

**Newport Ski Swap
Volunteer Plan & Summary
As of Nov 2, 2021**

Blue = Overfilled
Green = Shift Full
Yellow = Not enough
Red = Critically Short

Thursday 11-Nov

Setup 9am - 9 pm Check-in Gear 4 - 9 pm		Plan - Number of Adults (A) & Students (S)					# of Adults & Students Signed Up						% Filled			
Jobs	Shifts	8 - 12 pm		12 - 4 pm		4 - 9 pm		8 - 12 pm		12 - 4 pm		4 - 9 pm		Adult	Student	Total
		A	S	A	S	A	S	A	S	A	S	A	S			
Manage Swap		3	1	3	1	3	2	3	6	2	0	2	0	78%	150%	100%
Provide Security		1		1	8	2	8	0	0	0	0	0	11	0%	69%	55%
Coordinate Volunteers		1	1	1	1	1	1	1	0	1	0	1	0	100%	0%	50%
Coordinate Food		1	1	1	1	1	1	1	2	1	1	1	1	100%	133%	117%
Inventory System						2	2					2	2	100%	100%	100%
Setup Swap Facility		6	12	6	12	6	12	1	19	4	0	2	7	39%	72%	61%
Check-In (2-9pm)				4	6	8	25			6	7	6	19	100%	84%	88%
Arrange Inventory (1-9:30 pm)				6	14	6	14			4	16	1	16	42%	114%	93%
Total by Adult/Student		12	15	22	43	29	65	6	27	18	24	15	56	62%	87%	78%
Total people / shifts			27		65		94		33		42		71			
Total shifts/people per day							186						146	39	107	78%
								50%	180%	82%	56%	52%	78%			

Friday 12-Nov

Setup 9-11 am Check-in 4-9 pm Sale 5-9 pm		Plan - Number of Adults (A) & Students (S)					# of Adults & Students Signed Up						% Filled			
Jobs	Shifts	8 - 12 pm		12 - 4 pm		4 - 9 pm		8 - 12 pm		12 - 4 pm		4 - 9 pm		Adult	Student	Total
		A	S	A	S	A	S	A	S	A	S	A	S			
Arrange Inventory (5-9:30 pm)																
Manage Swap		3	1	3	1	3	2	4	2	2	5	4	4	111%	275%	162%
Customer Help & Problems						2	6					2	6	100%	100%	100%
Provide Security		1	8	1	8	2	12	2	5	0	7	0	11	50%	82%	78%
Coordinate Volunteers		1	1	1	1	1	1	1	0	2	0	2	0	167%	0%	83%
Coordinate Food		1	1	1	1	1	1	1	1	1	1	1	1	100%	100%	100%
Inventory System		2	2	2	2	2	4	2	1	3	1	3	1	133%	38%	79%
Setup Swap Facility		8	1					2	0					25%	0%	22%
Check-In (4-5:30 pm)						6	12					2	5	33%	42%	39%
Receipt & Cashier Mgt				3	0	4	0			3	0	2	0	71%		71%
Cashiers						3	20					1	22	33%	110%	100%
Arrange Inventory (8-9:30 pm)		6	0	6	0	6	18	2	0	1	0	0	13	17%	72%	44%
Total by Adult/Student		22	14	17	13	30	76	14	9	12	14	17	63	62%	83%	75%
Total people / shifts			36		30		106		23		26		80			
Total shifts/people per day							172						129	43	86	75%
								64%	64%	71%	108%	57%	75%			

Saturday 13-Nov

Sale 9-4 (+/- .5 hour) Shops Check-out 4-6:30		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	2	5	2	6	78%	250%	147%
Customer Help & Problems		2	6	2	6			0	8	1	7			25%	125%	100%
Provide Security		1	12	1	12	1	12	0	11	0	11	1	10	33%	89%	85%
Coordinate Volunteers		1	1	1	1	1	1	1	1	1	2	1	1	100%	133%	117%
Coordinate Food		1	1	1	1	1	1	1	1	0	2	0	2	33%	167%	100%
Inventory System		2	2	2	2	2	0	2	2	2	1	2	2	100%	125%	110%
Arrange Inventory		4	8	4	8	4	16	1	18	1	20	0	0	17%	119%	91%
Check In/Out Shops						4	16					0	4	0%	25%	20%
Receipt Mgt		4	0	4	0	2	0	2	0	2	1	2	1	60%		80%
Cashiers		2	20	2	20			1	22	1	20			50%	105%	100%
Total by Adult/Student		20	52	20	52	18	48	11	67	10	69	8	26	50%	107%	91%
Total people / shifts			72		72		66		78		79		34			
Total shifts/people per day							210						191	29	162	91%
								55%	129%	50%	133%	44%	91%			

Sunday 14-Nov

Dismantle swap, Pick-up gear 10-2 Move supplies & left over gear		Plan # of Adults (A) & Students				# of Adults & Students Signed Up				% Filled		
Jobs	Shifts	8:00 -12:00		12:00 - 4:00 pm		8:00 -12:00		12:00 - 4:00 pm		Parent	Student	Total
		A	S	A	S	A	S	A	S			
Manage Swap		2	4	2	4	2	5	2	5	100%	125%	117%
Provide Security		1	8	1	8	0	11	0	11	0%	138%	122%
Coordinate Volunteers		1	1	1	1	1	1	1	1	100%	100%	100%
Coordinate Food		1	1	1	1	0	2	0	2	0%	200%	100%
Inventory System		2	2	2	2	2	2	2	2	100%	100%	100%
Take Down Swap Facility		5	10	5	10	2	4	2	2	40%	30%	33%
Arrange Inventory		4	10	4	12	0	14	2	18	25%	145%	113%
Check out Individuals (10am-2pm)		4	10	4	12	0	14	2	18	25%	145%	113%
Receipt Mgt		3		3		2		2		67%		67%
Total by Adult/Student		19	36	19	38	9	39	11	41	53%	108%	51%
Total people / shifts			55		57		48		52			
Total shifts/people per day					112				100	20	80	89%
% Totals						47%	108%	58%	89%			
Total - All Days						680			566		83%	