

**Policies and Procedures
Pine Centre Mall**

- Kettle Stand Location:** **** NEW – Only 1 location in the Mall this year ****
Junction between Michal Hill Jewellers and Roger’s Kiosk
- Kettle Stand Storage:** **First Shift of the Day:** Kettle stand and bucket should be at location. If not, please call 250-596-HOPE
Last Shift of the Night: Kettle stand and empty bucket can be left at location
During the Day (if your replacement is late or a No-Show): Please let us know by calling 250-596-4673 before leaving
- Seating Available:** Yes but they prefer if volunteers are standing / only for mobility challenged volunteers. No sitting on soft couches/chairs in junction
- Singing / Music:** No MUSIC or CAROLLING unless previously OK'd by the Mall // NO RELIGIOUS CAROLLING. If you plan to sing or play an instrument please let your scheduler know so that we can obtain mall approval.
- Capacity:** Suitable for larger groups.