified if any of their items are in Lost and Found
 - 3) Verified if any of their unsold items are in the Video Game Box
 - 4) Verify if they wish to have any hangers and give them the allotted number of what and how many hangers they get.

SORTER - HALL 1 VOLUNTEER: During DROP OFF

- THIS IS FOR THE MAIN HALL 1 (BIGGEST BUILDING).
- You will be located at one of 4 or 5 DROP OFF Stations (each station will have an inspector and sorter).
- You cannot drop off your own items during your Shift.
- Consignors arrive every ½ hour for Drop Off. This must be a fast process before the next drop off.
- The inspector must check each item before you can put them out on the floor.
- Quickly take a rack of clothes or a cart of items and place them out for sale.
- Clothes are on the racks by Gender and Size. Girl clothes are on the left side of the hall starting with BOUTIQUE then, Newborn-16 and the Boy clothes are on the right side of the hall starting with BOUTIQUE then Newborn-16. Maternity Clothes, BOUTIQUE Items, Winter Jackets and Halloween Costumes are separated from the normal racks.
 - 1) Review the Size Dividers on the racks and signs on the wall.
 - 2) Place the sizes BEHIND the appropriate SIZE dividers. If you are unsure where to place the clothing with the size dividers, use the beginning size number. Example if it says 3mo on the price tag, put it behind the 3-6mo size divider.
- Tables on the left side of the hall have metal signs on the first table of each row to direct what goes on that table. On the sides of each table, there will be smaller signs for more specific categories. Try to place in the appropriate area and stage the area with LIKE items together.
- Tables in the center are meant for the Vendors on Thursday starting at 4pm.
- The back wall shelves are for Books/DVDS/Electronics etc.
- Video Games should have 2 Price Tags. One on the box (without the game) and one on a zip lock bag (containing the game). The Box price tag should advise the customer the game will be provided after they checkout. The zip lock bag should be placed in the BOX behind check out by ID# order. (not for DVDs)
- LARGE ITEMS such as furniture, strollers, excersaucers are placed in HALL 4, other small items go under the tables.
- Return racks and carts as soon as you can to the inspector to retrieve additional inspected items.

SORTER - HALL 4 VOLUNTEER: During DROP OFF

- THIS IS FOR THE SMALLER HALL 4 (FURNITURE & EQUIPMENT).
- You will be located inside this hall to help Consignors with their LARGE Items (Not Toys that can fit under a table).
- You cannot drop off your own items during your Shift.
- Consignors arrive every ½ hour for Drop Off. This must be a fast process before the next drop off.
- Inspect each item to make sure they follow the KID MANIA guidelines:
 - 1) Items must be CLEAN, no musty smell, no pet hairs, stains, broken pieces
 - 2) Car Seats and Cribs MUST have a Check-Off list for each to prove they are NOT recalled and you MUST have a Waiver given to you (Check List) to make sur the Consignor did they research. Keep the forms in Hall 4.
 - 3) Items that require a battery **must have a working battery**.
 - 4) We do not accept mattresses, Used Breast Pumps or Bumper Pads that are not breathable.
- You can assist consignors attaching CLAIM TICKETS to EACH ITEM. This hall MUST have a claim ticket attached to every item. Verify every CLAIM TICKET is filled out and attached according to the directions (located at your station).
- Sort and arrange the hall with LIKE items. Make a row of beds, a row of Strollers, a row of pack n plays, etc.
- Arrange the hall where it is easily acceptable for all shoppers to walk around.
- Watch all items that have entered the building DO NOT LEAVE the building (watch all doors).
- Never leave this building unattended.

SORTER - BOY CLOTHES OR GIRL CLOTHES VOLUNTEER (Sunday):

- On Sunday at 2pm we begin sorting all of the Unsold Inventory by Donations first then by Consignor ID#.
- Volunteers are NOT to sort their own personal items OR begin loading their items during this shift.
- While the tables are getting clear you will pull from the clothing racks with Price Tags that have **DONATION: YES** and put them on the donation table. Work with your volunteers in your section. Say the first will work in Newborn – 3 mo, 1 will work in 6-9mo, 1 in 12-18 mo and so on, checking back with each other that all sizes have been checked all racks for donations.
- Use the rolling racks equally between volunteers to help with this process.
- All the donated items are placed on the appropriate donation table: The GENESIS Center only take Newborn – Size 4 and necessity ONLY, the Washington City Mission will take all other donated items. Verify your tags say DONATION: YES.
- The remaining items NOT for donation will go back to the consignor. On the tables there will be Signs with the Consignor ID# and Name. The tables will be in ID# order. Be careful with making sure you place the right items on the right table. If you see something on the wrong table make an announcement out loud to make sure everyone knows we made a mistake and to double check their items going on tables, and immediately put on the right table.
- Also be careful with the entire inventory and be respectful with other consignor items.
- CONSIGNOR PICKUP is no earlier than 6PM and ends at 7PM.
- DONATION PICKUP is at 7PM

SORTER – MELISSA & DOUG VOLUNTEER (Sunday):

- On Sunday at 2pm we begin sorting all of the NEW Melissa & Doug Toy Displays.
- Remove any “CONSIGNOR” items that have WHITE price tags immediately and put with the unsold consignor items.
- Remove all NEW Melissa & Doug Toys (with a Green Price Tag) and place LIKE items in boxes provided by Melissa.
- Once boxes are full bring them to the front of the building behind Check Out. SEE MELISSA for location.

SORTER - TABLES & EQUIPMENT VOLUNTEER (Sunday):

- On Sunday at 2pm we begin sorting all of the Unsold Inventory by Consignor ID# and Donations.
- Volunteers are NOT to sort their own personal items OR begin loading their items during this shift.
- We start at the Tables by pulling off Items with Price Tags that have **DONATION: YES** and put them on the donation table. Then we remove all items from the tables in blue IKEA Bags and put them on the side.
- Work with each other and use the IKEA Bags and Carts to move items around.
- Once tables are clear, Melissa and a Volunteer will place Signs with Consignor ID#s and Name (in number order).
- Now begin sorting by Unsold Items and placing them on the appropriate Consignor ID# table.
- Be careful with making sure you place the right items on the right table. If you see something on the wrong table make an announcement out loud to make sure everyone knows we made a mistake and to double check their items going on tables, and immediately put on the right table.
- Also be careful with the entire inventory and be respectful with other consignor items.
- CONSIGNOR PICKUP is no earlier than 6PM and ends at 7PM.
- DONATION PICKUP is at 7PM.

TAGGING SERVICE (TS) VOLUNTEER:

- TS Volunteers will work from home or KID MANIA (KM) location to Tag VIP CONSIGNOR items.
- This shift is only available when needed (space is limited upon the # of VIP Consignors).
- KID MANIA will provide a pickup date weeks before the event; TS Volunteer will complete by Friday before the event.
- VIP Consignor will drop off items to the Tagging Service (or KM) with items in order, pressed and ready to be tagged.
- TS Volunteers will pick up prepped items, consignor login/password, supplies (pricing chart on line).
- TS Volunteer will input inventory, re-press/iron if needed, hang clothing, print tags, tag items, & re-pack for pickup.
- All inventory is marked DISCOUNT and DONATE.
- KM will make arrangements for pick up and drop off with the TS Volunteer.

TRUNK SHOW ASSISTANT VOLUNTEER:

- You will be in Hall 1 on WEDNESDAY night from 6pm-9pm helping the Matilda Jane Trunk Keeper.
- You will assist in getting our designated area ready for our SHOW with the racks, seating & displays.
- Display the MTJ Racks with clothing, get the MTJ Cash & Carry from Consignors
- Help welcome guests to the show and assist with handouts, refreshments, etc.
- Help take down the designated area and pack up the MTJ Trunk.
- Help return the MTJ Cash and Carry back to the BOUTIQUE Section of the floor.

TRUNK SHOW CHECKOUT VOLUNTEER:

- You will be in Hall 1 on WEDNESDAY night from 6pm-9pm helping the Matilda Jane Trunk Keeper.
- After THE SHOW is over you will be scanning in all purchases of the CASH & CARRY.
- COUNT the number of items you are scanning and make sure it matches up with the item # on the computer.
- Don't miss scanning any item, double check!
- You will bag items for sale and provide the shopper with a Guest Check with Transaction ID# & \$ to take to the Pay Station.

Last Updated February 01, 2016