

8/2-8/3 (8am-12pm) **8/8-8/12 & 8/14-8/15** (8am-5pm) AM Snack, Water and First Aid Prep

First morning shift (8-10AM) please prep AM snack, water and First Aid

Find other volunteers (the person you're paired with for your time slot, the people from the previous time slot, and/or the Board Member on site). Check in with them to coordinate or get notes. If you can't find them, only then check with the band director for information.

You are taking the necessary supplies to where the band is practicing, on the baseball outfield. Go down the school hall, bear left after the cafeteria, and go out the exit at the back of the school. You may not be able to get from the band room's exterior door to the field. If the weather is inclement and students are practicing inside, ask about timing and location of water and snack breaks.

Supplies needed:

- Burgundy 10X10 tent and chair in bag
- Red wagon, loaded with snacks and trash bag
- Water tank
- First Aid backpack
- Radio

Supplies location: All items are in the band closet (from the outside band room entrance, first door on the left).

Tent and Chair: New tent (and chair) located inside the closet and to the right. Ask a student to help set up the tent on the sidelines. It will take at least two people to set up.

Snacks: The first morning volunteers (8am-10pm shift) should load snacks consisting of a fruit cup/apple sauce **and** some kind of granola bar/muffin, volunteers' choice, approximately 85 of each. Snacks will need to be placed in a container (box) to facilitate ease of transportation and distribution.

Water: Only water goes in the spigot tank and on to the field. Mr. Dempsey has asked every student to bring a water bottle of their own to make quick breaks, so the tank is to refill personal bottles. No paper cups on field. Band leadership will hand out white plastic squirt bottles to any students who are missing a personal bottle. Band students will assist with filling the tank (tbd who they will be, but leadership will appoint several to help you). Put the small orange cooler of first aid ice on top of the tank to wheel it out to the field (see below). Remind the students NOT to put their mouths on the spigots – aim from a few inches away. The tank was thoroughly cleaned and sanitized on 8/1/17. If it seems to need cleaning and sanitizing again, please let the board member on site know.

First Aid Overview: *If this is your first time on First Aid duty, you may want to arrive a few minutes early in order to familiarize yourself with the contents of the First Aid Backpack.* Obtain a radio from another volunteer (or band director) and take it to the field with you. Call for immediate help from an administrator if the situation is severe. Most commonly-used care involves encouragement, shade, hydration, rest, wetting hair/neck to cool off (use of cooling towels soaked in water is best), ice for aches and strains, and Gummy Bears for nausea due to drop in blood sugar or exertion or potato chips for quick potassium. Items needed for these issues are located in the outside pockets of the bag. There is Tylenol in the bag, which we can tell students, but we can't administer it.

Ice for First Aid: The smallest round orange cooler can be filled with ice from the kitchen for first aid purposes. The icemaker is in the back right corner of the kitchen and Mr. Dempsey has a key. A parent volunteer does this, and the ice may last for most of the day if in the shade (used for sore joints, head aches, overheating, etc.) There are also "chemical ice packs" (the type that cool when crushed) in the First Aid Backpack.

First Aid Backpack: Use the black First Aid Backpack in the closet on the shelf to the right. It was cleaned and restocked on 8/26/17. As you use items, please leave a note (pen and pad in bag) on the top of the bag and a board member will refill as needed.

Notes for future (add your hints, changes or questions below):

8/17-8/18 (1pm-7pm) 8/21-8/23 (4pm-8pm) PM Snack, Water and First Aid Prep**First afternoon shift (1-3pm or 4-6pm) please prep PM snack, water and First Aid**

Find other volunteers (the person you're paired with for your time slot, the people from the previous time slot, and/or the Board Member on site). Check in with them to coordinate or get notes. If you can't find them, only then check with the band director for information.

You are taking the necessary supplies to where the band is practicing, on the baseball outfield. Go down the school hall, bear left after the cafeteria, and go out the exit at the back of the school. Due to construction, you can't get from the band room's exterior door to the field. If the weather is inclement and students are practicing inside, ask about timing and location of water and snack breaks.

Supplies needed:

- Burgundy 10X10 tent and chair in bag (optional for evening practice)
- Red wagon, loaded with snacks and trash bag
- Water tank
- First Aid backpack
- Radio

Supplies location: All items are in the band closet (from the outside band room entrance, first door on the left).

Snack: The first afternoon volunteers (either 1-3pm or 4-6pm shift, depending on the day) should load snacks consisting of fruit cup/apple sauce **and** salty snacks like chips, Cheez-its, Goldfish, Veggie Straws, Pretzel Crisps; volunteers' choice, approximately 85 of will need to be placed in a container/red wagon to facilitate ease of transportation and distribution.

Water: Only water goes in the spigot tank and on to the field. Mr. Dempsey has asked every student to bring a water bottle of their own to make quick breaks, so the tank is to refill personal bottles. No paper cups on field. Band leadership will hand out white plastic squirt bottles to any students who are missing a personal bottle. Band students will assist with filling the tank (tbd who they will be, but leadership will appoint several to help you). Put the small orange cooler of first aid ice on top of the tank to wheel it out to the field (see below). Remind the students NOT to put their mouths on the spigots – aim from a few inches away. The tank was thoroughly cleaned and sanitized on 8/5/15. If it seems to need cleaning and sanitizing again, please let the board member on site know.

First Aid Overview: Obtain a radio from another volunteer (or band director) and take it to the field with you. Call for immediate help from an administrator if the situation is severe. Most commonly-used care involves encouragement, shade, hydration, rest, wetting hair/neck to cool off, ice for aches and strains, and Jolly Ranchers for nausea due to drop in blood sugar or exertion. Items needed for these issues are located in the outside pockets of the bag. There is Tylenol in the bag, which we can tell students, but we can't administer it.

Ice for First Aid: The smallest round orange cooler can be filled with ice from the kitchen for first aid purposes. The ice maker is in the back right corner of the kitchen and Mr. Dempsey has a key. Parent volunteer does this, and the ice may last for most of the day if in the shade (used for sore joints, head aches, overheating, etc.)

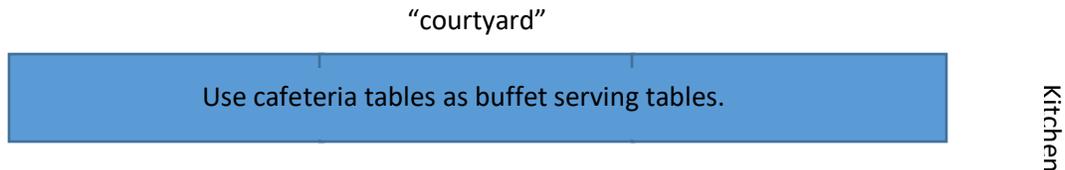
First Aid Bag: Use the maroon and gold nylon bag on the end of the counter in the band closet. It was cleaned and restocked on 8/5/15. As you use up items, please leave a note (pen and pad in bag) on the top of the bag and a board member will refill as needed.

Notes for future (add your hints, changes or questions below):

Lunch prep 8/7 to 8/10

Find other volunteers in the cafeteria. There is a designated experienced volunteer each day – look for Christy Berman or Donna Vanik. Check in with them to coordinate or get notes. If you can't find them, look for the board member on site. You can get a radio from the band closet or directors' office to receive communications from the field, as needed.

Table set up:



All dry goods, serving utensils and trays, and paper products are in the band closet located in the band room. The round orange coolers are also in there, and have been cleaned and sanitized on 8/5/2015. Please keep them clean (there is bleach in the band closet if you need it). These can be left in the kitchen after Day 1. Perishable items are in the refrigerators in the kitchen.

Daily Set Up:

- Set up buffet style tables with plates, napkins, plasticware
- Get two large round orange coolers on rolling carts and make Gatorade and Arnold Palmer. Rarely does an entire cooler get finished during lunch. Consider making 2/3 of it. Use a round table for coolers and cups.
- See if there is any PM snack prep to assist with when finished with lunch duties.

Daily Clean-up

All tables need to be wiped down. Spray cleaners and rags are in the band closet. Tie off trash bags, leave them in the cans; the custodial staff will take them. The kitchen can be used to wash all utensils.

Menu:

Day 1: Chin Chin delivered by volunteers. No additional food prep needed.

Set up warming trays. Remember to put water in lower trays and light sterno prior to delivery.

Day 2: Sandwiches/Wraps platter delivered by volunteers.

Prep veggies- carrots and other veggies; set out Chips and Dessert assortment- Oreos, fruit snacks

Day 3: Ashburn Pub delivered by volunteers.

Put out bowls for salad, Salad dressing, parmesan cheese

Day 4: Repeat Day 2

Day 5: Pizza, Salad, Cookies

Prep salad. Use aluminum trays for serving. Lettuce, tomatoes, carrots should be prep free. Peel and slice cucumbers. Set up as a salad bar. Put out bowls for salad, Salad dressing

Lunch Prep Notes for Future: