

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 this year's Clean Sweep, 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 \$150,000 for local non-profit organizations in the Lewiston/Auburn area. In the last several years the sale has typically netted between \$17,000 and \$22,000. Last year, Clean Sweep raised more than \$20,000 which was split among 12 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.

How can my Organization Get Involved?

We are continuing with an application process for the 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 commitments listed on your organization's application in the past

We are striving for continuity among volunteers and organizations. At the same time we want

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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 Tuesday, May 12 (**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.

Pat Pelliccia
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Dates & deadlines for the Clean Sweep Sale

Application process opens	March 20
Applications due	May 12
Last day organizations will be notified of acceptance	May 19
Sorting/Cleaning/Organizing	Jun 7-13
Pricing	Jun 11-15
Pre-sale for volunteers	Jun 15
Clean Sweep sale day	Jun 16
Clean Sweep sale day	Jun 17-18

Thank you for your application,

Pat Pelliccia
Clean Sweep Manager, Bates College

Tom Twist
Sustainability Manager, Bates College

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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 are not allowed to set items aside to be purchased later.
2. Volunteers are not allowed to take items from campus or the arena for their personal use.
3. Volunteer shifts are subject to cancellation.
4. Additional guidelines for organizing the items and conducting the sale will be provided during the working shifts.

Rules for Attending the Pre-Sale

As an incentive for helping with the effort, there is a **pre-sale for volunteers on Friday, June 16th from 4-6pm.**

1. In order to qualify for the pre-sale, volunteers must work at least one full shift.
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 2 items, including only 1 large item (furniture, electronics, appliances, bikes, etc.) may be purchased by each qualifying volunteer.

Clean Sweep Application for Organizations to Participate

Organization Name: _____

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EIN #: _____

Non-profit Status: _____

Organization Listed on W9 (if different): _____

Contact Person: _____

Email: _____

Tele. Numbers: (w) _____ (c) _____

Mailing Address:

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Shift Sign-up: Sorting/Cleaning/Organizing (Jun 7 – 13)

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
- * Volunteers must be able to physically perform tasks that require lifting 40 lbs, bending, pushing, standing, or other movements associated with the organization of the collected items.

Date	Shifts	Volunteers Needed	Volunteers You Can Provide
6/7	9 – 12	10-20	_____
	1 – 4	10-20	_____
6/8	9 – 12	10-20	_____
	1 – 4	10-20	_____
6/9	9 – 12	10-20	_____
	1 – 4	10-20	_____
6/11	9-12	10-20	_____
	1-4	10-20	_____
6/12	9 – 12	10-15	_____
	1 – 4	10-15	_____
6/13	9 – 12	10-15	_____
	1 – 4	10-15	_____

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Shift Sign-up: Pricing (Jun 13 – 15)

On Tuesday, 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.

Date	Shift	Volunteers Needed	Volunteers You Can Provide
6/13	9 – 12	8	_____
	1 – 4	8	_____
6/14	9 – 12	8	_____
	1 – 4	8	_____
6/15	9 – 12	8	_____
	1 – 4	8	_____

Please describe the experience your volunteers have with pricing:

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*** The Pre-Sale for qualifying volunteers is on Friday from 4-6pm ***

Shift Sign-up: Sale Day (Jun 16)

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
- * Must be able to help customers with their purchases (for example: elderly or physically challenged customers).

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	6/16	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

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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	6/16	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	6/16	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 involve helping to load.

Day	Date	Shift	Volunteers Needed	Volunteers You Can Provide
Sat	6/16	7 – 12	3	_____

Furniture Movers Furniture movers will assist people purchasing big and heavy items and loading 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 50 lbs. Furniture movers will also assist people purchasing and moving rugs.

Day	Date	Shift	Volunteers Needed	Volunteers You Can Provide
Sat	6/16	7 – 3	6	_____

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Shift Sign-up: Clean Up (Jun 18)

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 hour (8:00-9:00) 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	6/18	9:00 – complete	20	_____

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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 6/7, pick up 6/18	_____