



SERVICE HOURS - PENNYWISE VOLUNTEER INSTRUCTIONS

(For **School** Service Hours or **Church** Service Hours) May 2010

***Thanks for wanting to help the Fort Bend County Women's Center.
We really appreciate your time and effort!***

You can go to any one of the Pennywise Resale Centers at any time during store operating hours. (See below)

Please:

- Ask for the Manager or Assistant Manager, and tell her **you are volunteering for school service hours** (or church service hours). Ask what she would like you to do.
- Sign in on the **Volunteer Sign-In Sheet** when you get there, and sign out when you leave.
- Put on a **green Volunteer Name Tag** (if available), and take it off when you sign out.
- Leave cell phones on "vibrate"
- Dress casually and appropriately; and for your safety, no open-toe shoes.
- Do not use iPods or other personal audio systems.
- Leave purses and personal belongings locked in your car (FBCWC cannot be responsible for volunteers' personal belongings).
- If a customer asks you a question and you're not certain of the answer, please find an employee and get the answer for the customer.
- Employees and volunteers cannot purchase merchandise until it is priced and on the floor for 24 hours.

Make sure you let us know if you have any questions or concerns at any time. Thanks so much!

Anita Maddox, Volunteer Assistant, 281-344-5759
Patty Holt, Volunteer/Outreach Coordinator 281-344-5761

Richmond PennyWise Resale:

1120 Highway 90A.

Monday – Saturday 8:00 – 6:00

Sunday 10:00 – 5:00

281-342-5004

Lynette Harbes, Manager

Corina Ramirez, Assistant Manager

Stafford PennyWise Resale:

13945 Murphy Road, near Hwy 90

Monday – Saturday 9:00 – 6:00

Sunday 12:00 – 6:00

281-403-0101

Jean Dotson, Manager

Mission Bend PennyWise Resale:

6808 Highway 6 at Bellaire

(on Southwest Corner)

Monday – Saturday 9:00 – 6:00

Sunday 12:00 – 6:00

281-564-4713

Carol Alcorta, Manager

***All proceeds from PennyWise Resale Stores are used to support
the programs at the Fort Bend County Women's Center***