

# Being a Non-Member Authorized Shopper

## Info for Authorized Non-Member Shoppers

You are being designated as an authorized shopper by a Park Slope Food Coop member with a qualifying work exemption. This flyer will explain the authorized shopper guidelines and provide basic information about what to expect when you shop at the Coop. We strongly recommend checking [foodcoop.com](http://foodcoop.com) to confirm the Coop's shopping hours before you visit the store.

### Proof of ID and Address

The Coop's governing body (the General Meeting) decided that to better protect the Coop against theft and fraud, the Membership Office must collect valid proof of ID and address from all new members. Because authorized shoppers have broad access to the Coop, we have extended this requirement to all authorized shoppers. 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. No P.O. Boxes): Utility Bill, Mortgage Bill/Statement, Bank Statement, Renter or Homeowner's Insurance Bill/Statement, Official Federal or State Document, Other (accepted at the Coop's discretion). Proof of address can be shown on your phone.

### Shopping Only for your Authorizing Coop Member

As an authorized shopper you may purchase items only for the Coop member who authorized you as their shopper. The Coop takes this rule very seriously. Our participatory model is unique and requires all those who benefit to be members/owners who contribute financially and also contribute their labor or receive a work exemption. Purchasing items for yourself or anyone other than your authorizing Coop member is against the rules and will jeopardize access to the Coop for the member who has authorized you to shop.

If you want to explore all the benefits of Coop membership, please visit the Membership Office or [foodcoop.com](http://foodcoop.com) for more information about joining.

### The Entrance Desk

Each time you come to the Coop, you must first check in at the entrance desk.

- If you have your authorizing member's Coop card you can proceed directly to the entrance desk.
- If you do not have your authorizing member's Coop card, please proceed to the Service Desk on the 2nd floor and request a one-day barcoded pass to shop. You can then make your way down to the entrance desk.
- At the entrance desk, please scan the card or the pass. The authorized shopper arrangement will be visible to the entrance desk worker. This information will include the member's name and the authorized shopper's name and/or organizational affiliation (if any).
- To verify you as the authorized shopper you will be asked to show your own photo ID at the entrance each time you come to shop.
- Once your ID has been verified against Coop records, the entrance desk worker will allow you to proceed to the shopping floor. If a one-day pass was issued, please retain it for the duration of your shop and present it at the checkout to initiate your transaction.

## Checking Out – Paying for the Purchase

- At the Coop there are two types of checkout stations: those where you can pay with debit only, called checkouts, and those that take other forms of payment, called cashiers. You will always begin at a checkout where your items will be scanned onto a receipt. You may pay for your purchases at the checkout if you are paying 100% of the bill with a debit card. If you use any other form of payment (cash, coupons, EBT, etc.) after all of the items have been scanned onto the receipt, your transaction will be put on hold (called “suspended”) by the checkout worker so you can move to a cashier station, resume your transaction and pay your bill.
- Once you are done shopping, join either the express checkout line (in Aisle 7) or the regular checkout line (in Aisle 4) depending upon the size basket/cart you used to shop. Shoppers who use the large shopping carts must wait in the regular line.
- When you arrive at the checkout, scan the barcoded pass or the membership card. The Coop does not provide plastic shopping bags. You may bring your own shopping bags, purchase a re-usable bag at the Coop or pack into the free cardboard boxes the Coop makes available.

## Exiting the Coop

- If you need help getting the purchase to your car, public transportation, or your home, feel free to utilize the cart return service. Coop members doing their workslot staff the cart return service and can accompany you to a destination within our designated “cart return area” and then return the empty shopping cart to the Coop for you.