



Merchandise Tent Volunteer Job Description

Timing & Location Details

- **Arrival time: 5:30am**
- **Finish Line Location: Fort Phoenix State Reservation**
 - 100 Green St, Fairhaven, MA 02719

Merchandise Table Setup (ready by 7:30am)

- 1 10 x 10 tent
- 3 - 8' tables
- Tote of zip ties and misc. supplies
- Cash envelope with Square readers
- Merchandise (shirts, hats, burgees)
- BBC printed collateral (membership rack cards, annual reports, volunteer opportunities, etc.)
- Volunteer Tees (for volunteer pickup only)

Procedure

- 5:30am: Volunteer Muster with Finish Line Captain
- After muster, set up tent and tables with help of Tent/Banner Team
- Set up merchandise and printed collateral
- Sell merchandise using Square
 - See below for detailed Square procedure
- Once Finish Line Captain signals that the party has wrapped, break down display and re-pack merchandise into appropriate containers

Thank you for your help!

Square - Volunteer User Guide

Before arriving, please download the Square app on your phone and log in.

- ☞ **Select item(s) from the “Favorites” tab (button on top right)**
 - You can add or remove items by clicking the blue “**Review Sale**” button on the bottom of the screen, clicking on the item, and adjusting the quantity
- ☞ **Add Customer Information**
 - Click the blue “**Review Sale**” button at the bottom of your screen
 - Click “**Add A Customer**” on the top of the screen
 - add customer’s name, email address and/or phone number
- ☞ **Process Payment**
 - Click blue “**Charge**” button on the bottom of the screen
 - If using Square Reader, swipe the card and you’ll be done!
- ☞ **Send a Receipt**
 - Once purchase is complete, customers can receive a receipt via email or text if they would like to
 - Select their preference and add their email or phone number
 - If they’ve used Square before, it will automatically be filled in
- ☞ **Notes**
 - **Member Discount**
 - Do not add unless someone asks for it
 - If they say they are a member, you can take their word for it!
 - **The discount is for merchandise only.** Do not apply to a donation or membership
 - You can remove the discount from any item by clicking the blue “**Review Sale**” button, clicking on the item, and toggling off the 20% discount
 - **Sales Tax**
 - Sales Tax should ONLY be applied to the BBC Burgees, NOT on apparel items
 - When checking out, please add either “\$40 Sales Tax” or “\$30 Sales Tax” Item