**[READ ALL THIS CAREFULLY BEFORE YOU SIGN ANYTHING]**

If you would like to be a part of the Leadership Concession Team, please sign your name to the slots below.

**You are NOT to be on your phones at all during the event, so if you cannot handle a shift without technology, this opportunity is not for you.**

There will be a **mandatory meeting at lunch on Thursday, Dec. 19, 2019 during FLEX, in room 202,** to finalize plans and ensure we all know what we are doing with stock (food and drinks) and money procedures. If you are not at the meeting, you cannot help out, so sorry.

Sign up ONLY if there is a firm commitment, and you must show up EARLY with:

1. A great attitude and an ability to keep oneself entertained without technology during lulls
2. Your Leadership/Mentorship t-shirt
3. Hard work ethic
4. Precision for counting stock and money (float must balance inventory at end of shift!)
5. No friends hanging out at table and no freebies!

Please note: For almost all these shifts, you will need to talk to your teachers and have a signed permission slip to miss some class. These must be back by Wed. Dec. 18 th, 2019, or you will not be able to participate.

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| **Wednesday, Dec. 18th 2:30-4:30pm** |
| Please note: First shift early dismissal – permission required from Block 4 teacher |
| **SHIFT ONE: 2:30 – 4:30pm****Sign in, set-up table, bring out stock, take inventory, get float, put on Christmas music.****At end of shift put table in Room 202, label drinks and put in fridge, put rest of inventory neatly behind Byrne’s desk, count and double count float in Room 202, fill out float form, lock up float. You MUST give Byrne her keys in the morning!** | 1. Katrina2. Amira3. Leah4. Ethan5. Olivia |

**KATRINA AND AMIRA are in charge of this initiative. Check with them and let BYRNE know if there are any issues or anything needs to be handled. Good communication is key!**

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| **Thursday, Dec. 19th 8:30am – 6:00pm** |
| Please note: First shift permission required Blocks 5 and 6, Second shift permission required Blocks 7 and 8. |
| **SHIFT ONE: 8:30am – 12:15am****Sign in, set-up table, bring out stock, take inventory, get float, put on Christmas music.****At end of shift, train next group before you leave.** | 1. Katrina (Block 5, not in Block 6)2. Amira (Block 5, not in Block 6)3. Makena4. Lauren5. Tiffany 7. Puneet6. Darya 8. Yanbo |
| **SHIFT TWO: noon – 3:20pm****Sign in, get debriefed, take over.****At end of shift, train next group before you leave.** | 1. Amira2. Katrina (Block 8, not Block 7)3. Keean4. Ryan |
| **SHIFT THREE: 3:10pm – 6:00pm****Sign in, get debriefed, take over.****At end of shift put table in Room 202, label drinks and put in fridge, put rest of inventory neatly behind Byrne’s desk, count and double count float in Room 202, fill out float form, lock up float. You MUST give Byrne her keys in the morning!** | 1. Amira2. Katrina 3. Maria4. |

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| **Friday, Dec. 20th 8:00am – 3:15pm** |
| Please note: First shift permission required Blocks 1 & 2. Second shift permission required Blocks 3 & 4.  |
| **SHIFT ONE: 8:00am – 11:55am****Sign in, set-up table, bring out stock, take inventory, get float, put on Christmas music.****At end of shift, train next group before you leave.** | 1. Amira 7. Maddy2. Katrina 8. Elise3. Tyler 4. Nadia5. Quinn6. Kennedy |
| **SHIFT TWO: 11:40am – 3:15pm****Sign in, get debriefed, take over. At 3pm, do a massively good clean-up, count and double count float in room 202, fill out float form, bring counted float with paperwork to Ms. Goss in Room 116. Store extra inventory in Room 202 away from mice and moochers.** | 1. Katrina 8. Olivia2. Amira 9. Leah3. Gabriel4. Kahlen5. Ethan6. Leighton7. Miya |