

April, 2008

Dear Community Organizations and Local Volunteers,

As part of Bates' efforts to reduce campus waste and encourage the reuse of materials when our students move out, the College organizes an **annual "CLEAN SWEEP" event**. CLEAN SWEEP is essentially a huge tag sale populated by items the students leave behind when they move out and staffed by volunteer organizations such as yours who then benefit from the proceeds.

AS WE PLAN FOR THIS EVENT we would like to know if you are interested in helping. This year we need volunteers to:

- 1) Arrange for supplies such as tables and trucks
- 2) Collect items from residence halls around campus
- 3) Sort, organize, clean, price, and arrange the items for sale day
- 4) Work at the sale on June 16th
- 5) Help clean up after the sale

Bates has been working with community organizations in the Lewiston-Auburn area for the past seven years and these partnerships have proven critical to the success of the effort. We are continuing this tradition with CLEAN SWEEP 2008. **If your organization is looking for an opportunity to volunteer and raise funds please send me your name, organization, non-profit id #, address, tele # and email.** I will then send out information about signing up for specific shifts. You can volunteer as a group or individually, for one project, or for a range of days/positions. If you provide use of a truck and/or tables for the sale, you will be credited.

As an incentive for helping with the effort, there will be a presale for volunteers only on Friday, June 15th from 3:00-6:00pm. In order to qualify for it, volunteers must work at least two full shifts. Purchases will be limited to 5 items each, including only 1 large item.

Shifts will be split into morning, afternoon, and evening. The morning shift will be from 9:00am – 12:00pm and the afternoon shift will be 1:00pm – 4:30pm. Each shift begins at the Underhill Arena. Shifts are further arranged by task as follows:

ARRANGING FOR SUPPLIES: This will involve locating and coordinating supplies to be used for the sale. Individuals who have volunteered in years past would really benefit the sale by volunteering in this capacity. You can do it from your office or home. Last year we rented tables and trucks and the tables in particular were a large expense. This year it would be great to find loners.

COLLECTION: This position involves going to designated Clean Sweep collection sites in each dormitory to collect student donations as well as delivering and unloading goods at the Underhill Arena. Some heavy lifting may be required. We'd also appreciate it if organizations can provide trucks or other large vehicles to transport the collected items – If we use your vehicle we will add the hours the vehicle is used to your group's total hours.

SORTERS: This position will entail organizing, cleaning, pricing and arranging the collected items for sale day. Volunteers will categorize and arrange donations, and clean and price each item. Anyone is welcome to volunteer for this position- some volunteers with retail or thrift store experience would be a real plus!

SALESDAY PEOPLE: This position may involve staffing sale tables, answering questions, helping with purchases, offering assistance to people's vehicles with large items etc. Anyone is welcome to volunteer for this position – it is a very fun day!

CLEAN UP: This position involves moving remaining items for trash out to the front of the rink, organizing piles to be donated to interested organizations, breaking down tables, sweeping the rink floor, etc.

After expenses, the proceeds of CLEAN SWEEP will be distributed to participating community organizations based on their total number of volunteer hours. We expect that many of the items collected from students will be in good condition and that the yard sale items will be in strong demand – last year we had lines out the door at 6am waiting for the sale to start and we raised over \$17,800. This year we can make it even better. Please call or email with your contact information.

Thanks, I look forward to working with you!

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