

# BVXC CHORE ROUTINES 2018/19

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## **Ticket Booth Fundraising**

Under an agreement with the Ski Club Executive, we have taken on the job of managing the ticket booth duty; in return we receive fund raising dollars for every shift successfully completed. If we do not cover a shift, we do not receive fund raising money. These fund raising dollars are used for a variety of purposes including paying Lisa's (head coach) salary and waxes used for racing.

Ticket Booth shifts occur every weekend while the trails are open, and during the 2 weeks of Christmas break, Family day long weekend and March break (if still snow!). Volunteers rotate between mornings or afternoon shifts of 3 hours in length.

The ticket booth volunteer is also assigned chores around the lodge (i.e. vacuuming, garbage). However; ticket booth duty is the priority.

### **Our three main priorities for Ticket Booth Duty are to:**

1. Be an ambassador for the club – friendly, helpful, considerate – “Snow Host”
2. Be visible so that people know that the club is in charge (signs up, vest on)
3. Sell tickets and check for valid pass or tickets.

## **CONTACTS:**

- Jill Krause, 847-9780, for any questions regarding supplies in the ticket office
- Tamara Gillis, 643-4080, for any questions about scheduling of ticket booth duties
- Paula Bartemucci, 877-7702, questions about the Kitchen or food volunteering
- Jennifer Plummer, 847-9899, for any questions about scheduling of ticket booth duties

## **TICKET BOOTH DUTIES - INSTRUCTIONS**

Ticket booth duty is a combination of being in the lodge office, the lower parking lot, and/or out on the trails.

You may decide whether you would like to remain in the Lodge or go out on the trails. However, we strongly encouraged you to spend some time in the lower parking lot or on the trails as compliance checks significantly raise the amount of money the club raises. Checking passes on the dog trail is encouraged given that this is often where skiers do not have passes. Please check passes on the DOG TRAIL, skiing the opposite way than usual.

# BVXC CHORE ROUTINES 2018/19

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Everyone doing ticket booth (and checking passes) needs to have a Season pass or valid day pass themselves if they are going on the trails.

## **This is how the duty would work in each location:**

**Lodge:** Inside the office (to the left as you enter the lodge). Key for the office is in the cash box.

**Lower parking lot & on the trails:** There is vest and fanny pack (for your tickets, change and felt marker) stored in a locker # 1 (combination is in the ticket box). Lower parking lot: Walk around (or take a chair so you can sit and read your book if the weather is fine) and greet and sell tickets to people as they arrive and check passes as they head up to the upper parking lot. On the trails: Ski the trails with your tickets, change, and felt marker with you and greet and check tickets as you come upon skiers.

## **GENERAL ROUTINE for a shift:**

**CASH BOXES:** There are two cash boxes which are stored at McBike. The morning shift volunteer picks up the cash box at McBike. The afternoons shift volunteer brings the cash box back to McBike. ***The Sunday morning shift volunteer must pick up the cash box Saturday afternoon as the store does not open until 11am on Sundays.*** The cash box # that you should be using is indicated on the schedule. Inside the lid of the cash box is a list of items that should be in the box, including the key to the office.

## **TIPS FOR BOTH SHIFTS**

- If a person does not show a pass when they enter the parking lot, make sure they show one before hitting the trails.
- Please date all passes sold with a felt marker. Do not sell undated passes.

## **THE MORNING SHIFT: 9:30 AM-12:30 PM**

**Before Shift Begins:** Pick up the cash box at McBike. Check the cash box before you leave town: there should be a \$75 float in small bills and there should be approximately 50 tickets - extra tickets are at McBike.

**Duties:** Put out signs (one in lower parking lot that says ticket booth open) and open up the office. Empty lock box in lower parking lot and lock box outside of lodge. Collect ticket fees, check for tickets and be an ambassador for the club. Be relieved by the afternoon shift at 1230 – hand over all keys and the cash box.

# BVXC CHORE ROUTINES 2018/19

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**Summary Sheet:** Keep track of the day passes sold and tickets checked on the Summary Sheet. The summary sheet is stored in the office, on the wall, by the window. If the Summary Sheet is not filled out we will not know how many shifts, and to which group, to credit the fundraising money to. Please call Jill at McBike if you have any questions about how to fill out the summary sheet and she will be happy to help you. At the end of the shift, tally the tickets sold and money collected (etc.) and leave the summary sheet on the counter for the afternoon shift.

## THE AFTERNOON SHIFT: 12:30 PM-3:30 PM

**Duties:** Take over from morning shift at 12:30 (please don't be late). Collect ticket fees, check for tickets and be an ambassador for the club.

**Summary Sheet:** Keep track of the day passes sold and tickets checked on the Summary Sheet. Summary sheet is started by the morning shift. If the Summary Sheet is not filled out we will not know how many shifts, and to which group, to credit the fundraising money to. Please call Jill at McBike if you have any questions about how to fill out the summary sheet and she will be happy to help you. At the end of the shift, tally the tickets sold and place it behind the new sheets on the office wall.

**Cash and Deposit Slip:** Complete the deposit slip (BV Credit Union), and leave the booklet in the cash box. Place one copy of the deposit slip in a deposit bag. Deposit bags are located next to the Summary Sheets, in the office. Place the cash from ticket sales and lock boxes in the deposit bag. Remember to leave a \$75 float in the cash box. Drop the deposit bag in the BV Credit Union deposit box. Key for deposit box is inside cash box.

**End of Shift:** Bring in any signs, lock the office and place the key in the cash box. Drop the deposit bag into the drawer at the Credit Union, and return the cash box to McBike - on Sunday they close at 4 pm. If tickets in the cash box are running low, leave a note for Jill at McBike.

## COLD WEATHER POLICY

Ticket booth will be operated at temperatures of -22C or warmer (at office and on website). During cold snaps, the morning shift may be cancelled. The person responsible for making this call is the club executive member in charge of ticketing. The afternoon shift will then be responsible for obtaining the cash box from the morning shift before heading up for their shift.

# BVXC CHORE ROUTINES 2018/19

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If temperatures are colder than -22C at 11:30 am, then the booth will not be operated. If you do go up, hang a sign in the office window informing skiers that the booth is closed due to cold weather, and if skiing they should do so with a friend and exercise caution.

Fill in the Summary Sheet indicating the booth was closed due to cold.

## ADULT CHORES – INSTRUCTIONS

### Lodge Parent

Under an agreement with the Ski Club Executive, we are required to have a lodge parent on duty while running the various kids ski programs. Reasons for this are:

- safety for the kids;
- someone to be in charge of kids who cannot ski with their group (for example, too cold or tired), this allows the coaches to coach;
- to ensure that kids are behaving appropriately;
- and to ensure that no damage occurs to the Ski Club property.

### Deck Shoveling:

Shovel deck, if required. Shovel is outside or in furnace room.

### Garbage and Recycling Bagging:

Bag up all garbage, replace bags in cans, and place garbage under the table in the entry of the lodge. Sort and organize recycling. Club members can help always help by taking garbage/recycling to town or the to the dump! If you can take a bag or all of the garbage that would be wonderful.

### Vacuum Upstairs:

Wipe off tables. And vacuum and/or sweep and tidy upper lodge. Vacuum is found in the wood cupboard by the top of the stairs.

## ADULT CHORE SHIFT DETAILS

- 1. Saturday Morning Ticket Booth (9:30 am to 12:30 pm)**  
Includes Lodge Parent and Deck Shoveling
- 2. Saturday Afternoon Ticket Booth (12:30 pm to 3:30 pm)**

# BVXC CHORE ROUTINES 2018/19

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Includes Lodge Parent, Vacuuming Upstairs (Rabbits vacuum during Rabbit season), and Bag Garbage

**3. Sunday Morning Ticket Booth (9:30 am to 12:30 pm)**

No other duties included. Look around to see if anything needs a tidy.

**4. Sunday Afternoon Ticket Booth (12:30 pm to 3:30 pm)**

No other duties included. Look around to see if anything needs a tidy.

**5. Tuesday Night Track Attack Parent (6:00 pm to 8:00 pm)**

Lodge Parent, shovel deck, cleaning bathrooms, after-ski snack and social provided by parents, usually a pot of hot chocolate and cookies

**6. Thursday Afternoon Extended Rabbit or Track Attack Parent (3:30 pm to 5:00 pm)**

Lodge Parent, clean kitchen

# BVXC CHORE ROUTINES 2018/19

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## **ATHLETE CHORES - INSTRUCTIONS**

### **Vacuum Downstairs:**

Get central vac hose from kitchen area, vacuum and tidy lower lodge. Wipe out the cubbies in kick wax room. Put all lost and lonely looking items in the lost and found bin.

### **Wax Hut Cleanup:**

General tidy up including, cleaning loose wax off of tables and sweeping the floor. Bag up garbage if full. Bring in some firewood.

### **Bathroom and Outhouse Cleaning:**

Cleaning supplies and instructions are stored in the bathrooms. Extra supplies are stored under the stairs – find someone with a key. Empty garbage cans. (Must be done a minimum of 2 x per week). Sign off in each bathroom when cleaning took place.

## **ATHLETE CHORES SHIFT DETAILS**

Two teams of two athletes are assigned cleaning jobs on Saturdays. The goal is to help kids respect the facilities and take ownership and pride in maintaining them! Kids are assigned Bathrooms/Outhouses or Lodge Bottom/Wax Hut duties. The kids can figure out how to split the duties. For athletes under 11 years – Parent help is required!