

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 get to shop! You do not have to be a consignor to help out at the sale.
2. Team Member shifts will be signed up for online through the website LOGIN link. That will be open from mid-July through 8/26/19 at 10 am. 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 FtWorthVol@jbf sale.com with details of what you need to change or add. The online Team Member Scheduler opening date will be announced on Facebook first.
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. 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 in the Concourse of the Exhibit Hall about 20 minutes before your Team Member Presale Shopping time to pick up your pass and to fill out your Team Member Log. There are no Guest Passes for the Team Member Presales but every Team Member that is NOT consigning will receive one Guest Presale Pass and one Guest ½ Price Presale Pass, but the shopping time will be after you get to shop as a Team Member.
2. We do allow you to help out 8 hours for two 4 hour passes or make other equal substitutions. Contact Joanie by 8/26/19 at 10 am with your special request.
3. When you arrive at the sale, go to the red-draped Workroom to check in. The Team Manager will assign you to a certain area or task. As needed, we will move you to other areas that need help. 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. Parking Reimbursement forms are available at the sale in the Workroom. All forms must be mailed in with receipts with a postmark of 10/8/19 or earlier. Anything received after that date will not be processed. Your gift certificate will be available for pick up at Will Call at the Spring 2020 event.
5. 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.
6. 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.
7. 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.
8. 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.
9. No strollers or infant carriers are allowed at the Presales (except for ½ Price Presales).
10. 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.

11. 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.

12. 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.

13. 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 9/7/19 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 Early Shopping Times:

See the Team Member Perks Sheet (link on website) or the Early Shopping webpage for details about when Team Members Shop.

Team Member Questions?

Contact Lauren, the Team Manager - FtWorthVol@jbfsale.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.