

**Policies and Procedures**  
**Save On Foods – Spruceland**

- Kettle Stand Location:** Indoors. By exit doors. Can also be outside the exit doors if Bell Ringers want or is singing/playing music
- Kettle Stand Storage:** **First Shift of the Day:** Behind Customer Service.  
**Last Shift of the Night:** Behind Customer Service.  
**During the Day** (if your replacement is late or a No-Show): Behind Customer Service and let us know by calling 250-596-4673
- Seating Available:** Yes. Ask at customer service
- Singing / Music:** Yes. Periodic bell ringing OK. Music and/or caroling – Outside Only
- Capacity:** Maximum 2 volunteers