



Family Fun Night Volunteer Package

Station: Popcorn

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

Popcorn will be constantly made and bagged.

The booth only accepts Orange Tickets.

1 ticket = 1 bag of popcorn.

Please keep the Station as clean as possible

Hours

Popcorn Station	5:00 pm	10:00 pm
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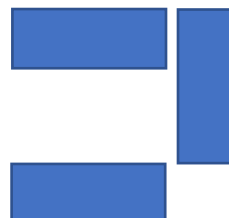
Set up

Ensure the following items are at your station:

- Ticket container
- Scissors
- 1 cup measuring cup
- Empty Container for Oil
- 3 Tables
- 1 Tablecloth
- 2 chairs
- 2 Popcorn Machines
- Handwashing Station (shared with Cotton Candy Station)
- Hand Sanitizer
- Boxes for Bagged popcorn
- 5 bags of popcorn
- 2 cases of oil
- Oil pump
- 2 tubs of popcorn Salt
- 2 popcorn scoops
- White Popcorn Bags
- Paper Towel
- Gloves
- Popcorn Sign
- Napkins
- Container for Napkins

Station Layout

- Unclothed Table at the back holding:
 - 2 Popcorn Machines
- Unclothed Table at side holding:
 - Popcorn Salt
 - Oil – set first bottle up with pump



- Popcorn Kernels
- Paper Towel
- Gloves
- Extra supplies can be stored under Table
- Clothed table is at the front holding:
 - Sign
 - Box with bagged popcorn
 - Ticket Container
 - Hand Sanitizer

Operations

- Review Popcorn Machine Instructions provided by rental company
- 1 volunteer, “the Popper” should always be monitoring the 2 machines while the other volunteer “the Seller” exchanges Orange Tickets for bags of popcorn. “The Seller” may assist “the Popper” if they have time. The volunteers may switch roles at anytime.
- “The Popper”
 - **Start Popping and bagging popcorn as soon as you are set up**
 - Turn on all 3 switches and allow kettle to heat for 3 minutes before first batch
 - Ensure tray is inserted in bottom
 - Popping Instructions:
 - Add to kettle
 - 1 heaping cup of popcorn kernels
 - 3 pumps of oil
 - 1 scoop of Popcorn Salt
 - Once popping - start bagging popcorn in White bags using scoop
 - Leave enough space to fold the top of bag to close it
 - Place bagged popcorn in Boxes provided
 - When popping stops, dump kettle and reload with next batch
 - After last batch, turn kettle heat off when popcorn reaches top of the kettle
 - Turn rest of switches off after last batch finishes
- “The Seller”
 - Customer gives 1 Orange Ticket
 - “The Seller” gives the customer 1 bag of popcorn
 - “The Seller” places Ticket in Ticket Collection container

Transition to Movie Location

Around 8 pm, the popcorn station will move under the BBQ tents to new table that will be set up. Take Machines, all supplies, popped 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 popcorn machines and popcorn kettle after they are cool