AppKIDS Day
(Appalachian Kindness in Donation & Service)

Friday, November 17, 2017

Volunteer Shopper Responsibilities

Thank you for volunteering with Staff Senate’s AppKIDS on Friday, Nov. 17, 2017 with an alternate, inclement weather date of Dec. 8th. 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. Arrive by 7:45am at the Roan Mountain Room 122 of the PSU on Nov. 18; or if we need to change to the alternate date of Dec. 2, location is Tater Hill Room 155 of the PSU;
2. Meet your child(ren) then move to a group breakfast in the Grandfather Mtn Ballroom (rooms 137ABC) of the Plemons Student Union for Nov. 18; or if we have to go with the alternate date of Dec. 2, location is Blue Ridge Ballroom 201AB; breakfast provided by Business Affairs;
3. Pair with another adult Shopper and that Shopper’s assigned child before leaving the building, for the safety of both children and volunteers;
4. Ensure proper installation of the child’s car seat as required by law and supplied by the child’s parent;
5. Take the child(ren) shopping at local stores using donated funds;
6. Attend lunch during assigned time at The Appalachian House (Chancellor’s House), provided by the Chancellor’s Office, or provide lunch for you and your assigned child at your own expense elsewhere;
7. Monitor the cash, and collect and maintain receipts for all items purchased;
8. Meet at one of the Receipt Table locations, either at the Boone Mall or in the PSU room assignment at the designated time (between 2-3pm for K-8th or 2-4pm for high school) to remove all tags from every item, turn in receipts and any unused cash (recommended max. $3);
9. Drive the child(ren) to their home, school, or other location, as shown on the child’s information form, by the designated times (2:30-3:15 for K-8th or 3:00-4:00 for high school).

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. The children’s parents or guardians have been advised that health and medical coverage for their children is their responsibility
3. 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.
4. Please comply with all instructions and directions of Appalachian State University officials and staff before, during, or after participation in the above activities, and during transportation.

Questions? Contact AppKIDS Committee members: Chair Kara Harmon harmonkd@appstate.edu 828-262-7394, or Co-Chair Cindy Trivette trivetteca@appstate.edu 828-262-3095.

We look forward to seeing you on AppKIDS Day!