

**SCOTT ARBORETUM SELECTIONS 2019 FALL SALE
VOLUNTEER BASIC INFORMATION SHEET**

Thank you for volunteering to help at the Scott Arboretum Selections: Fall Sale, our largest fundraising and educational event! We hope the following information will be helpful but should you have any questions or concerns, please contact the Chair of your committee, or Jacqui West at the Scott Arboretum office: 610-328-8025.

SALE HOURS

Special Friends Preview Parties

Thursday, Sept. 12 - Gold Special Friends only 4:30 – 7 pm

Friday, Sept. 13 - Gold and Silver Special Friends 4:30 – 7 pm

Saturday, Sept. 14 –

2019 Council Members and Arboretum Assistants 9 – 10 am

Contributor Members and above 10 – 11 am

All members shopping 11 am – 1 pm

Public Shopping 1 pm – 4:00 pm

TBD – Volunteer Shopping 4 pm – 4:30 pm

Clean up and Field Inventory 4:30 – 6:00 pm

Appreciation Party 6:30 pm – 8:00 pm

MARK YOUR CALENDARS - Appreciation Party on Saturday, Sept. 14th

All volunteers are invited to attend the Volunteer Appreciation Party to be held in the Wister Center following the complete clean-up of the Sale site (about 6:30 pm). This is an informal gathering to celebrate the Sale and will commence when the last truckload from the field is unloaded.

ADDITIONAL FALL SALE INFORMATION FOR VOLUNTEERS

For reference materials, handbook, and calendars, etc. go to the Scott Arboretum site:

<http://www.scottarboretum.org/fallsalevolunteer/>.

DURING SET UP WEEK, INFORMATION ESPECIALLY FOR VOLUNTEERS CAN BE FOUND AT THE VOLUNTEER STATION - PLEASE LEAVE VALUABLES HOME!

The Blum Classroom and a tent set up behind Cunningham House will serve as the Volunteer Stations. Here you will find basic office materials, first aid kits, and the following:

- **WHITE BOARD:** A white board will be used to communicate announcements during the week – check for updates.
- **NAME TAGS:** Name tags are important! When you arrive for work, please go immediately to the Volunteer Station and pick up your name tag. Wear it when you are working during setup as well as during the sale hours.
- **T-SHIRTS:** 2019 Sale T-shirts will be given to all Sale volunteers and will be available for pick up starting August 20. They will also be in the tent for volunteer pick up during set-up week (one per volunteer, please). Please wear these during sale hours. You are welcome to embellish your t-shirts! For fun - if you have t-shirts from previous sales, please wear them! Here are preferred days during set-up time: Tuesday – 2009 (orange); Wednesday – 2011 (lime green); Thursday – 2013 (blue); Friday – 2017 (yellow); Saturday during the sale – 2019 (black).

- **APRONS:** During the sale, please wear a Plant Sale apron which you can pick up when you report for work. When you have completed your assignment, please return the apron to the box in the Volunteer Station.
- **REFRESHMENTS:** Your name tag will be your ticket to the refreshment area in the Teaching Garden Tent. Food and beverages will be provided for volunteers from Tuesday through Sunday. We will have coffee and snacks in the mornings, sandwiches for lunch, and cold drinks available throughout the day. Preview Party volunteers will be able to eat Preview Party **food from the volunteer tent area** during breaks; alcohol drinks only after 8 pm from volunteer tent. If you are a volunteer and also a Special Friend, your name tag qualifies you to eat/drink from the Preview Party tent; however, we request no eating or drinking while in the cashier tent other than water.
- ***To reduce waste, please bring refillable bottles for water – we will have cold water available for refills.***
- **FOOD PROTOCOL: Thursday and/or Friday night volunteers who are also Special Friends are welcome to participate as Friends and will be identified with Special Friend nametags.** Friday night volunteers who are not Special Friends – your committee chair will plan your work and breaks so you are **not** eating or drinking while engaged with the public during sale hours (other than water). Tables and chairs are available for meals/snacks at the Volunteer Station.
- **TIME SHEETS:** Please use these to record the hours you work each day.

RESTROOMS: Restrooms are available in the Wister Center and Cunningham House.

PARKING: Please observe campus parking policies; on neighboring streets, please observe borough parking policies. **For those volunteering after 3:00 pm on Thursday, September 12 or Friday, September 13, or during the sale, please park your car far away from the Sale site so that our customers will have prime spots,** i.e. park in Whittier, DuPont Parking Lots. Please do not park where customers will want to park – i.e. in the Cunningham and Ben West parking lots, on Cedar Lane and Elm and College Avenues.

CLEANUP: At the conclusion of the sale on Saturday, we will need help clearing the site between 4:30 and 6:30 – before the party. We will have staff members to help, but we would appreciate any time you can give to speed up the process. The faster we get cleaned up the sooner it will be Party Time!

EMERGENCY PHONE NUMBERS:

Swarthmore College Public Safety – 610-328-8333

In the event of an emergency, call 911 AND Public safety. Please inform Claire Sawyers director, or any present staff member of any incidents. We will have Swarthmore College Public safety officers and Swarthmore Borough Police providing assistance during the event.

Scott Office – 610-328-8025

Staff Cell Phone Numbers

Claire Sawyers – 610-888-7483
 Jeff Jabco – 610-476-7966
 Julie Jenney – 610-212-1219
 Becky Robert - 610-220-2358
 Josh Coceano – 540-236-2529

Jacqui West – 484-347-0930
 Jody Downer – 484-431-5064
 Mandie Banks – 484-716-9292
 Mary Tipping – 267-640-7771