

# Hot Chocolate Night Volunteer Instructions

- 1) Check in advance to see how many kids are signed up for each age group so you can plan ahead for supplies and when making the hot chocolate. Ask the Registrar or have the Volunteer Coordinator get that information for you.
- 2) Make sure the large and small hot water heaters from concessions are in the pool shed and available to use.
- 3) Purchase cups, hot chocolate, and other supplies from Costco (or elsewhere if not available at Costco.) Suggested amounts:
  - 4 Large Cans of Hot Chocolate
  - 6 Cans of Whip Cream
  - 2 Pack of Chocolate Syrup
  - 2 Bags of Mini Marshmallows
  - Sprinkles – large container
  - Cups
- 4) Bring paper towels and/or kitchen towels to help with spills. Bring a long handled spoon for mixing the hot chocolate and have something ready to put under the spout to catch drips and do not OVER fill the pot past the fill line! It will leak!
- 5) Pre-make hot chocolate in coffee makers so that it's ready by 6:15pm. It can take a while for the water to heat (an hour), so you likely need to be there before practice starts.
- 6) Pre fill some cups with toppings so they are ready to grab when the kids leave the pool after practice. Practice groups end at 6:30, 7:10, and 8pm. The whipped cream will go fast, so be the one that puts that on versus the swimmer.
- 7) Make sure you don't throw out your marshmallow bags or the hot cocoa containers some people might ask to see the ingredients list due to allergies.
- 8) Supervise the hot chocolate station when the kids are coming out of the water.
- 9) Clean up everything after the last practice.
- 10) Anything left over swim team can use later in the season for home meets.
- 11) Take home the coffee pot, clean it thoroughly and return it to the pool shed for concessions.
- 12) Submit receipts to the treasurer for reimbursement.