

WORK EXCHANGE CONFIRMATION

You are confirmed to Work Exchange:

Thank you for being a Work Exchanger with the Kid's Exchange. Please know that you are greatly appreciated. This event relies on our Work Exchangers and we couldn't do it without you!

PRINT AND SAVE THIS CONFIRMATION LETTER and bring the Worker Check in Form (last page) to turn in and receive your admission band for the Work Exchange Sale.

Below are the rules and policies for The Work Exchange program. Please understand that the firm nature of the text below is necessary so that we can run a smooth and efficient event. Again, please know how very much you are appreciated.

To avoid conflict with parents shopping vs. resellers and daycares, we are implementing a limit on the amount of any one-type of item that is purchased in the following areas:

*TOYS (large, small & ride-on)

*VIDEO & ELECTRONICS (front room)

*BABY EQUIPMENT (exersaucers, pack & plays, swings, play gyms, strollers, etc.)

All Work Exchangers may purchase no more than (3) items in the above areas during the Work Exchange Sale on Wed. For Example: a Work Exchanger may purchase only (3) Legos, (3) exersaucers, (3) cribs, etc. This limit means that the Work Exchanger's full party (helper and kids) is limited to (3) like items Total (not 3 each) in these areas.

We WILL allow Work Exchangers to re-enter the Sale and shop again on Friday with the Sellers. On Friday, there will be NO limit on the number of items that can be purchased in any category. Simply leave your Work Exchange admission band on your wrist and wear it to the Sale on Thursday and you will be allowed to enter.

CHANGING YOUR SHIFT

WE HIGHLY DISCOURAGE ANY SHIFT CHANGES. Please understand that the commitment that you have made by signing up for your shift has now removed that option for someone else and that we count on each and every Work Exchanger for each shift. We work with over 500 Work Exchangers and ask for you to please NOT request to change your shift.

If you have an unexpected conflict before the sale and must change your shift, you can do so by logging into "My Account" online and making the change yourself.

WE ADVISE NOT SIGNING UP UNTIL YOU ARE SURE YOU CAN FULFILL YOUR OBLIGATION TO YOUR SELECTED SHIFT.

PLEASE DO NOT EMAIL WITH A REQUEST TO CANCEL OR CHANGE A SHIFT DURING THE WEEK OF THE SALE.....BECAUSE WE ARE COUNTING ON YOU AND HAVE TURNED OTHER PEOPLE AWAY. If you have a true emergency during the sale and must cancel...please email doris@KidsExchange.net

YOUR COMMITMENT TO WORK YOUR SHIFT CANNOT BE BASED ON WHETHER OR NOT YOU SHOPPED THE EARLY SALE. YOU HAVE COMMITTED YOURSELF TO WORK YOUR SHIFT AND IT WILL BE TOO LATE TO REPLACE YOU.

Because of busy schedules during the event: Voicemail and Email are not answered during the week of the sale, except for emergency cancellations. We are always available at the Info Desk in the Graham Building at the Sale.

Checking In for your Shift:

*If you are working the 1st shift of the day, please enter through the gray doors on the side of the Graham Building facing Dorton Arena to avoid the shoppers' line.

*To report for your shift, please go to the information desk and check in. You are required to sign in at the beginning of your shift and to sign out at the end of your shift.

***Check in 15 minutes before your shift begins for training, and be sure to allow enough time for parking.**

*To be fair to all Work Exchangers, please continue in your assigned job, please do not walk away, shop or take excessive breaks. If you need a 5 minute break, please tell your team leader.

*There are no sit down jobs. If you are unable to stand and work for your 5 hour shift, please do not sign up unless you have a friend or relative to take your place. They would simply check in under your name.

Checking In for the Work Exchange Sale:

The Super Work Exchange Sale is Wednesday, 1pm-8pm.

The Regular Work Exchange Sale is Wednesday, 3pm-8pm

The Recruiting Work Exchange Sale is Wednesday, 5pm-8pm

Work Exchange Sale Day:

*Many people arrive early to wait in line. You are welcome to do this if you'd like. When doors open, lines move very fast and all Work Exchange shoppers move into the building quickly.

*Only Sellers currently dropping off items are allowed in the building during Wednesday morning's drop off times. We do not allow 'previewing' before the sale opens.

*If you arrive after 12 noon, check in for the Work Exchange Sale before you get in the shopping line. CHECK IN WILL BE on the side of the Graham building at the roll up doors. Check in will open at 12pm. This is where you will receive your admission band

Make sure you are in the check in line when you arrive and not a line waiting to shop.

After checking in and getting your admission band, you will get in line as follows:

*Super Work Exchangers (1pm admission): Line will be on the side of the Graham building at the roll up doors.

*Regular Work Exchangers (3pm admission): Line will be on the side of the Graham building at the roll up doors.

PLEASE BRING YOUR WORK EXCHANGER FORM: IF YOU WAIT TO FILL OUT THIS FORM AT THE SALE, THIS WILL DRAMTICALLY SLOW DOWN YOUR CHECK IN PROCESS.

If you are a Super Work Exchanger checking in after 12:30 pm, please come to the front of the line and let the Kids Exchange Staff know that you are a Super Work Exchanger. You do not need to wait in line with the REGULAR Work Exchangers to check in. Our check in staff will be watching for you, and will create a separate Super line at 12:30 if necessary.

You must show your driver's license in order to receive your pass.

You will receive one admission band for the Work Exchange Sale and a separate admission to enter the ½ price day sale on Saturday. Please do not lose this pass. We will not be able to re-issue.

Please enter the 'early ½ price shopping' Saturday evening through the Graham Building's side roll up door.

Work Exchangers are not allowed to leave a chair to mark their place in line and leave. You must be present to hold your place in line. Exception would be: taking a quick break to use the restroom or run through a quick drive thru and coming right

back. Anyone gone for more than 15 or 20 minutes will lose their place in line. This rule is set up to make 'waiting in line' fair to all Work Exchangers.

WORK EXCHANGE HELPER POLICY:

To insure optimal shopping privileges for our valued Work Exchangers, the following policy is strictly enforced. It is our goal that only the children of Work Exchangers are shopped for during this private sale. Thank you for helping us to protect your privileges.

All Work Exchangers are allowed to bring one guest who shares the same residence with the Work Exchanger, therefore purchasing items exclusively for their household.

Driver's licenses will be required as proof of same address or the Helper will not be allowed into the private sale.

Admission bands will be given as Work Exchangers and Helpers check in for the sale. All Helpers must check in WITH the Work Exchangers in order to verify addresses on a photo ID. If your 'Helper' will be arriving after the Sale has opened, you will need to meet them back in the Expo Building lobby & show both your driver's license so that they can then get their Helper Admission band. Both people and both drivers license must be present. It is fine for you to go ahead and shop and simply meet your Helper at the check in table when they arrive.

Exceptions to the Kids Exchange 'Helper' policy:

* If a single parent or military spouse DOES NOT HAVE A SECOND ADULT LIVING IN THEIR HOME, they may go to our website's Work Exchange page, fill out a 'Work Exchange Exception Request Form' and mail it to the Kids Exchange with their request to bring a Helper having a different address on their picture ID. Exceptions will only be made for a parent who does not have a second adult living in their home. The Work Exchangers falling into this category may request a 'Helper' to attend the sale with them. Requested 'Helpers' CANNOT BE PREGNANT NOR HAVE A CHILD UNDER THE AGE OF 16. This rule will insure that the 'Helper' will be shopping for the Work Exchanger's children and not shopping for their own interest. Example of suitable Helpers are Grandmothers (without children under 16), babysitters who do not have children and are not pregnant, etc. Please remember that if there is a 2nd adult living in the home, this exception is not an option. **Work Exchangers who fall under the exception criteria must mail in the form linked below 2 weeks prior to the upcoming event. The Helper must be approved by writing from Kids Exchange and the approved exemption form must be brought with the Work Exchanger and Helper as they check in for the sale. When sending in the exception request, please include a self-addressed, stamped envelope so that if approved, the form can be returned to you.**

A note to Work Exchangers working during 'Receiving Shifts' (Mon., Tues., Wednesday):

We ask that all work exchangers working during "Receiving Shifts" plan to put their own personal items on the sales floor outside of their work exchange hours.

A note to Work Exchangers working during ‘Sale Hours’:

Work Exchangers working during “Sale Hours” will be asked to continue working until they are relieved by the next set of work exchangers. It is possible that your shift will last longer than the listed time. Please help us make the shift change smooth by planning to stay a few extra minutes if needed. If all volunteers show up 15 minutes before their shift for training, this will not be an issue. Thank you.

A note to Super Work Exchangers:

* Depending on how smoothly our Sunday night sorting goes, there are times when we do not finish by 10:30pm. We ask that all work exchangers please plan to stay until the job is complete. Likewise, there have been years that we were finished early.

* You are welcome to bring a snack & water.

During the Work Exchange private sale, all volunteers are shopping...so we are very limited on help. We ask that Work Exchangers help in 2 ways during the Work Exchange Sale:

1)-If you decide not to buy an item you have pulled...please place the item where it belongs or at least hang it on the unwanted items rack by the Info Desk. It is 100% unacceptable to leave piles of clothes around the building.

2)-While shopping...if you see items that are really junk and should not be in The Kids Exchange, we ask that you remove them and place them on the floor in the space behind your rack. Each sale, public shoppers are discouraged when they see items that are really junk and should not be brought to the sale. (Holes, tears, excessive wear or badly stained)

Thank you for your help. You are the heart & soul of this event! ~ Doris, Julie & Amy

Our Purpose: “To provide quality, gently used children’s items to the families in our community and to honor Jesus Christ in everything we do”

WORK EXCHANGER CHECK-IN FORM

Please print this form, fill it out and bring it with you to the Work Exchanger Sale. The check in table for the Work Exchange sale will be located in the lobby of the Expo Building. Please check-in before getting in line to shop. The check-in will be open at 1pm.

(Please Print) Name: _____ Phone: _____

Email: _____

Thank You for joining the Kids Exchange 'Work Exchange' program. Your help is so needed and very much appreciated! Please help us run an event that is fun & fair for everyone by following these rules:

*Work Exchangers are only allowed to purchase (3) of the same item (legos, exersausers, high chairs, Elmos, etc.) If more than (3) like items are in your cart, you must make your choice of (3) within 10 minutes. All Work Exchangers are welcome to come back Thursday and shop with no limits. Simply leave your Work Exchange band on your wrist and wear it on Thursday to the Sale for admission.

* If a Work Exchanger shops early with the other Work Exchangers and doesn't show up to work their confirmed shift(s), a \$100.00 fee will be deducted from their Seller's check. This high fee is necessary to ensure that all Work Exchangers show up. Please know that we want your help, not your money. This fee is necessary as a deterrent to those who shop intending not to work. If the Work Exchanger is not a Seller, they will be invoiced the \$100.00 fee. Signing this form enables Kids Exchange to legally collect this fee. This fee is only fair to those Work Exchangers who do work their shift(s). Thank You for your understanding.

*Email during the Sale week if your shift(s) needs to change due to a true emergency: HelpDesk@KidsExchange.net Please only email or change your shift if it is absolutely necessary. With over 500 Work Exchangers, changing shifts is highly discouraged. Thank you.

*All Work Exchangers are welcome to enter the 1/2 price day early sale on Saturday at 5pm. You may enter through the Graham Building's front door. You MUST bring your '1/2 Price Sale' Work Exchanger admission band with you that you received on Wednesday at the Work Exchanger Sale. Additional bands will not be available.

*Early entrance is our 'Thank You' to you for your involvement with us. We couldn't do it without you! When entering the early sale on Saturday, you will need to show your photo ID along with your admission band. Please note: Saturday 1/2 price entrance bands are different bands than your Wednesday sticker.

*You may bring your Helper that attended the Wednesday Sale with you. They will have a separate early Saturday entrance band.

*As you know, we couldn't run this event without you, and we need your help as you shop early Work Exchange Only Sale in three areas:

1) As you are shopping in your clothing section, please keep an eye out for 'bad' items that should not be on the racks. If an item has holes, stains, excess wear, etc and make the sale look 'junkie' to shopping, please simply remove the item and drop it on the floor in between the clothing racks. We will then remove the items from the floor. You will be our only help in removing 'undesirables' from the racks. Please help us in doing this as you shop tonight. We have heard that the amount of unacceptable items has increased at our Sale. PLEASE help us by dropping such items on the floor between racks when shopping.

2) PLEASE do not leave items around the building that you choose not to buy. We do not have the staff in place during the Work Exchange sale to put all the items back out. Please take a few minutes after you've sorted through your items and place what you decide not to buy back in its place. Thank you so much. This is a huge help to the Sellers who brought the items.

3.) When it is your turn to check out, please quickly make your way to the scanning station and place all your items on the table. As you are scanned, please feel free to bag your items while keeping a count of total items going in your bags. Give the total number of items bagged to the scanner for verification.

*** I will not hold the Kids Exchange or any of its organizers responsible for any accident or injury that may occur during my Work Exchange shift.**

Signature: _____ Shift _____

