

## Nearly New Shop Volunteer Details

We open only a **monthly basis**, presently on the 1st Thursday 2.30-4.00pm this could of course be changed to a different day/times. We usually arrive half an hour before opening to 'process' donations which are handed into School Reception at any time and the caretaker kindly delivers these into the Shop for us. Time required is **2 hours per month for 2 people + half an hour for 1 person** to balance the takings & pay into Bank. Another small **monthly** task is to email School requesting the sending of a Parentmail message & email helpers to see who's available.

The busiest days are the two Y6>7 Induction days (Thurs & Friday) at the beginning of July when we open on both these days & when 4 helpers are needed. We usually have a preparation session for this - usually a couple of hours on a morning or afternoon just before these Induction days. We therefore need a of 4/5 to cover. We have been working hard over the last year to get all stock into good order and are confident in handing over a 'tight ship'.

### Annual tasks:

Annually in the Summer Holidays **2 of us meet for a morning** and complete the bank reconciliation as well as calculating and processing the profit to be returned to parents requiring a share of the sale. This includes issuing cheques and posting to the parents concerned. The accounts are also in good order so will not be onerous to take over; it will just be a matter of changing the bank mandate.

We also contact VCP to publicise the opening of the Shop in May & June & on the Y6>7 Induction Days.

If you wish to meet to discuss further please email me at : [pamwarr@hotmail.com](mailto:pamwarr@hotmail.com) , I will be happy to come in to School. I look forward to hearing from you.