**2020 PA Farm Show / Volunteer Instructions**

**When you arrive:** look for the **red** Volunteer Box under the display table to find:

* Your Name Tag – please put this on and return it before you leave.
* Volunteer Binder – volunteer contact info, schedules, maps, Frequently Asked Questions
* Cash box, tools, and other supplies.
* Familiarize yourself with the display and materials

**To open the display in the morning:**

* Get our cash box from our friends at the WoodMobile
* Set up tables with merchandise and raffle prizes. (Refer to photo in Volunteer Binder)

**Restock materials** as needed and keep the display in good order.

* Educational handouts, Tree Locator Forms, Membership Forms, and business cards.
* TACF Brochures, PA Chapter Newsletters, New Chestnut Journal, and merchandise.
* **Sign-up Sheet**: Invite folks to sign up to receive more information – email is most valuable. Extra copies found under the top copy.

**To close in the evening:**

* Hide wooden t-shirt bins under the tables, store raffle prizes and slide show screen behind curtain behind our booth (smaller items and screen in Plastic bin)
* Count out $60 in cash ($1’s, $5’s, and $10’s) and return to cash box – put the balance of the cash & any checks, or member forms in the dated envelope and seal it.
* Lastly, ask the WoodMobile folks to store our cash box over night

**Merchandise:**

We are selling several items including: a branded t-shirts and hats, some handcrafted items. We are also selling memberships and raffle tickets. See instructions for raffle on separate sheet.

**Membership Discount:**

We are offering $10 discount on membership for **new members** who sign up and pay at the Farm Show. Refer to member printout to check member status. New members must complete the **special discount form**. **Payment must be made to at the Farm Show** bycash, check, or credit card using the Square. Please indicate payment type on form.

**Tracking Sales** – Please track sales in the **daily sales record** folder. There is a tally sheet for each day at the event. Indicate sales by placing a hatch mark for each item sold. (eg.~~llll~~ l on the appropriate sheet). Purchases can be made by cash, check or credit card. Credit card purchases are made using the Square App and require a minimum sale of $10. We will have a tablet at our booth for this purpose. You can also use your own smart phone. See detailed Purchases instructions for how to use the Square App.

***Thank you for your help! Questions or concerns call Jean at (814)933-6246.***