

YAA Administration Table Event Day Organizational Duties



Station Set-up (7am to 8am)

- Retrieve Administration Table items from YAA storage area:
 - “Volunteer Check-In and Information Table” sign
 - Supplies box (tape, pens, etc.)
 - Parking staff safety vests
 - Station Number Location signs
 - YAA red shirts
 - Event Day Maps and Schedules
 - FSR radios
- Procure 2 tables and 4 chairs from their storage area (northwestern corner closet in Hangar 1).
 - Place tables end-to-end parallel to Hangar 1 east wall midway between north and south ends of Hangar.
 - Place chairs behind tables (between tables and Hangar 1 east wall).
- Tape “Volunteer Check-In and Information Table” sign to front of tables facing outward (toward the west).
- Procure Equipment Sign Out document pages from Rick Hunt.
- Tape Equipment Sign Out document pages to top surface of northernmost table facing outward (toward the west). Insure tape is not over the writing areas.
- Procure volunteer name tags from Rick Hunt.
- Lay out all volunteer name tags in alphabetical order on the south end of the tables facing outward (toward the west).
- Organize the YAA red shirts by size on the north end of the tables (don’t cover the Equipment Sign Out document pages). The Admin. Table staff will hand out the shirts. Insure all shirts have a number clearly marked on the shirt size tag, or add as necessary.
- Organize safety vests in boxes left behind the tables (The Admin. Table staff will hand out the vests).
- Procure the Admissions table hand stamps and ink pads from Rick Hunt.
- Organize the Admissions table hand stamps and ink pads in boxes left behind the tables. The Admin. Table staff will hand out these hand stamps and ink pads.
- Arrange Event Day Maps and Schedules on table for volunteer staff only to take (1 copy for each station and one copy for each Group Host).
- Arrange Station Number Location signs in alphabetical order. Place behind the tables (The Admin. Table staff will hand out these signs).
- Organize FSR radios in numerical order. Place in a box behind the tables (The Admin. Table staff will hand out the radios – one radio per station only).

Volunteer Check-In (8am to 9am)

- Volunteer is to print name under their assigned area on the Equipment Sign Out sheet.
- Distribute a YAA red shirt to volunteer according to size. Have volunteer write the shirt number in the applicable space on the Equipment Sign Out sheet.
- Have volunteer pick up their name tag (or write in their name on a blank name tag if one is not already printed up for them). Have volunteer check the Equipment Sign Out sheet that they have picked up their name tag.
- Distribute an FSR radio to the first volunteer checking in from each station. Have volunteer write in the radio number in the applicable space on the Equipment Sign Out sheet. Instruct the volunteer that the ordinary signals will be 1) a 5-minute warning, indicating that there is 5 minutes left in this session, and 2) Station Change announcement. Also insure volunteer understands the importance of staying on schedule and the time will be kept at the Admin. Table throughout the program.
- Distribute a Station Number Location sign to the first volunteer checking in from each DL station. Have volunteer check the Equipment Sign Out sheet that they have picked up their Station Number Location sign.
- Distribute safety vest to volunteers assigned to parking duty. Have the volunteer indicate that a safety vest has been taken in the applicable space on the Equipment Sign Out sheet.
- Distribute the Admissions table hand stamps and ink pads to the first volunteer checking in from that station. Have the volunteer indicate that the hand stamps and ink pads have been taken in the applicable space on the Equipment Sign Out sheet.

Program Period (9am to 2pm)

- Note the start time of the first session on one Administration staff member's watch.
- Using that one Administration staff member's watch, make the 5 minute warning radio announcements.
- Using that one Administration staff member's watch, make the Station Change radio announcements.
- Answer any participant questions as they arise.
- Aid in snack set-up between other Administration Table duties.
- Aid in organizing the participants for the group photo.
- Aid in controlling the distribution of the snacks.
- Aid in performing a head-count of participants during the snack period.
- Aid in snack clean-up between other Administration Table duties.

Volunteer Check-out (2pm to 3pm)

- Collect the YAA red shirt from each volunteer according to assigned number as shown on the Equipment Sign Out sheet. Have volunteer check the Equipment

Sign Out sheet that they have brought back their shirt. Store shirts in boxes behind tables.

- Collect the name tag from each volunteer according to assigned number as shown on the Equipment Sign Out sheet. Have volunteer check the Equipment Sign Out sheet that they have brought back their name tag. Store name tags in boxes behind tables.
- Collect the FSR radio from a volunteer from each station. Have that volunteer check the Equipment Sign Out sheet that they have brought back their radio. Store radios in boxes behind tables.
- Collect the Station Number Location sign from a volunteer from each DL station. Store signs behind tables.
- Collect safety vests from those volunteers assigned to parking duty. Have those volunteers check the Equipment Sign Out sheet that they have brought back their safety vests. Store safety vests in boxes behind tables.
- Collect the Admissions table hand stamps and ink pads from a volunteer from that station. Have those volunteers check the Equipment Sign Out sheet that they have brought back those hand stamps and ink pads. Store hand stamps and ink pads in boxes behind tables.

Station Tear-down (3pm to completion)

- Carefully remove the “Volunteer Check-In and Information Table” sign from front of tables. Neatly fold for use at next event.
- Carefully remove the Equipment Sign Out document pages from the table surfaces. Turn in to Dan Kiser.
- Return any leftover Event Day schedules and maps to Dan Kiser.
- Return volunteer radios to Rick Burgel.
- Return volunteer name tags to Rick Hunt.
- Return YAA red shirts to Steve Wathen.
- Return Admissions table hand stamps and ink pads to Rick Hunt.
- Return the 2 tables and 4 chairs to their storage area (northwestern corner closet in Hanger 1).
- Return Administration Table items to YAA storage area:
 - “Volunteer Check-In and Information Table” sign
 - Supplies box (tape, pens, etc.)
 - Parking staff safety vests
 - Station Number Location signs
- Aid in additional general tear-down/clean-up in Hanger 1.

General Notes:

- The Administration table is to be staffed by at least one person at all times.