



Family Fun Night Volunteer Package

Station: Template

Contacts:	Name	Phone Number	Potential Contact Reasons
Station Lead			Any Questions about your Station
Station Lead			Any Questions about your Station
Volunteer Lead	Zubair	403-796-4840	General Volunteer Questions
Certified Food Handler	Chris	403-891-0129	Questions about Safe Food Handling, Report of illness from Food, Food handling complaint, Arrival of a Food Inspector, etc.
First Aid	Tavis	403-660-6135	First Aid, injuries, bee stings, etc. If serious in nature - Call 911 then call Tavis
	Roman	587-433-7353	
	Charlotte	403-978-5194	
	Kevin	403-401-0344	
Emergency #1	Yana	403-993-7287	Unruly Patrons, Safety Issues, Criminal Activity, etc.
			If serious in nature - Call 911 then call Yana or Chris
Emergency #2	Chris	403-891-0129	Unruly Patrons, Safety Issues, Criminal Activity, etc.
			If serious in nature - Call 911 then call Yana or Chris

General Volunteer Information

Thank you for volunteering your time at the NHCA's Family Fun Night. Events like these could not happen without our amazing volunteers.

- Face Masks are required for all NHCA Staff and Volunteers, and one will be provided for you.
 - Exceptions will be made for medical reasons.
- Hand sanitizer will be provided at all stations
- **If you see something – do something**
You are empowered to act. If you see an unsafe practice or situation, correct it or call someone to correct it. Examples:
 - If you see a mess – Pick it up
 - If you see someone without a covid-screening wristband – Ask them to go to a screening station
 - If you see something blocking the flow of guests – Move it
 - If you see a tripping Hazard – Correct it

NHCA Overview

The Northern Hills Community Association (NHCA) is a grassroots, volunteer-based organization on a mission to enhance the quality of life of its residents by enriching and empowering our diverse communities through advocacy, education, and provision of opportunities for engagement. NHCA serves over 57,000 residents in five communities in North Central Calgary: Country Hills, Country Hills Village, Coventry Hills, Harvest Hills and Panorama Hills.

Through strong relationships and partnerships with local organizations, elected representatives, and dedicated volunteers we are providing a palette of services and programming to positively impact social issues through:

- Sport programming
- Community news
- Senior activities
- New immigrant resources
- Art projects and programs
- Community gardens
- Social support
- Family and youth events
- Advocacy
- Community development
- Public parks and playground projects
- Local business events and supports
- and much more
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Volunteer T-shirt Pick up and Return

All volunteers will be provided a T-shirt to wear during their shift. You are absolutely welcome to keep your shirt! If you choose not to keep it, please return the shirt to the Used Shirt Receptacle at NHCA Booth at the end of your shift.

Volunteer Snacks

Get your volunteer snack/drink tickets from NHCA Booth – Ask for Zubair

3 hours or more	Hot Dog, Chips, Drink and Snack Tickets
Less than 3 hours	Drink and Snack Tickets

Station Hours

Station	Open	Close
Overall Event (Traffic)	5:00 pm	After Movie
Ticket Station 1	5:00 pm	8:20 pm
Ticket Station 2	5:00 pm	8:20 pm
Ticket Station 3	5:00 pm	10:00 pm
Raffle Sales	5:00 pm	8:00 pm
BBQ Station	5:00 pm	8:00 pm
Popcorn Station	5:00 pm	10:00 pm
Cotton Candy	5:00 pm	10:00 pm
Baked Goods	5:00 pm	10:00 pm
Iced Treats	5:00 pm	10:00 pm

Station	Open	Close
Henna	5:00 pm	8:00 pm
Face Painting	5:00 pm	8:00 pm
First Aid	5:00 pm	After Movie
Photo Booth	5:00 pm	10:00 pm
Market	5:00 pm	8:00 pm
Sports Activities	5:00 pm	8:00 pm
Carnival Games	5:00 pm	8:00 pm
NHCA Booth	5:00 pm	8:00 pm
Drinks	5:00 pm	10:00 pm
All other Areas	5:00 pm	8:00 pm

Notable Times

Door Prize Draw 1	6:00 pm
Door Prize Draw 2	7:00 pm
Door Prize Draw 3	8:00 pm
Door Prize Draw 4	After the Movie
Movie Pre-show	8:00 pm
Raffle Draw & Sponsor Announcements	8:15 pm
Movie	8:30 pm

Event Maps

See Map section at end of this package

Food Prices/Ticket Colors

Individual Prices

Items	Price	Ticket Color
Hot Dog	\$3.00	Green
Chips	\$1.00	Pink
Drink	\$2.00	Blue
Cotton Candy	\$2.00	White
Popcorn	\$1.00	Orange
Iced Treats (2)	\$1.00	Orange
Cookies (2)	\$1.00	Orange
Raffle 1 for \$2	\$2.00	Yellow
Raffle 3 for \$5	\$5.00	Red

TICKET COMBOS

Dinner for 1\$7.00

Hot Dog, Chips, Drink, 1 Popcorn/ 2 Frozen
Treats / 2 Cookies

Member Price \$6.00

Family Movie Night\$16.00

4 Popcorn, 4 Drinks, 8 Cookies

Member Price \$15.00

Dinner for 4\$30.00

4 Hot Dogs, 4 Chip Bags, 4 Drinks, 2 Cotton Candy,
1 Popcorn / 2 Frozen Treats / 2 Cookies

Member Price \$28.00

Sweet Tooth\$5.00

Cotton Candy, Popcorn, 2 Frozen Treats,
2 Cookies

Member Price \$4.00

Epic Dinner for 1\$16.00

Hot Dog, Chips, Drink, Cotton Candy,
Popcorn, 2 Frozen Treats, 2 Cookies

Member Price \$15.00

Epic Dinner for 4\$49.00

4 Hot Dogs, 4 Chip Bags, 4 Drinks, 4 Cotton Candy, 4
Popcorn, 8 Frozen Treats , 8 Cookies, Raffle 3 for \$5

Member Price \$45.00

Station Specifics

Overview

This BBQ station will be serving event attendees with a hot dog, chips, and drinks. Sanitization practices need to be followed and maintained throughout the operations. The BBQ team needs to be very efficient with preparations and serving of event attendees.

Hours

4:00-8:30pm

Set up

The setting up of BBQ station will start at 4pm or earlier. The following items need to be set-up:

- BBQs
 - Set up and connected with propane tanks
 - Set-up 5 tables
 - 3 tables for serving hot dog sausages and buns
 - 2 tables for condiments
 - BBQ tools, trays, and oven mitten mittens need to be ready
 - Bring in and place all available condiment bottles by designated condiments tables
- Tickets
 - Make sure each area (BBQ, Chips, and Drinks) have their ticket station signage up and every team member is aware of the acceptable ticket colours
 - Hot Dog - GREEN
 - Chips - PINK
 - Drinks - BLUE
 - Prepare a ticket collection box as we won't be throwing away paid tickets
- Sanitization
 - Place gloves that are mandatory to use for all BBQ volunteers
 - Place hand washing sink by the most efficient location
 - Prepare bleach mix for sanitization - 1.2 tsp bleach to 1 L water
- Chips
 - Set-up 2 tables
 - Bring in and place all available chips by this area
- Drinks
 - Set-up 2 tables
 - Bring in and place all available coolers with drinks by this area

Operations

- Start preparing hot dogs as soon as all the set-up is complete
- Keep an eye on the available supplies as if an area (BBQ, Chips, or Drinks) start running out of them make sure to contact your station lead right away.

Shut down

The cleaning and closing of the station will begin at 8:00pm. All BBQs need to be turned off, scrapped, cleaned, and moved away from movie area. Chips area need to be wrapped up and put away. The only section of Drinks will stay as the Drinks stand will merge into it.

The wrapped up BBQ station will merge with Popcorn, Cotton Candy, Baked Goods, Iced treats, and Drinks stations.

Make sure the following merged stations have the following number of tables:

- Popcorn: 3 tables
- Cotton Candy: 2 tables
- Baked Goods: 1 table
- Iced Treats: 1 table
- Drinks: 1 table