

## Pollard GAP Instructions

First of all, thank you for volunteering. We really appreciate your help!

1. Arrive at Pollard Middle School at 3:10pm.
2. Sign in at office as a volunteer. Ask which room Gap will be in.
3. Go to the gym and get the green GAP folder from Coach Kivette in the basketball concession stand. There will be a Brown envelope in there that has \$80.
4. Head over to the room where Gap is being held. The students will be in there.
5. Use the paper in the folder to get each student to sign their **name** and **phone number** of a parent to call in case of emergency. Collect \$2 from each student. Number the list.
6. The students can work on homework or talk quietly to their friends. They may use their electronic devices. You should only let one student go to the bathroom at a time.
7. Count money collected (keep \$80 in small bills separate). Fill out the Cash Verification form found in the GAP folder.
8. Wrap the GAP money collected, the cash verification form and the sign in sheet together and place it a white envelope. Place \$80.00 in small bills in brown GAP envelope.
10. At **3:50** walk students up to the baseball/soccer field and place white envelope inside the cash box in the concession stand. Place brown gap envelope inside green folder and put the folder in the drawer with the cash box. Coach Kivette will give the money to the treasurer to pick up.
11. You are released! Thank you so much for your help!!!!