

Instructions and Tips on Bellringing for 2018

- 1) If you are the first shift of the day, you can locate the kettle stand, bell, aprons, etc. as follows:
 - a. **Walmart** – Go to the west side (general merchandise entry) of the store. Find an employee in yellow (CSM – Customer Service Manager) or go to the Customer Service Desk to unlock the storage room where the kettle, etc is located. (If the kettle is full and you are leaving (with no one ringing after you), be sure to return the kettle to the Customer Service Desk.)
 - b. **City Market** – Go to the back right corner of the store past the produce section and through the service doors. If the kettle stand and other items are not there, please check at the service counter. Also, if the kettle is full and you are leaving (with no one ringing after you), please leave at the service counter.
 - c. **Cripple Creek Venture Foods** – Go to the customer service counter. They will have the kettle stand, etc in the room to the left of the customer service counter.
 - d. **Cripple Creek Family Dollar** – Ask the cashier and they will get the equipment for you or indicate where you can find it.
 - e. **Divide Venture Foods** – Go to the customer service desk.
- 2) The bell ringing location is to be outside the store, near the entrance, but not blocking the flow of traffic into and out of the store. **Only ring bells inside the store with the permission of the store manager (in rare cases of severely inclement weather).**
- 3) **WALMART SPECIFIC Info - please do not sing or play instruments or bring animals unless you have prior approval by store manager. Other locations do not have this provision.**
- 4) *If you do bring an animal, the animal **MUST** be leashed, friendly, quiet and non-disruptive.*
- 5) If no one is ringing when you arrive and you were not the first shift of the day, please see instructions in item #1 on where to locate the kettle depending on your location.
- 6) **NEVER LEAVE THE KETTLE UNATTENDED!** Please wait for the next person to arrive before leaving. If no one comes to relieve you, please put the kettle and other items away where indicated in #1 and contact Ted @ 719-351-0462 (cell) to let him know.
- 7) At the end of each day (or periodically during the day on busier weekends), a kettle coordinator will collect the donations. (The kettle coordinators are members of our local Rotary Club and will show you a Rotary badge as identification.) If they do not show up, please put the kettle and other items away where indicated in #1 and contact Ted @ 719-351-0462 (cell) to let him know.
- 8) Please try to be 5 minutes early for your shift to relieve the person ringing before you
- 9) **Do not verbally request donations or approach the store's customers, but please do say "Thank You" to donors. Be friendly to everyone and smile, whether they give or not!** Always have a pleasant attitude. Remember, you represent the spirit of the Holidays and The Salvation Army.
- 10) If you represent an organization or business, you are welcome to bring a small sign indicating the business or organization information. **No soliciting please.**
- 11) **Minors under 18 must be accompanied at the kettle by an adult.**

If you have any problems or concerns, please call or text Ted Borden at 719-351-0462.



Teller County Salvation Army

TIPS FOR BELLRINGERS

- 1) Use common sense at all times.
- 2) Understand that we don't have the "right" to stand our kettle at any store. We're there because we're invited. So, be gracious and kind in your dealings with and about the store and management.
- 3) Be clean and presentable and dressed in weather-appropriate attire (modest attire please, and wear The Salvation Army bell-ringing aprons if possible). Layered clothing is recommended as we never know what the Colorado weather will bring! **The sun does not shine on either of the Walmart or City Market entrances!**
- 4) Be gracious, even with those who choose not to give. We don't ask people to put money in the kettle - we just make it easy and fun for them to do so.
- 5) We prefer that you stand at your kettle, but a stool will be provided in the event you need to sit and ring the bell.
- 6) Do not use your mobile phone unless you are on a break or in case of an emergency.
- 7) Never smoke at the kettle. Having a hot beverage or snack is fine, however.
- 8) **Be Creative** - wear a Christmas hat, holiday sweater, sing carols, dance, etc. Have fun!
- 9) Wish people a "Happy Holiday." And it's ok to say Merry Christmas.
- 10) Keep a 'cheat sheet' handy with kettle-appropriate messages:
 - a. Thank you for your donation to help people in need this Christmas and all year long.
 - b. 90% of your donations to The Salvation Army in Teller County stays in this community to help our neighbors with rent, utilities, and shelter. The remaining 10% goes to The Salvation Army headquarters as a tithe.
 - c. If you'd like more information about The Salvation Army, please find us online at www.salvationarmyusa.org.
- 11) Please don't discuss Salvation Army policies, positions or theology. Questions of this nature should be referred to Ted Borden @ 719-689-3584 ext 132. Questions about basic needs services should be directed to The Teller County Salvation Army / The Aspen Mine Center / Community of Caring @ 719-689-3584. Media requests (such as reporters asking for comment or wanting to film) should be referred to Ted Borden @719-689-3584 ext 132.

Most of all - The Salvation Army is grateful to you for your service!