

DETAILS ON GWINNETT ARENA PROCEDURES

Thank you for your interest in the Gwinnett Arena fundraising opportunity. It is my hope that this document will explain how one goes through the process of sign-up through payment.

HOW THE SIGN UP PROCESS WORKS:

1. Go to the band website and click "Gwinnett Arena". There you will find a listing of the current volunteer opportunities for the band.
2. Select an event for which you would like to work. You can sign multiple people up on one form. You can put the name of the worker and age (if under 18 years old) For example: John Smith-16
3. Wait a day or two and **GO BACK** to the band website to see if you are on the "Confirmed" or "Standby" worker list.
4. If you are **confirmed**: Note the date and report time and do everything you can to be there. If there is an emergency, you **MUST** call the coordinator (number listed on the webpage) so that a replacement can be found. If you have a replacement in mind, all the better. Just be sure it is an adult for an adult. Do NOT substitute a student for an adult unless you have discussed this with the coordinator.
5. If you are on the **standby** list: Still plan on working. Occasionally we will have a time when one of the scheduled workers is sick. We must be able to fill all worker slots so that we do not lose the opportunity to continue this fundraiser. Also, if there are several people on the standby list, I will do what I can to try to get another stand for our workers. Usually we do not know if we will get an extra stand ahead of time. It is most often times at the last minute. Please check the list again a few days before you work to be sure you are not confirmed. Most of the time, I will send you an email ahead of time, but just double check.

YOU'RE CONFIRMED...NOW WHAT?

You've signed up and the website now says that you are a confirmed worker. Now what?

1. Make sure your calendar is clear and you allow enough time to get to the arena, sign in and get to your stand by the appointed time. I usually allow myself 45 minutes, if that helps anyone.
2. Uniform is: Black or khaki pants (NO black jeans permitted) and a white T-shirt. No open toed shoes. Tennis shoes are fine; no sandals.
3. Arrive at the arena and park in the parking deck. You can get to the deck via the back of the right side of the arena. Make sure you only park on the third or fourth decks. **NO SECOND FLOOR DECK PARKING ALLOWED AS THIS IS RESERVED FOR SEASON TICKET HOLDERS.** This rule must be strictly adhered to.
4. You can find detailed instructions on how to get to the arena and park on the web page.
5. Sign in with Proof of the Pudding. This is located on the second floor by the parking deck. Go thru the glass doors on the floor in which you parked, turn right and you will see the elevators. Go to second floor. Exit elevator, go thru glass doors again and you will see a side entrance door, directly across from the handicapped spaces. Sign in there on the PARKVIEW Band sign-in Sheet.
6. When you sign in, you will be asked which stand you are working, and you will receive a shirt and apron. This completes your uniform.
7. Go back up to the elevator to get to arena level to get to stands. All volunteers enter at one door. Follow the crowd.

WHEW! YOU MADE IT THIS FAR. LET THE FUN BEGIN!

You are now officially signed in and ready to begin your work at the appointed stand. There will be a Parkview parent that will be the "Lead" volunteer. He/she will help you learn the ropes for each specific stand and will have an additional sign-in sheet for the band's use. Have fun, meet lots of great fellow Panthers, and get your band fees paid as well!

HOW DO WE GET PAID?

Each student has a Student Band account with the band. When you arrive at the stand to work, the lead will direct you to sign in on Parkview's sign-in sheet. This sheet is used by the registrar to know exactly who worked and which student receives credit to their Band Account. Each worker receives \$25 per event. So if your student works, and another worker (for example, a parent), you will be credited \$50 for that event to the student's Band Account. Adults can also work without the child if that is a better fit on some events.

The arena cuts the band a check for the event, and then the registrar deposits the money directly into the band's account and credits the student's Band Account. You can find a link to the Band Account right on the band webpage. Typically, it takes 4 - 6 weeks for all this paperwork to take place.

More information on student band accounts can be found in the band handbook on the band webpage under "Forms".

I hope this answers many of the questions you have. If not, please send me an email at asyesew@aol.com

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