



Holiday Gift Wrap Know-How

Welcome to Baarsvik Gift Wrap station. All proceeds benefit the Women's Center. Thank you for volunteering.

- Schedules: Current sign up schedule is available at <http://www.signupgenius.com/go/409094ca9a72ea46-2012>
- A printed copy is also available at the station so you can find out who is expected to be on duty. However, volunteer schedules may change at any time so the on-line version should be the most current. Cell phone numbers are also provided in the cash box in the event that you need more supplies or more people to help. Please try to arrive **ON TIME** so you can relieve those in the previous shift.
- Supplies: Large rolls of wrapping paper are kept on the ends of tables, along with bows, ribbons, gift tags, pens, scissors, tissue paper and tape dispensers. Gift boxes are kept underneath the table skirts, along with additional supplies. Tissue paper can be in short supply so please use it sparingly.
- Boxes: Some stores supply their own boxes with tissue paper and a lot of people may not need them. If anyone asks if we can use them, please say YES and store them underneath the table. They will be especially useful if we run out of boxes/tissue paper later in the season.
- Mistakes: If you made a mistake and tear off a piece of paper that is too small, please **DO NOT** throw it away – we can use these pieces to wrap smaller items or for future use.
- Donations: Oftentimes customers will ask us to keep the change or give additional tips or donation. Please put ALL extra change/tips/donation in the clear plexiglass donation box. All cash in this donation box goes to the Women's Center before the holiday.
- Cost of wrapping: It is explained on notices provided on tables. There are two price structures, based on the size of the gift. 1. Wrapping without our boxes: Size is based on length of the LONGEST part of the gift. If they provide their own boxes, it would be the LONGEST part of the box. 2. Wrapping with our boxes: Cost is based on size of boxes. Bow and gift tag are included free of charge.
- NO additional sale is allowed: People may ask if they can buy boxes or paper. The answer is NO – we are NOT allowed to sell anything – we can ONLY provide the service.
- Please treat all customers with respect – we'd like them to keep coming back for more wrapping every year!

HAPPY HOLIDAYS and THANK YOU FOR VOLUNTEERING!