Thank you for volunteering!

Make yourself a name tag and review any notes for your job below.

The school is going to be packed with people and excitement. If you are doing any job that is in the halls, cafeteria or gym, please keep an eye out for 5th graders that need to stay on task or other students that are without supervision. We may need your help to speak up and make sure they are respecting each other and our school.

**Dessert Volunteers** - Set up in gym. Hopefully we'll have all the desserts before we start. You'll need to divide the desserts as evenly as possible for the 3 separate seatings. 1st group should be ushered out of gym by 7:00, second group should be ushered out of gym by 8:00.

**Kid Marshall** - Help students find their hats. Find what job student has for the current seating and tell them, Ticket/Host or Server, and check them off. Give them their information card/order card and remind them there is help on the card. If Server, tell them what table they are serving, give them a pencil for taking orders. Give one of the Servers a tray (tables 20-23 need two trays). Remind servers to make sure to ask about **gluten free** if their order card is marked. **Gluten free orders need to be ordered from the kitchen separate from all other pasta dishes.** Send servers to their table. Send Ticket/Hosts to the ticket table outside the library.

**Kid Go-To** - Learn what 5th graders need to do from Kid Marshalls, get clipboard with lists of students and jobs. Walk around cafeteria to help students with questions and make sure tables have what they need (water, bread/butter, salad, spaghetti).

**Host Helpers -** You’ll be at the Ticket/Guest Check-in at the front (outside library). For each seating, there are two copies of the guest list separated into three groups by student last name, A-G, H-M, N-Z. Give one copy to each of three students (A-G, H-M, N-Z). These students will ask for the Bowman Student Last Name associated with the guest, find it on list and tell them their table #. They can highlight the guests (as checked in) and ask the guests to continue on to the cafeteria. The remaining students (2-4) should stand just outside the cafeteria to get the guest’s table number and direct them to their table. You will have a few maps of the cafeteria table layout. If the line is backing up, help the line move along by giving out table numbers too.

**Water Coordinators**- To refill pitchers, go to the back of the kitchen and fill them in the sink along the back wall. Enter the kitchen from the leftmost door (as you are in the hall looking at the kitchen.

**Raffle Coordinators -** Take the gold bag to use for selecting winning raffle tickets. Look for Ms. Glick as she will announce that we are picking raffle winners. Collect the tickets sold that seating from David the Crossing Guard or other Raffle Sales volunteers.

**Raffle Sales -** You will be working with David the Crossing Guard. There will be a money belt and roll of tickets. 1 for $1, 6 for $5, 15 for $10. We also have a credit card reader that Peggy Arens will have if any one wants to charge raffle tickets.

**Change over between seatings -** There are paper bags marked by table # that have the supplies for the 2nd and 3rd seatings.