

Ashby, Burton and Coalville Branch

Nearly New Sale

Information for Volunteers

Date: Saturday 9th November 2019.

Venue: Moira Village Hall, Ashby Road, Moira, DE12 6DZ.

Arrival time: 8.00am

Departure: Approximately 2.45pm (please note this will depend on how quickly sellers collect their unsold items and we have finished tidying the venue)

Thank you for volunteering at our next Nearly New Sale (NNS). This is the biggest fundraiser for your local branch.

If you have any questions or need any more information then please contact the Branch via our email: nns.ashbyburtonandcoalville@nct.org.uk. A volunteer will get back to you as soon as possible.

Timetable for the day of the sale

8.00am Volunteers arrive, sign in and drop your **reusable (labelled with your NAME and DRINK OF CHOICE) mug** on the bar.

If you are also selling please try to bring your items for sale on Friday evening from 8pm. If you are unable to do so, then bring your items at this time ensuring you sign the seller's registration sheet. Please ensure that you park your car in the overflow carpark, and be aware that we cannot store valuables in the hall, so all purses / phones must be kept in cars or on your person.

8.15am Sellers drop their items off for the sale and sign in

8.15am-9.00am Volunteers prepare venue and organise items for sale, helping to put out items into sale rooms. Please ensure you have read the guidelines of what we are / aren't allowed to sell at the NNS and are aware of our Quality Control guidelines. These are found in the sellers guidelines on our website <https://www.nct.org.uk/local-activities-meet-ups/region-east-midlands/branch-ashby-burton-coalville/nearly-new-sales>

9.00-9.15am Team Briefings. Team Leaders will call the volunteers assigned to their sale rooms for a short briefing about how the sale runs and what they will be required to do during the day. A brief explanation of roles for the day. This will be followed by a short welcome by the Branch Chair.

9.15am – 9.45am Volunteers pre-sale. Please do not start shopping until the NNS Co-Ordinator has opened the sale to volunteers and please ensure all items are paid for before the sale opens. All items **MUST** be put away into cars before the sale begins.



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- 10.00am** Sale opens to NCT members
- 10.15am** Sale opens to general public
- 12.00pm – 1.00pm** Sale closes. The tills will stay open until 12.30pm for any volunteers who wish to purchase any extra items. The Post-Sale Sort (PSS) will begin in each room, as briefed by Team Leaders.
- Volunteers Lunch will be available during this time, provided by Tesco
- 1.00pm – 2.15pm** PSS. Volunteers organise unsold items by seller number and tidy up venue.
- 2.15pm (approx.)** Sellers to collect unsold items
- 2.45pm (approx.)** Volunteers final tidy and depart venue. Please note that this time is approximate depending on whether all sellers have collected their items and if the hall is ready to be released.

Where possible, before the sale volunteers will be made aware of their role in the running of the day. Please make the NNS Co-Ordinator know if you have any injuries, illness or conditions that may affect the role you take on.

Volunteer roles:

1. Entrance Management
2. Packing Stations and Tills
3. Shop Floor – Baby Room, Toy Room, Maternity Room
4. Kitchen – prepare lunch and refreshments for volunteers and run the Café.

Handy hints for the sale day

- Wear comfy shoes
- Bring any specific drinks/food you require – we will provide tea, coffee, squash & Tesco are providing sandwiches for lunch
- Don't bring valuables as we do not have lockers

What we offer volunteers

- If you stay all day (8.30am until the end) and are also a seller, you will receive a commission charge of 25% on your sold items (standard charge is 30%)
- Volunteers pre-sale; chance to buy items before the sale opens to NCT members and general public
- A fun day and an opportunity meeting new people
- Sense of achievement to be contributing to the important work of the NCT