

Ticket and Bracelet Sales for Freaky Friday Week of October 17th-21st

We will only be selling Tickets and Bracelets, no selling of food or other items.

There is a key box next to the door for the student store. Code is 1369. You may have to use the clear button before you enter the code. **This key must be placed back at the end of lunch. Main door is always locked so you must have the key to get back in.**

1. Opening

- a. Light switch is just inside the door, for the track lights and main light.
- b. Cash box is between the glass displays.
 - i. Follow instructions in the cash box verify money is correct
- c. Roll up both roll up doors
 - i. To open the roll up doors you use the same key that opened the door, there are 2 locks, and next to the locks are 2 sliding pins. Unlock the door then slide the pins (they are next to the locks) They go towards the inside when you unlock and outside when locked.
- d. There is a sign/QR code with the PSO Venmo acct if students would like to use this to pay for bracelets or tickets
- e. We will take cash, Venmo, or Check (Made to SMS PSO)
- f. Wipe counters between lunches.
- g. **Close the roll down door about 5 minutes before lunch ends.**

2. End of lunch

- a. Close roll up doors and make sure they are locked. Lock the door than slide the pins to the outside)
 - b. End of day, count all cash, leave the starting amount in the cash box, and make a deposit into the safe of the amount in excess of the starting amount
 - c. Sweep and wipe the counters if needed
 - d. Take out trash if needed. Trash bags can be placed outside the door or find the custodians to hand them the bag.
 - e. Put the key back in the key box, the door should be locked.
3. There will be information in the store explaining each bracelet color and prices.
 4. Emergency or immediate issues please call or text Ali Knox 505-350-8987
 - a. Do not share this number.

