

Town of Bridgton

Transfer Station

Re-use to Recycle (R2R) Retail Store Policy

Purpose: To establish the framework by which non-profit organizations may participate in the R2R store and establish the necessary working policy for the transactions at the store.

Definition: A non-profit organization or entity is declared as such by any of the following:

- 1-Letter of incorporation as a non-profit corporation from the State of Maine, Secretary of State
- 2-A letter of determination from the Internal Revenue Service providing the appropriate category and status.
- 3-A group, organization or entity that works under the “umbrella” of another Bridgton organization that has already received their letter of authorization or determination in #1 and #2 above and has the approval by that Bridgton organization for the sponsorship.

Selection of Organizations and Entities: The selection of any organization or entity to work at the R2R Store is contingent upon their meeting specific eligibility criteria which include but are not limited to:

A non-profit organization as defined in #1 and/or #2 above.

Any non-profit organization or entity which comes under a Bridgton organization that is defined in #1 and #2 above.

Specific Operating Authorization:

By written request to the Transfer Station Manager, an organization or entity may be authorized to work the weekends in the Store for one calendar month. We request participation on both Saturdays and Sundays for the majority of time the store is open, though special arrangements may be approved. An authorization will then require the organization or entity to coordinate with the Transfer Station Manager to assure adequate coverage and an executed participation agreement is received.

Authorization entitles the organization or entity to split the R2R Store revenues 50/50 at the end of the approved period.

A Town check made payable to the organization or entity or their legal representative will then be issued for the approved share of sales.

The authorization requires the group to complete specific work at the R2R store. These are listed in the authorization form.

Failure to complete the obligations by the organization or entity may be cause to terminate the authorization as well as render the group as ineligible for future authorizations.

R2R Store Policies and Procedures: The follow shall be required of any organization or entity authorized to work the Store.

- Scheduling of volunteers shall remain solely with the organization or entity.
- The Transfer station Manager shall determine the minimum number of volunteers needed for each “shift” of operations.
- The organization or entity must also provide their own supervisor who shall work closely with the Transfer Station Manager to assure proper supervision of the volunteers.
- Volunteers may be required to wear specific identification indicating they work at the Store.
- Volunteers will be given guidelines that will assist them in setting prices when none have been posted.
- Volunteers are not authorized to set items aside on “hold” for a customer. The sales are cash only, no credit, checks, nor credit cards are accepted. Upon the sale, the funds must be immediately recorded and deposited in the appropriate receptacle. The Store policy is simply “Cash and Carry” only.
- When sorting items for the Store, some items, at the discretion of the Transfer Station Manager, may be put aside for the silent auction. All auction sales are EXCLUDED from the total proceeds amount split with the organization or entity.
- Volunteers may purchase Store items. However, the Transfer Station Manager and not a volunteer must conduct the actual transaction.
- The final split of funds will include only those proceeds that were received during the times that the organization or entity volunteers were working. If a sale occurs before or after the volunteers were present, those sales are EXCLUDED from the final amount to be split.
- Any disagreements shall be resolved by the Transfer Station Manager whose decision shall be considered final. Volunteers having difficulties with customers are to immediately seek the Transfer Station Manager or their representative to resolve the issue.
- Any volunteer found to have removed any resources (including revenues) from the Store shall be immediately expelled from the Store and their representative notified. This may also be grounds for terminating the authorization to the organization or entity.
- The Organization or entity is responsible for the safety of its volunteers and will hold the Town harmless for any accidents, personal injury or losses incurred by or created by its volunteers in the course of their participation under the Authorization granted to them.

This policy may be amended from time to time as deemed necessary by the Town.

**RE-USE 2 RECYCLE RETAIL STORE
ORGANIZATION AUTHORIZATION FORM**

This authorization form is being executed between the Town of Bridgton and the organization or entity and its volunteers assigned to the R2R Store at the Bridgton Transfer Station to work during the assigned period. By executing this Authorization the organization or entity and its volunteers agree to abide the policies governing the Store and to complete the work as assigned. Further, the organization or entity agree that their failure to fulfill the obligations assigned may be cause for termination of the Authorization and a reduction in the revenues they may be entitled to .

The parties agree that the following are a representation of the assignments to the Authorized group and that additional assignments may be made:

- Sorting, folding and preparing items for sale at the store.
- Transacting sales at the store.
- Assisting customers.
- Assisting people bringing items to be considered for the Store rather than disposal.
- Cleaning in the store including shelves, tables, racks and the floor.
- Taking items that will not be sold and depositing them in the disposal bins.
- Providing some transaction recording and cash management.
- Be fully responsible for our volunteers and scheduling
- Other duties as assigned.

On behalf of the following Organization or entity _____ I agree that we will comply with the above requirements and the attached Store policies. In return, we also agree that we will be eligible for a 50/50 split of those revenues we have participated through the Store sales and that a check shall be forwarded to us at the address below for the benefit or our organization or entity after our completion of the assigned period:

(Name and Address where check shall be forwarded)

Representative of the Town

Representative of the Organization/Entity

Date

Date