Dear Community Non-profit Organizations,

As part of Bates’ efforts to reduce campus waste and encourage the reuse of materials when our students move out, the college organizes an annual recycling and fundraising event called CLEAN SWEEP. This event is essentially a huge tag sale populated with items the students leave behind when they move out. It is staffed fully by local non-profit organizations such as yours who then receive 100% of the proceeds.

We rely on volunteers from local organizations each year to arrange for supplies such as tables, trucks, labels, pens, etc., collect items from residence halls around campus, sort, organize, clean, and price items for sale day, work at the sale on June 19th, and help clean up after the sale.

Bates has been working with community organizations in the Lewiston-Auburn area for the past ten years and these partnerships have proven critical to the success of the effort. We are continuing this tradition with Clean Sweep 2010, and invite your organization to sign up for this year’s effort.

Here’s how to get your organization involved:

In order to get involved and raise funds for your organization, send me an email with the following information to register your organization. * I must have this information before I can sign up your volunteers.

- Your name and contact information (mailing address, email, tele #)
- Your organization’s name and contact info
- A copy of your W9 tax form if you did not participate last year, or your W9 has changed (you can download a W9 form at: http://www.irs.gov/pub/irs-pdf/fw9.pdf) *This is who your check will be made out to unless you indicate otherwise.

Here’s how to sign up volunteers for shifts:

Volunteer shift dates and times, number of people needed, and number of trucks needed are listed in the attached document called “Volunteer shifts available.”

To sign up volunteers from your organization send me an email with:

- The number of people for each shift
- If you are providing a truck for collection
  
  (E.g. 5 volunteers and 2 trucks from [Non-profit Group] for 9-12 and 1-4 shifts on Fri 5/29)

Please ensure that all of your volunteers read and understand the rules for volunteering and attending the pre-sale listed below. *This information has changed since last year.

Shifts are split into morning and afternoon. The morning shift is from 9am – 12pm and the afternoon shift is 1 – 4pm. Each shift begins at the Underhill Arena. Shifts are further arranged by task as follows:
COLLECTION: This position involves going to designated Clean Sweep collection sites in each student house and dormitory to collect student donations as well as delivering and unloading goods at the Underhill Arena. Some heavy lifting is required. We also need your organizations to provide trucks or other large vehicles to transport the collected items – If we use your vehicle we will add the hours the vehicle is used to your group’s total hours.

SORTERS: This position will entail organizing, cleaning, pricing and arranging the collected items for sale day. Volunteers will categorize and arrange donations, and clean and price each item. Anyone is welcome to volunteer for this position- some volunteers with retail or thrift store experience would be a real plus!

SALE DAY: This position may involve staffing sale tables, answering questions, helping with purchases, offering assistance to people’s vehicles with large items etc. – it is a very fun day!

CLEAN UP: This position involves moving remaining items for trash out to the front of the rink, organizing piles to be donated to interested organizations, breaking down tables, sweeping the rink floor, etc.

As an incentive for helping with the effort, there will be a presale for volunteers only on Friday, June 18th from 3-6pm. In order to qualify for it, volunteers must work at least two full shifts. No substitutions. No exceptions. * See rules below for attending and purchasing items at the pre-sale.

RULES FOR VOLUNTEERING:

1. All volunteer shifts are subject to change. Please check with me the day before if you are unsure of the next day’s shift. If you are signed up for a shift being canceled I will send out an email indicating this to your organization’s contact.

2. Shifts are limited to a certain number of volunteers. You must sign up for a shift in advance. They are first come, first served, although for collection shifts preference will be given to organizations who can provide trucks.

3. Everything collected on campus must be turned in to Underhill Arena for the sale. If you are unsure of whether an item will be useful at the sale, bring it in and check with me.

4. Volunteers are not allowed to set items aside to be purchased later unless we have made specific arrangements.

5. Volunteers are not allowed to take items from campus or the arena for their personal use.

RULES FOR ATTENDING THE PRE-SALE:

1. Volunteers must work at least two full shifts to qualify for the pre-sale.

2. Only those who qualify will be allowed in to the pre-sale. Sorry, no substitutes, friends or family. No exceptions.

3. The pre-sale is on Friday June 18 from 3pm – 6pm. Volunteers will NOT be allowed in early.

4. A maximum of 3 items, including only 1 large item (furniture, electronics, appliances, bikes, etc.) may be purchased by each qualifying volunteer.
Here are the supplies we need this year:

Please contact me, Julie Rosenbach, at 786-8367 or jrosenba@bates.edu to let me know which supplies you can provide and how many. I will keep a tally of what we get and still need. Thanks!

<table>
<thead>
<tr>
<th>SUPPLIES</th>
<th>QUANTITY</th>
<th>TIME FRAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8' Tables</td>
<td>80</td>
<td>6/7 – 6/21</td>
</tr>
<tr>
<td>Masking Tape</td>
<td>20 rolls</td>
<td>for 6/87</td>
</tr>
<tr>
<td>Black Sharpie Markers</td>
<td>20</td>
<td>for 6/7</td>
</tr>
<tr>
<td>Blank pricing stickers (colored dots &amp; circles)</td>
<td>4000</td>
<td>for 6/7</td>
</tr>
<tr>
<td>Nail aprons (for handling money)</td>
<td>10</td>
<td>for 6/7</td>
</tr>
<tr>
<td>Raffle tickets (for hold area)</td>
<td>200+</td>
<td>for 6/7</td>
</tr>
</tbody>
</table>

You may count the time you spent arranging for and gathering the supplies as volunteer hours. Please make sure you keep track of this time and let me know. If you provide tables your organization will be credited one volunteer hour per table.

Here’s how your organization will be credited:

After expenses, 100% of the proceeds from CLEAN SWEEP will be distributed to participating community organizations based on the total number of volunteer hours. *Hours are calculated from shift sign-in sheets. Every volunteer hour is totaled, and each organization’s hours are calculated as a percentage of the total.

If you provide a truck for collection your organization will be credited for each hour it was used (as if it is a volunteer). If you provide tables your organization will be credited 1 volunteer hour per table.

We expect that many of the items collected from students will be in good condition and that the sale items will be in strong demand – last year we had lines out the door at 6am waiting for the sale to start. This year we hope to make it even better. Please call or email with any questions.

Thanks, I look forward to working with you!

Julie Rosenbach
Sustainability Coordinator, Bates College
147 Russell St, Lewiston ME 04240
Tel 207-786-8367
jrosenba@bates.edu