

# Wrapping Instructions for Kepler's

If you have an AAUW or Tech Trek shirt, please wear it!

Try to engage customers to talk about AAUW since we will have our brochures on the table.

If a customer has several books, put post-it notes with the recipient's name on each before and after you wrap it. It is easy to become distracted when it is very busy and forget!

Peel off the price of the book and put it on the back of the sales receipt.

If you are holding books for someone who is still shopping, and the next shift arrives, make sure that you tell them about this hold.

Give each customer one of our green cards and stress Tech Trek and AAUW's work to Empower women and girls.

For the 11-1 and 10-12 shifts – the first shifts:

Get the supplies from the cashier's desk. There is a black bag with a tip jar, green cards, AAUW signs and handouts as well as a Venmo printout in a vinyl sleeve, which can be taped to the work surface. We have Venmo available to us this year so that anyone who uses Venmo will be able to tip with it. The tip jar will have one \$5.00 bill and five \$1.00 bills to start.

Set up the wrap table. Put the tip jar in a prominent place, put the AAUW signs and handouts where they are visible and have the green cards prominent.

Make sure that the wrapping paper choices are showing and the tie choices available.

For the 5-7 and 4-6 shifts – the last ones:

Take the money out of the tip jar leaving one \$5.00 bill and five \$1.00 bills in it. Ask if the cashier would like our extra \$1.00 bills in exchange for larger bills. They often need small bills.

Put all the supplies in the black bag and take it to the cashier's desk for safe keeping.

If I am not there, one of you please take the money home and call me and I will make arrangements to get it from you.

Thank you for wrapping and hopefully having a great time yourself! With any questions or problems call:

Susanne Burrill 650-759-3352