

Pillow Booth – 2008

Monthly Chairs Procedures

Co-Chairs: Cynthia Bennett 535-2528 or 301-0711 (cellular)
Joan Evans 944-0327 (cellular)

Job Description:

1. Call pillow booth volunteers the **day before** their scheduled date to remind them of their commitment. Remind them to bring small bills for the startup cash and to double count the deposit cash for accuracy.
2. Monitor booth inventory:
Deposit slips _____
Deposit bags _____
Ponchos _____
Garbage bags _____

Report low inventory to Co-Chair (Cynthia or Joan if Cynthia is not in town). Co-Chairs will monitor pillows and blankets.
3. Check the dampness/dryness of pillows and blankets early the morning after a rain to be sure they have been dried thoroughly. If damp, alert OSF (RaDawna Wallace 482-2111 x 224) to re-dry. If this is not possible for some reason, **alert both Co-Chairs immediately.**
4. Maintain staffing schedule. Fill any remaining vacancies and update schedule when changes are called in.
5. Thanks!!

REMEMBER: If you will be out of town or have a problem or task that you cannot handle, call Joan and/or Cynthia for help.

April 12, 2007