

Armada Fair Parking Guidelines

Between 8:30 & 9:00 p.m. the evening before your shift go to the parking lot and pick up:

Easy-up tent

Construction vests

Caution tape and raffle tickets

Hammers to replace any parking stakes

Garbage bags, gloves and anything else there for you

Cost per vehicle is \$3. There is no re-entry for free and band alumni do NOT park for free.

Duties for the adult in charge for the day:

At 9:00 a.m., Armada Music Booster Treasurer will stop at the entrance of the lot to drop off the cash box for the day. Collection times are 9 a.m. – 9 p.m.

Be up at the front entrance where the money is collected at ALL times. Do NOT leave students alone with the cash, this relieves them of any liability.

You are totally responsible for the money that day. Give each vehicle that enters a ticket. The tickets are to be separated, place one ticket on the dash of the vehicle, place the other ticket in the collection container we provide. It does not matter which side of the ticket the car gets and which side you keep.

Do not accept any bills larger than a \$20.

Upon arrival at the lot you may find some of the caution tape torn down. If you can tie the pieces together to put it back up that is fine. There will be rolls of caution tape available if you need to replace a section.

Keep the lot clean, we were complimented on our cleanliness last year and want to continue with that reputation. Upon arrival you will likely need to send your workers out to clean up the lot. We will provide you with gloves and a garbage bag for the day. One bag is generally enough. At the end of your day you can toss that in the garbage container on the paved part of the administration building parking lot or take it home to your garbage if that is easier.

ALL workers are to wear our orange construction vest for safety issues at ALL times.

The students are there to help you and they are getting paid. Put them to work. They can keep the lot clean throughout the day and walk the lot when it begins to get full to advise you of open spots. Place them around the parking lot to direct visitors as to where to park.

Bathrooms: if the administration building is open you can quickly and quietly go in there, if you use those bathrooms, keep them clean. Otherwise, there are portables at the gas station & at the park in town. If you have to leave the lot to go to the bathroom etc, designate someone (preferably an adult) to be in charge of the lot and money in your absence.

What to bring:

Pack a cooler with food and drinks for the day.

Mosquito spray & sunscreen

Lawn Chairs

WORKER SIGN-IN & SIGN-OUT IS MANDATORY

The Fair Parking Sign-up sheets are in this folder. That is your guide for the day. Everyone working must sign in and sign out on this sheet. Signing in and out on this sheet will verify that they worked, they will get paid based on the hours represented on this sheet. You can fill this sheet in or have the student, please make sure the times are correct & all writing is legible. If a parent or friend is working for the benefit of a particular student, make sure that is indicated so the student gets the money. If they are signed up to work and they leave early (with your permission) that is fine, just make sure it is accurately reflected on the sign in/out sheet. If someone shows up for their shift and brings a friend, the friend does not get paid even if they are helping. If they are NOT on the sheet they do NOT get paid. However, you can use your own judgment, if you have a student that is a no show and there is another student there willing to work you can allow that student to sign in and work. We do not encourage students to "hang around" if they are not working. Again, use your own judgment. If they are quiet and you don't mind them there that is fine. If they are loud, disruptive, or bothering you in any way. SEND THEM AWAY, you are in charge!

Hang in there you are almost done for the day! Around 8:30 p.m. begin to pack up the tent and supplies for the person on duty the next day as she/he will be stopping to pick them up. If it's too busy, don't worry about it, the person coming in can help. Give this folder of information to the person working the next shift.

At the end of the day (9 p.m.) Sharon Knust will stop by the lot to pick up the cash box and tickets.

If you have any questions, problems, concerns of any type feel free at any time to call one of the Boosters for assistance. Attached is our contact information. We are all available at any time. DO NOT HESITATE TO CALL US FOR ANYTHING.

THANK YOU FOR YOUR HELP AND DEDICATION TO THE AWESOME MUSIC PROGRAM
AT ARMADA AREA SCHOOLS!!

IT'S EVERYONE PITCHING IN THAT MAKES IT WORK!!

Armada Music Boosters