

Be a South Carolina Native Plant Society Plant Sale Volunteer!
April 14-16, 2016

Mail to: Diane Coiner, Volunteer Coordinator 157 Silvery Lane, Liberty, SC 29657

Alternatively, you may save a stamp by filling out the form online -

<http://scnps.org/be-a-native-plant-society-plant-sale-volunteer>

Feel free to contact Diane at dcmel@att.net or (864) 843-0707 if you have any questions.

Name: _____ Email: _____

Phone Home: _____ Work: _____

Cell: _____

VOLUNTEER PERK: Friday volunteers may purchase plants on Friday, cash or check only

Volunteer activities will take place at these locations:

- Kitty and Miller Putnam's home at 180 Lakewood Dr., Mauldin, SC 29607
- Conestee Park, 840 Mauldin Road, Greenville (Near baseball stadium; a 3 minute drive south of I-85 exit for Mauldin Road.)
- SCNPS storage unit: Public Storage, 2112 N. Pleasantburg Dr, Greenville

Thursday, April 14, 9 am - 1 pm. *Putnam Residence*

Label and prepare plants for sale day

Friday, April 15, 8 am - 12 noon. *Putnam Residence and Conestee Park*

Load and transport plants from Putnam residence to Conestee Park.

Bring a truck trailer other vehicle large enough to hold plants

Friday, April 15, 8 - 10 am. *SCNPS storage unit and Conestee Park*

8 am Bring a truck trailer other vehicle large enough to hold storage items

8 - 10 am Transport tents, tables, signs, etc. from the storage unit to site

Friday, April 15, morning *Conestee Park*

Bring cookies snacks

Friday, April 15 *Conestee Park*

7:30 - 9:30 am Help with site layout (use chalk to mark and number plant spaces)

8 am Bring a truck trailer to retrieve traffic barriers from Park storage

8 - 9 am Help retrieve and setup traffic barriers (stored on-site at Park)

8 - noon Help with check-in of plant deliveries

8 am - noon Bring a garden cart or wagon (you will need to retrieve your cart on Sat. after sale)

9 am - 12 noon Help unload trucks, tag and arrange plants

12 noon - 4 pm Help unload trucks, tag and arrange plants

12 noon - 4 pm Bring empty 1-gallon plastic jugs for plant info signs

12 noon - 4 pm Bring a folding table (you will need to retrieve your table on Sat. after sale)

3 - 6 pm Help set up Holding area: mark numbered areas, set up rope and traffic barriers

4 - 7 pm Help arrange and water plants, complete inventory, check for price tags

4 - 7 pm Help place traffic barriers around site

Saturday, April 16 *Conestee Park* SALE DAY!

- 7:30 – 8:30 am Help set up tables and tents, finish moving traffic barriers
- 8 am Bring camp chair(s)
- 8 am Bring snacks for volunteers

Saturday, April 16, 8:15 am - 1 pm *Conestee Park* SALE DAY!

- Count customers as they enter
- Greet customers, explain sale and checkout process, and direct them to plants or vendors
- Work at an information and email sign-up table and talk with customers
- Assist at checkout (pre-cash register): pull, sort, and count price tags/stakes; fill out invoices; add totals. New position – training provided
- Work at the payment table: receive payment from customers (cash, check, credit card)
- Work as a Holding area runner: store plants while customers shop; pull and count tags and stakes; help load later. Training provided. Need able-bodied folks
- Work in Holding checkout: sort and count price tags/stakes, fill out invoices, add totals. New position - training provided
- Work on sales floor: provide education, advocacy, help customers locate and select plants
- Work at the Hospitality table: set up snacks for volunteers, water cooler for everyone, keep table neat and stocked. Purchases will be reimbursed, or bring a homemade goody
- Work at the Information and Book table: talk to customers, provide information on NPS (membership forms available), provide NPS handouts, sell books

Saturday, April 16, 1 - 3 pm *Conestee Park and SCNPS storage unit* SALE DAY!

- Bring a truck trailer
- Help break down the sale, reload and transport leftover plant inventory
- Return equipment (tables, tents, signs, chairs) to the storage unit
- Help pick up trash and clean up sale site

I also volunteer to
