

Adult Volunteering in the FFA Concession Stand

First, **sign up on SignUp** through the link you received from your discipline volunteer coordinator. Only one parent and one student may work per day; however parents don't need to work with their own student!

Arrive at school by 3:00 PM. Pick up keys in the front office and open the stand. A detailed daily instruction sheet walks you through a checklist to prepare the stand for business. A copy will be available on the FFA web site and will be emailed to you by your discipline coordinator. **Stand should be open for bus driver purchases ASAP after 3:00 PM.**

School dismisses at **3:30 PM** and buses leave by **3:40 PM**. We only have a short window to serve customers. You'll need to feel comfortable making change quickly and accurately as you keep the line moving in a friendly manner. No one except the 2 scheduled workers should be in the stand- no siblings or friends, please. The parent volunteer works "solo" until the student volunteer gets to the stand. Students are to report as soon after the dismissal bell as possible-they should go to their locker after the shift.

The stand sells candy, drinks, and snacks. The student volunteer pulls the customers' selections from the shelf while the parent volunteer takes money and makes change. Volunteers are welcome to be paying customers, however, NO food or drink is provided for free to volunteers.

Close the stand at 4:00 PM. The detailed daily instruction sheet walks you through a checklist to close the stand. Generally, the student is responsible for cleaning and restocking while the parent volunteer counts receipts and completes paperwork. **Once tasks are done, secure the cash and the room. Volunteers are generally done by 4:15.**

If there are any concerns or problems contact one of the Concession Stand Managers:
Becky Loedding: 404-428-3476 and Tracy Stetzer: 770-870-8340.

At the end of the month a student's FFA account is credited \$10 for each shift the student or parent worked. Student balances are posted by discipline when the new report is available. Students must request a transfer of funds to have these credits applied to a discipline related expense.

Our goal is to serve customers quickly and accurately in a friendly environment, run the stand efficiently, and treat both customers and volunteers as valued members of our Centennial community.

Your suggestions are appreciated!