

## **Are You Wondering What Patch Volunteers Should Do?**

If you haven't volunteered before, or are not sure what's entailed, here are the basics. The ministries we help with Patch proceeds thank you!

### **Greeter**

- At least one person, and more when we're busy, should be stationed at the entrance to the Patch to greet people as they come in from the parking lot.
- Ask them if they've been there before (tells you how much you need to tell them)
- Explain where the pumpkins come from (the Navajo reservation in NM)
- What we do with the proceeds (60% back to the Navajo; the balance to local, regional and international charities; we don't keep any of it – *a big selling point*)
- Where and how to price pumpkins – saves much time and confusion at check-out.

### **Cashier**

- At least one person, and two when we're busy, should sit at the check-out table.
- We accept cash, checks or credit cards. The first two are preferable to avoid swipe fees. But no IOUs.
- Make sure you capture all the food and crafts purchases. Money not accounted for on Square is assumed to be pumpkin revenue – we lose 60%.
- The Square has a "tip" page. Tell credit card customers they can add a tip if they want to cover the swipe fee. No pressure.
- Keep an eye on the cash box and iPads – never leave them unattended.
- 20s and up go under the bill tray. When the cash piles up, put it in an envelope (in a binder on the table) and have another volunteer deposit it in the safe in the Church office.

### **Help people price pumpkins if it's busy**

- Encourage them to decide the closest match; they'll usually err in our favor. Kids like to do it.
- Write the amounts on a Post-it and give it to the customer.

### **Offer to help people transfer their pumpkins to their cars**

### **Keep the bins of small stuff filled**

- Boxes of spookies, minis, gourds, etc. are behind the Church by the HVAC units.

### **Keep the Patch looking good**

- Go around with a wagon and collect rotten pumpkins. Chuck them under the tree by the entrance closest to the Parish Hall. Turn big pumpkins.
- Fill in empty spots, make aisles for wagons.

### **Whatever most needs to be done at that moment.**

**HAVE FUN!**