



JCCB FESTIVAL OF TREES CONCIERGE 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 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.**

Inform by radio **Color /Type of vehicle to look for to load packages soon.**

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 FOT CHAIR, festival@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

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