

## Volunteer Terms and Conditions

- All workers can cancel their work shift(s) without sales percentage penalties (see pass fee clause below) if done so at least 2 days BEFORE their scheduled shift.

- It is each consignor's responsibility to contact us to cancel or re-schedule.

- **Workers who cancel their shift or reduce the amount of hours they work to 4 hours, must return or mail in both pre-sale passes. Consignor will be re-issued the appropriate passes in return.**

- **Workers who cancel their shift or reduce the amount of hours they work to 4 hours after the pre-sale has taken place may still return both pre-sale passes to avoid penalty. This proves to us that the passes were not used and there is no need for penalty. If the pass is not delivered to the Event Facility by March 8, 2010 or mailed by March 15, 2010, the worker will be charged a \$20.00 pass usage fee.** This policy helps discourage people from getting a free pass into the worker pre-sale while others fulfill their chosen duties. The pass fee will be enforced even if it is claimed to not have been used, and not returned to Tykes, Tots & Teens LLC.

**When Delivering Passes to the Event Facility:** Place passes in envelope with seller name, ID #, and marked "Attention Laura"

**When Mailing Passes:** Place both passes in in an envelope with seller name, and ID # listed inside. Address envelopes to Laura Johns @ 105 River Mist Dr Covington, GA 30014. Because of potential mail loss, it is recommended that you mail with signature confirmation. We are not responsible for passes not received. Signature confirmation will help us track the mail piece if it is lost in the mail.

- Our customers depend on us and our workers to help run an efficient sale, therefore we strictly enforce a NO exception policy. We understand things may come up, but we have to count on our workers being reliable to pull off this large event. If you are unable to attend and do not want to forfeit half of your sales, you are responsible to have a replacement show up for you to work your shift.

- **It is your responsibility to sign IN and OUT during your shift times. This is your record to receive proper incentive credit.** We understand and believe you need to take care of family first in circumstances that cannot be helped, so we ask you to take your situation into consideration and understand the policy before committing to us. Because death in the family and sickness are top reasons for no shows, you are still responsible for getting a replacement or rescheduling your work time with us if you want to avoid the penalties. Strict policies must be enforced because of abuse of the schedule in the past. • Consignors or alternates who do not attend their shift; "No shows", will be penalized 50% of their sales. Workers who do not finish their additional shifts will be penalized an incomplete fee of \$50.00 if 4 hours are remaining, \$35.00 if 3 hours are remaining, \$25.00 if 2 hours are remaining, or \$10.00 if 1 hour is remaining. We enforce this policy strictly. No Exceptions.