

Shopper In-Take Procedures

1. Ask for shopper's Referral Form
2. Ask to see Photo ID
3. Check that their address is in Delaware County
4. Ask Relationship to child (children)
5. Fill Out Referral Registration Form (place your initials in lower right corner)
6. Fill Out top section of Shopping List Form
*If have a waiting line of shoppers - write an in-take number on upper right corner of the Shopping List as people check in
7. Paperclip all forms together
8. Take shopper and all forms to the Coordinator
(according to the numbered order at check-in)

Shopper Check-Out Procedures

1. Remove clothes from hangers
2. Sort clothing items by child
3. Count the number of items and check limitations on Shopping Policy Sheet
Place your initials in lower right corner
4. Write the number of Used Items for each child on the Shopping List
5. Fold and place clothes into shopping bag
6. Thank the shopper for shopping with us
7. Remind shoppers that they can shop for used items each month for each child
8. Place all forms in basket provided