

Millbrook High School Bandstand

Welcome to the 2009-2010 school year at Bandstand. We wanted to provide you with the basic information you need to run a successful event. Due to the bell schedule changes this year we will open based on the following guidelines:

Monday/Tuesday/Thursday/Friday-2:28-3:00
Wednesday-1:28-2:00

with the exception of 9/23, 10/21, 12/2, 2/3, 3/10 & 4/21 these are Early Release Days & Bandstand will be closed

NO ITEMS WILL BE SOLD UNTIL AFTER THE BELL RINGS! The bandstand shall be closed at 2:50PM and be cleaned up and workers shall depart by 3:00PM. **PLEASE find your own replacement if you are unable to work your shift.** Bandstand must be open each day of the school year. The scheduling coordinator will assist you in finding a replacement only in the event of an extreme emergency. Please be aware that cell phone reception inside the school is very poor. You may be unable to send and receive calls while working in the bandstand.

Afterschool

Workers shall arrive at school at 1:00PM. Please park in the "Visitor" parking area in front of the building. Check in at the front office. Your driver's license is required at the kiosk to check in and you will be required to wear your id badge during your shift. Please retrieve the bandstand key from Mr. Powell's office. He keeps the key on the shelf, immediately on the left in his office, or in the box outside of his door. Mr. Powell's office is directly behind the office receptionist.

Sign In

Remember to sign in! This is the only way to track your payment for Fair Share.

Parents are paid \$6.00 per hour, and students are paid \$3.00 per hour per shift. Afterschool parents are paid for 2 hours max, and students are paid for 30 minutes. One parent and one student are paid afterschool unless assigned differently by the scheduling coordinator.

The key for the cabinet where the money is kept is located in a lock box over the sink in the rear of the bandstand. The code to get into the lock box will be given to you verbally. Please count the money in the cash box upon arrival and log the amount on the cash sheet. This sheet is in the cash box itself. Please do the same at the end of your shift. **Please** roll any excess coins. When rolling coins it is imperative that there be enough coins to **fill** a coin wrapper (i.e. if the coin rolls asks for 50 pennies, don't roll 20!).

There are aprons and visors for on the white shelf for bandstand workers. The aprons promote MHS Bands and the visors act as a hair restraint. We are required by NC Department of Health to tie back long hair or wear the visor as a hair restraint while working. It goes without saying, but please remember to wash your hands before handling any food! Thanks in advance for your cooperation.

Cookies

Preheat the oven for 10 minutes upon arrival. Cookies are kept in the bags in the freezer.

Check to see if there are any leftover cooked cookies in the freezer. If so, they should be cooked for the first 6 minutes. Frozen cookies should be placed on wax paper liners on baking sheets, 12 cookies per sheet. The liners are in the same cabinet the cash box is kept in.

Cookies bake for 18 minutes. Cool for 10 minutes before packing in bags. The cookie bags are located on the white shelf to the right of the metal cabinet. Three cookies should be placed in a cookie bag.

There is a log to record the number of dozen of cookies baked and the number of dozen left at the end of the shift. Thank you for recording this information. The log can be found on a clipboard on the shelf where all the candy is kept.

Any leftover cookies should be placed in a Tupperware container and placed back in the freezer to be used the next day.

Wipe off the oven door with a warm wet rag when the oven is cool. The cookie trays must be washed in warm soapy water.

Candy

The candy and snacks are kept on the shelves. The extra candy and snacks are located in the black cabinet. Please make sure the candy containers and the drinks are replenished at the end of your shift.

Prices for Bandstand Workers

Each worker is entitled to 1 free drink while working Bandstand. This includes soda, water, or Gatorade. After the first free item the prices for Bandstand workers are as follows:

Candy .50
Soda & Water .50
Popcorn .50
Chips .50
Nachos & Hot Dogs 1.00
Gatorade 1.00

There is no discount on cookies. Unsold cookies can be frozen and reused the next day.

Miscellaneous Note

Please be advised that anyone who chooses to visit Bandstand must pay for their goodies. We only distribute items at **no cost** to police officers that work inside sporting events and the janitorial staff. **Bandstand is a fundraiser for our band, and we all must adhere to the policies set forth so that we are making money.** Thanks in advance for your cooperation.

End of Shift

1. Please wipe down all counters with the sanitizer that is in the milk crate under the sink.
2. Make sure candy containers & the drinks are replenished. The goal is to keep the refrigerators and candy containers full at all times.
3. Wash all utensils in soapy water, dry and put away.
4. Count all money & record on cash sheet. **ONLY PARENTS MAY COUNT MONEY.**
5. Empty trash, place outside bandstand door and replace trash bags.
6. Sweep floor.
7. Sign Out.
8. Lock money in black cabinet and return black cabinet key to the lockbox, please make sure the box is locked.
9. Lock all drink cabinets.
10. Turn off lights & lock the door.

If we are running low on any stock items, please let Lisa McKeown know,
lisamck@nc.rr.com.

Bandstand is one of the most profitable fundraisers we do. We would not be able to keep it running without you! We appreciate all the time and effort you put in to help make this program a success.