

Authorizing a Non-Member to Shop for You

Info for the Authorizing Coop Member

Coop members who receive a work exemption for either disability or for becoming new parents or who are retired from Coop workslot responsibilities may authorize a non-member to shop for them.

As a reminder, Coop members may shop for one another. If the person shopping for you is a Coop member in good standing, you do not need to take any further steps. Your Coop-member shopper can simply enter the Coop as usual. If the person shopping for you is not a Coop member, please read on.

Guidelines and Expectations

- Coop members receiving either a retirement or disability work exemption may authorize one individual to shop for them for up to six months at a time. Coop members with a new parent work exemption may authorize one individual to shop for them during the two months following the child's birth/arrival.
- You are responsible for the actions of your authorized shopper while they are in the Coop. Please make sure to explain the Coop's shopping procedures to them and ensure that they receive and read the information sheet for the authorized non-member shopper, titled "How It Works: Non-Member Authorized Shopper." (This information sheet is available in the authorized shopper request section of Member Services and also on foodcoop.com/literature.)
- In most cases the authorized shopper form can be processed the same day we receive it. However, this is not guaranteed. We encourage you to complete and submit the forms several days before your authorized shopper's first visit to the Coop.
- To finalize your status as an authorized shopper, please visit the Membership Office with a valid **proof of ID and address**.
 - **Proof of ID** (present one): Driver's License, Passport, Employee ID, Non-Driver State ID, Student ID, Military ID, Other (accepted at the Coop's discretion)
 - **Proof of Address** (present one, must be dated within three months of date you present proof. No PO Boxes): Utility Bill, Mortgage Bill, Bank Statement, Renter or Homeowner's Insurance Bill/Statement, Official Federal or State Document, Other (accepted at the Coop's discretion)

Authorized Shopper may shop ONLY for you

- You must inform your authorized shopper that they may purchase items only for you. The Coop takes this rule very seriously. Our participatory model is unique and requires all those who benefit to be member/owners who contribute financially and either contribute their labor or receive a work exemption. If your authorized shopper purchases items for themselves or anyone other than you, it will be considered a breach of the Coop's rules, will jeopardize your authorized shopper arrangement and could interrupt your access to the Coop.
- If your authorized shopper wishes to explore all the benefits of Coop membership, please encourage them to visit the Membership Office or foodcoop.com for more information about joining. Joining is open to all.

At the Entrance Desk

- Your authorized shopper can give the entrance desk worker your Coop member number (including any letters after the number) verbally, or scan your membership card. Once entered, a screen message about the authorized shopper arrangement will be visible to the entrance desk worker. This information will include both your name and the authorized shopper's name and/or organizational affiliation (if any).
- The entrance desk worker will be instructed to ask your authorized shopper to show a photo ID for verification each time they come to shop.
- Once your authorized shopper's ID has been verified against Coop records, the entrance desk worker will issue them a one-day barcoded pass to shop, or if your membership card is present, allow them to proceed to the shopping floor. Please remind your shopper that in the absence of a membership card the barcoded pass they receive must be presented at the checkout to initiate the transaction.