

Volunteer Information HMS Store

PLEASE REVIEW
THE SCHEDULE
AND SIGNUP
GENIUS

HOW THE
STORE WORKS

ITEMS SHOULD
NOT BE TAKEN
TO BE PAID
LATER

ALL SPIRIT
WEAR NEEDS
RECEIPT

Thank you for volunteering at the Hastings School Store!

Please review the latest schedule (v2.2), and SignUpGenius. We STILL have some OPEN spots (highlighted in yellow on the Schedule). If you know anyone who is willing to help us, please refer them to me or forward the SignUpGenius link:

<http://www.signupgenius.com/go/30e0d4cacae2aa3fd0-hastings>

For those new to the system or need a reminder, this is how the store works:

1st Shift: 10:30-11:45 //// During early Release 10:40-11:40 (marked red)

- Sign in at the main office and get a volunteer badge.
- Pick up the school store cash box from the Safe which is located in the office hallway in a closet marked "Closet". If you need assistance, please ask Melissa Thein, Hastings School secretary.
- In the cash box, there is a key for the store door. Please make sure to place the key back in the cash box. Do not leave it in the door.
- Place the cash box **underneath** the counter.

2nd Shift: 11:40-12:55 //// During early Release 11:35-12:35 (marked red)

- Sign in at the main office and get a volunteer tag.
- At the end of your shift, close and secure the gate, take the cash box with you (make sure key is there), turn off the lights, and secure the door (it will automatically lock).
- Take the cash box back to the office safe. Be careful not to put it over the sign that says "Pay Outs Only".

Both Shifts: You will find that most items are marked. They are currently organized by use, i.e. math measuring tools. **Checks** should be made out to Hastings PTO. Sorry, items can not be taken to be paid later. Sales of supplies do not need to be recorded; **BUT SPIRIT WEAR should be RECORDED on a receipt** (the receipt book is inside the cash box // Just list the item, size and price). There is a separate price list for spirit wear items (t-shirts, shorts, socks, magnets, buttons, etc).

There is a dry erase board on the door for important messages or for **out of stock items**. If you notice we are low on any item, please write it on the board before we run out completely. **Please**, for your snacks consider only fruits and vegetables inside the store, some children have life threatening food allergies that can be triggered by supplies exposed to the allergens.

- Sign out and return your badge.

REMEMBER: If you can't make it to your assigned date/time please send an email to the group to check if someone can take your spot.

THANK YOU FOR HELPING AND HAVE FUN!!

QUESTIONS ABOUT

Spirit Wear

Tina Westhoven,
614-735-1710

Store Schedule

Arleen Sierra-Kanchuger
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Supply Sale

Margaret Kennedy
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