



Family Fun Night Volunteer Package

Station: Cotton Candy

Contacts:	Name	Phone Number	Potential Contact Reasons
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 Roman Charlotte Kevin	403-660-6135 587-433-7353 403-978-5194 403-401-0344	First Aid, injuries, bee stings, etc. If serious in nature - Call 911 then call Tavis
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

Cotton Candy will be constantly made and bagged.

The booth only accepts White Tickets.

1 ticket = 1 bag of cotton candy

Please keep the Station as clean as possible

Hours

Cotton Candy Station	5:00 pm	10:00 pm
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Set up

Ensure the following items are at your station:

- Ticket container
- Scissors
- 2 Tables
- 1 Tablecloth
- 2 chairs
- Cotton Candy Machine
- Handwashing Station (shared with Popcorn Station)
- Hand Sanitizer
- Boxes for Bagged Cotton Candy
- 2.5 cases of Cotton Candy sugar
- Clear Bags
- Paper Towel
- Gloves
- Cotton Candy Sign
- Napkins
- Container for Napkins

Station Layout

- Unclothed Table at the back holding:
 - Cotton Candy Machine
 - Sugar
 - Gloves
 - Extra supplies can be stored under Table
 - Paper Towel
 - Bags
- Clothed table is at the front holding:
 - Sign
 - Box with bagged Cotton Candy



- Ticket Container
- Hand Sanitizer

Operations

- Review Cotton Candy Machine Instructions provided by rental company
- 1 volunteer, “the Swirler” should always be monitoring the machines while the other volunteer “the Seller” exchanges White Tickets for bags of Cotton Candy . “The Seller” may assist “the Swirler” if they have time. The volunteers may switch roles at any time.
- “The Swirler”
 - **Start making and bagging cotton candy as soon as you are set up**
 - Turn on the 2 switches
 - Pour sugar in center
 - When you see enough threads scoop cotton candy with gloved hand and stuff in bag
 - Ensure you leave enough room to tie a knot in the top of bag
 - Place bag in the boxes provided
 - Continue adding sugar as needed
- “The Seller”
 - Customer gives 1 White Ticket
 - “The Seller” gives the customer 1 bag of Cotton Candy
 - “The Seller” places Ticket in Ticket Collection container

Transition to Movie Location

Around 8 pm, the Cotton Candy station will move under the BBQ tents to new table that will be set up. Take Machine, all supplies, filled bags and signage. Leave Tables behind. Your station Lead will tell you when it is time to move

Shut down

- Your station Lead will tell you when it is time to shutdown
- Return all items to the designated area as directed by your station lead
- Wipe out the cotton candy machines after it is cool