

WESTFIELD

Scott Norman, Director of Bands
Westfield High School
Spring Independent School District

Westfield Band and TopDog Fireworks Partner Up for OUR KIDS!



CALLING ALL PARENTS, FAMILY, AND ALUMNI!!

I am extremely proud and excited to announce that TopDog Fireworks has agreed to allow the Westfield High School Band Booster Club to use their superstore that is located at 16720 North Fwy, Houston, TX 77090! The booster club parents, band staff, students, and community volunteers will be able to sell fireworks from this superstore for the 10-day New Year season. This is an extremely rewarding fundraising opportunity for our band and color guard students and it can have a huge effect on their opportunities to travel, compete, and perform at a new level in the future!

I am sending this letter to all families asking that you consider donating a few hours of your time for a few days this coming winter break. I have attached the work schedule needs for the store to this letter and there will be a sign up form available on our website very shortly.



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Here is how it works:

- you volunteer your time to work a position at the store for a number of hours
- the wage that you normally would earn during this amount of work will go towards our band and color guard
- this money will be used to help us lower all of our fees as well as help fund a **SPRING TRIP FOR ALL THE BAND AND GUARD STUDENTS!**

The staffing levels will counted as numbers of volunteers 16 years of age and older. Those students wishing to help that are under 16 years of age will have plenty to do, however, I look forward to meeting more **parents and relatives** that are interested in seeing their band student have much more opportunity as well as **pay less in band, color guard, and drumline fees!** If you were not able to join the ranks as a volunteer to chaperone or sell concessions or be on our Mule Team, this would be a huge way to help as our proceeds from this one 13 day season of work very well could lower band fees by as much as 80%! Please scan the shifts attached and visit our bigredband.org website to sign up for a shift or simply circle a shift that you would like to work and the position in which you are interested in participating. There are some brief details about job description and a list of shifts needed for the entire season.

Again, I cannot stress enough how much this will mean for our students and our community to be able to raise this much money that will all go to making band, color guard, and percussion a fun and successful experience while keeping the cost low! This is our big chance to lock arms together and really get a lot of work done for our students and band program!

Thanks for your time and support,

The Westfield High School Big Red Band Staff and Booster Club

Schedule and Staffing Levels

Scheduling

The sales season is set by local and state government regulations. Currently the sales seasons are as follows:

July 4th Season

June 24 through July 4 at midnight

New Year's Eve Season

December 20 through January 1

Daily operation hours are set by TopDog and will be communicated to the group leaders prior to the season start. Daily hours are advertised on our website, social media sites, search engines, and other locations, and customers expect us to meet the stated hours. Your store must open on time and remain open for the scheduled hours. Do not open or close at any other times unless the group leader is directed by a member of TopDog staff.

Schedules are broken up into 3 shifts. This allows for the store to have overlap of staffing during the busiest times, and a smaller staff during the non-peak hours. Group members can cover multiple shifts during the same day. We ask that you maintain a minimum ratio of 1 adult to every 8 students working during a shift. Groups will submit a staffing shift schedule to their TopDog supervisor prior to the start of the season. Group leaders should also have a full roster of contact information for all volunteers.

If you are unable to fully staff any shifts, please let TopDog know so we can plan to hire additional staff. If TopDog determines that the group cannot adequately staff the store we reserve the right to hire additional staff. If additional staff is hired, the group will be charged an hourly rate of \$15 per person, which will be subtracted from the final commission amount. Not providing enough staff could also affect the 2% incentive. This charge would be made at the discretion of TopDog management.

TopDog does keep employees on staff during the season such as management and inventory control. If these employees are in your store performing their usual tasks it does not come out of the commission amount. TopDog staff will notify the group leadership if staffing charges will be assessed to the group.

Store Schedule

The following schedule model is the staffing level required to successfully operate the store. This model is based on analysis of prior season sales levels. Groups are encouraged to have additional staff on hand during the early part of the season, so group members are fully trained and ready for the busy sales days.

Regulations state that any person selling fireworks must be 16 years of age or older. Volunteers under age 16 do not count towards the staffing levels for the store. A list of tasks that under 16 volunteers can perform is found in a separate section of this manual.

Model 2 Store Schedule – Winter 2017

Season Day 1 - 7

Morning	Afternoon	Evening
Open – 1 pm 30 min overlap	1 pm – 6 pm 30 min overlap	6 pm – close
1 Manager	1 Manager	1 Manager
1 Cashier	2 Cashiers	2 Cashiers
1 Sacker	1 Sacker	1 Sacker
1 Greeter	2 Greeters	2 Greeters
4 Sales	4 Sales	4 Sales
8 total	10 total	10 total

Season Day 8 – 9 or 8 – 10 depending on season length

Morning	Afternoon	Evening
Open – 1 pm 30 min overlap	1 pm – 6 pm 30 min overlap	6 pm – close
1 Manager	2 Managers	2 Managers
2 Cashier	4 Cashiers	4 Cashiers
1 Sacker	4 Sackers	4 Sackers
2 Greeters	2 Greeters	2 Greeters
1 Stocker	2 Stockers	2 Stockers
5 Sales	6 Sales	6 Sales
1 Shopping Cart Wrangler	1 Shopping Cart Wrangler	1 Shopping Cart Wrangler
1 Parking Lot Attendee	1 Parking Lot Attendee	1 Parking Lot Attendee
14 total	22 total	22 total

Final 2 days of Season

Morning	Afternoon	Evening
Open – 1 pm 1 hour overlap	1 pm – 6 pm 1 hour overlap	6 pm – close
1 Manager	2 Managers	2 Managers
2 Cashier	8-10 Cashiers (all registers open)	8-10 Cashiers (all registers open)
1 Sacker	8-10 Sackers (1 at each register)	8-10 Sackers (1 at each register)
2 Greeters	2 Greeters	2 Greeters
4 Stockers	6 Stockers	6 Stockers
6 Sales	10 Sales	10 Sales
1 Shopping Cart Wrangler	1 Shopping Cart Wrangler	1 Shopping Cart Wrangler
1 Parking Lot Attendee	2 Parking Lot Attendees	2 Parking Lot Attendees
18 total	~43 total	~43 total