

Give & Take Event @ Crediton Methodist Church Hall Procedures for Volunteers October 2016

On arrival

1. Please be in good time for your shift and if you are likely to be late or other emergency, phone your shift leader at the numbers on the attached email.
2. We have been given use of the premises and facilities free of charge by the Methodist Church. The hall is down the steps to the left of the church.
3. On arrival please make yourself known to the Team leader. You will be asked to “sign in” and given a badge to wear for the duration of your shift. Please hand back before leaving.
4. Make sure personal possessions are kept well away from goods that are for the public to take away. We regret we cannot be held responsible for anything that may inadvertently disappear!
5. Familiarise yourself with the facilities/emergency exits and layout. You need to be familiar with the risk assessment sent to you beforehand.

Parking

There is very limited parking at the church and we ask all volunteers to park elsewhere. Cars may park briefly in front of the building in order to unload. There is no public parking at the hall except for disabled access.

Refreshments

Tea and coffee is available in the café being run by the church. All volunteers will be welcome to free refreshments, but you will need to show your badge.

Goods accepted

We cannot accept ‘old style’ TV’s, video cassettes, any flammables, opened cosmetics or other toiletries or sharp knives. Please refuse such items politely if you have the opportunity or put them into the storage area ready for disposal. Do not put electrical items out due to safety regulations. They will be taken to ReFurnish, as and when necessary.

Any large/heavy items that require more than 1 person to lift should be rejected.

Please make sure donated goods are not left blocking passageways or exits.

General

1. There is a dustpan and brush for breakages.
2. Note that shelving, tables, chairs etc are NOT for the public to take away - they belong to Sustainable Crediton or have been loaned to us for temporary use.
3. Emergency exits to be kept clear of obstructions at all times.
4. Any monetary donations are to be welcomed but are not mandatory. We appreciate any donations received (helping towards the expenses of running such an event).
5. On Sat 29th we are also holding a Repair café at the church hall. You are welcome to come along with any broken electrical items you want looked at to see if they can be repaired.

THANK YOU FOR HELPING. IT IS MUCH APPRECIATED