

In an effort to constantly improve relations, the Collins Hill High School Band Boosters (CHHSBB) and Proof of the Pudding/Gwinnett Arena have compiled the following descriptions of duties and responsibilities for volunteers representing CHHSBB. Please read the following and address any questions, uncertainties or variances of the rules prior to execution. Adherence to these rules is required by CHHSBB and Proof of the Pudding/Gwinnett Arena. Failure to comply may result in the elimination of the ability to participate in the volunteer program, either temporarily or permanently.

I, _____ have read and understand all rules and regulations regarding my ability and responsibilities for volunteering to represent CHHBB during Gwinnett Arena events. I also agree in good faith to follow all instructions, written or oral, while representing CHHBB. I understand that failure to adhere to all rules and requirements will jeopardize my ability to serve in future events.

Name

Parent/Guardian (if signed by student)

Date

CHHS BAND Polices/Procedures for Gwinnett Arena

Calendar sign-up & schedule

1. Volunteers are for current band students of Collins Hill High School or Creekland Middle School.
2. Parents, siblings (at least 16 yrs. old) and student (at least 16 yrs. old) are eligible to volunteer.
3. Two (2) people per band student may sign-up for 1 shift within the first 72 hrs. of calendar posting.
4. After 72 hrs. the above family members may sign up for additional shifts.
5. Be sure to include cell phone number and student you are working for when signing-up for a shift.
6. You must work the entire shift.
7. If you need to remove your name from the schedule within 48 hrs. of the event, it is **your** responsibility to call and find a replacement and notify the lead by telephone.
Posting on Facebook is not an acceptable effort to find a replacement.

Dress Code

1. Khaki or black pants (no capris) and comfortable, closed toe, no slip shoes (sneakers).
2. You will be given a shirt/apron to wear over your shirt when you arrive for each event.
3. Hair needs to be pulled up and you will be given a hairnet. Proof of the Pudding hats may be purchased at the uniform station at the Arena for \$3.50 each.

Arrival

1. Please make sure you arrive by the assigned Report Time – that is the time that you need to be in the stand ready to start.
2. If you are going to be late, please inform the lead as soon as possible by telephone.
3. Please park in designated parking area which is level 2 of the parking garage.
4. No bags are allowed in the stands. This includes purses, backpacks, etc.. CHHSBB and its vendors are not responsible for lost or stolen items.

Events

1. Workers under 18 yrs. old cannot check ID, pour or touch alcohol.
2. No cell phones are to be used during events/games. You may check your cell phone on break but cannot use them during events or while you are in the stand.
3. Breaks will be assigned by lead and are limited to 15 minutes.
4. For extended schedules that require a change of shift, please check with your lead regarding shift end times to ensure a smooth transition. Do not assume you may leave simply because others have begun to arrive.

Please remember – you are a volunteer representing Collins Hill High School Band program. Please treat all customers and employees of Proof of the Pudding with the utmost respect, including the chef that is assigned to assist your stand.

Calendar - www.globalcalendar.com

username – gwinnett

password - arena

LEADS ONLY

Calendar sign-up & schedule

1. Be sure to include cell phone number when signing-up for a shift.
2. Please arrive on time. If you are going to be late you need to ask another volunteer to assume the lead position for that event. You will not be paid lead wages if you arrive late or leave early.
3. If you need to remove your name from the schedule within 48 hrs. of the event, it is **your** responsibility to find a replacement and notify the band's Arena coordinator by telephone. Posting on Facebook is not an acceptable effort to find a replacement.

Closing Responsibilities

1. Money must go to Cash Room **immediately** after stand is closed.
2. All tips must be counted and verified by lead and 1 other person.
3. Tip form must be completed and signed by lead along with the person who verified amount.
4. Tips and tip form must be in put in envelope provided.
5. All tips **must** be turned into the green box in the band room within 7 days of event.
6. Hours worked, tips collected and the name of the person who collected tips and will be responsible for putting tips in the green box must be put on GlobalCalendar within 24 hours of the event.

Tip forms, envelopes, pens and other supplies are located in Pizza 119.