2026 Master Schedule

| Date | Day | Time* From | To | Shift | Hours | # People | Task Code | Task Description |
|---|---|---|---|---|---|---|---|---|
| 23-Nov | Mon | 10am | 4pm | Anytime | 6 | 6 | Move | Move the bins and boxes from storage to Shop. Setup the tables and racks in the Shop. |
| 24-Nov | Tue | 10am | 4pm | Anytime | 6 | 4 | Unpack | Unpack and place items on shelves by department. |
| 25-Nov | Wed | 10am | 4pm | Anytime | 6 | 4 | Unpack | |
| 26-Nov | Thu | | | | | | Thanksgiving | Closed for Thanksgiving Day |
| 27-Nov | Fri | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | Setup Christmas trees, garland, decorations, bags, jewelry, and decorate. Fluff and make festive. Volunteers work when they want to. |
| 28-Nov | Sat | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | |
| 29-Nov | Sun | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | |
| 30-Nov | Mon | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | |
| 1-Dec | Tue | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | |
| 2-Dec | Wed | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | |
| 3-Dec | Thu | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | |
| 4-Dec | Fri | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | |
| 5-Dec | Sat | 10am | 5pm | Anytime | 6 | 4 | Decorate & Stock | |
| 6-Dec | Sun | 10am | 5pm | Anytime | 6 | 4 | Decorate & Stock | |
| 7-Dec | Mon | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | |
| 8-Dec | Tue | 10am | 4pm | Anytime | 6 | 4 | Decorate & Stock | |
| 9-Dec | Wed | 2:30 | 5pm | 2:15 - 5:15 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 10-Dec | Thu | 2:30 | 5pm | 2:15 - 5:15 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 11-Dec | Fri | 2:30 | 5pm | 2:15 - 5:15 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 12-Dec | Sat | 10am | 5pm | 9:30 - 12:00 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 11:45 - 2:30 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 2:15 - 5:15 | 2 1/2 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 13-Dec | Sun | 10am | 5pm | 9:30 - 12:00 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 11:45 - 2:30 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |

| Date | Day | Time* From | To | Shift | Hours | # People | Task Code | Task Description |
|---|---|---|---|---|---|---|---|---|
| | | | | | | 2 | Wrappers | |
| | | | | 2:15 - 5:15 | 2 1/2 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 14-Dec | Mon | 2:30 | 5pm | 2:15 - 5:15 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 15-Dec | Tue | 2:30 | 5pm | 2:15 - 5:15 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 16-Dec | Wed | 2:30 | 5pm | 2:15 - 5:15 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 17-Dec | Thu | 2:30 | 5pm | 2:15 - 5:15 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 18-Dec | Fri | 2:30 | 5pm | 2:15 - 5:15 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 19-Dec | Sat | 10am | 5pm | 9:30 - 12:00 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 11:45 - 2:30 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 2:15 - 5:15 | 2 1/2 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 20-Dec | Sun | 10am | 5pm | 9:30 - 12:00 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 11:45 - 2:30 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 2:15 - 5:15 | 2 1/2 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 21-Dec | Mon | 10am | 5pm | 9:30 - 12:00 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |

| Date | Day | Time* From | To | Shift | Hours | # People | Task Code | Task Description |
|---|---|---|---|---|---|---|---|---|
| | | | | | | 2 | Wrappers | |
| | | | | 11:45 - 2:30 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 2:15 - 5:15 | 2 1/2 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 22-Dec | Tue | 10am | 5pm | 9:30 - 12:00 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 11:45 - 2:30 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 2:15 - 5:15 | 2 1/2 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 11:45 - 2:30 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 2:15 - 5:15 | 2 1/2 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 23-Dec | Wed | 10am | 5pm | 9:30 - 12:00 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 11:45 - 2:30 | 2 3/4 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| | | | | 2:15 - 5:15 | 2 1/2 | 1 | Greeter | |
| | | | | | | 3 | Shopping Elves | |
| | | | | | | 2 | Wrappers | |
| 28-Dec | Mon | 10am | 5pm | Anytime | 4 | 2 | Sorters | Determine where stock remaining goes |
| | | | | Anytime | 4 | 2 | Packers | Pack items for moving to other non-profits or to storage |
| 29-Dec | Tue | 10am | 5pm | Anytime | 4 | 2 | Packers | Pack items for moving to other non-profits or to storage |
| | | | | Anytime | 4 | 2 | Movers | Move items to storage |
| 31-Dec | Wed | 10am | 5pm | Anytime | 4 | 2 | Packers | Pack items for moving to other non-profits or to storage |
| | | | | Anytime | 4 | 2 | Movers | Move items to storage |
| | | | | 3:00 - 5:00 | 2 | 2 | Cleaners | Clean space and make sure it looks good. |