



Tack Swap 2024 - Welcome Volunteers!

Thank you for joining us. This year a team of approximately 18 of your Horse Project 4-H volunteers & friends have worked diligently for six months to advance organizational and tech elements. We have heard the recommendations and concerns of volunteers and consignors. You, the volunteers, will be the power that makes Tack Swap 2024 a winner! We are so glad you are here!

Key advances for 2024:

- One training virtual or in person (tonight 3-13-24)
- A break room for volunteers with food and beverages
- A date change – the first time in more than 40 years – gives us better space. We now have 3 adjoining barns: no more walking outside.
- A networked IT structure, with additional up-to-date equipment that will improve efficiency of check-in, sales, and check-out, making the whole Tack Swap experience better for all
- A further improved “at home tag system,” being convenient and reducing check-in times

Friday March 22:

7:30 am	Volunteer Arrival
8:00 am - 12:00 pm	Set Up
8:00 am - 7:00 pm	Commercial Consignment
11:00 am - 7:00 pm	Public Consignment, Vendors Setup
8:00 pm - 9:00 pm	Volunteer Early Access Shopping

Saturday, March 23:

6:30 am	Volunteer Arrival
7:00 am - 8:00 am	Early Bird Sale
8:00 am - 2:00 pm	General Sale
2:00 pm - 4:00 pm	Transition for Pickup
4:00 pm - 6:00 pm	Unsold Item Pickup
2:00 pm - 8:00 pm	Teardown & Cleanup

Our priorities

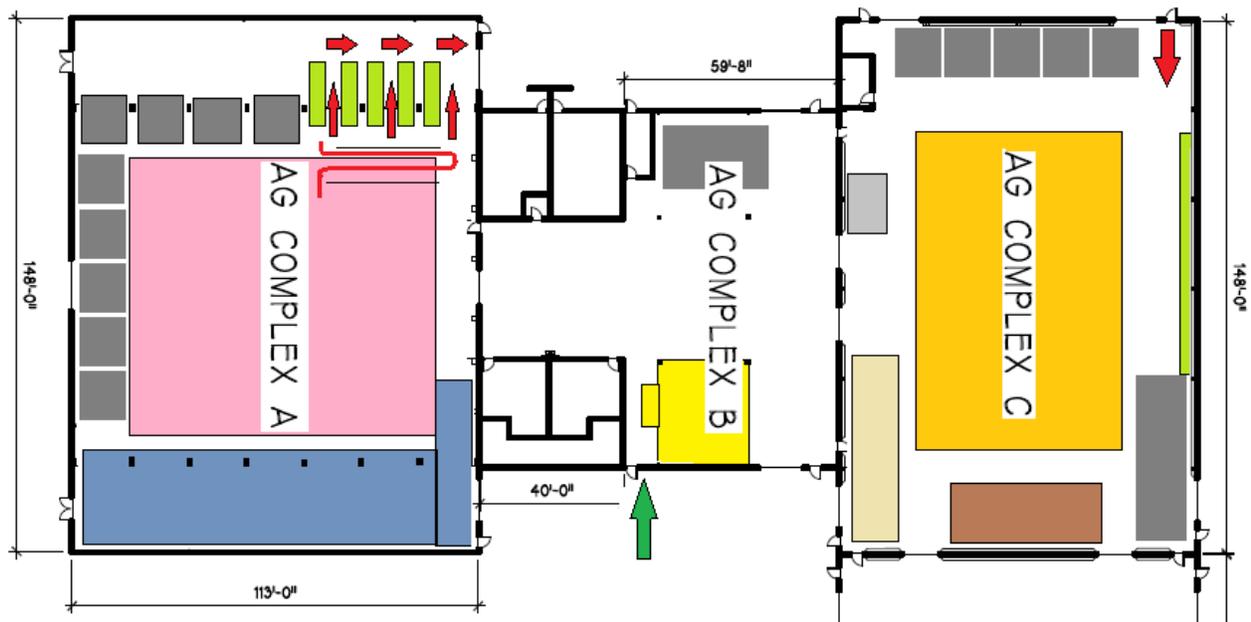
- Safety & Security – “work smart” lifting-moving-organizing; support each other, youth & adults, in your work; make time for breaks, snacks, and hydration for yourself & others
- Customer Service – live the “people first” attitude of respect, kindness, & patience
- Teamwork – work in teams, e.g., support your “work buddies” and watch out for each other
- Conflict Resolution – these are two fun-busy-stressful days, the team is here to help support our volunteers with challenges and working through those unexpected moments of stress.
- Support our youth – be the great 4-H volunteer & mentor that you are help our youth be successful, making certain that they are always safe (remember we work with the public)

222 N Havana, Spokane, WA 99202

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Extension programs and employment are available to all without discrimination. Evidence of noncompliance may be reported through your local Extension office. Reasonable accommodations will be made for persons with disabilities and special needs who participate in 4-H events and programs. Contact G. Varrella at the Spokane 4-H Extension Office at 222 N. Havana, Spokane, (509-477-2163; gvarrella@wsu.edu) at least two weeks prior to the event.

Sale Layout



Volunteer Early Shopper Guidelines:

- Must have a name tag
- Must volunteer for at least 8 hours over the course of Friday and Saturday
<https://forms.gle/tRxPjqNFAiEhYexHA>
- Early shopping is Friday 8:00pm to 9:00pm. (honor system)
- You will receive a hand stamp from **Matty Manley** when you pick up your name tag, *identifying you as an early shopper*
- Extra guests or family members *are not included in the early shopping privilege*

Volunteer Raffle – To keep it fun while we work!

- As a volunteer, you are entered in a raffle
- *Must be present to WIN!*

Come Prepared

- Wear your name tag/ribbon (and a smile, too)
- Dress in layers, wear comfortable work clothes
- Bring work gloves & *comfortable, supportive, closed-toe shoes* (2 days on concrete floors)
- Blanket, seat cushion, fingerless gloves, hand warmers for consignment check IN and OUT
- Get a good night of sleep!
- Drink water, take breaks, bring personal lunch/food/extra snacks
- Lock vehicle & limit the personal items in your vehicle and in the volunteer break space
- Label personal items you bring
- **Coffee and food - HorsePower Cafe Friday & Saturday, another great new addition!**



Making a positive difference for youth and adults – the Spokane 4-H Horse Program appreciates you!

