



Ottawa – Kemptville RONA MS Bike Tour Volunteer Assignment



Title	MS Boutique - Carleton
Purpose	To sell MS merchandise to participants
Position Location & Time Commitment	Carleton University - Sunday, August 7 <ul style="list-style-type: none"> 9:30 am – 2:00 pm
Where to Meet Us	<ul style="list-style-type: none"> Meet at the “Volunteer Check-in” inside the Norm Fenn gymnasium. See map of University – Building 8
Duties and Responsibilities	<ul style="list-style-type: none"> Man the merchandise booth selling MS merchandise– magnets, T-Shirts etc. Clean up station when shift is completed or assist with packing up when done. Look after the Silent Auction item pick-up. Cyclist will pick-up and pay for items they won on Saturday evening. Merchandise can be purchased through cash, cheque or credit card For Cash you will be provided a float in order to make change For Cheque you will need to take down the individual’s telephone number on the back of the cheque. For credit cards 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 Ensure a high level of customer service in dealing with cyclists, volunteers, staff and sponsors
Physical Requirements	<ul style="list-style-type: none"> This position requires you to be on your feet for an extended period
Benefits	<ul style="list-style-type: none"> Food and beverages A terrific volunteer t-shirt! Invitation to yearly volunteer appreciation event Be part of MS Society volunteer program which helps fulfill our mission.
What to bring, Washrooms, Travel and Parking	<ul style="list-style-type: none"> This event takes place rain or shine This position takes place inside Washrooms will be available on site Parking is available on site at Carleton University in lot #5. Volunteers are to make their own arrangements to get to site. Public transportation is encouraged
Questions	<ul style="list-style-type: none"> Before the Tour - Michelle Davis – 613-728-1583 Ext. 235 or michelle.davis@mssociety.ca During Tour weekend - 613-407-1968