

EVENT / ACTIVITY: Sugar Shack

POC: Jody Snyder

CONTACT INFO:

Phone: 253-581-1707

Email: jody.the.teacher@comcast.net

WHEN OCCURS: Every Friday, Saturday and Sunday from 1:00 PM – 7:00 PM at the building on Sunnyside Beach during summer season

MANPOWER NEEDED AND TIME COMMITMENT:

- Sugar Shack Coordinator - principal organizer for supply purchases, inventory control, getting weekend volunteers for oversight and shack cleaning issues. Time commitment is 2-5 hours per week.
- Weekend Volunteers – 1 per each three-day weekend. Brings cash box to the students to open the building and receives and counts day's receipts when closing the building. Brings cash box to club treasurer or another agent when weekend is complete.

PROCEDURES:

- Broken down into Key Club responsibilities and Kiwanis member responsibilities.

Key Club Directions for Operation of Sugar Shack

OPENING

1. The Sugar Shack opens at 1 PM and closes at 7 PM, Saturday and Sunday. **On warm weekends it will be hard to find a parking spot.** Please leave plenty of time to find a parking spot up the hill and time to walk down. The Sugar Shack will **NEVER** be operated by less than two (2) Key Clubbers. This is important for security reasons. The Adult Kiwanis volunteer support person will meet you at 1 PM each day with the cash box. Names and phone numbers of the Adult volunteers are posted in the Sugar Shack.

2. Prior to opening, the Key Club POC and the Adult volunteer will count the money in the cash box together to verify a full till of \$150.00, in the following denominations, for business operations each day:

- \$5.00 bills: $x 19 = \$95$
- \$1.00 bills: $x 45 = \$45$
- Quarters $x 40 = \$10$

3. NEVER ACCEPT BILLS OVER \$20.00!! SOME PEOPLE USE \$100 BILLS THAT ARE COUNTERFEIT!!

- One Key Clubber counts the cash box and puts out the plastic “tip jar”. This money must be kept separate.
- The other Key Clubber **and** the adult Kiwanis member opens the Sugar Shack window. This is a 2 person job as the window is VERY HEAVY!
- One Key Clubber must be at the Sugar Shack at all times.
- The second Key Clubber needs to mount the **price list** and **banner** on outside wall of Sugar Shack, places one **reader board** near the entrance to the beach, Hang **the Sugar Shack banner** on the fence facing the walkway across the railroad, and the other **board** beyond the Shack on the walkway. The **recycle can** is also put outside the shack. When cans of soda are purchased, please ask customers to discard them in the recycle can as

these are collected and sold to support the middle school camping program.

DURING THE DAY

5. Keep an eye on inventory and cleanliness. During very warm days, drinks, ice creams and freeze pops sell quickly. If you are running low, please let the adult volunteer know **BEFORE** you run out of an item. **Please call Jody Snyder at 253-831-0366.** Remember to restock the refrigerator with drinks as pulled. Keep the freezer and refrigerator closed tightly to maintain cold temperatures. Restock shelf items and keep back up supplies orderly and easily inventoried. Sugar Shack cleanliness should be maintained throughout the day so closing takes little time.

CLOSING

6. Close at **7 PM.**

PLEASE MAKE SURE THE CHIPS AND CANDY ARE PUT IN THE SEALED PLASTIC BUCKETS SO THAT THE "CRITTERS" CANNOT GET INTO THEM!!!

The adult volunteer will return to count the cash box. He/she will first restock the cash box for the following day and then put the excess cash (the day's profits) in a zip lock bag with a Sugar Shack Accounting Form. Bags and forms are kept in the cash box. If there is a shortage of any item, let the adult volunteer know.

7. While the cash is being counted, the second Key Clubber:

Collects the reader boards, the signs and the recycle bin and puts these in the Sugar Shack.

Sweep and clean prior to closing

All Key Clubbers personal items are removed.

The sales window is closed and the building is secured.

8. In any case where less than two Key Clubbers are present in the Sugar Shack, the shack needs to close. **There may also be times when weather is bad or business is slow. Contact the adult volunteer to arrive early to close-up.** If you cannot reach the adult volunteer, contact Jody Snyder (253) 831-0366 or Joanne Dunsmore for help. Their numbers are also posted on the Adult Volunteer sheet.

IF A KEY CLUB VOLUNTEER HAS USED THE PARKING PASS, REPLACE THIS IN THE Folder.

Directions for Sugar Shack Kiwanis Club Members Volunteers

For questions, call

Jody Snyder (253-831-0366) email: jody.the.teacher@comcast.net or
Joanne Dunsmore (253-686-9129)

1. **Before the weekend**, contact Sarah Rozsnyai. Her address is 1107 Walnut Lane, Steilacoom WA. Phone number is 316-371-2683. Email is sarah_rozsnyai@yahoo.com. Pick up the money box from her before the weekend needed.
2. If the weekend is warm, sunny and busy, give yourself plenty of time to find a parking spot. You may have to park up the hill and walk down or have someone come with you, stay in the car while you set up the Sugar Shack, and pick you up when you are done.
3. There must always be **two Key Clubbers present** so, if one needs to leave, the Sugar Shack must be closed for the day. If the weather is bad or sales are slow, the Key Clubbers know to call and request early closure at a time which is acceptable to you.
4. Deliver the money box at 1:00 PM on Sat, and Sun to the Sugar Shack at Sunnyside Beach Park. Please insure that the money box has \$150.00, in the following denominations, for business operations each day:
\$5.00 bills: x 19 = \$95
\$1.00 bills: x 45 = \$45

Quarters x 40 = \$10

(The Key Clubbers are particularly prone to run out of \$1's!!!!!! If you can, have some one dollar bills in your possession to make the cash box conform to this breakdown. If not, call Jody or Joanne.)

There should be a plastic "tip jar". Please keep this money separate.

PLEASE HELP THE KEY CLUBBERS OPEN/CLOSE THE WINDOW. IT IS VERY HEAVY AND TAKES 2 PEOPLE!

5. Pick up money box at 7:00 PM on Sat. and Sun. **Count the money each night with Key Club students to verify the amount.** Leave \$150 in the box (in denominations as close to above) for next business day. Fill out the Sugar Shack Accounting Form (located in the cash box) and put this, along the with remaining money (the day's profits) into the zip lock bag. Keep each day's baggie until the end of the weekend. Ask Key Clubbers if they are low on any merchandise and type and relay to Jody or Joanne. Ensure the building is secured tightly.

PLEASE MAKE SURE THE KEY CLUBBERS HAVE PUT THE CHIPS AND CANDY IN THE SEALED PLASTIC BUCKETS SO THAT THE "CRITTERS" CANNOT GET INTO THEM!!!!

6. At the end of the weekend or beginning of the week, give the baggies with profits, accounting forms, and cash box to Sarah Rozsnyai. Her address is 1107 Walnut Lane, Steilacoom WA. Phone number is 316-371-2683. Email is sarah_rozsnyai@yahoo.com

7. For assistance with this, contact Jody or Joanne. Please insure the money box contains the correct \$150 for the next business day.
8. There is a key to the Sugar Shack in the bottom of the Cash Box.
9. IF the Sugar Shack runs out of the frozen items (drum sticks, fudge and Klondike bars, or Icy Pops), contact Jody or Joanne first. If you can't get ahold of us, you can get them out of Lenore Rogers freezer. Her address is 206 Balch Street. No need to contact her: just go around to the right of the garage, thru the gate and open the back door into the garage. The frozen items are in the freezer. Please let me know if they run out of any other items and I will get them. Jody Snyder: 253-831-0366.
10. For those Key Club volunteers who come from Dupont, a parking pass is available in the folder. Ensure this is placed back in the folder at the end of the day.