

Dear Dancers,

Our dances are organized and operated solely by volunteers, some of which do much more than their share of work without recognition or complaining. To keep dancing more like fun and less like a job for these people, we need to help out by volunteering. With a group this large we should be able to muster enough volunteers to keep anyone from having to do a job too often. I know we hate to commit to a responsibility months away, but we will send you a friendly reminder the week before the dance. If you cannot be at the dance you are scheduled to work, it is OK to call us, no hard feelings incurred, no explanations needed. There is a sign up sheet at the table by the front door. Or, you can go home, check your calendar, and call or email us. For each of our dances there are four jobs: drinks, producing, clean up, and sound.

**If you volunteer, you get FREE ADMISSION to the dance.**

### **Drink Volunteer duties**

1. Arrive fifteen minutes early.
2. Bringing three bags of ice. Give your ice receipt to the producer to be reimbursed.
3. Carry jugs, cups, a marker, and lemonade powder mix from the storage area (whoever is working sound can show you where that is) to the kitchen area.
4. Fill one jug with water and ice. Fill the other jug with a slightly weak mix of lemonade. It works better to dissolve the lemonade mix into the water before adding the ice. There might be a pitcher to help fill the jugs if they don't fit in the sink.
5. Carry the filled jugs to the table or counter. Feel free to ask someone to help you carry them.
6. Refill the jugs after break if needed (maybe earlier on very warm evenings).
7. At the end of the dance, rinse the jugs and return them, the cups, and any unused lemonade mix to the storage area.
8. Note the need for restocking cups or lemonade and tell the Vice President or other person of authority.

### **Cleanup Volunteer duties**

1. Pick up cups and other trash, including the balcony area.
2. Sweep the dance floor with dust mop.
3. Empty all trash cans (including bathrooms). Insert fresh trash bags in the cans. Take trash bags out to the dumpster.

### **Door Manager Volunteer duties** (contact the Treasurer for more information)

1. Please arrive by at least 7:15 pm. This is important since new people often arrive by 7:30 or earlier for the beginner's session.
2. The people doing setup will put a table near the door and bring out the cash box and Door Manager Box. Inside you'll find the cash box with an envelope inside. Take this out to use for change. Checks are OK and should be made out to NTTDS.
3. **In the Manager's Box you'll find a red plastic envelope.** Inside you will find name labels (printed and plain), red dots, the Dance Calculation Form, etc. Set name labels

on table. There are sheets of peel and stick labels and red dots in the red folder to use as nametags. Encourage new people to use the red dots so experienced dancers will know to give them extra help. Set up flyers, etc. on the table. Check dates on flyers to make sure they are current.

4. **Ask people as they come in to give you a break and let you dance. Have them sign up on the “I Want to Dance Too” form (in the red plastic envelope.) Have the caller announce at the beginning of the dance encourage dancers to sit at the table for one dance so that you can dance.**
5. Ask people you don't recognize if they are newcomers. Give them a Free Dance card. If people say they forgot their card from the previous dance, let them in free—not enough people will try to cheat to worry about this. ***If there are no cards, use the receipt book and write the date and FREE DANCE on the receipt. Give the top copy to the new dancer***
6. **MEMBERSHIP** - If people want to pay membership dues, use a membership form and, if cash is paid, a receipt from the receipt book. The form shows how much people pay depending on what month it is. **Please keep a SEPARATE tally of how much money is collected for membership.**

#### **Cashier Volunteer duties** (contact the Treasurer for more information)

Note: This can be done by the Door Manager, or by a separate person.

1. During the break, take the cash box to a secluded spot to do the accounting. Use a **Dance Calculation Form** found in the red folder. You can ask someone to help you with do the counting and calculations.
2. Follow the form to figure out how much to pay the band and caller. Use the back of the form to help you count the money. **Stamp all checks with deposit stamp (in cash box.)**
3. After setting aside the money for the band and caller, **set aside the \$150 that stays in the box. Use as many of the small bills as you can to make up the \$150. Put the cash into a blank envelope, if available. If you don't at least 25 \$1 bills, please let the Treasurer know so that he/she can bring enough \$1 bills for the next dance.**
4. The remainder of the cash and checks are the deposit. Prepare the deposit using deposit slips in the cash box. **TEAR OUT BOTH YELLOW AND WHITE COPIES.**
5. At the Plaza, put the cash box into the Door Manager's Box. At Lutheran, set the cash box inconspicuously over by the sound equipment on the stage and go dance. Before you leave, pay the band and caller.
6. If the Treasurer or another board member is at the dance, turn over the deposit money, Dance Calculation Form, deposit slip (**both copies**), membership forms, etc. If the Treasure/Board member is not at the dance, the deposit needs to be taken to a Bank of America. You can do that yourself, or ask an NTTDS officer to do it. The deposit receipt (yellow copy), Calculation form and membership forms need to be mailed to the Treasurer. Use the stamped, self-addressed envelopes in the cash box for this purpose.

If you are interested in running sound, please see Steve Babula or Glenn Manuel

Thanks!

For any questions, contact the Vice President.