



Newport Ski Swap

VOLUNTEER ORIENTATION

November 2

Newport PTSA

Agenda

- **What is the Ski Swap?**
- **Schedule for all days**
- **What Does it look like?**
- **Need to know – Volunteers**
- **Volunteer Roles**
- **Break Out Sessions!**



A TRADITION FOR 37 YEARS!

Every year we will turn the Gyms into the largest snow sports consignment sale in the Seattle Area!!!

**Individuals can sell used Skis, Boards, Boots, Poles, Hats, Helmets, Goggles, Gloves and Clothes
Retail Shops sell new and used equipment, too – about ½ of the inventory comes from shops
Sellers keep 75% of their sales, the PTSA keeps 25%**

- Raises \$140,000 or more to support NHS PTSA in one weekend
- Provides affordable new and used gear for all families
- 6000+ people shop the Swap in 2 days
- 30-40 Adult Volunteers, 250+ Student Volunteers, 40+ snow sports salespeople



Dates for the swap – Big Picture

Wednesday November 8

Afternoon: Move Displays from Container to moving Truck

Thursday
November 9

During School: Adults Prep the gyms with floor covers, display racks & tables
After School: Students help Retail Shops load gear, Customers check in in gear to sell,
Gear is brought into gyms for display

Friday
November 10

Morning: More customer gear check In, Customers start lining up
1:00 – 9:00: Swap Open! Customers start entering, shopping and buying
9:00 – 9:30: Sort and Reset

Saturday
November 11

8:30: 1st shift volunteers arrive, customers line up
9:00 – 3:00 Swap Open!
3:00 – 7:00 Load Out Retail Shops, put racks & tables away

Sunday
November 12

8:30 – 2:00: Put racks & tables away, move unsold gear to one area,
Sellers come back to reclaim unsold gear (“Check Out”)

Food Service for Volunteers and Security are working all of these days (except Wednesday)

What does it look like?

THURSDAY – SET UP

LOAD IN RACKS & TABLES



BIG GYM SETUP



DISPLAY THE GEAR



[Photos and Videos](#)

What does it look like?

FRIDAY & SATURDAY – DURING THE SALE

BIG GYM – HARD GOODS

Skis, Snowboards, Ski Boot, Snowboard Boots, Poles, Cross Country Skis



What does it look like?

FRIDAY & SATURDAY – DURING THE SALE

SMALL GYM – SOFT GOODS

Helmets, Hats, Goggles, Gloves, Jackets, Pants, Sweaters, Thermal Underclothing



[Photos and Videos](#)

What does it look like?

FRIDAY & SATURDAY – DURING THE SALE

CASHIERS



What does it look like?

Thursday through Sunday: Food Provided!!



What does it look like?

SUNDAY – CLEAN UP and GEAR CHECK OUT





All Volunteers – Need to know!

Parking

During Swap hours,
Park on campus but
as far away as possible

Entrance

Enter at Volunteer entrance.
Make sure your name is
checked off before entering

Check In
**15 min
before shift**

Head straight to the
Volunteer Station, check
with shift leader

Work!

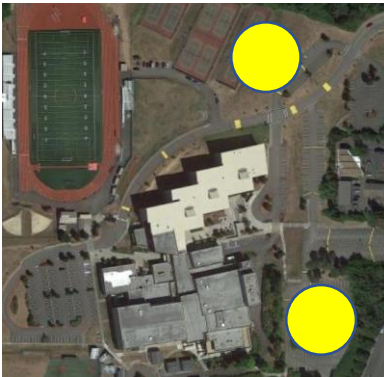
Stay on task, remember
you are an ambassador
for NHS!

Check Out

When your shift is over:
- Notify your leader
- Check out at the
Volunteer Station!!

Naviance!

Don't forget to enter
your volunteer hours
into Naviance!



Volunteer
Station is
Outside door to
main gym.
Pick up your
T-Shirt!

Be flexible – we
may need you
somewhere else.

Volunteer
Station is
Outside door to
main gym

**Newport High School Ski Swap
2023 Volunteer Hours Form**

First Name & Last Name: _____ Student ID# _____

Date	Hour In	Hour Out	Hours	PTSA Verification
Pre-Swap Help Nov. 2				
Training Session Nov. 3				
Thursday Nov. 9				
Friday Nov. 10				
Saturday Nov. 11				
Sunday Nov. 12				
TOTAL HOURS:				

Important information on how to submit your volunteer hours. Do it as soon as possible after the event!

1. Take a picture of this form and save as a pdf or .jpg. You will need to submit this form into x2Vol.
2. Add up your TOTAL HOURS worked throughout the entire Ski Swap event.
3. In the Create a Personal Project section of x2Vol, under "Activity", enter "Ski Swap 2023"
4. Add this form as an attachment. Submit only 1 form with total hours for the entire Ski Swap.
5. Required supervisor's information:
Name: Karen Whelan, NHS Ski Swap Chair
Telephone: Leave blank
Email: volunteer@newportpsa.org

DO NOT LOSE THIS FORM. IT IS YOUR PROOF OF HOURS WORKED. KEEP A PHOTO OF THIS FORM FOR YOUR OWN RECORD.

QR Code to Naviance



Student Volunteers – Track your Hours!



Newport High School Ski Swap 2023 Volunteer Hours Form

First Name & Last Name:	<input type="text"/>	Student ID#:	<input type="text"/>
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Date	Hour In	Hour Out	Hours	PTSA Verification
Pre-Swap Help				
Training Session Nov. 2				
Thursday Nov. 9				
Friday Nov. 10				
Saturday Nov. 11				
Sunday Nov. 12				
TOTAL HOURS:			<input type="text"/>	

Important information on how to submit your volunteer hours. Do it as soon as possible after the event!

1. Take a picture of this form and save as a .pdf or .jpg. You will need to submit this form into x2Vol.
2. Add up your **TOTAL HOURS** worked throughout the entire Ski Swap event.
Scan the QR Code to open Step by Step Naviance Instructions.
3. In the Create a Personal Project section of x2Vol, under "Activity", enter "Ski Swap 2023"
4. Add this form as an attachment. Submit only 1 form with total hours for the entire Ski Swap.
5. Required supervisor's information:

Name: Karen Rhatigan, NHS Ski Swap Chair

Telephone: Leave blank

Email: volunteer@newportpsa.org

QR Code to Naviance



DO NOT LOSE THIS FORM. IT IS YOUR PROOF OF HOURS WORKED. KEEP A PHOTO OF THIS FORM FOR YOUR OWN RECORD.



Volunteer Roles

Operations

Move Supplies From Storage to Gyms	Move Swap Supplies from the Storage Container by the baseball fields into a UHaul truck to the gyms
Set-up / Take-down Swap Racks, etc.	1) Move metal racks, wood and swap supplies to/from storage. **Heavy lifting, gloves recommended** 2) Setup/Take down floor covering, racks and tables, chairs. **Use power tools**
Gear Check In/Out Retail Shops	Help shops carry gear in/out of trucks/gyms. **Heavy lifting, gloves recommended**
Arrange Inventory	1) Check-In: set up gear by type & size, 2) Sale: Keep orderly, 3) Check-out: Consolidate remaining gear for pickup **gloves recommended** Please enter ski & snowboard experience in comment section. Helps determine placement.
Assist Buyers	Help our customers 1) find gear, 2) carry/manage gear, 3) find shop professionals for technical decisions, 4) Help with sizing decisions in poles, helmets, etc. Some ski wear knowledge useful. State experience.

Gear Check-In and Check-Out

Gear Check In/Out Individuals	1) Check-In: Help people check-in their gear & properly attach tags to gear, 2) Check-Out: Help customers find their unsold gear, scan gear being picked up, scan and move remaining gear. Ski & snowboard experience is helpful. Note in signup comments.
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Inventory Tags

Prepare consignment inventory tags	Attach labels to tags, sort and organize, prepare other gear material
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Customer Care

Gear Valet Service	Assist Sellers and Buyers carry gear in/out of the swap to/from their vehicles.
Customer Entry Queue	1) Manage customer (scheduled & unscheduled) entry queues. May involve being outside and helping with parking.
Customer Help Desk	1) Check-in: Check tagging quality, re-attach tags as required. 2) Sale: Find and re-attach lost tags to gear and respond to customer issues. 3) Check-out: Help customers find and check-out unsold items. Previous SWAP and snow sport experience is helpful
Volunteer Food Service	Arrange and serve food and beverages, keep eating area clean

Business

Cashiers	Scan sold gear, create invoices, take credit, cash or check. Manage the customer entry and exit
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Tech Support

Computer, Network and Software Support	Must have computer & network experience 1) Plan for and manage swap hardware and software, 2) Setup and support hardware and software for Check-In, Sale, Check-out
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Building Security

Security	Secure the swap facility and inventory - 1) Ensure that there is enough staff to cover all potential entry/exit points 2) Manage security staff and provide breaks, 3) Work with Police Officer
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Volunteer Roles Schedule

	November 8, 2022 Wednesday Gym Setup and Gear Check In	November 9, 2022 Thursday Gym Setup and Gear Check In	November 10, 2022 Friday Gear Check In, then DOORS OPEN 1:00	November 11, 2022 Saturday SWAP OPEN 9-3 Shops Load Out	November 12, 2022 Sunday Gym Tear Down and Individual Gear Pick
8 AM		8 AM	8 AM	8 AM	8 AM
9 AM		9 AM	9 AM	9 AM	9 AM
10 AM		10 AM	10 AM	10 AM	10 AM
11 AM		11 AM	11 AM	11 AM	11 AM
12 PM		12 PM	12 PM	12 PM	12 PM
1 PM	Move Displays to Gym	1 PM	1 PM	1 PM	1 PM
2 PM	Prepare Inventory Tags	2 PM	2 PM	2 PM	2 PM
3 PM		3 PM	3 PM	3 PM	3 PM
4 PM		4 PM	4 PM	4 PM	4 PM
5 PM		5 PM	5 PM	5 PM	5 PM
6 PM		6 PM	6 PM	6 PM	6 PM
7 PM		7 PM	7 PM	7 PM	7 PM
8 PM		8 PM	8 PM	8 PM	8 PM
9 PM		9 PM	9 PM	9 PM	9 PM
10 PM		10 PM	10 PM	10 PM	10 PM

This is an ideal place to have each leader introduce themselves, starting with you
 Ben - leader of many things
 DON - the founder, vendor, set up
 Greg and Tina - set up, managers of each gym
 Bob - PICTURE OF BOB!
 Holly - check in / tagging, inventory, trainer, help desk

Joe - equipment check in and customer Q&A
 Larry - cashiers
 Tahmid - IT
 Enrique - security
 Hongyan - food coordinator
 Karen - volunteer coordinator, training



FAQs and Reminders

Where are the HELP DESKS? What are they for?

- For volunteers and customers, there is a Help Desk in Each Gym.
Customers can come there with issues with missing tags, questions about gear, etc.

BE FLEXIBLE! We may need you somewhere else.

- Nothing is difficult or complicated, you've got this!

Nothing to do during your shift?

- clean, organize pick up - there is always something to do.
- e.g. organize gloves, socks, items by size

Security is everyone's job: If you are watching an exit or helping with the line, please stay on task

- If something doesn't look right or something happens...get an Adult Leader or our Officer

Cashier questions will be answered during break out session

Gear Tags on the Ground / Gear with No Tag?

- Look nearby, in case it fell off something that is still there
- Bring it to the Help Desk (there is one in both gyms)
- Take a photo and bring it to a leader

You represent Newport, be polite, pleasant, be engaged!

Volunteer Roles

Want more Info?

More details are available online at the Volunteer portion of our website!

<https://www.newportskiswap.com/volunteer>

....including a YouTube channel link for all you *Gear Check-In* People!

https://www.youtube.com/playlist?list=PLwB876t7g9_NHZ1BELtbHyKd0V7Lg9HAW