



SEWING/TINY TOPS

PURPOSE: To provide handmade items for Owatonna Hospital Auxiliary Coffee & Gift Shoppe, Holiday Bazaar and Steele County Fair booth as fundraisers for Auxiliary; to provide tiny tops for newborns.

VOLUNTEER REQUIREMENTS:

- Shall secure date, time and site for meetings (not August or December)
- Shall have projects and materials ready for meetings
- Shall use Minnesota Tax Exempt #6114377 when making purchases and submit receipts to Treasurer
- Shall attend Auxiliary Board meetings

VOLUNTEER DUTIES:

- Shall do bi-annual inventory of items and donate those that are outdated, soiled or have not sold within two (2) year period and/or have a ½ price sale
- Shall plan projects that are in current demand by customers only
- Shall plan seasonal projects
- Shall inform Coffee & Gift Shop chairperson of new items available
- Shall permit Coffee & Gift Shop chairperson to display items as needed in select departments.
- Shall record number of caps made each month
- Shall keep in contact with OB department on caps needed
- Shall record all volunteers' hours

(Signature)

(Date)