

## **CPSD Age Group Party Volunteer Directions**

Ask a lifeguard or member of the coaching staff to let you in the clubhouse. Aside from the tables, everything you need will be in the kitchen area.

If you have any questions, call me (Mallory: 207-415-7789)

### **General Information**

- Age group parties are set up on the club house porch.
- Unless the weather is awful, attendees should remain outside. Ask them to use the pool bathroom and sinks, not the ones in the club house.
- The volunteers can prop open the door to the kitchen to go back and forth for supplies, but no one else should be going in the club house.
  
- The pizza is ordered and scheduled to arrive at the beginning of the party.
  
- Craft materials and dry goods are in or around the basket on the kitchen counter.
- Tables are in the closet access from the mens' room.
- Make sure there is a big trash can on the porch to collect our trash. (There are extra trash bags in the basket if needed.)

### **Set-Up (2-3 volunteers)**

- Station 1: Check-in
  - Use a small table from the closet and place it at the top of the ramp.
  - Place the clipboard with the guest list, a highlighter and a pen on the table.
  - Get t-shirts from the kitchen and separate into piles by size, this will make distribution easier
  - Get the stack of cardstock from the basket, swimmers will put this inside their t-shirts to help
  
- Station 2: T-shirt Decorating
  - Get two white tables from the closet across from the men's room
  - Put the paint tables on the section of the porch that faces the pool a few feet away from the wall so there can be painters on both sides.
  - Cover both with the provided table covers and put "drop cloths" under the tables to catch spills
  - Get the paint, foam brushes, rubber fish and bowls from the kitchen
  - Pour some of each paint color in bowls, 2 sets, so the swimmers can have easy access to their desired colors.
  
- Station 3: Food
  - Dinner
    - When the pizza arrives, tip the driver \$20. Put the receipt in the envelope (on the clipboard) labeled Pizza Receipt)

- Put a white table on the porch in front of the kitchen door.
  - Cover the table with the table cover provided.
  - Put out the plates and napkins.
  - There is a shape knife to help separate the pizza slices.
  - There are gloves for serving food.
  - Fill one of the orange coolers with a spout with ice water (ice from the ice machine and water from the sink) and set it on the edge of the table
  - Get a stack of cups from the basket
  - Get the drink pouches from the refrigerator.
- Dessert (after dinner)
  - The bowls, ice cream scoops, sprinkles and spoons are in the basket
  - There are big buckets of vanilla ice cream in the freezer, start with 2
  - There is chocolate syrup and whipped cream in the refrigerator
  - Put everything out on the table that was used to serve dinner.

## Party Time (6-8 volunteers)

- **Check-in** (1-2 volunteers)
  - Greet swimmers and highlight their name on the list
    - Some families will have multiple members eating
  - Give them a t-shirt and a piece of cardstock to slide in between the front and back of the shirt
    - Only swimmers get a t-shirt unless otherwise noted (sometimes siblings can't make it to their party)
    - There should be enough of the desired size, but you may need to size up
  - If a swimmer/family is not on the list write their name on the check-in sheet, we'll figure it out later
- **T-shirt Decorating** (3-4 volunteers)
  - **Before swimmers start painting they need to slide the piece of cardstock inside their shirt**, this will ensure that the paint doesn't soak through to the back. They should also be encouraged to fold their shirt around the cardstock which will (1) highlight the painting area, (2) take up less space and (3) make it easier to transport home without smudges
  - **Swimmers can only paint at the covered tables**, the paint is intentionally not waterproof, the swim team will get in trouble if we get paint on the porch. This also makes clean-up much easier. Some swimmers may need to wait for the space to paint
  - Refill paint bowls as needed
  - Clean off fish
- **Dinner** (2-3 volunteers)
  - There is cheese and pepperoni pizza.
  - **Each diner gets 2 slices of pizza**, once everyone has eaten, if there is any leftover they can have more.

- **Each child gets one drink pouch**, once everyone has eaten, if there is any leftover they can have more or they can have water.
- **Dessert (2 volunteers)**
  - Every diner gets an ice-cream sundae.
  - Put 2 scoops of ice cream in a bowl (about  $\frac{2}{3}$  cup)
  - Offer the diner toppings, but **don't let them serve themselves**.

### **Clean-up (4-5)**

- Put everything back where you found it.
- Empty the trash and put a new trash bag in the can.
- If there is any pizza left, offer it to the coaches, lifeguards, take it home...
- Check to make sure there is nothing left on the porch and the kitchen is clean.

Thank you for helping out.

I hope everyone has fun.

Mallory