

**Policies and Procedures**  
**Canadian Tire**

<b>Kettle Stand Location:</b>	Indoors. By exit doors. Can also be outside the exit doors if Bell Ringers want
<b>Kettle Stand Storage:</b>	<b>First Shift of the Day:</b> In mechanical room (to the left of exit doors). <b>Last Shift of the Night:</b> In mechanical room (to the left of exit doors). <b>During the Day</b> (if your replacement is late or a No-Show): Behind Customer Service and let us know by calling 250-596-4673
<b>Seating Available:</b>	Yes. Ask at customer service
<b>Singing / Music:</b>	Bell Ringing - Yes. Music and/or caroling – Yes
<b>Capacity:</b>	Maximum 2 – 4 volunteers