



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.
- **Volunteers are to follow all store and sidewalk protocols, including being stationed the appropriate amount of distance from the front entry ways, not blocking the doors, not soliciting inside the building, nor aggressively approaching customers.**
- **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).**

Angie: 352-398-6987 / Justine: 352-232-8329