**Clothe-A-Child**

**Volunteer Shopper Guidelines**

**WELCOME and thank you for volunteering your time for Clothe-A-Child! Our goal is for this to be a wonderful experience for both shopper and child so here are some basic tips and guidelines for you.**

1. **It is VERY important that in the event you are unable to fulfill your shopping duties, you contact me as soon as possible. It is unfair to the families to show up and not have a shopper there for them. We want to avoid this at all costs.**
2. **Please report to the CAC table at the front of Sears at the Great Lakes Mall at least 5 minutes before your scheduled time. You will need to show the TC a photo ID. The table coordinator will give you an envelope with three things: the voucher for Sears, the gift card for Payless and the paper filled out by the parent/guardian with the child’s sizes and needs.**
3. **The table coordinator will introduce you to the child and the parent/guardian. Please discuss with them exactly what the child needs and confirm that the sizes are correct.**
4. **You must shop at Payless first then continue to Sears.Do not take the child to any other part of the mall. You are also not permitted to buy the child any food or drink.**
5. **The Payless card is valued at $75, and the total amount to spend at Sears depends on the age of the child. This will be marked at the top of the voucher.**
6. **When shopping, they must try on everything except socks and underwear. Do not go into the dressing room unless they ask for assistance. It is a good idea to buy things a bit roomy so they can grow into them. Avoid buying items that are not practical or will only be worn once.**
7. **Please do not use your cell phone while you are shopping unless it is an emergency. This is a special time for the child and 100% of your attention is what they need.**
8. **If at any time during your shopping experience you experience behavior problems from the child, the child becomes ill, or you have a situation you need help with, RETURN TO THE CAC TABLE and ask for assistance.**
9. **Parents are NOT permitted to pre-shop or set clothes aside for purchase. If that happens please return those clothes to the register and continue shopping. Also please call and report the incident to me.**
10. **Parents are NOT permitted to shop with the child. There may be a rare exception but that will be cleared with the CAC coordinator beforehand.**

**Thank you again!**

**Pam Jenkins**

**Clothe-A-Child Coordinator**

**Office: 440-954-7201**

**Cell: 440-812-6833**