



2010 Lackland AFB Air Show

Private Organization Volunteer

Planning Meeting

10 September 2010



Presenter:

802d Force Support Squadron



Air Fest 2010

BASIC INFORMATION:

- The Air Fest will take place November 6th & 7th on the Port SA flight line
- San Francisco Puffs & Stuff is the contractor for Air Fest concessions
- They have exclusive rights to all resale operations
- Need “paid volunteers” to work food/drink booths
- Private organizations in good standing may sign up to provide volunteers



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WHAT IS “GOOD STANDING”?

- 2009 Financial Reports – with adequate detail
- Current Constitution, By-Laws, Insurance or Waiver
- List of current officers, with contact info
- Participation is Oct-Dec quarter fundraising event



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HOURS OF OPERATION:

- Gates Open 0900 – 1700 each day
- Shift one volunteers work 0700 – 1300
- Shift two volunteers work 1200 – 1800
- No more than two shifts per booth, per day



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VOLUNTEER INFORMATION:

- Each volunteer will receive one \$7 food voucher and one bottled water per shift
 - **Based on required number of volunteers, will not be increased if you bring more volunteers – no exceptions**
- Each booth must have a volunteer Booth Manager for each shift, daily – will be our primary POC
- No volunteers under 16 years of age



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OUR VOLUNTEER NEEDS:

- Total volunteer requirement = 900
 - 832 percentage based
 - *Food booths (30)*
 - *Soda (12)*
 - *Carts (24)*
 - *Subcontractor cashiers (3-5)*
 - 68 paid flat rate of \$8/hr
 - *Setup / Breakdown (10 ea)*
 - *Ice / Food runners (2 ea)*
 - *Novelty volunteers (10)*



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BOOTH BREAKDOWN:

- 6 Burgers – 5 volunteers per shift, per day
- 6 Hotdogs – 3 volunteers per shift, per day
- 3 Greek Food – 5 volunteers per shift, per day
- 3 Cheese Steaks – 4 volunteers per shift, per day
- 2 Funnel Cakes/Corn Dogs – 5 volunteers per shift, per day
- 3 Chicken/Fries – 5 volunteers per shift, per day



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BOOTH BREAKDOWN (cont'd):

- 1 Turkey Legs – 4 volunteers per shift, per day
- 3 Nachos – 3 volunteers per shift, per day
- 3 Sausage – 4 volunteers per shift, per day
- 12 soft Drink Booths – 3 volunteers per shift, per day



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CART BREAKDOWN:

- 6 Nathan's Hotdogs Carts – 2 volunteers per shift, per day
- 6 Lemonade Carts – 3 volunteers per shift, per day
- 6 Frozen Lemonade Carts – 1 volunteer per shift, per day
- 6 Pretzel Carts – 1 volunteers per shift, per day



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MISC. VOLUNTEER BREAKDOWN:

- Subcontractor Cashiers – 3-5 (TBD) per shift, per day
- Setup, 0800 Thursday morning – 10 volunteers (paid hourly)
- Breakdown, 1600 Sunday afternoon – 10 volunteers (paid hourly)
- Ice Runners – 2 volunteers full day shift, per day (paid hourly)
- Food Runners – 2 volunteers full day shift, per day (paid hourly)



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BOOSTER CLUB PRIDE:

- Private organizations may post signs on the booths they are working to identify themselves
- May NOT use unit name, logo, office symbol, etc.
- Signs may NOT be handwritten and should preferably be laminated to stand up to potential of rain, etc.



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PERCENTAGE BASED VOLUNTEERS:

- POs will be paid equally per volunteer, based on 10% of gross sales, example:
- \$400,000 sales X 10% = \$40,000
- \$40,000 divided by 832 volunteers = \$48.07 per volunteer
- PO w/12 volunteers (3 per shift X 4 shifts) receives \$576.84
- Payment will be made to PO Treasurer NLT 17 Nov



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FUTURE MEETINGS / TRAINING:

- Force Support will schedule mandatory Food Handler training meeting for all POs through Public Health
- Cash handling procedure will also be trained prior to the air show
- *The drawing (“lottery”)for booths will be at the Bob Hope Theatre on 22 September @ 1300.*



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...lottery?

- Important to have a representative present – if not, your PO will be passed over
- Booth will be announced and a PO name drawn for that booth
- If you cannot support the booth required volunteering, your name will be put back into the hat (NOT guaranteed a future booth)
- Any trades between POs **MUST** be done within 2 days after drawing – Mr. Wooley must be notified immediately



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Points of contact:

- Mr. Scott Wooley, Private Organizations Monitor
 - Phone: 671-2405
 - e-mail: scott.wooley@us.af.mil
- Mr. Edgar Villa, 802d FSS Resource Manager
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- Slides will be available on 802d Force Support web page at www.lacklandfss.com



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Questions?