

# Johns Creek United Methodist Church Children's Consignment Sale Fall 2021

## Volunteer Information

*"Let the little children come to me, and do not hinder them, for the Kingdom of God belongs to such as these."* Mark 10:14

Welcome to the JCUMC Children's Consignment Sale sponsored by the United Methodist Women. Sellers receive 70% of their total sales and the UMW receives 30%, which is donated to local, regional, and international mission and outreach projects. The sale is not for profit, and **100%** volunteer run!! We welcome anyone willing to volunteer and offer many 3 hour shifts for volunteers, however we do NOT REQUIRE sellers to volunteer.

Our personal registration website is [www.myconsignmentmanager.com/johnscreekumc](http://www.myconsignmentmanager.com/johnscreekumc). You can register to sell, manage your inventory, sign up to volunteer, and choose a check-in time through this site. Any questions, please email [johnscreekumcsale@gmail.com](mailto:johnscreekumcsale@gmail.com). We would love to help in any way!

### Important Dates for Sellers and Volunteers

#### **Wednesday, September 8th**

3:45PM-8:00PM - Drop off by appointment every 15 minutes

#### **Thursday, September 9th**

**\*you may bring your children to the presale\***

8:00AM-11:00AM - Drop off by appointment every 15 minutes

2:00pm - Pre-Sale for **9 HOUR VOLUNTEERS!**

3:00PM - Pre-Sale for **6 HOUR VOLUNTEERS!**

4:00PM - Pre-Sale for **3 HOUR VOLUNTEERS!**

5:00PM - Pre-Sale for **ALL SELLERS!**

6:00-8:00PM - Sale **OPEN TO PUBLIC**

#### **Friday, September 10th**

8:30AM-1:30PM - Sale **OPEN TO PUBLIC**

#### **Saturday, September 11th**

8:00AM-1:00PM - Sale **OPEN TO PUBLIC**

4:00PM-4:45PM - Sellers pick-up items not being donated

## Childcare

We provide professional, licensed, first aid and CPR trained childcare workers. Childcare is available for volunteers during certain shifts. Children must be registered for childcare. Email [johnscreekumcsale@gmail.com](mailto:johnscreekumcsale@gmail.com) for childcare needs. This WILL be enforced- if you do not register, your child will not be allowed to attend childcare.

## What to do when you arrive to work the sale:

Please arrive 15 min prior to your scheduled shift. You will go to the volunteer check-in table at the front of the gym to sign in, fill out a name tag and get an apron. You then can check in with a committee member (women wearing the bright pink t-shirts), who will then instruct you on where to be for the sale. If you cannot make your scheduled shift(s), please email us immediately at [johnscreekumcsale@gmail.com](mailto:johnscreekumcsale@gmail.com). Remember, your shift can be covered by a neighbor, friend, grandparent, or husband (we love when husbands help b/c they can lift bigger items!). \*\*We will have a list of who didn't show up for their shifts at the end of the sale. If you are on that list & you shopped, you will also be on the list for not shopping our presale the following sale. Make EVERY attempt to have your shift filled if something comes up and you're not able to fill it.

**PLEASE NOTE: Sign-up shifts have changed. For ease of both the volunteers and committee members, when signing up for a shift on MyConsignment Manager, volunteers are now signing up for just the slot time. Volunteers are NOT going to be designated to a certain position/location until he or she shows up for their assigned shift(s) unless you are signing up to bring food. Committee members will make sure that all volunteers feel comfortable at his/her designated position(s) and will continue to check in with all the volunteers throughout the shifts.**

## Pre-Sale

The more you volunteer the earlier you shop! Pre-Sale is open to the public after seller/volunteer shopping hours. Only you, the volunteer or seller, will be allowed in the pre-sale. No other family members or friends will be permitted on the sale floor. We are very strict about this policy. The only exception is if you are unable to attend, you may send one person in your place. Children are allowed on floor during presale.

## Detailed instructions for signing up to volunteer online using My Consignment Manager:

- 1) On your PC or tablet, go to: [www.myconsignmentmanager.com/johnscreekumc](http://www.myconsignmentmanager.com/johnscreekumc)
- 2) On the Main Page, select "Create User Account" if you are a first time volunteer, or "Login" if you are a returning volunteer.
- 3) Returning volunteers, select "Volunteer" and choose your shift(s). First time volunteers, fill in the requested information, including creating a User Name and Password for the My Consignment Manager system-make sure to record them! You will reuse them for every sale. Then select "Create Account" at the bottom of the screen.
- 4) On the next screen, select "Register me as a Volunteer Only".
- 5) On the next screen there will be a gray bar at the top with "Volunteer" as an option. Select "Volunteer", and it will immediately take you to the MAIN PAGE where you must "Login" with your freshly created User Name and Password.

- 6) Select "Volunteer" on the next screen and the spreadsheet of all shift opportunities will open. When you find a shift that will work for your schedule, click on the little box to the far left of that line, then SELECT "Add me to selected shift(s)" AT THE TOP OF THE PAGE.
- 7) Then "Log Out" in the gray bar towards the top of the page. If you need to change shifts or add more shifts, return to [www.myconsignmentmanager.com/johnscreekumc](http://www.myconsignmentmanager.com/johnscreekumc), "Login", and you will be able to view your selected shift(s), add shifts or delete yourself from shifts you have selected.

### **Potential Volunteer Positions**

**\*Set-up-BAY # and Quality Control-BAY #:** As sellers deliver their inventory on Wednesday night and Thursday morning, we will have "Bays" set up in FLC welcome area. There will be 2-3 volunteers in each bay. Their job is to help the seller bring in their items from their car (if needed), quickly go through all of the seller's items to make sure they are appropriate for our sale (electronic items have working batteries, clothes are season appropriate, and without stains or holes, etc.), and assist other volunteers in getting the merchandise out of the bay in preparation for another seller to unload. Special Skills Needed: Requires some manual labor and a friendly, upbeat disposition.

**\*Bay Clearers-Room Set-up:** These volunteers will remove merchandise from the bays and place onto the sales floor. Special Skills Needed: Requires manual labor.

**\*Provide and Deliver Lunch/Dinner for # Volunteers:** Meals needed are Wednesday Dinner, Thursday Lunch and Dinner, Friday Lunch, Saturday Lunch and snacks. You can prepare food at home and bring it in or have food delivered directly to the church. These meals are at your own expense. We request moderately healthy meals that are simple and will appeal to a wide variety of people. You do NOT need to provide paper goods, but please provide DRINKS (gallons of sweet tea or lemonade, 2 liters of Coke, bottled waters, etc.)! Suggestions include Chicken Salad on Croissants, Fruit Salad and Chips, Pizzas and Salad, BBQ Meat with Buns, Cole Slaw and Chips, Lasagna, Salad and Bread, Sandwich Platter, Veggie Tray and Chips, Pasta Salad, Rolls and Chips.

**\*Floor Security/Clean up floor:** These volunteers will wear aprons and name tags and be a presence on the sales floor to discourage theft. They also assist in keeping the sales floor clean and organized (picking up clothes that have fallen off hangers, moving stuff that has been placed in the wrong area, removing debris from the floor, etc.). Special Skills Needed: Light manual labor, standing most of shift, friendly, upbeat disposition.

**\*Floor Security-HOLD AREA:** There is a small "Hold Area" on the sales floor for shoppers to place items they intend to buy but do not want to carry around while they continue shopping. This volunteer monitors the hold area by giving the shopper a tag to collect their pulled items later (like a coat check). At the end of sale hours, this volunteer will put anything still in the hold area back on the sales floor (there are no overnight holds). Special Skills Needed: None, this job can be done sitting for the most part.

**\*Door Security/Volunteer Check-In:** At the entrance to the sale, this volunteer greets folks, hands out shopping baskets, and instructs volunteers to put on an apron and sign-in. This job can be done SITTING DOWN. Special Skills Needed: A Smile

**\*Checkout Line/Counters:** When shoppers are finished shopping, they exit the Family Life Center to the hallway where there are some tables set up. There are two volunteers at each table to count the number of total items being purchased, cut the bottom half of each tag off (there is a dotted line to cut on), and make sure the number of tags cut matches the number of items being purchased. This job can get busy at times, but it is imperative to make sure we are collecting the bottom half of EVERY tag, and the correct number of tags is being written down for our cashiers. Special Skills Needed: None, parts of this job can be done sitting down.

**\*Floor Security/Tag Removal if needed:** See descriptions of "Floor Security/Clean up floor" and "Checkout Line/Counters" above. These volunteers will work the floor and then be asked to go to the hallway to cut tags if a line begins to form for checkout.

**\*Breakdown of Sale:** At the close of the sale, many volunteers are needed to separate all the remaining items into a donation pile and individual seller piles. Many sellers come back in on Saturday afternoon to collect their unsold inventory. Before they arrive, we need to make sure all of each seller's items are grouped together for easy pick-up. This is done by sorting all remaining items by seller number, listed on the tag. All donations need to be loaded onto a truck parked outside. Some sellers need assistance getting larger items out to their cars. All tables and shelving must be removed from the Family Life Center. Special Skills Needed: Heavy manual labor. Volunteers will be on their feet for the entire time. Some heavy lifting required. Physical fitness is a big asset here!