

How You Can Help at the Backcountry Skills Clinic 3/21/09

Questions: Email Ellen Knapp or Rob Adams: projects@sbbchidaho.org

PLEASE: Plug yourself into the needed roles below & just show up to help!!
All SBBCH folks need to wear their name tags (get from and return to Linda P)

BRINGING IN STUFF: 7 AM – 8:30 AM

- We need hands and bodies to help move ALL the gear from rigs to the Arena, the Round Pen, and the Sign-in/Lunch building.

SIGN-IN BUILDING SET UP: 7 AM – 8:30 AM

- We need folks to make coffee, hot water, set up morning drinks, etc., & organize lunch paper goods.
- Set out Freebie stuff.

WELCOME: 7:15 AM – 10:00 AM

- We need to have 1-2 members WELCOME everyone coming through the SIGN-IN BUILDING door and direct them to the REGISTRATION TABLE.
- Explain lunch is included and is a donation.
- Ensure attendees get all the freebies.
- Answer questions regarding SBBCH/BCHI/BCHA
- Ensure folks understand clinic options
- Direct folks to barn.

REGISTRATION: 7:15 AM – 10:00 AM

- We need 2 people to REGISTER attendees.
- Explain registration, take money, provide clinic info.
- Explain clinic options
- Forward membership sign ups to MEMBERSHIP TABLE.
- Ensure registration is 'closed' down and money and sign-up lists given to Treasurer.
- Ensure another sign-up sheet and information are placed in a location known to Linda H, Linda P, Tami, and Ellen for late sign-ups. All money and forms needs to be given to Ellen.

Needed:

- Sign in sheet(s): (what info do we want?)
- Waiver forms (who will print and provide?)
- Clipboards?
- Pens
- Sign: Make Checks to SBBCH (Who will make?)
- Cash box (from Treasurer)
- Clinic info

MEMBERSHIP: 7:15 AM – 10:00 AM

- We need 2 people to handle memberships.
- Explain SBBCH, take money, provide new member packets.
- Ensure registration is 'closed' down and money and membership forms given to Treasurer.
- Ensure forms and information are placed in a location known to Linda H, Linda P, Tami, and Ellen for late signups. All money and forms needs to be given to Ellen.

Needed:

- Membership forms (who will print?)
- Pens
- Sign: Make Checks to SBBCH (who will make?)
- Cash box (from Treasurer)
- New Member Packets (from Linda P.)
- Anything else?

POOP ENGINEERS: 7:15 AM – End (4 PM)

- We always need help picking up the poop to help keep the arena clean, the round pen clean, the aisles clean, etc.
- You don't have to stay the entire time so long as we have many folks willing to help throughout the day.

LUNCH: 10 AM – After Lunch

Coordinate with the 4-H regarding setting up lunch, collecting donations, clean up lunch food

SIGN-IN BUILDING PACK UP: After lunch

- Make sure the conference building is cleaned up.
- Clean up all the SBBCH supplies: pack away coffee, tea, sugar, paper products, etc.
- Clean the SBBCH 2 Urns.
- Put all SBBCH boxes outside for pick up by Ellen.
- Clean up tables, remove and fold table clothes
- Discard trash
- Make sure registration and membership areas are packed up and no info, folders, handouts, etc, remain. Place in a box for Ellen to pick up.

ARENA, ROUND PEN, STALL, and AISLE CLEANUP: END (4 PM?)

- We need help cleaning up poop in all the areas we used once we are done.
- Make sure we have disposed of all trash, put away stuff, and left the facility clean and organized
- Make sure we have not left any materials, handouts, freebies, etc. Give any found to Ellen or Rob.

ARENA & ROUND PEN TEAR DOWN: END (4 PM?)

- We will need help packing up all the stuff we brought and toting it out to our respective rigs.