

Spartan Shack Volunteer Instructions

Monday-Friday 11:00am to 1:20pm

Opening the Shack

- **Ask Sally Cuchna in Main Office for keys to the Shack and the cash box. The key ring has a key to the door and a key to the metal cabinet inside the shack. (Please note that the door to the shack will automatically lock if you leave the room so keep the keys with you at all times.)**
- **Count the money in the cash box. Compare your total with the total on the Shack Cash Talley Sheet from the last volunteer. If the amounts are different, please recount. Make note if there is a difference.**
- **Unlock the sliding glass window. The key to the window is in the plastic cup labeled “Key to Window”.**
- **Turn the “Open/Closed” sign to OPEN.**
- **Familiarize yourself with the inventory. Check cabinets for back stock of items on display. If you sell out of an item, please write it down in the SOLD OUT line at the bottom of the cash tally sheets.**
- **Each item displayed should have a price ticket on it. There is also a Spartan Shack Price List posted near the window.**
- **Spirit Wear is located inside the large metal cabinet. If you do not find the size you are looking for, please leave us a note on the countertop with the person’s name, phone number and email address along with name of the item and size they would like to purchase. We will contact them directly.**

Closing the Shack

- **Lock the sliding glass window. PLEASE LEAVE THE KEY IN THE CUP LABELED “KEY TO WINDOW”.**
- **Count the money in the cash box and enter the amount on the Shack Cash Tally Sheet. Write down any items that are sold out.**
- **Change the “Open/Closed” sign to CLOSED. Make sure that the metal cabinet is locked.**
- **Return the Shack Keys and the Cash Box to Sally Cuchna in the Main Office.**

Questions? Please feel free to contact:

Kathy Hanley 630-655-3256 (home), 847-977-0982 (cell)

Tiffany Cummins 925-212-4200 (cell)

THANK YOU FOR VOLUNTEERING!