



Merchandise Volunteer Plan

Merchandise Lead (1) – know policies/procedures/prices for selling merchandise, oversee sales volunteers and troubleshoot

Merchandise Sales (2) – help Swimmers and Guests find merchandise, process payments (cash, check, charge)

Merchandise Tent - Supplies & Tasks

- **Merchandise Table Set up – READY by 7:30 am!**
- **1 – 10 x 10 tent**
- **3 - 8' tables**
- **Banner (Shirts & Hats)**
- **Tote of zip ties and misc. supplies**
- **Volunteer Tees**
 - a. For volunteers who still need to pick up their tees – will be easily identifiable
- **Merchandise and Collateral**
 - a. Annual Reports
 - b. Membership Forms
 - c. Ride Cards
 - d. Bay Adventures
 - e. Volunteer Opportunities / Applications
 - f. Bumper Stickers
 - g. Merchandise

After all tents are set up

- a. Take direction from Team Leader
- b. Help set up tables and set out merchandise and information
- c. Sell merchandise according to **Sales Procedures**
 1. See price sheets
 2. Add sales tax to non-clothing items
 3. See tax cheat sheet
 4. Make correct change
 5. All Sales slips should capture important information
 - i. Size, style, quantity
 - ii. Member or non-member price
 - iii. Personal Checks must have license and phone #

- **Swimmer Prizes** If the Swimmer tent runs out of prizes, they will get more at the merchandise table.
Keep an organized list of what is taken for prizes
- **END of Day**
 - a. Take Direction from Team leader
 - b. Put merchandise away into appropriate totes
 - c. Load merchandise into allocated vehicles / Trailer
 - d. Help unload at Buzzards Bay Office (if possible)

PHOTO OPP – all volunteers will be asked to pose @ 10 am!