

Halloween Food Booth Coordinator

- 1 Coordinator for Event Coordination who works closely with Office Administrator
- 20 parents to work booth night of event (5 parents per shift: 5-6 P.M., 6-7 P.M., 7-8 P.M., and 8-9 P.M.)
- 2 parents to make refried beans prior to event

Dates and Times Needed:

- Halloween Carnival is on October 25, 2008

Description:

Coordinator:

- Work with Office Administrator to purchase food, create signs and gather necessary equipment
- Communicate with Parent Volunteers

Parent Volunteers:

- Parents needed to work booth: Burrito makers—2 parents per shift; Frybread makers—2 parent per shift; Order Takers—1 parent per shift

Staff Help:

- Coordinate Student Sign-up
- Food invoice on the computer
- Food shopping invoice on the computer
- Communicate with parent volunteers
- Print ticket sheet (computer)
- Print price sheet (computer)
- Print student sign in/out hourly sheet (very important to track hours for credit of accounts)