

**AppKIDS Shopper Information**  
**November 30, 2018**

Thank you for volunteering with Staff Senate's AppKIDS on Friday, November 30, 2018 with an alternate, inclement weather date of December 4th. 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. 30; or if we need to change to the alternate date of Dec. 4, 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 Plemmons Student Union for Nov. 30; or if we have to go with the alternate date of Dec. 4, 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-8<sup>th</sup> 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-8<sup>th</sup> 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.

**Location: Plemmons Student Union**

**1. Parking**

- Attached is an event flyer to place on the front dashboard, driver's side of the vehicle.
- Howard Street - Preferred for non-employees participating with ASU employees and shuttle drivers also shopping who arrive later due to transportation.
- Library Parking deck - Team members are asked to park one (1) vehicle only in the designated spots. Please park the 2<sup>nd</sup> vehicle in another campus location.

**NOTE:** *Gas up your vehicle the night before shopping. Wear Comfortable Shoes.*

**2. Report to Roan Mountain (behind Cascades Café) between 7:45 am and 7:55 am**

- Check in and receive information about your shopper assignment.
- Receive and sign for shopping money envelope and pick up backpack for student (Grandfather Mountain Ballroom).
- Wait by the school sign (identified on shopper assignment envelope) for children to arrive (Roan Mountain). Review your packet inserts, especially the child information form. If you do not have a partner in advance, ask around while waiting for your child to arrive at the school signs. Look to partner with someone who has the same gender child - it helps if the children are close in age.
- Meet children who are escorted in from transportation vehicles. They arrive 8:10-8:45 am

3. **After your student arrives, proceed to Grandfather Mountain Ballroom** to collect a pair of socks for your child (donated by Mast General Store) and then proceed through the breakfast buffet line. Please sit next to your student and get to know him/her.

**NOTE:** *There will be two monitors in Roan Mountain for children whose shopper has not yet arrived. Remaining children from the school will not be left unattended.*

4. **Announcements during breakfast.** Please do not leave until announcements are complete.
5. **Begin shopping day.** Your shopper assignment packet will have a yellow form which lists stores and discounts. You are not limited to these stores, but you must stay in Watauga Co. Your child doesn't need to know how much cash you have just state that you are on a budget that requires careful spending on any single item. Concentrate on winter clothing, shoes, snow boots, etc. A few personal items are allowed. Refer to the information provided by the parent on the information form. Always consider the age-appropriateness of items requested by the child.

**NOTE:** *Every purchase must have an itemized receipt. All receipts must be turned in as indicated below. Do not throw out any receipts.*

6. **Lunch (complimentary) at [The Appalachian House](#) (Chancellor's House).** The Chancellor is excited to host and provide free lunch at the Chancellor's House for Shoppers and children. Lunch is in two shifts to accommodate numbers (11:45-12:30 or 12:30-1:30). Pick up your lunch ticket, showing your shift time, at the morning back-pack table. Park at the old Broyhill Hill parking lot. An Appalachian van will run every 5 minutes. There will be an AppKIDS contact at the Chancellor's House during lunch for mid-day questions. You are welcome to use your own money to take your child to lunch elsewhere. Continue shopping after lunch.
7. **Receipt collection and tag removal location from 1:30-3:45 pm at the Boone Mall (in the store space that was once Maurices)**
  - Shoppers with elementary and middle school children are to report with items and receipts from 1:30-2:45pm. Shoppers with high schoolers report 2:15-3:45pm.
  - During this time you are to bring in all items purchased to ASU employees volunteering at

the table to turn in all receipts and cash leftover (best if \$3 or less). If you have leftover money, \$3 of the packet cash may be used toward a food/beverage treat for your child. You or the receipt table volunteer must remove all tags, such as price tags, from garments and other items and discard. If item is boxed, box is to be discarded or barcode removed. The purpose is so the item may not be returned to the store for money.

- 8. End-of-day.** Engage your child until appropriate drop-off time (playground, campus tour, yogurt/ice cream shop, etc.).
- 9. Transport your child home.** Parents of elementary/middle schoolers have been told their children will be returned home or other location as specified by the parent 2:30-3:15pm. High schoolers are to be taken to their location 3-4pm. If you have a K-8<sup>th</sup> grader, do not take child to drop-off location until after school normally ends which is 2:30. The high school normally ends at 3:30, but this age may be taken to their location as early as 3pm. Follow parental instructions in your packet. Any deviation must be approved by the parent or guardian who signed the form.

#### **INCLEMENT WEATHER:**

Follow the Watauga Co. School inclement weather policy – should the schools have a one or two-hour delay, AppKIDS has the same delay. Their snow line is 264-0200, or check AM stations 1200 or 1450.

#### **SAFETY:**

Law states booster seat required for children under 8 yrs old AND less than 80 lbs. Follow vehicle manufacturer's rules whether to allow child in front seat with passenger airbag (generally 12 and under sit in back, also based on weight). Each child must use their seatbelt. Pair up as 2 adults and 2 children while shopping. It is ok to separate, but physically check in every 20 min.

Minimum.

#### **PROBLEMS?**

(Leave a message with a person rather than voice mail.)

General during the day, in this order:

Kim Jones: 828.964.1442

Clint Coffey: 828.493.0607

**NOTE:** *During lunch contacts will be at the Chancellor's House. During end-of-day check out contacts will be at Boone Mall table. Snow day lunch location may vary.*

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

***Snow Date: December 4***