

**Newport Ski Swap
Volunteer Plan & Summary
As of Nov 3, 2019**

Thursday 8-Nov * Setup

Setup 9am - 10 pm Check-in Gear 6 - 9 pm	Plan		Signed Up		% Filled		
Shifts	4:00 -9 pm		4:00 - 9 pm		Adult	Student	Total
Jobs	A	S	A	S			
Manage Swap	2	0	4	0	200%		200%
Provide Security	1	0	1	0	100%		100%
Coordinate Volunteers	1	1	1	2	100%	200%	150%
Coordinate Food	1	0	1	0	100%		100%
Setup Swap Facility	6	12	6	13	100%	108%	106%
Total by Adult/Student	11	13	13	15	118%	115%	117%
Total people / shifts	24			28			
Total shifts/people per day	24			28			117%
			118%	115%	28		

Blue = Overfilled
Green = Shift Full
Yellow = Not enough
Red = Critical need

Friday 8-Nov * Setup & Check-In

Setup 9am - 4 pm Check-in Gear 4 - 9 pm	Plan - Number of Adults (A) & Students (S)						# of Adults & Students Signed Up						% Filled		
Shifts	8 - 12 pm		12 - 4 pm		4 - 9 pm		8 - 12 pm		12 - 4 pm		4 - 9 pm		Adult	Student	Total
Jobs	A	S	A	S	A	S	A	S	A	S	A	S			
Manage Swap	3	1	3	1	3	2	4	0	3	1	3	3	111%	100%	108%
Provide Security	1		1		2	8	0	0	0	3	0	11	0%	175%	117%
Coordinate Volunteers	1	1	1	1	1	1	1	0	1	0	1	2	100%	67%	83%
Coordinate Food	1	0	1	1	1	1	1	0	1	0	1	1	100%	50%	80%
Inventory System			1		2	6			2		1	6	100%	100%	100%
Setup Swap Facility	12		12				8		8				67%		67%
Check-In (5-9pm)			4	2	8	25			8	0	9	23	142%	85%	103%
Arrange Inventory (5-9:30 pm)					6	14					4	5	67%	36%	45%
Total by Adult/Student	18	2	23	5	23	57	14	0	23	4	19	51	88%	86%	87%
Total people / shifts		20		28		80		14		27		70			
Total shifts/people per day						128						111	56	55	87%
							78%	0%	100%	80%	83%	87%			

Saturday 9-Nov * Sale

Sale 9-9 (+/- .5 hour)		Plan-# of Adults (A) & Students (S)						# of Adults & Students Signed Up						% Filled		
Jobs	Shifts	8:00 - 11:30 am		12:30 - 4:30 pm		4:30 - 9:30 pm		8:00 - 11:30 am		11:30 - 4:30 pm		4:30 - 9:30 pm		Parent	Student	Total
		A	S	A	S	A	S	A	S	A	S	A	S			
Manage Swap		3	2	3	2	3	2	3	4	3	3	3	1	100%	133%	113%
Customer Help & Problems		2	5	2	4	2	4	2	6	2	6	3	5	117%	131%	126%
Provide Security		1	9	1	9	1	9	1	10	1	9	0	11	67%	111%	107%
Coordinate Volunteers		1	1	1	1	1	1	0	2	0	2	0	2	0%	200%	100%
Coordinate Food		1	1	1	1	1	1	1	1	1	1	1	1	100%	100%	100%
Inventory System		1	6	1	6	1	6	1	6	1	6	1	6	100%	100%	100%
Check-In (7-9 am)		4	8					4	0					100%	0%	33%
Arrange Inventory		3	10	2	10	2	10	3	13	2	16	2	8	100%	123%	119%
Receipt Mgt		4	0	4	0	4	0	4	0	4	0	4	0	100%		100%
Cashiers		1	21	1	21	1	21	1	19	1	22	1	22	100%	100%	100%
Total by Adult/Student		21	63	16	54	16	54	20	61	15	65	15	56	94%	106%	104%
Total people / shifts		84		70		70		81		80		71				
Total shifts/people per day						224						232		50	182	104%
								95%	97%	94%	120%	94%	104%			

Sunday 10-Nov * Sale & Shop Check-Out

Sale (9-3) (+/- 1/2 hour) Shop Check-Out 3:30-6:00		Plan- # of Adults (A) & Students (S)						# of Adults & Students Signed Up						% Filled		
Jobs	Shifts	8:30-12:30 am		12:30 a - 3:30 p		3:30 - 6:30 pm		8:30-12:30 pm		12:30 - 3:30 pm		3:30 - 6:30 pm		Parent	Student	Total
		A	S	A	S	A	S	A	S	A	S	A	S			
Manage Swap		3	3	3	3	3	1	3	3	3	4	4	1	111%	114%	113%
Customer Help & Problems		2	4	2	4			3	5	2	4			125%	113%	117%
Provide Security		1	10	1	10	1	10	1	10	1	10	1	11	100%	103%	103%
Coordinate Volunteers		1	1	1	1	1	1	1	1	1	2	1	0	100%	100%	100%
Coordinate Food		1	1	1	1	1	1	1	1	1	1	1	0	100%	67%	83%
Inventory System		2	4	2	4	2	4	1	6	3	4	1	6	83%	133%	117%
Arrange Inventory out Shops (5-9pm)	Check	4	8	4	8	6	15	2	5	2	3	4	15	57%	74%	69%
Receipt Mgt		3	0	2	0	2	0	3	0	2	0	2	0	100%		100%
Cashiers (8:30-6)		2	20	2	12			2	19	1	8			75%	84%	83%
Total by Adult/Student		19	51	18	43	16	32	17	50	16	36	14	33	89%	94%	93%
Total people / shifts		70		61		48		67		52		47				
Total shifts/people per day						179						166		47	119	93%
								89%	98%	89%	84%	88%	93%			

Monday 11-Nov * Take-Down & Individual Check-Out

Pick-up gear 10-2 Take down and move gear 8-6	Plan # of Adults (A) & Students				# of Adults & Students Signed U				% Filled			
	Shifts		8:00 -12:00		12:00 - 4:00 pm		8:00 -12:00		12:00 - 4:00 pm		Parent	Student
Jobs	A	S	A	S	A	S	A	S				
Manage Swap	3	1	3	1	3	1	3	3	100%	200%	125%	
Provide Security	1	8	1	5	0	8	0	4	0%	92%	80%	
Coordinate Volunteers	1	1	1	1	1	1	1	1	100%	100%	100%	
Coordinate Food	1	1	1	1	1	1	1	1	100%	100%	100%	
Inventory System	1	2	1	2	1	0	1	1	100%	25%	50%	
Take Down Swap Facility	5	10	5	10	5	6	5	11	100%	85%	90%	
Arrange Inventory Check out Individuals (10am-2pm)	2	8	2	15	1	2	3	6	100%	35%	44%	
Receipt Mgt	3		3		3		3		100%		100%	
Total by Adult/Student	17	31	17	35	15	19	17	27	94%	70%	53%	
Total people / shifts	48		52		34		44					
Total shifts/people per day			100				78		32	46	78%	
					88%	61%	100%	78%				

Total - All Days		Total Shifts Planned	655	Total Shifts Filled	615	94%
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