

## Ashland Farmers Market Teen Volunteer Guidelines

### General:

- Bring Community Service forms with you (the Market Manager will be signing these)
- Upon arrival at the Market, sign in at the Market Manager tent
- Sign out before you leave and get Community Service form signed

### SETUP CREW (Times: 7:30am – 9:30am)

- Unpack shed, set up AFM tents\*\*, tables and chairs
- Set out parking signs and the trash and recycling bins (with liners)
- Help vendors unload and set up their tents and products
- Collect any trash around immediate market areas (gloves in shed)
- Erase/update A-Frames/white boards for the day's special activities (as needed)
- Set out the children's Outlast Blocks next to shed (Market Manager has the key)
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### MARKET ASSISTANTS (Times: 9:30-11:30)

- Monitor and assist with proper disposal of trash and recyclables by visitors
- Assist with hourly crowd counts
- Check in with vendors periodically to see if they need anything (e.g., bathroom break)
- Monitor grounds for trash – collect as needed (gloves in shed)
- Offer to carry bags to the vehicle of elderly or physically challenged visitors (if comfortable doing so)
- Assist with "Kid's Corner" activities

### BREAKDOWN/CLEANUP CREW (Times: 11:30-1:30)

- Take down AFM tents\*\*, tables, chairs etc. and store in shed
- Help vendors pack up their tents etc.
- Move picnic tables back to fence area and secure with chain and lock
- Collect and place all trash and recyclables in designated areas
- Collect all A-Frames/whiteboards, parking signs etc. and store in shed
- Return children's Outlast Blocks to storage container and secure with lock

\*\*IMPORTANT: All volunteers must be trained on proper setup and takedown of market tents prior to helping with this for the first time. The Market Manager, or other experienced volunteers, will assist with this.