

The Heartside Community **CHRISTMAS STORE**

Thank you for your interest in volunteering for the 5th Annual Heartside Community Christmas Store. This document includes both the descriptions of volunteer opportunities and the sign-up process.

If you have any additional questions after reading through this document, please reach out to:

Holly Kammel

Volunteer Coordinator at Dégagé Ministries

holly@degageministries.org / 616-454-1661 ex. 212

VOLUNTEER OPPORTUNITIES:

Inventory Volunteers (1-2 weeks prior to Christmas Store, schedule date with Holly not Sign Up Genius)

Donations will be coming in heavily after Thanksgiving. As we receive donations, we'll need to sort and price inventory so it is ready to go for the Christmas Store. We will need groups to come down ahead of time to help with that organization process. Teams of 6-12 work great for this job. Ages 13+ We can schedule the week of November 27 or December 4. All interested groups can contact Holly.

Set-up, Monday, December 11 | 9:00am-12:00pm

We'll need to set-up tables and get inventory to appropriate tables. We will also need to ensure all items are appropriately labeled for pricing. Ages 10+

Decorate, Tuesday, December 12 | 9:00am-12:00pm

After we set-up the tables and get the inventory where it needs to be, volunteers are needed to help create the ambiance! Whether we hang up Christmas Lights, hang ornaments, set-up Christmas trees etc. We need cheerful helpers to make it all happen. Ages 7+ (Kids under the age of 7 are welcome, but will need to be with an adult at all times.)

Christmas Store Helpers, Wednesday, December 13

On the day of the Christmas store we need 30+ volunteers every shift to help make it a reality. Below outline the various roles volunteers can have. We have 3 shifts through-out the day! 8:30am-11:30am, 11:30am-3:00pm and 2:30pm-6:00pm.

- **Personal Shoppers:** These volunteers will be walking alongside our Christmas Shoppers by assisting them in picking out items for loved ones, as well as keeping track of how much they are spending, by filling out their "Sales Ticket". Clipboards with instructions and pricing will be given to each personal shopper.

- **Stockers:** Our Stockers will help make sure items are being replenished and displayed neatly and cleanly at each station.
- **Christmas Wrappers:** Help wrapping Christmas presents for our shoppers.
- **Baggers:** Assist Cashiers with bagging presents for shoppers.
- **Survey & Cookie Table:** There will be a survey available for every shopper to fill out. This will help gain very important feedback on how we can improve for next year. We also will have a survey available for volunteers to do the same. Cookies are available to munch on!

SIGN-UP PROCESS:

To sign up for a given shift:

1. Go to calvarygr.org/christmasgiving and scroll down to Degage
2. Scan through all shifts and volunteer roles on Sign-Up Genius.
3. Decide what works for you and click "Sign Up"
4. Scroll down to the bottom and click "Submit and Sign-Up"
5. Fill out contact information.
6. Click Sign Up Now.