

2018 BRIGHT Run Lobby Sales: Juravinski Hospital and Juravinski Cancer Centre

Here is a detailed outline of shift procedures and responsibilities.

Lobby sales run for a 4 – 5 hour period between 10am and 3pm allowing for set up and takedown.

Please arrive 15 minutes before your shift starts in order to allow time to pick up the trolley and set up the information/sales table.

A Volunteer Tshirt and name tag will be provided on your first shift and you are asked to wear this “uniform” each time you volunteer. You will also be asked to sign and return a Volunteer Waiver located in the “blue box”.

The BRIGHT Run trolley is located in the storage room in OCOG and the key for the room can be found in the basket outside Nancy’s office. Please ensure the storage room door is closed and locked each time you leave and that the key is returned to the basket.

Please remember that OCOG is an open concept work area and that voices do carry throughout the space. At the start of each shift the trolley will be loaded with the following items:

- 2 tri-fold information boards and 1 Fly & Ride Raffle board (if selling raffle tickets)
- 3 full length fitted table clothes
- 1 pull up banner
- 2 BRIGHT Run flags
- 1 blue/green “happy face” box to store completed ticket stubs
- 4 Penny Sale baskets with accompanying numbered ticket boxes
- a supply of BRIGHT Run brochures, Save The Date cards & Nancy’s business cards
- various “décor items” to decorate the display tables as you like
- 2 black student lamps to attach to the tables to increase lighting
- Blue Box containing:
 - Penny sale tickets
 - Numbered raffle tickets (full books & partially sold books with cash for sold tickets)
 - \$100 float in plastic pouch
 - Fanny pack(s)
 - Pens
 - Supply of Ziploc bags for “end of day”
 - Various office supplies
 - Pictures of suggested table set up
 - Calculator
 - Nancy’s business cards

Juravinski Cancer Centre – 3 tables are in front of the donor recognition wall. When setting up make sure to leave sufficient room for folks to sit in the chairs located behind the tables.

Juravinski Hospital – 2 tables are located along the wall closest to the ATM Machine. These tables are quite heavy and must be carried, not dragged, by two people. The tables can be placed

away from the wall to allow room for volunteers to move behind them. The tables must not inhibit the flow of traffic in the lobby.

All personal items must be placed under the tables along with the Blue Box during each shift. The trolley should be stored near the tables and not interfere with traffic flow or BRIGHT activity.

Please do not leave the tables unattended.

Please use the fanny pack for all money during your shift. Do not put money in your pockets.

Penny sale tickets can be displayed on the tables randomly...if they disappear, no worries.

Raffle tickets must be closely monitored as each ticket stub must be accounted for on Sept. 8th.

Penny sale stubs (with names and contact info) can be placed in the blue "happy face" box during the shift.

Raffle ticket stubs (with names and contact info) should not be separated from the book. Fully sold books should be stored in the blue "happy face" box during the shift.

In all cases, please make sure that the information on all stubs is legible.

At the end of the shift:

- load the trolley in the same way it was loaded in the morning when you picked it up
- return the trolley to the OCOG storage room
- place all sold tickets and partial books (penny and raffle) in a Ziploc bag along with all cash (float included). Write the date, location and your name on the Ziploc bag.
- place the Ziploc bag in the blue box.

All sold tickets and related cash will be removed from the Blue Box after each shift by the Volunteer completing the reconciliation. Inventories of tickets will be replenished at that time as well and the float reloaded.

Most importantly – HAVE FUN! Remember, every person you speak to during your shift will be better off because of you!

THANK YOU. Your contribution makes a big difference and helps us achieve our goal, together.