



Christmas Tree Lot Volunteering 101

- A) The day before your shift, you will receive an email with instructions. Before coming to the lot, you may want to write down the name and phone number of the person who relieves you. You can get that information from the [sign-up genius list](#). That way you can give them a call if needed.
- B) If you have the first shift that day,
- a) Roll back the fence all the way to the post to make room for cars to pull in. Move the sawhorse to near the hut.
 - b) Turn on the lights in the box at the back right hand side of the lot. Just turn on the double breaker inside the door of the box. You may also have to do the single breakers.
IMPORTANT TRICK TO OPEN THE DOOR TO THE METAL BREAKER PANEL: Slide your finger under the lower right corner of the door and push up. There is a small toggle. The door will drop open.
- C) Wear the change pouch and hand it off to the Follenite(s) on the next shift. If you are in the last selling slot for the day, Kim Vandiver, Jen Vandiver or Chris Walters will stop by to collect the funds and help close up.
- D) As you sell, separate the checks, and large bills into a separate pocket from the change, to make it easy to pick up proceeds from time to time. If you think you do not have enough change, look in all the pockets of the pouch.
- E) Inside the hut you will find a bow saw for cutting off the butt of the tree at the buyer's request. There is also a pair of loppers for clipping undesired branches. Throw the butts in the trash can provided. Do not put trash or branches in the can. The butts become fodder for the Vandiver's wood stove.
- F) A roll of twine is provided in a bucket with a pair of scissors. Give people two 10 foot lengths to tie their tree to their car. Always pull the twine from the inside of the spool.
- G) Follen has given out 55 coupons to families in need in Lexington, Arlington and Waltham. The coupon is a Yellow or Red Christmas tree tag. It will have an adhesive label on the back side which says that this coupon may be exchanged for any tree in the lot. Put these coupons in with the daily proceeds, just like a check.
- H) **TREE PRICING:** Pricing is visible to customers in the lot posted on the hut, and also on another board in the back of the lot. It is color coded:
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|------------|---------------|---------------|-------------|---------------|---------------|
| Red - \$30 | Orange - \$40 | Yellow - \$50 | Blue - \$70 | Purple - \$90 | White - \$100 |
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- **Big trees with tags that are green on one side and white on the other have individual prices written on them. Most will be over \$100.**
- I) **PAYMENT OPTIONS:** people may pay for trees using cash, check, Venmo or by credit card using Follen's text-to-give phone number. Instructions for using Venmo or text-to-give are posted on the hut door. If

someone pays using Venmo or text to give, have them show you the confirmation of payment on their phone at the end of their transaction to confirm that they have paid.

- J) **WEATHER:** If it looks like there will be bad weather (i.e. snow or heavy rain), Kim will look at the weather in the evening and if the forecast is poor will send out a suggested plan to the sellers for the next day. If the weather is heavy rain, give Kim a call.

Point People Contact Numbers:



Kim Vandiver's mobile:
617-851-3605



Chris Walter's mobile:
617-849-2639



Jen Vandiver's mobile:
617-872-5410