



JCCB FESTIVAL OF TREES COAT CHECK AREA

THANK YOU FOR VOLUNTEERING TO HELP 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 Concierge Service). 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).

Need further assistance? Contact FOT CHAIR, festival@jccb.org

JCCB.ORG



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THANK YOU FOR BEING A NEIGHBOR HELPING NEIGHBORS



**STOP BY THE FOT OFFICE,
AFTER YOUR SHIFT TO PICK UP YOUR
HOLIDAY BOUTIQUE EVENT TICKET AS SPECIAL**

THANK YOU