

# Ottawa MS Walk Volunteer Assignment

<b>Title</b>	<b>MS Boutique</b>
<b>Purpose</b>	To sell MS Merchandise to participants
<b>Walk Location &amp; Date</b>	<b>Jean Talon building – 170 Tunney’s Pasture Drwy Sunday, April 29, 2012</b>
<b>Where to meet Time Commitment</b>	<ul style="list-style-type: none"> <li>• Sign-in at <b>Volunteer Check-in</b> inside the cafeteria at the Jean Talon building</li> <li>• 7:30 am to 1:00 pm</li> <li>• Additional instructions and position location will be provided at check-in</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Man the merchandise booth selling MS merchandise – magnets, T-Shirts etc</li> <li>• Clean up station when shift is completed or assist with packing up when done.</li> <li>• Merchandise can be purchased through cash, cheque or credit card  <b>For Cash</b> you will be provided a float in order to make change  <b>For Cheque</b> you will need to take down the individual’s telephone number on the back of the cheque.  <b>For credit cards</b> fill out the person’s information on the credit card form that you will be provided with – cardholders’ name, address, phone #, credit card number, expiry date and amount to be charged to the card</li> <li>• Ensure a high level of customer service in dealing with Walkers, volunteers, staff and sponsors</li> </ul>
<b>Physical Requirements</b>	<ul style="list-style-type: none"> <li>• This position requires you to be on your feet for an extended period</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Food and beverages</li> <li>• A terrific volunteer t-shirt!</li> <li>• Invitation to yearly volunteer appreciation event</li> <li>• Part of MS Society volunteer program which helps in fulfilling our mission.</li> </ul>
<b>What to bring, Washrooms, Travel and Parking</b>	<ul style="list-style-type: none"> <li>• This event will take place whether rain or shine.</li> <li>• This position will be outside so dress according to the day’s weather conditions. Plan ahead. Dress in layers, wear comfortable shoes, bring gloves, hat, rainwear</li> <li>• Washrooms will be available onsite</li> <li>• Parking is available on site at the Jean Talon building. Public transportation is encouraged</li> </ul>
<b>Questions</b>	<ul style="list-style-type: none"> <li>• Prior to event : Michelle Davis – 613-728-1583 ext. 235 or <a href="mailto:Michelle.Davis@mssociety.ca">Michelle.Davis@mssociety.ca</a></li> <li>• On Event Day : Lead volunteer (wearing blue bandana)</li> <li>• On Event Day if you are unable to attend please call 613-407-1968</li> </ul>