



TROOP 109 – FESTIVAL INSTRUCTIONS

PLEASE REVIEW!

FOOD BOOTH SHIFT WORKER INSTRUCTIONS

Saturday & Sunday – Holland Park

BEFORE YOU ARRIVE

- Check the schedule on TroopWebHost to make sure you know your shift time and that an Adult cell phone # is listed
- Wear your Class A shirt (no neckerchief) and belted shorts
- All workers (Scouts & adults) must wear a hat
- Allow time for traffic and parking (free shuttle from the municipal complex/Alhuda) or \$5 at Holland Park (follow signs)
- Our booth (#1) is located just southeast of the parks building off the pavement. Look for the large banner!
- Arrive at least 10 minutes early for your shift

ONCE YOU ARRIVE

- Sign in on the shift log in order to get credit for working
- Also sign the Festival Release Form
- Put on green participant ribbon (for food booth vendors)
- Wash hands before shift using both soap & water at wash station. Rewash frequently during shift and especially anytime you touch anything that might not be clean. Rewash each time you reenter the booth.
- Dry hands using paper towels (**DO NOT** use cloth towels) next to the station. Then paper towel goes in the trash can.
- If handling food, wear plastic gloves. Replace frequently and after touching anything that might not be clean.

DURING YOUR SHIFT

- Show Scout Spirit – be Cheerful, Courteous & Prompt to all potential customers!
- DO NOT** eat, drink or chew gum in food prep or serving area!
- Shift supervisor will assign each worker to their assigned duties:
 - Grills: 1 or 2 adults (*no Scouts*)
 - Money Handler (& sales tracker): 1 (*must not touch food*)
 - Wrapping Station (*wrap in foil*): 1-2 Scouts
 - Take & Fill Orders: 1-2 Scouts
 - Drinks (*remove from coolers, refill, ice*): 1-2 Scouts
 - Clean Condiment Table & Seating Area: 1 Scout (*can be done by any other position during a lighter shift*)
- Scouts may be deployed to assist with other areas. Scouts may collect food pre-orders from the Arts & Crafts or Business Tent vendors. During meals times, Scouts will deliver those orders. Scouts may also sell cold bottled water throughout the park. During the parade, Scouts assigned a shift will instead wheel the grocery carts from Holland Park to the parade step-off location. Scouts may also be asked to assist with any Festival set-up or tear-down tasks.
- A tip jar will be on the table. Be sure to thank customers for any donations and let them know the great things you do in Scouting!
- Keep booth clean and organized – **If there is time to LEAN, then there is time to CLEAN!**
- DO NOT dump water on the ground! Clean water (i.e. melted ice) must be dumped in the storm drain behind the ice booth (picnic shelter next to the parks building.) Dirty water (i.e. grease, soap, bleach) must go down the sanitary drains in the restroom.
- Put trash into trash bags. Full bags should be tied and put into trash lane behind booth for Festival staff.

AFTER YOUR SHIFT

- Help oncoming shift with any questions
- Follow supervisor's instructions for replacing bleach water, refilling worker's drink water, etc.
- Return participant ribbon
- DO NOT** stay in the food prep or serving area at the end of your shift; exit to the seating area.
- Each worker may eat one complimentary meal (hot dog or brat, choice of chips, one drink) at the end of their shift outside of the food area

- Proceeds from the food booth will be determined by the Troop Treasurer at a later date

BOOTH SET-UP

Friday – Holland Park

- Set-up will be counted as a shift towards Scout account earnings!
- Experienced Scouts needed to train new Scouts!
- Meet at Holland Park at 5:00pm

FLAG CEREMONY INSTRUCTIONS

Saturday, 9:30am

BEFORE YOU ARRIVE

- Wear your complete uniform (neckerchief & Scout shorts/pants)
- A photo will be taken & possibly be in the news!
- All workers (Scouts & adults) must wear a hat
- Allow time for traffic and parking (free shuttle from the municipal complex/Alhuda) or \$5 at Holland Park (follow signs)

ONCE YOU ARRIVE

- Sign in with Mr. Kane
- Opening ceremony will begin at 10:00 am

PARADE INSTRUCTIONS

Sunday, 3:00-5:00pm

BEFORE YOU ARRIVE

- Wear your Class A shirt (no neckerchief) and belted shorts
- Wear a hat, sunglasses & sunscreen!
- Encourage your family & friends to bring canned goods and supplies for donations!
- Arrive for line up prior to 3:00pm
- Keep in mind, sections of Lantern Road & 116th Street close from 3:00-6:00pm. Fishers Police may set up barricades earlier than that.
- Drop off for Division 4 is on the west side of Visionary Way.
- To avoid congestion, drivers may take Fishers Corner Drive around Target (turn by Steak n Shake). It will turn into Technology Drive and follow it to Technology Lane around the back side of the bldg to Visionary Way.

IF YOU ARE AT HOLLAND PARK

- Scouts working the food booth will be asked to help get the shopping carts for the parade route over to lineup.

ONCE YOU ARRIVE

- Sign in with Mr. Kane so that you get 2 hours of SERVICE credit for the parade!
- You will be assigned a role in the parade: carrying banner, pushing food cart, etc.
- Parade staff will line you up. Scouts are in Division 4

DURING THE PARADE

- The route is shown on the below map (dotted line)
- Show Scout Spirit – be Cheerful & Helpful
- Drink plenty of water
- Take turns pushing a shopping cart and pace yourself along the route

AFTER YOUR SHIFT

- Take collected food to the food drive tent in the parking lot at Holland Park
- Report to the food booth to meet up with a parent

