

2022 AppKIDS Shopper Information

Thank you for volunteering for Staff Senate's annual AppKIDS shopping event. Your generous donation of time will touch the life of a local school child!

You have volunteered as a Shopper. The responsibilities for a Shopper include:

1. Pick up money for shopping on Oct. 13th or Oct. 14th at Mountain Laurel Hall behind BB&T at the 'Wendy's intersection' (see map below). More details to come on times.
2. Shop online, or in person, for your participating student from Thursday, Oct. 13th - Sunday, Oct. 30th.
 - a. We encourage you to shop locally!
 - b. When shopping online, please allow enough shipping time for item submission on Oct. 31st or Nov. 1st.
 - c. We cannot support covering shipping costs with AppKIDS money. When shopping online please use the free shipping option and make sure you allow enough time between purchase and arrival date to get the items to us as scheduled. We want to give our participating students as much as possible, so please be good stewards of the money when shopping online.
3. Monitor the cash, and collect and maintain receipts for all items purchased.
 - a. Every purchase must have an itemized receipt. All receipts must be turned in as indicated below. **Do not throw out any receipts!**
4. Turn in all items and receipts to the AppKIDS Committee from Monday, Oct. 31st - Tuesday, Nov. 1st. This will take place at Mountain Laurel Hall behind BB&T at the 'Wendy's intersection' (see map below).
 - a. Please be aware of signage and people directing traffic on this day.
 - b. The AppKIDS Committee will be in contact with you about a timeframe for submission in an effort to avoid crowding.
 - c. Please remove all tags before dropping items off. Also, please remove all shoes from shoe boxes. We do this to avoid anyone returning items to the store for cash.
 - d. During this drop-off time, we will also collect all receipts and any unused cash (recommended max. \$3).

As a volunteer, please note:

- 1. Serving as an AppKIDS volunteer is not part of your job responsibilities. As with other non-work activities in which you participate, you are responsible for your own automobile insurance, safety and actions.
- 2. If you are a University employee, talk with your supervisor to determine if you will take Community Service Leave or Vacation Leave to participate in the AppKIDS program.
- 3. Please comply with all instructions and directions of Appalachian State University officials and staff before, during, or after participation in the above activities.

PROBLEMS?

(Leave a message with a person rather than leaving a voicemail.)

Generally, during the day, reach out to the people below in this order:

Kim Jones: 828.964.1442

Clint Coffey: 828.493.0607

Thank you for being a part of this wonderful activity!!!

