



United Way of Hernando County's Stuff the Bus Volunteer Procedures

Thank you for volunteering your time for this special initiative!



Volunteers for **FIRST Shift** of the Day (11am-1pm)

Set Up - please arrive 5 minutes prior to scheduled time for set up

- Hang STB/UW Banners on outside of bus (tie around windows)
- The white **LIVE UNITED** bag on the bus or at the table should be available for all volunteers. It will contain the sign-in sheet, yellow folder, pens, scissors, scotch tape, markers, string, etc.
- **Yellow folder** will contain: Volunteer Procedures, Accident Report Forms, and receipts (if needed)
- Instructions from previous shift volunteer (if any)

ALL Volunteers - ADVOCATE:

- **Make sure you sign-in on the Sign-In sheet located on clip board**
- Encourage shoppers to **SCAN the QR code** (found on UW posters/signage) for a list of most-requested items. Let the community know this is for the students! (volunteers are not to block entry ways)
- Collect donated supplies & "Stuff the Bus". If possible, please try to **organize** donated supplies in a neat and orderly manner in the provided boxes. It will help when unloading items on Monday, plus it is less of a danger hazard when opening & closing the bus.
- **Raise awareness for your classroom needs! (Create colorful signs & statement banners prior to your volunteer shift to capture people's attention)**
- *Tip: if allowed, collect dropped off supplies in a shopping cart then make a trip to the bus to unload*

Volunteers for **LAST Shift** of the Day (3pm-5pm)

Closing the Bus for the End of the Day

- 30 minutes prior to the end of the shift, have a volunteer go on the bus and organize supplies.
- Make sure all windows on the bus are completely closed. The Stuff the Bus banners will remain tied on the bus for the entire weekend.
- Make sure everyone is signed out on the Sign-In sheet.
- All volunteer badges and supplies (the sign-in sheet, yellow folder, pens, scissors, scotch tape, markers, string, etc.) are returned to the white **LIVE UNITED** bag.
- **All money is to be secured and returned to the store coordinator. DO NOT LEAVE MONEY ON THE BUS.**
- For **PUBLIX** locations, bring the white **LIVE UNITED** bag and cash donations to the Publix coordinator at the Customer Service desk. For **WALMART** locations, put the white **LIVE UNITED** bag on the bus out of public sight.
- Close the bus doors and lock them with the padlock.

Accepting Monetary Donations or Gift Cards:

- Use STB containers to collect cash or gift cards.
- If the collection containers are full (!!!) empty into Bank Bag located in the **LIVE UNITED** bag out of public sight or give to the UW store coordinator (if at **PUBLIX**, please bring to customer service).
- Please follow safe money practices and make sure the Bank Bag is in the LIVE UNITED bag and out of public sight at all times.

****You are not permitted to make purchases with any donated cash or gift cards.***

Please dress for the weather - a few suggestions:

- Wear your school pride t-shirt or United Way t-shirt to show support
- Bring water or drinks- coolers are acceptable (they will not be provided)
- A lawn chair or something to sit on
- Hat or visor
- An umbrella is suggested for rain or sun
- Closed-toe shoes are required

If necessary, children 13 and up are permitted to volunteer at this event with adult supervision. All parents/guardians must fill out a [Youth Release form](#) and submit it to Justine Peppe for approval at impact@unitedwayhernando.org prior to the event. Please make sure you include your Stuff the Bus shift information. **Contact the United Way office for approval or questions (352-688-2026).**