

Team Member Information - Just Between Friends Fort Worth

Basics:

1. Team Members who consign make an extra 10% on their items that sell. The more you help, the earlier you shop! You do not have to be a consignor to help at the sale.
2. Team Member shifts will be signed up for online through the website LOGIN link. That will be open from late January through 2/22/20 at Noon. If you need to make changes/additions after that and you are a consignor, you will make those changes at Drop Off. If you need to make changes/additions and you are not a consignor, please email TeamJBF817@jbfsale.com with details of what you need to change or add.
3. Team Members help us with a variety of tasks – basically whatever it takes to keep the sale running! You may help with setting up, Drop Off, security, merchandise organization, helping in the Workroom/Hold Area, breaking down the sale, etc. As needs arise, we may move you from one task to another, even if you signed up for a specific task. We have a variety of helpers – moms, dads, grandparents, friends - many work and donate their Team Member hours so a friend or family member can shop early.

Team Member Procedures:

1. If you are consigning, you will pick up your Team Member Presale Passes at Drop Off. If you are not consigning, please arrive to the sale about 20 minutes before your Team Member Presale Shopping time to pick up your pass and to fill out your Team Member Log.
2. We do allow you to help out 8 hours for two 4 hour passes or make other equal substitutions. Contact Joanie by 2/22/20 at Noon with your special request.
3. When you arrive at the sale for your shift, go to the Team Member check in. The Team Manager will assign you to a certain area or task. If you have any physical limitations, please let the Team Manager know when you check in. At the end of your shift, be sure to sign out on your Team Member Log.
4. For the safety of all, children are not allowed at the Team Member Presales or during your Team Member shift times. Infants carried in snugglies or slings are the only exception and **only** during the Presales. If you are a nursing mother and unable to be away from your baby for 4 hours at a time, contact Joanie to work out a plan. For the safety of the baby, we ask that expectant mothers not sign up to work truck loading or unloading shifts.
5. Please do not bring valuables into the sale as there is no secure place to keep them while you are helping out. Wear comfortable shoes and bring whatever food or drink you may want during your shift.
6. As mentioned earlier, someone may help out on your behalf. They will sign up under their name, email Joanie who they are donating their hours to, and then also note that on their Team Member Log.
7. For all Team Members, when you arrive for your Presale, you will draw a number and get in line to enter the sale in number order. We do this to make it fair to everyone, so you don't have to make arrangements hours ahead of your Presale for child care or to leave work early. You help out so much of your time for us, we want to honor you by not making you stand in line for a long time. Please arrive about 20 minutes before your shopping time.
8. No strollers or infant carriers are allowed at the Presales (except for ½ Price Presales).
9. If you sign up for overlapping shifts (9 am to 1 pm and Noon to 4 pm), please contact Joanie before the sale to work out a plan for how you will accomplish all of your hours.
10. If you are unable to make your shifts, please find a replacement. Find someone to come in on your behalf or contact the Team Manager to reschedule your shifts. If you are unable to make up the hours, participation privileges at future JBF events are suspended until this is resolved.
11. While helping out and shopping, please report any suspicious behavior to Joanie or the officers on duty. Please do not take matters into your own hands but report ASAP. If you see something....say something.

12. We have a very special 75% Off shopping time that you may be interested in. The 75% Off Super Saver Shopping time is only open to 25 shoppers and happens on 3/7/20 at 5:15 pm when we close to the public. Only items marked to be donated are 75% off. Shoppers only have 1 hour to shop and then they help sort unsold items from 6:30 pm to 10:30 pm. This Team Member shift DOES count towards making the extra 10% on your sold items but DOES NOT count towards any other Presale Pass.

Team Member Special Requirements and Special Benefits:

- Each Team Member receives 4 Presale Passes.
 - One Presale Pass for their specific Presale Time on 2/27 or 2/28
 - One Guest Presale Pass for 2/28
 - One ½ Price Presale Pass for their specific Presale Time on 3/6
 - One ½ Price Guest Presale Pass for 3/6
- Each Team Member that consigns receives 70% on their items that sell.
- 4 Hour Team Members that work a shift designated on the online scheduler as a Breakdown Shift shop earlier than 4 Hour Team Members who are not able to work one of those shifts.
- 12 Hour Team Members are required to work at least one Set Up shift or one Breakdown Shift.
- 16 Hour Team Members are required to work at least one Breakdown Shift.
- 16 Hour Team Members have their Consignor Fee waived. If you participate in the Reduce & Donate program where all of your items are marked to reduce and donate and you have your Consignor Fee waived because of that, we will add \$18 to your consignor check. So not only do you NOT pay a fee, you get an \$18 addition to your check!

Team Member Early Shopping Times:

See the Shopping Details webpage for details about when Team Members shop.

Team Member Questions?

Contact Angela, the Team Manager – TeamJBF817@jbf sale.com and 817-739-8122. This phone number and email address are only monitored during the sale. Questions before or after the sale should be directed to Joanie.