

Team Donations (Accounting)

Teams Donations Table (outside of accounting room):

- Greet team members who drop off or “bank” their donations throughout the day
- Count donations (Volunteer 1, then Volunteer 2; at least twice for accurate total)
- Issue white receipt to team member (even if they refuse!)
All donations must have receipts!
- Seal donations in an envelope and include/attach yellow receipt
- Accounting room will collect envelopes located outside of door when ready

Team Donations Accounting Room (inside):

- Get envelopes from outside (after all other donations have been prepared for deposit, recorded, and accounting table is clear)
- Donations are counted to verify accuracy of receipt (revise yellow receipt if necessary)
- Checks are stamped
- Verified donations are ready for deposit (hold receipts for next two steps)
- Fill out deposit slip
- Donations and white deposit slip are placed into a deposit envelope (no receipts)
- Receipts are paper clipped to pink copy deposit slip in booklet
- Deposit slip copy and receipts are given to staff for review
 - Staff reviews deposit slip and verifies with receipts
 - Staff records all team totals/donations based on receipts
 - Staff seals deposit envelope
- Deposits are picked up for deposit (Must be Staff approved!)

Signs/Parking

- Set up signs (morning): directional and parking
- Make chalk directions
- Set up cones: some next to parking spaces next to Handicap parking, some next to curbside along lawn for bus
- Direct traffic/people to building entrance and parking areas
- Assist with Shuttle service (guidance/direction)
- Help unload TEAM and Sponsorship vehicles and bring items to designated location
 - 11:00am Teams arriving
 - 11:30pm Sponsors arriving
- Pick up signs (evening)

Table/Chair Set-up (AM Shift and Clean-up)

- Powwow arena, drums and stage
- Teams tables
- Upper Floor (seating around perimeter and team tables)
- Handwashing Stations (A staff will assist and instructions available)

- Nation flags as directed by staff
- Place labels/signs for fundraising team tables, luminary bag table, sponsor tables and volunteer table, etc.
- AICAF merchandise (Swag) area set-up and organizing
- Registration table set-up and organizing
- Ribbon Making and table set-up

Arena Assistance

- Provide assistance to Powwow stage staff - Emcee, Co-Emcee, Spiritual Advisor, Arena Director, Co-Arena Director, etc.
- Regular check ins with Arena Director to see what needs are
- Checking with drum groups and dancers to see if they need water
- Refilling water coolers when necessary
- Pulling and distributing dancer shirts (swag item for tiny tots)
- Staying in contact with AICAF appointed lead staff
- Asking CEO Kris Rhodes if she is in need of assistance or items
- Distributing drum swag item
- Luminary Bag Set-Up and Wrap-Up (will take place during healing song)

Morning General Assistance 9:00am - 12:00am

- Setup
- Unloading boxes
- Setup water station for dancers, drums, and head staff
- Help unload TEAM and Sponsorship vehicles and bringing items to designated location
- 11:00am Fundraising teams arrive
- 11:30am Sponsors arrive
- Bring fundraising teams necessary products (hair nets, cleaning supplies, gloves, etc.)

Afternoon General Assistance 11:45am-2:45pm & 2:30pm-5:30pm

- Checking on team tables
- Check on various Powwow Tables (Luminary Bag station, Donation Tables, Registration, Rock Wall, etc.)
- Restroom and dressing room walk through (paper products, etc.)
- If Assigned: go to parking area for parking shift to relieve parking attendant, or transition to general assistance after parking shift expires. DO NOT LEAVE parking area until you are relieved.
- If Assigned: Silent Auction Wrap-up
- Floaters and other duties as assigned
- Make sanitary solution
- 1:00pm-4:00pm Luminary bag donation table and requests

Evening General Assistance 5:15pm - 8:15pm

- Checking on fundraising team tables- Take down of Team tables
- Restroom and dressing room walk through (paper products, etc.)
- Community Feast: setup tables and chairs for feast, prepare plates prior to start of feast, pass out plates to elders, volunteers assigned to tables, etc., put tables and chairs back to original location
- Cleanup duties at the end of the Powwow
- If Assigned: go to parking area for parking shift to relieve parking attendant, or transition to general assistance after parking shift expires. DO NOT LEAVE parking area until you are relieved.
- Make sanitary solution

Greeter/Donation Table

- Remain at the donation table at ALL times
- Welcome attendees to the Powwow
- Provide general information to Powwow participants
- Hand out Powwow programs
- Answer easy and general questions about layout of the Base Camp Facility
- Notify AICAF staff when donation jar should be emptied and brought up to the accounting room

Registration Table

- Funding raising teams- checking off teams on list as they come; give out bag of t-shirts and telling where their table area is
- Sponsors- Checking off sponsors as they come; give swag bag if they have one
- Dancers- Make sure to ask for contact information to send Thank You cards to, organize t-shirt sizes on registration forms and pull t-shirts to hand out to dancers after exhibition song
- Drummers- Make sure to ask for contact information to send Thank You cards and to hand out Powwow for Hope towels
- Pink Shawl- Make sure to tell them about survivor special that will take place at 2:00pm and 4:00pm get contact information to send Thank You cards

Merchandise Table

- In the AM: helping organize merchandise for easy access during Powwow
- Pulling items such as: t-shirts, sweaters/hoodies in correct size, water bottles, ornaments, lapel pins, keychains, window clings, buttons, etc.
- Filling out order forms for merchandise
- Please stay at merchandise table at all times

Volunteers Registration Table

- Check off registration list as volunteers arrive
- Create shift badge with badge paper and plastic holder
- Give shirt, button, and lanyard for badge
- Tell volunteers which duties they are assigned
- Explain the designated volunteer area
- Explaining the volunteers duty hand out to refer to when needing additional tasks
- Answering any volunteer questions

Survivor Table

- Staying at table at ALL times
- Taking registration information for survivor support group and pink shawls
- Visiting and listening to Cancer Survivors stories
- Giving information about survivors special at 2:00pm
- Set up water stations in assigned area
- Make sanitary solution

Feast Helpers 5:30-7:00pm

- Determine how many plates should be made beforehand
- Move handwashing station
- Refill and re-ice water station
- Setup feast area
- Hand out plates to: elders, team vendors, and volunteers and staff who are unable to leave station (make sure to wear gloves when making and handing out plates)
- Make handwash solution
- Collect donations during feast
- Cleanup once feast concludes: put back tables and chairs used

Silent Auction

- Set-up silent auction room and tables
- Set out silent auction items with corresponding bid sheets
- Monitor silent auction items
- Enforce bid rules
- Fill out bid sheets for items received during the powwow
- Close silent auction (instructions will be provided)
- Check-out winning bidders by collecting payment via cash or Square Cash app
- Write receipts for bid winners
- Distributing silent auction items to winners
- Pack silent auction materials after closing
- Load staff vehicles

Security

- Patrol & monitor all facility grounds (indoor & outdoor)
- Required to assist with and monitor fundraising team donations booth
- May be required to escort teams donations personnel when doing deposit drops
- Monitor teams donations booth consistently near the end of event and after as more donations may be turned in
- **ENFORCE NO SMOKING POLICY ON GROUNDS**
- Work with local police and paramedics and other emergency response teams, if necessary
- Ensure a safe and positive experience for everyone
- Perform other services that are reasonably related

Clean-up 6:30pm- 8:15pm

- Putting table and chairs away at the end of the Powwow
- Packing up registration and merchandise tables
- Gathering and packing Powwow signs
- Packing flags and flag holders
- Load boxes in staff cars