

Setting up and tearing down for Gift Wrapping December 2011

BEFORE YOU GO:

Adults –PLEASE **Call youth and remind them:** of time they are working, to wear scout uniform, & to bring a snack.

Supplies: Extra paper, ribbon, bows; etc will be kept in the scout closet at St Pascal's. Please be courteous at the Monday night Scout meeting to inform the next shift if supplies need to be replenished so they can grab them then.

If you are able to: Try to bring a few boxes for items that do not fit in sweater or shirt boxes. Boxes for coats or small square boxes for figurine are good to bring if you have them. (There are sometimes some odd shaped items that will need to be wrapped and this will make the job go smoother)

WHEN YOU ARRIVE:

Adults - This year the location where we will be wrapping is variable. We may be UP FRONT of the store or we may be back in THE LODGE. The **first thing** to do when you get to the store is to ask the manager where we are wrapping. **Please politely express you prefer to be put up front.** The store staff will bring up a table and folding chairs and will set it up for you. **You will then need to go get the wrapping supplies that are kept in the lodge.** The "wrapping supplies" bin should have wrapping paper, tissue, tape, signs, scissors, bows, envelopes and donation coffee pot (with blue lid). The shirt and sweater boxes are with the bin of troop supplies. There may be some larger boxes back in the dock area, so you can ask one of the employees to help you with this after you are all set up.

****Put up several signs on the doors** (signs are in the green bin) **saying you are wrapping and that you are wrapping for DONATIONS.** Please use the 2-sided tape for signs. Use as little tape as possible because all of it will need to be removed.

Scouts – If we are UP FRONT set up the tables, so as people leave the cash registers they will be walking right at the wrapping table. (Parallel to the side of the customer service counter works great!) If we are in THE LODGE, set up in the lodge to not only get noticed, but to allow for traffic. **The youth should stay at their station, not wander through the store.** Please remember that other groups have asked to wrap at Gander and we may lose this fund raiser if the store is unhappy with our service or behavior. (A scout is...)

If we are wrapping UP FRONT: Ideally, we need 1-3 youth & 1-2 Adults. **Ask customers if they would like their gift wrapped. Be polite and friendly.** If the youth get discouraged remind them about one is 20 get things wrapped and by asking they can double that. The youth should stay at the table, not wander through the store.

If we are wrapping back in THE LODGE: Ideally, we need 3 youth & 2 Adults: **1youth & 1adult** will be standing at the cash registers asking customers to go back to the lodge to have their gifts wrapped. Please direct customers that desire to have their gifts wrapped to the lodge area in the back of the store where **1-2 youth & 1 adult** will do the wrapping. **The youth should stay right in front of the registers, not wander through the store.** Up at the registers, you may be given donations, so please put all donation in an envelope. (Envelopes are located in the green bin)

As much as possible, have the adult supervisor should handle the money. If a customer wants change, the adult should make change. The youth really want to know how much is in the coffee pot but it is best to tell them - they will have to wait. **Make sure the blue top stays on the donation coffee pot.** In the past, we have had people steal money.

- **Try to end you shift at a lull in customer flow.** We are not on a strict time clock and it can be a problem if you try to end with a rush of customers. When you are done with your shift, be sure to clean up all around the area, pick up any trash or scraps of paper.
- **Take down all the signs and put in the bin.** Remove the donations for your day and the adult supervisor should count it and put all donations received in an envelope (in the bin)
- **Please put any and all supplies back where you found them for the next shift.** Put all our supplies, wrapping paper, tissues, donation coffee pot, signs, scissors, tape and bows etc. back in the green bin.
- **Please remember to bring the money to the first scout meeting after wrapping.** Write on the envelope who worked and how much was earned.

If you need help, supplies, or have question call:

Desiree Sliwinski (651)216-6052(C) or (651)714-1572 (W) (I work Tues-Saturdays not far from Gander MT)

Or if you have a older responsible scout sent them to Wal-Mart, The troop will reimburse for any supplied bought, but keep the cost down because the amount spend on supplies will be taken out of the total money earned in tips.

Also, all information will be updated to the troop web site: <http://www.troop294.net/>

BEFORE YOU LEAVE:

IF YOU NEED HELP: