

## Belk Box Stands Information

### Contact about Belk

For any staffing issues, questions, etc.:

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If you've signed up online, you can only cancel by calling one of the coordinators.

You should receive an email confirmation after you sign up and an email reminder just prior to your event.

DO NOT BE A NO CALL/ NO SHOW! I cannot stress this enough. It leaves shifts open, and you let others down who either are to work with you, or who are due to leave. Enough said.

Please be prompt and courteous to allow other workers to finish their shift and leave. Allow time for traffic and parking. It gets hectic as it gets closer to Christmas. If you need to cancel your shift, call as soon as possible. We plan to maintain a list of people who may be able to fill in at the last minute. Please contact us with your home and cell # if you want to be on that list.

### Where to Go

Belk box stands will be at the Belk @ Crabtree Mall location on Glenwood Ave.

1.) From the beltline, turn left off Glenwood onto Blue Ridge road, and then turn right into the mall parking lot. (Where Best Buy is)

Bear left, toward the "creek" side of the mall, away from Glenwood.

Belk is the first store; it should say South Entrance over the door. This is where the box stands are located

2.) From Beltline, take the Western Blvd exit onto Blue Ridge Rd., (near fairgrounds) Bear right on Blue Ridge after Rex Hospital. Follow B.R to the McDonalds at the Mall.

1<sup>st</sup> Floor-Inside the South Entrance on the right

2<sup>nd</sup> Floor-Just above the first floor. There is an entrance to the parking ramp here as well.

3<sup>rd</sup> floor-Come off the elevator, turn left, left, and it's in the tiny room with a window!

Mens' Store-Go out through the 2<sup>nd</sup> floor mall entrance; turn left at Williams-Sonoma

. Walk halfway through the store, turn left. The stand is at the East entrance.

\*\*\*\*\*Always sign in/out at the 1<sup>st</sup> floor stand\*\*\*\*\*

## **Parking**

We aren't mall employees, but Belk has asked us not to park in the closest spots to the doors—these are for customers.

During the Holiday season, employees have special lots or a shuttle from a distant lot. Mall security patrols; and they will have employee cars towed! If asked by Security if you are an employee, make sure you tell them NO. Either you're shopping, or doing volunteer work in the mall. Our Belk contact told us this; he'd hate to see anyone get towed.

\*\*\*If you're working a closing shift, by all means go out and move your car closer to the first floor south entrance before the other workers leave. For some shifts you may be the only one leaving at that time.

## **Sign in and out**

The sign in will be kept at the 1<sup>st</sup> floor box stand in the binder. Make sure you put down the appropriate hours, so your account can be properly credited. If you don't sign in/out, we can't pay your account!

## **Band Account**

This fundraiser pays \$6 hourly to your band account. It also goes toward fulfilling your service commitments. Since Belk shifts vary in length, we have broken it down to hourly Increments---5 hours of Belk=1 service commitment.

## **Students**

Make sure your student contract is signed and returned to Mrs. Kessler or Mrs. Sloma; or to the band room PRIOR to working the box stands.

Homework- No homework spread out on the table! You are there earning for your band account. You may have a book to read, BUT be attentive to customers.

Cell phone and texting- Only emergency or calling parents for a ride.

## **Dress Code**

Students- Band T-shirt (any year is OK), and nice blue jeans or slacks.  
Parents- Nice casual—no sweats

## **General Housekeeping**

Our responsibility to Belk is to maintain neat, fully stocked Box Stands.

Please no food or drink (a discreet bottle of water is fine under the table)

Break down boxes as they empty. Stack them neatly inside an empty box.  
Throw away any trash in trash receptacle—NOT in with the empty boxes.

Maintain a sample stack of boxes that are available (these will be numbered. Corresponds with the #'s on the cardboard boxes)

If you run out of a size, place the sample of it under the table until the supply is replenished.

Evening shift- leave a list on the table with what boxes are going to need re-stocking the next morning.

AM shift, call one of the porters to get your box order.

If you run low during the day, just call for more. In a pinch, you can borrow from another floor.

You should find a Belk box under the table with a box cutter, pens, scrap paper, under each table. Please leave this under the table, esp. the box cutter.

### **The Job**

Hand out boxes only to Belk customers with a receipt.

We cannot sell boxes.

One box, and 2 sheets of tissue per item on the receipt.

Mark the top of the receipt with “boxes”, or initial it.

2 folded pieces of tissue folded in a packet, (or 4 small pieces)

Give boxes to the customer in a bag if they have several, there will be a box of bags at the stands.

Try to match the size of the box with the item (don't give a coat box for a lipstick!)

During down times, please FOLD TISSUE PAPER!!!!!!! We never seem to have enough pre-folded paper.

Store stacks of folded paper in clean empty boxes.

Cut off box flaps, so the box cartons can neatly stack.

\*\*\*\*\*Make sure you hand out a top and a bottom for each box! I don't know what the boxes will be like this year, but tops and bottoms are not the same, and we'll end up with a lot of mismatched boxes. Check to make sure you give out the correct pieces.

Tips—You CAN accept tips for the band. However, do not solicit tips, or put out a tip jar. This is a big no-no. Leave tips in the binder or bag, it will be collected.

## **Breaks**

Most shifts are 3-5 hours—a 10 minute break should be sufficient. This year we will be staffing the 1<sup>st</sup> floor and Men's store with a second person during peak hours. So the Men's store worker will have someone to relieve them, and the helper at the 1<sup>st</sup> floor can relieve all the main store box stands for a short break. This should alleviate becoming swamped at busy times, as well as allowing everyone a timely break; with no wondering where the floater has gone to.

## **Getting boxes**

Inventory what you need, there should be at least 2 boxes of each; and 3-4 boxes of the more popular sizes (shirts 299; sweaters 305; lingerie 278)

Include tissue paper and Belk bags in your order.

Write up a list of what you need to give to the porter. (How many of each, give box #)

You can go to a cash register to dial extension, or use your cell phone if you like

Use the full store # if you call from your own phone

782-7010 Dial the extension when prompted. Try to keep calling extensions until you get a live person on the line. If a porter isn't working, you won't get the message out.

Tommy 361

Archie 362

Nicholas 316

Allen 311

## **Boxes**

J29 square jewelry box

J4 rectangle jewelry—also good for gift cards

278 lingerie- scarves, socks, small clothes

299 shirt- kids' clothes

305 sweater- jeans, fleece

124 coat/robe- towels sheets, suits

130 6inch cup- mugs ornament, socks

176 double goblet- slipper, sm. purses

77 single plate- scarves, hats

79 place setting -purses, hats, slippers

114 lg. bowl - coats, robes, towels, suits

Tie box -only at men's store