

Sample Sale and Gear Swap Volunteer Details

Thank you for signing up to volunteer at the LERT Sample Sale and Gear Swap. Your help is greatly appreciated and we could not host our event without you.

This is a unique year with some new challenges. We would like to ensure you understand the position you have signed up for, the safety measures in place for this year's sale, and have the opportunity to ask questions and get clarification ahead of time.

- [Please sign your volunteer waiver here](#) prior to the event. Only one waiver is needed for the season.
- View the [safety protocols in place for the event](#).
 - All vendors, volunteers and participants **MUST wear a mask.**
 - We will provide hand sanitizer, gloves, extra masks, and disinfecting cleaner for the use of volunteers.
 - This is an outdoor event
 - Dress for success and come prepared to work in an outdoor environment and variable Colorado weather
- Parking
 - Friday Morning - Volunteers can park in the east Avalon Parking lot
 - Friday Afternoon - After 2:30pm all volunteers should park on the street of Ben Place (behind the Avalon) or can utilize the parking of Schacht Spindle CO
 - Saturday - Park on the road of Ben Pl. or the Schacht Spindle lot
- **A health screening is required** for all volunteers upon check in. If you answer yes to any of the questions or have a fever you will not be eligible to volunteer.
 - Please reach out if you will be unable to work your slot.
 - You can preview the screening below:
 - [Health Screening Form](#)
- **Volunteer check in and check out will be completed electronically.**
 - Your name and volunteer position will be entered into the form and given a time stamp to verify and help record work credits earned.
 - [Volunteer Check In Form](#)
 - Remember to check out at the end of your shift as well

- [Volunteer Check Out Form](#)
 - QR Codes may be used to aid in contactless check in/out.
 - Please create a name tag to wear during your shift to indicate that you have completed the health screening and let participants know you are there to help.
- Each 4 hour volunteer shift is worth 0.5 Work Credits.
 - Most shifts overlap by an hour to allow ample time for health screenings, any necessary training, and cleaning of stations and materials.
 - If you are working two back-to-back shifts you will receive 1 work credit for the 7 hours of volunteering. Thank you!!
- Please ask questions and get clarification prior to the event.
 - Reach out with any questions, comments, or ideas to rachel@lertprograms.com
 - Look for Trish, Lex or Rachel during the event for additional questions.
 - We are also providing 2 video call opportunities to ask questions and get answers via Google Meet.
 - **Please limit questions to the Sample Sale and Gear Swap.** We will not be fielding questions about the upcoming season during these Meets.

Q & A Date	Tuesday, September 29th	Wednesday, September 30th
Time	7:00 pm to 7:30pm	10:30am to 11:00am
Join via Computer	Click on the link: Join with Google Meet Or enter this in your browser: meet.google.com/zih-mucy-szc	Click on the link: Join with Google Meet Or enter this in your browser: meet.google.com/xda-djco-qqe
Join Via Phone	Call: (US) +1 414-436-8357 Enter PIN: 702 858 848#	Call: (US) +1 252-491-1194 Enter PIN: 702 858 848#

Sample Sale and Gear Swap Volunteer Positions Overview

- **Set Up**

- Help set up tables, chairs, fencing, pop up tents, and check in stations for the sale
- Be ready to set up and move items, wear comfortable clothes and shoes that may get dirty

- **Signage and Spacing Set Up**

- Set up signs for the event in local areas
- Set up social distance markings in event space (chalk, tape, ect.)
 - Use a tape measure to mark 6 foot spacing throughout the event
 - Entrance line
 - Food trucks/ beer tent
 - Vendor booths
- Set up Health Signs
 - Reminders for masks, social distance, and to stay home if ill
- Set up sale signs (all sales final, entrance, exit, sanitation station)
- Inform LERT staff if more signage is needed to cover the space or areas if certain areas do not allow for adequate spacing

- **Parking**

- Help direct flow in the parking lot
 - East side lot will be used for parking
 - Additional parking on the street behind the Avalon (Ben PI)
 - Parking lot of Black Roofing will be used for vendors
 - Parking lot of Schacht Spindle CO will be used for volunteers
 - Please ensure there is no trash left in these lots if utilized
- Give directions and information to those attending
 - The event is one way foot traffic with a single entrance and exit
 - Participants are required to provide contact info for contact tracing if necessary
- Direct those of Friday with Gear for the Swap to the separate registration table (south east side of lot)

- **Entrance**

Entrance has an extra step this year as we must collect participant information if needed for contact tracing.

- One position will be collecting Contact Tracing Information from each person (household) in attendance
 - Please [use this Form](#) to collect and enter information
 - Form will link to a spreadsheet that provides a timestamp
 - We are required to collect this information to hold our event within Boulder County
 - If someone does not want to comply, they cannot attend the event
 - Collect entrance fee from guests - We accept cash, checks or card
 - Friday \$20 per family
 - Family does not include 2 friends
 - Friday night will have the best gear and deals - exclusivity so entrance fee is higher
 - Saturday *suggested* donation of \$10 per person or \$20 per family
 - We have set up a payment page to process credit card payments
 - Any entrance fee or donation amount can be processed via this [Admission Payment Page](#)
 - Please bring a laptop or tablet to help process payments
 - Remind all people in line to stay 6 feet apart - will be marked
- **Occupancy Monitor (Entrance and Exit)**
 - Keep a running total of the total number of guests at the sale
 - 175 participants are allowed at a time
 - This does not include volunteers, vendors, and employees - only participants
 - A clicker will be provided to keep track of occupants. Once the sale has reached 175 participants the Entrance and Exit Occupancy Monitor will need to communicate via radio to keep accurate totals (ex: once 3 people have left, 3 more can enter)
- **Check In and Health Screenings - Volunteers and Vendors**
 - There will be a separate check in station (near the main entrance) that all Volunteers and Vendors must go through and **complete a health screening**
 - You will use a forehead thermometer to take the temperature of guests and then enter their screening into the form below (or take their temperature and they can fill out the form onsite)
 - [Health Screening Form](#)

- Volunteers will also check in and out from their shift with you via check in and check out forms
 - Some volunteers may need you to check them in/out
 - Some can do themselves with the link to form or QR code
 - [Volunteer Check In Form](#)
 - [Volunteer Check Out Form](#)
 - Name tags will be provided for all Volunteers and Vendors
 - This will help assure that they have completed the screening and checked in
 - Disinfect pens/markers in between use
 - Assist volunteers and vendors in understanding and navigating the spaces
- **Social Distance, Sanitation and Security Monitor**
 - Wipe down and sanitize highly used areas/objects
 - Bathrooms, tables, barriers, etc.
 - Spray bottles of Oxivir will be used for disinfecting (CDC recommended)
 - Non-food surfaces - Spray and let sit for 10 seconds then wipe with paper towel
 - Food surface - Spray and let sit for 1 minute then wipe with paper towels
 - Refill and monitor sanitation stations
 - Will have hand sanitizer and gloves
 - Remind participants to social distance and not gather
 - Inform LERT staff of areas of high traffic, bottlenecks or spaces that are hard to maintain social distance
 - Help reroute or change the flow so that there is not a lot of congregation
- **LERT Vendor Point of Sale**
 - Process payment for items bought directly from LERT Programs
 - Gear from previous years
 - Sweatshirts, hats, t shirts
 - Items donated from vendors in which all profits come to LERT
 - Use this payment page to process credit card payments:
 - [LERT Concession Payment Page](#)
 - Cash or check may also be used
 - Remind participants to social distance
 - Help view/ handle items to limit contact - disinfect if necessary

- **Vendor Help**
 - Be assigned to and assist a vendor with their products
 - May help with point of sale
 - Sanitation of items and area
 - Organization and distance control
 - We have several vendors in which we are running their booth (they are sending product for us to sell, monitor, and keep percentage)
 - PLEASE let us know if you would like to be a lead on one of these booths
 - We hope to assign you to a specific vendor prior to your shift

- **Security (Exit)**
 - Ensure all items leaving the event have been paid for and are tagged/bagged/zipped
 - Every item SOLD should have a zip tie on it
 - Those with items that have not been purchased must pay prior to leaving
 - Inform LERT staff if anyone is having trouble following our policies
 - Work with exit occupancy monitor to keep accurate totals of participants

- **Clean Up**
 - Help to clean up Avalon parking lot and surrounding areas
 - Remove tables, chairs, and fencing
 - Pick up any trash and waste
 - Remove any markings from ground
 - Remove all signs or information

- **Refuse Removal**
 - Great position for someone with a pickup truck
 - Help haul away any trash or recycles at the end of the event
 - Event is very close to Western Disposal and Recycling Center

Gear Swap Positions

- **Gear Swap Prep**
 - Set up Gear Swap Registration table, prep tags, and check swap systems

- **Gear Swap Registration**

- Items to be consigned in the gear swap may be dropped off on Friday between 11:30am to 7:30pm
 - We are only accepting hardgoods
 - Please review the [Gear Swap Information Page](#)
 - You have the right to refuse any items
 - Unsafe, old, broken
 - Peter Boyer (YSL Coach) will be the point person for helping participants price and understand their gear
 - Give out tag numbers to those that have registered their gear.
 - Families **must** use this [Individual Sale Registration Form](#) to list items for consignment
 - QR Code will be available for folks to access registration form on their phone
 - You may help manually enter a registration form for someone
 - Please bring a computer or tablet if available
 - Items registered will be sent to a Google Sheet and automatically assigned a unique ID number
 - Use the spreadsheet to find an item and give it the appropriate Tag number
 - Tag number and Sale price to be on item
 - Use tape or tags to get information on gear
 - All parts of one item must come connected (ex: poles taped together)
 - Rachel will be working closely with this process throughout the event - reach out with questions or ideas
- **Gear Swap Organization**
 - Help tag gear for consignment - tag with ID # and sale price
 - Take the gear to appropriate sale area of swap and organize with like products
 - Easy for shoppers to navigate
 - We will have a mix of ski racks and tarps on the ground to display gear - Items of the same style will be placed together and should then be organized by size
- **Gear Swap - Point of Sale**
 - Checkout Process has several steps

- **For every item sold** - Enter Tag Number into this [Google Form](#) so that people may view in live time if their items sell
 - The form will link to this [spreadsheet which is available on our website](#)
- Process payment for any gear swap item
 - Cash and Checks
 - Credit Cards may be processed through this payment portal:
 - [Gear Swap Payment Page](#)
 - Select Gear Swap as the vendor and the item number will be entered again
- Ensure every item sold has a zip tie on it
- **Gear Swap Monitor and Information**
 - Help guests view items, provide information on where to find items, keep area organized
 - Disinfect items that have been handled
 - Ensure no one leaves swap area without purchasing item
 - This is a GREAT position for those with knowledge on skis, boards or bikes
- **Gear Swap Checkout and Clean up**
 - Help return unsold items to their owner during the pick up time frame
 - Keep gear organized and ready to return
 - Help load up unsold and unclaimed gear for removal