Thank you for your interest in participating in Clean Sweep.

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 recycling and fundraising event called Clean Sweep. This event is essentially a huge tag sale populated with items the students leave behind when they move out, items faculty and staff donate from home, and items the college no longer needs. While managed by the college, it is fully staffed by volunteers from local non-profit organizations such as yours who then receive 100% of the proceeds.

We rely on volunteers from participating organizations to furnish trucks, tables, and supplies (tape, markers, stickers, etc.), collect items from residence halls around campus, sort, organize, clean, and price the items for sale day, work at the sale, and help clean up after the sale.

Bates has been working with community organizations in the Lewiston-Auburn area for more than ten years and these partnerships have helped make the event a huge success. We are continuing this tradition with Clean Sweep 2014, and invite your organization to submit an application to participate in this year’s effort.

What is the Fundraising Potential?

Since it was started in 2001, Clean Sweep has raised more than $100,000 for local non-profit organizations in the Lewiston/Auburn area. In the last several years the sale has typically netted between $14,000 and $20,000. In 2013, Clean Sweep raised more than $16,000 which was split among 14 local non-profit organizations.

How will my Organization be Credited?

After expenses, 100% of the proceeds from Clean Sweep are distributed to participating organizations based on their total number of volunteer hours. Hours are calculated from shift sign-in sheets. Every volunteer hour is totaled, and each organization’s hours are calculated as a percentage of the total.

If you provide a truck for collection your organization will also be credited for each hour it was used (as if it is a volunteer). If you provide tables your organization will be credited 1 volunteer hour per table for every table (delivery time not included). **If you provide more than 40 tables, your organization will be credited with 5 bonus hrs.** If you provide the supplies listed your organization will be credited 5 volunteer hours.

How can my Organization Get Involved?

We are continuing with an application process for the 2014 Clean Sweep sale because interest among organizations to participate continues to grow. While we want to give all organizations an opportunity to participate, **we will be limiting the number of organizations who are chosen to participate this year.** Organizations will be chosen based on

* the organizational resources and volunteers you can provide
* positive experience with volunteers who have participated in the past
* reliable follow through of the commitment s listed on your organization’s application in the past

We are striving for continuity among volunteers and organizations. At the same time we want to maintain the collaborative nature of Clean Sweep and will strive for a mix of organizations who can work together to make the sale a success.

To apply, fill out the attached application and submit it by Monday, April 28 (email preferred). If you have not participated in Clean Sweep before you must also submit evidence of non-profit status and a completed W9 form.

Julie Rosenbach

 Manager of Sustainability Initiatives, Bates College

 147 Russell St, Lewiston ME 04240

 jrosenba@bates.edu

Dates & deadlines for the 2014 Sale

Application process opens (applications posted online)………………. Mar 28

Applications due………………………………………………………………………….. April 28

Organizations will be notified of acceptance……………………………….. May 7

Collection ………………………. …………………………………………………………. May 21–Jun 2

Sorting/Cleaning/Organizing………………………………………………………. Jun 3–Jun 10

Pricing…………………………………………………………………………………………. Jun 10–12

Pre-sale for volunteers………………………………………………………………… Jun 13

Clean Sweep sale day………………………………………………………………….. Jun 14

Clean up……………………………………………………………………………………... Jun 16

Thank you for your application,

Julie Rosenbach

Julie Rosenbach

Manager of Sustainability Initiatives, Bates College

General Information about Volunteering

Volunteer shifts are split into morning and afternoon. The morning shift is from 9am–12pm and the afternoon shift is 1–4pm. Each shift begins at the back of the Underhill Arena (use the loading door across from the tennis courts). Shifts are arranged by date and task as: collection, sorting/cleaning/organizing, pricing, sale day, and clean up. **It is your responsibility as the point person for your organization to explain what Clean Sweep is to your volunteers and make sure they understand the work they are volunteering for.** Please also ensure that all volunteers understand and agree to the rules for volunteering and attending the pre-sale.

Rules for Volunteering

1. Volunteers must wear Clean Sweep badges at all times while out on campus collecting items, and identify themselves if asked.
2. Volunteers should only collect items from designated Clean Sweep collection areas in the lounges of student residences unless specifically directed to items in other areas by a building custodian or Clean Sweep coordinator.
3. Everything collected on campus must be turned in to Underhill Arena for the sale. If you are unsure of whether an item will be useful at the sale, bring it in and check with me.
4. Volunteers are not allowed to set items aside to be purchased later unless we have made specific arrangements.
5. Volunteers are not allowed to take items from campus or the arena for their personal use.
6. Volunteer shifts are subject to cancelation.

Rules for Attending the Pre-Sale

As an incentive for helping with the effort, there is a **pre-sale for volunteers on Friday, June 13th from 3-6pm.**

1. In order to qualify for the pre-sale, volunteers must work at least two full shifts.
2. Only those who qualify will be allowed in to the pre-sale. Sorry, no substitutes, friends or family. No exceptions.
3. Volunteers will NOT be allowed in early.
4. A maximum of 3 items, including only 1 large item (furniture, electronics, appliances, bikes, etc.) may be purchased by each qualifying volunteer.

Clean Sweep 2013 Application for Organizations to Participate

Organization Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EIN #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-profit Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Listed on W9 (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tele. Numbers: (w) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address:

Please describe your organization’s current fundraising practices:

Please describe current volunteer practices for your organization or work that your organization is a part of:

Have you participated in Clean Sweep before? \_\_\_\_\_ If so, for how many years? \_\_\_\_\_\_\_

Shift Sign-up: Collection (May 21 – Jun 2)

Collection shifts involve going to designated Clean Sweep collection sites in each on-campus student house and dormitory to pick up donations daily, as well as some off-campus student apartments and specified locations on campus. Volunteers pick up donations (which may include moving heavy furniture) and deliver and unload the items at the Underhill Arena.

We rely on participating organizations to provide trucks or other large vehicles (capable of hauling furniture) to transport the collected items. If your organization provides trucks for collection you will be credited for each hour they were used (as if it is a volunteer). It is also important that you have transportation to get your volunteers from place to place. If an additional car is needed for transport of volunteers we do not include it in your hours.

Requirements:

* Must be able to lift 50 lbs.
* Must be able to clearly understand directions given

**Day Date Shifts Volunteers Volunteers Trucks Trucks**

 **Needed You Can Provide Needed You Can Provide**

Wed 5/21 9 – 12 3 \_\_\_\_\_ 1 \_\_\_\_\_

Thurs 5/22 9 – 12 4 \_\_\_\_\_ 2 \_\_\_\_\_

Fri 5/23 9 – 12 10 \_\_\_\_\_ 3 \_\_\_\_\_

Sat 5/24 9 – 12 12 \_\_\_\_\_ 3 \_\_\_\_\_

 1 – 4 12 \_\_\_\_\_ 3 \_\_\_\_\_

Sun 5/25 9 – 12 12 \_\_\_\_\_ 3 \_\_\_\_\_

 1 – 4 12 \_\_\_\_\_ 3 \_\_\_\_\_

Mon 5/26 9 – 12 12 \_\_\_\_\_ 3 \_\_\_\_\_

 1 – 4 12 \_\_\_\_\_ 3 \_\_\_\_\_

Tues 5/27 9 – 12 12 \_\_\_\_\_ 3 \_\_\_\_\_

 1 – 4 12 \_\_\_\_\_ 3 \_\_\_\_\_

Wed 5/28 9 – 12 10 \_\_\_\_\_ 3 \_\_\_\_\_

 1 – 4 10 \_\_\_\_\_ 3 \_\_\_\_\_

Thurs 5/29 9 – 12 8 \_\_\_\_\_ 2 \_\_\_\_\_

 1 – 4 8 \_\_\_\_\_ 2 \_\_\_\_\_

Mon 6/2 9 – 12 4 \_\_\_\_\_ 2 \_\_\_\_\_

 1 – 4 4 \_\_\_\_\_ 2 \_\_\_\_\_

Shift Sign-up: Sorting/Cleaning/Organizing (Jun 3 – 10)

Sorting/cleaning/organizing shifts involve organizing, cleaning, and arranging the collected items for sale day. Volunteers will turn the pile of collected goods into an organized discount store sale floor by categorizing, arranging and cleaning all donations.

People with a flair for organizing and arranging items as well as people who can clean and tidy items diligently will be the most successful volunteers. We will also need people who don’t mind hauling supplies and trash and taking care of miscellaneous tasks.

Requirements:

* Must be able to clearly understand directions given
* For the first week of sorting (Mon-Thurs Jun 3-7) volunteers must be able to lift 40 lbs. (There is no lifting requirement for the second week of sorting)

**Day Date Shifts Volunteers Needed Volunteers You Can Provide**

Tues 6/3 9 – 12 10-16 \_\_\_\_\_

 1 – 4 10-16 \_\_\_\_\_

Wed 6/4 9 – 12 10-16 \_\_\_\_\_

 1 – 4 10-16 \_\_\_\_\_

Thurs 6/5 9 – 12 10-16 \_\_\_\_\_

 1 – 4 10-16 \_\_\_\_\_

Fri 6/6 9 – 12 10-16 \_\_\_\_\_

 1 – 4 10-16 \_\_\_\_\_

Mon 6/9 9 – 12 10-12 \_\_\_\_\_

 1 – 4 10-12 \_\_\_\_\_

Tues 6/10 9 – 12 10-12 \_\_\_\_\_

 1 – 4 10-12 \_\_\_\_\_

Shift Sign-up: Pricing (Jun 10 – 12)

On Wednesday and Thursday we take the final step to price all items. We ask only a few people to help with this task, to keep it consistent and organized.

Requirements:

* Volunteers must have already volunteered for at least one Clean Sweep shift
* Preference will be given to people who have helped price items for Clean Sweep in the past and/or with retail or thrift store pricing experience.

**Day Date Shift Volunteers Needed Volunteers You Can Provide**

Tues 6/10 9 – 12 8 \_\_\_\_\_

1 – 4 8 \_\_\_\_\_

Wed 6/11 9 – 12 8 \_\_\_\_\_

1 – 4 8 \_\_\_\_\_

Thurs 6/12 9 – 12 8 \_\_\_\_\_

1 – 4 8 \_\_\_\_\_

Please describe the experience your volunteers have with pricing:

**\* The Pre-Sale for qualifying volunteers is on Friday (June 13) from 3-6pm\***

Shift Sign-up: Sale Day (Jun 14)

Sale day is extremely busy and fast-paced until around noon. We typically have hundreds of people lined up waiting for the doors to open and hundreds more once the sale starts; therefore we will have a total of 24 volunteers working this day, and **all positions start at 7am**.

We will dismiss more than half the volunteers between 11am and 12pm as the afternoon slows down. The rest of the volunteers work until the sale closes at 3pm (see each position description for ending time).

These positions may involve staffing sale tables, tidying tables and furniture as people rummage through sale items, answering questions, helping with purchases, offering assistance to people, taking large items to their vehicles, etc. It is a very busy and fun day!

General Requirements:

* Everyone who works on sale day must have either worked at least one previous shift or during sale day in the previous year
* Must be able to clearly understand directions given and communicate with shoppers

Specific Positions:

Cashiers Cashiers are responsible for totaling purchases, taking cash and checks, and rendering change. All cashiers must have experience working with money and good interpersonal skills. Cashiers will be asked to work off of the extensive price list, and be able to problem-solve when something isn’t priced.

**Day Date Shift Volunteers Needed Volunteers You Can Provide**

Sat 6/14 7 – 3 6 \_\_\_\_\_

Runners Runners are responsible for going through the line of people waiting to check out and adding up their purchases. Runners will tally each item and make a receipt for people to hand to cashiers. Runners must be able to interact with people in a friendly manner despite the fast-paced environment and have good math/adding skills. Runners will also be asked to work off of the extensive price list, and must be able to problem-solve when something isn’t priced.

**Day Date Shift Volunteers Needed Volunteers You Can Provide**

Sat 6/14 7 – 12 6 \_\_\_\_\_

Organizers Organizers have the never-ending task of straightening, re-folding, stacking and organizing items on tables and around the arena as people look through them.

**Day Date Shift Volunteers Needed Volunteers You Can Provide**

Sat 6/14 7 – 12 6 \_\_\_\_\_

Parking Volunteers working parking will be responsible for directing traffic in the back loading area. This involves communicating with people about where to park, moving people, their stuff and their vehicles in and out as quickly as possible, and may involved helping to load.

**Day Date Shift Volunteers Needed Volunteers You Can Provide**

Sat 6/14 7 – 12 3 \_\_\_\_\_

Furniture Furniture movers will assist people purchasing big and heavy items and loading Movers the items in their car if necessary. These volunteers are in high demand during

the sale. They must be able to work together and must be able to lift at least 50lbs. Furniture movers will also assist people purchasing and moving rugs.

**Day Date Shift Volunteers Needed Volunteers You Can Provide**

Sat 6/14 7 – 3 6 \_\_\_\_\_

Shift Sign-up: Clean Up (Jun 16)

Clean up day involves breaking down tables and stacking them neatly for organizations to pick up, organizing remaining goods into bags and neat piles for donation, cleaning up trash items and stacking them in the trash area, collecting college items and stacking them for return, sweeping the rink floor, etc.

Volunteers who work this shift will have the first half hour to look through items left over and take what they want. They will stack their items in piles and will be able to take them out only at the end of the shift when the cleaning is complete. We will also call in organizations for the remaining goods.

**Day Date Shift Volunteers Needed Volunteers You Can Provide**

Mon 6/16 9 – 12 20 \_\_\_\_\_

Providing Tables & Supplies

Tables

Each year we rely on non-profit organizations to furnish 6’–8’ rectangular tables for the sale. This includes dropping the tables off and picking them up once the sale is over. If your organization provides tables you will be credited 1 volunteer hour per table (delivery time not included). If you provide more than 40 tables, your organization will be credited with 5 bonus hrs.

**Total Tables Needed Time Frame # You Can Provide**

80 rectangular deliver 6/3, pick up 6/16 \_\_\_\_\_

Supplies

Each year we rely on participating non-profit organizations to furnish supplies for the sale.

If your organization provides the supplies listed you will be credited 5 volunteer hours.

**Types of Supplies Quantity Needed Time Frame**

Masking Tape 10 rolls for 6/3

Black Sharpie Markers 10 for 6/3

Pens 20 for 6/3

Small pads of paper (roughly 4x6”) 10 for 6/3

Pricing stickers (blank + colored circles) 3,000 for 6/3

Plastic bags (preferably used) As many as possible for 6/14

Boxes (used, but in good condition) As many as possible for 6/14

Nail aprons (for handling money) 10 for 6/14

Cash boxes 4 for 6/14

Calculators 6 for 6/14

**My organization can provide these supplies**  \_\_\_\_\_