



RED KETTLE VOLUNTEER INSTRUCTIONS

1. **If you are the first bell ringer of the day**, pick up the kettle stand, kettle, Salvation Army metal sign (and volunteer sign if there is one for your group), and bell ringer supply bag at the customer service desk.



2. Set up the kettle stand, sign(s), and kettle outside in the designated area.
3. Retrieve the bells, aprons and paint stick from the bell ringer supply bag.
4. Wear the apron. Ring the bell and greet shoppers.
5. If you need to leave before a replacement arrives, return the kettle to a customer service desk representative.
6. If you are relieving the current bell ringer, simply take over for them.
7. **If you are the last bell ringer of the day**, return all supplies, signs and kettle to a customer service clerk at the service desk.

PLEASE NOTE:

- ✓ **Do not leave the kettle unattended at any time.**
- ✓ Use the paint stick to push money into the kettle.
- ✓ Do not leave personal items visible around the kettle.
- ✓ Please do not use tobacco products while volunteering.