



Rec Night: Partnering Association Roles/Responsibilities and Volunteer Needs, as of October, 2015

Admission Volunteers:

- 1) Admission Fee is \$5, per person. Stamp the student's hand as you collect the fee. Keep Admission Fees in a safe place until the event is over. Admission Fee money should be given to NBAAA Representative in Charge for the Event.
- 2) After the Fee is collected, each student needs to sign in on the Sign-in Sheets. They need to list their first AND last name and their home phone number (or parent's cell number) and their grade. Only students in the appropriate grades (i.e. events will be marketed for either 5th-6th graders OR 7th-8th graders) are to be admitted.
- 3) Students should leave backpacks and/or coats in the hallway at the entrance.
- 4) There is no re-entry - inform students if they attempt to leave the building
- 5) Total of Four Volunteers. Typically, **two from the Partnering Association** and two from the National Honor Society (NHS) volunteers.
- 6) Check restrooms frequently. Make sure kids are not "hanging out" in the restrooms or causing damage.
- 7) If parents come in to pick up children prior to the end of the event, escort them to find their child. We do not want adults (without background checks) left unattended with students.

Gym Supervision Volunteers:

- 1) The east gym will be used for Dodge Ball. A minimum of **two Partnering Association volunteers** should monitor the Dodge Ball gym at all times. There may also be two NHS volunteers helping to "ref". Try to have some "structure" to the Dodge ball games.
- 2) The gym adjoining the cafeteria will be used for Basketball and Volleyball. **Two Partnering Association volunteers** should monitor the basketball and volleyball gym at all times. Also, monitor the back door exits.
- 3) Each Partnering Association is welcome to offer their own sports related activity. This could be in the form of Sport Handout, a continual showing of a Sports DVD OR specific activity that represents your Association. If you choose to do one or the other, you will need to provide additional volunteers and required equipment. This activity will take place in the gym adjoining the cafeteria.
- 4) **NO FOOD OR DRINKS ALLOWED IN THE GYMS** - Two individuals should man the doorway between the Cafeteria and the Gym. **One volunteer from the Partnering Association AND one from the NBAAA.**

Cafeteria Volunteers:

- 1) There will be a DJ present and will provide music and karaoke.
- 2) **One Partnering Association Volunteer** should be present within the Cafeteria. Monitor for inappropriate behavior in the dance area AND for cleaning up spills.
- 3) Provide back up for Concessions, if needed.
- 4) Janitor's radio will be at the Concessions, if needed.
- 5) Concessions will be manned by either the NBAAA or another Partnering Association. All products will be purchased and brought to the event by the NBAAA. **The Association responsible for selling concessions, will provide 2 Volunteers** for each event they are assigned. Do not let students go outside (doors by the concessions area) as there is no re-entry. If it gets warm, you can crack the door open a bit for circulation. A First Aid kit will be at the Concessions, if needed. Need to arrive no later than 6:45pm.
- 6) There will be **one NBAAA representative in Charge of the Event** for each Rec Night. This person will "roam" throughout the premise and will oversee all activity.

In Case of Injury:

- 1) The police officer is a certified First Responder. If there is an injury ask the police officer for assistance. The NBAAA has a First Aid kit with band-aids (and bags for ice) located in the Concessions area.

Child Pick-Up:

- 1) At the end of the event, there should be two adults monitoring pick-up. One inside the doors and one outside monitoring pickup/outside activity.
- 2) Two adults need to stay until all the students have been picked up.
- 3) Students are not allowed to re-enter once they leave. If a student wants to leave prior to the end of the event and their parent is not there to pick them up, call their parent for consent. Typically parents will come in to get their children if they are leaving early.
- 4) If parents come in to pick up children prior to the end of the event, escort them to find their child. We do not want adults (without background checks) left unattended with students.

TOTAL VOLUNTEERS:

NBAAA: 2 Adults

Partnering Association: 8 Adults

Concessions: NBAAA - 2 Adults

NHS: 2 (no more than 4) Youth