

FARGO AIRSHO

July 24-25, 2021

Volunteer Information and Policy Memo

Dear Volunteer Leader:

Please review this information and policy memo and return to volunteer1@fargoairsho.com with your signature. We thank you for all of your efforts thus far, and look forward to making the 2021 Fargo AirSho the best ever!

- 1. There will be a MANDATORY Safety and Policy Meeting for all group leads/managers on Wednesday, July 21st at 6:30 PM at the Fargo Air Museum.**
- 2. COVID-19 Protocols:**
 - a. TSA has removed their requirement for mask wear outdoors on airport property. Please bring a mask with you; TSA still requires masks inside buildings on airport property.
 - b. Consider mask wear if in a close environment and around unvaccinated workers.
 - c. Food vendors will provide sanitizer for concession stands; please utilize and/or wash hands frequently during the show.
- 3. NO ALCOHOL CONSUMPTION DURING THE SHOW.**
- 4. NO SMOKING ON SHOW GROUNDS.**
- 5. Worker Age Limits:**
 - a. Running cooking equipment = minimum of age 16. Responsible adults must be present at all times. 15 years and under are prohibited by state law from running cooking apparatus in “employment” situations.
 - b. MINIMUM AGE OF VOLUNTEERS WORKING CONCESSIONS IS 13.
 - c. No one under the age of 18 to work without adult supervision.
 - d. STRICT ADHERENCE TO 21 AND OLDER WORKERS IN AREAS THAT INVOLVE THE DISTRIBUTION OF ALCOHOL. Volunteers may be carded.
- 6. Reporting Instructions:**
 - a. Gates are open to the public at 9:30 AM.
 - b. General Work hours are expected to be 8:15 AM to approximately 5:00 PM. Flying starts at 11:00 AM and is usually concluded by 4:00 PM. Exact hours will vary by work area.
 - c. AirSho staff will conduct a morning roll call of each organization between 8:00 AM and 9:30 AM, followed by random head counts during the day.
 - d. Shifts: We expect workers to remain on site for their full shift. Day-to-day turnover of some volunteers is acceptable, but no half-day splitting of shifts. Breaks are expected and can be taken.
- 7. Organization volunteers, status, and pay:**
 - a. Members of your organization and their immediate family are permitted to volunteer for your group.

- b. Volunteer Groups **MUST** represent a non-profit organization or agency. For example, 501c type entities. Official records may be requested by AirSho finance staff for verification.
 - c. AirSho staff will conduct a morning roll between 0700 and 0900, w/ additional counts during the day.
 - d. Volunteer Pay: \$50 per day, per person, payable to the organization. Additional bonus of up \$10 per day, per person, may be made at discretion of the AirSho Committee post-show.
8. **Wristbands for volunteers:** The appropriate colored band **MUST** be worn at all times while inside the gates. Bands will be distributed NLT than the mandatory meeting.
 9. **Volunteer Parking:** Parking passes will be provided for volunteers to park for free. Carpooling is highly recommended; you will be provided with one pass for approximately every four volunteers.
 10. **Attire:**
 - a. Comfortable shoes: NO OPEN TOES, SANDLES OR FLIPFLOPS.
 - b. Event appropriate attire – t-shirts that have organizations name okay – no tank-tops
 - c. Anyone working in food area **MUST** wear a cap, visor or hairnet.
 11. **No backpacks, coolers, or other large bags allowed.** Camera gear and medical devices permissible but subject to search. Working areas are confined.
 12. **Lunches:** Concession areas - script for use in purchasing food on site. Grounds, parking lots, and other areas will be provided a box lunch.
 13. **Sun screen:** Bring it. Expected temps in high 70's to low 90's in late July, with ample sunshine.
 14. Umbrella Concession (Red shirts) or Fargo AirSho Committee (Yellow Shirts) will be stop by during the day/ Umbrella will conduct inventories and cash counts ensuring that both match. Shortages will be reconciled and can be deducted from the AirSho proceeds, which can affect YOUR bottom line.
 15. **MOST IMPORTANT! Smiles required** – We are the ambassadors for many visitors to the Fargo-Moorhead area and we need to make sure that guests feel welcome.

Any questions please contact volunteer1@gmail.com, Patrick Sommer at sommer182@gmail.com, Paul Finstad at pfinstad@yahoo.com, or Paul Lenzmeier at plenzmeier@gmail.com.

Name _____	Date _____	Organization _____
-------------------	-------------------	---------------------------