



JCCB FESTIVAL OF TREES COAT CHECK AREA

OVERVIEW OF EXPECTED VOLUNTEER TASKS

JOHNSON COUNTY CHRISTMAS BUREAU

REQUEST a donation for the **JOHNSON COUNTY CHRISTMAS BUREAU** - offer an information card/bookmark if they are not familiar with us & remind them the **Festival of Trees Charity Auction, located on the lower level, benefits low-income and poverty of Johnson County during the holiday season.**

Refer customers to the **PRINTED SIGN FOR DONATION** (\$5 for Package Check/ \$10 for Package Pick Up). PLEASE COLLECT WHEN THE ITEMS ARE RECEIVED - NOT AT PICK-UP - it stays more organized this way .

VOLUNTEER will ASK EACH CUSTOMER and WRITE ON EACH WHITE TICKET:

- **FIRST INITIAL and LAST NAME**
- **CELL phone number (in case they forget to come back and pick up - it could happen.)**

Tape half of ticket on package or coat hanger. Give the other ticket half to customer. **IF THEY HAVE MULTIPLE PACKAGES, WRITE LAST NAME ON tag AND ATTACH TO BAG.** Bags can also be strung together with ribbon. Coats can be hung on top of each other - **ONLY** if customers came together.

Place the COAT on the COAT RACK and packages in the back room by LAST NAME. Periodically check both areas to be sure everything is in alphabetical order.

REMINDER:

There is an ATM machine just steps away, if cash is preferred.

Also, if registered use the **DONATE TO FOT QR code for EASY TIP GIVING** throughout the weekend.

ALL tips go directly to JCCB to help support our mission.

If you need assistance from JCCB Staff, or have any questions - call the Shift Leader or Office Manager On Duty (See List in Cash Box).

JCYM Contacts:

Roseann Newcomer 913-908-1784

Susanne Kennyhertz 913-706-7973

JCCB.ORG



JCCB FESTIVAL OF TREES PACKAGE PICK-UP

OVERVIEW OF EXPECTED VOLUNTEER TASKS

JOHNSON COUNTY CHRISTMAS BUREAU

REQUEST a donation for the **JOHNSON COUNTY CHRISTMAS BUREAU** - offer an information card/bookmark if they are not familiar with us & remind them the **Festival of Trees Charity Auction located on the lower level, benefits low-income and poverty of Johnson County during the holiday season.**

Refer customers to the **PRINTED SIGN FOR DONATION** (\$5 for Package Check/ \$10 for Package Pick Up). PLEASE COLLECT WHEN THE ITEMS ARE RECEIVED and BEING HELD to LOAD IN THE VEHICLE- refer to ATM if needed.

VOLUNTEER will ASK EACH CUSTOMER and WRITE ON EACH WHITE TAG with STRING:

1. **FIRST INITIAL and LAST NAME**
2. **CELL phone number (in case they forget to come back and pick up - it could happen.)**
3. **Color and Type of Vehicle will be bringing to the upper level circle drive**
4. **Tear off a TICKET and write the number of items on both tickets, attach one to WHITE TAG with STRING. Place items on table behind curtain. More than one item may need a ribbon to hold them together.**

REMINDER:

There is an ATM machine steps away, if cash is preferred.

Also if registered use the **DONATE TO FOT** QR code for **EASY TIP GIVING** throughout the weekend.

ALL tips go directly to JCCB to help support our mission.

If you need assistance from JCCB Staff, or have any questions - call the Shift Leader or Office Manager On Duty (See List in Cash Box).

Need further assistance? Contact JCYM Contacts:

Roseann Newcomer 913-908-1784

Susanne Kennyhertz 913-706-7973

JCCB.ORG