

# CONCESSIONS PROCEDURE MANUAL

The Gopher Spirit Club, the Booster Club of Gresham High School, operates concessions at Gresham High School. It is designed as a service to feed fans, and to channel and distribute money to Gresham High School's Athletics and Activities programs.

Concessions will operate for all Fall, Winter, and Spring sporting events and GHS Activities based on need and volunteer support.

**Gopher Spirit Club Concessions Jobs:** Concessions Committee should hold a food handlers permit. GSC will pay the fee.

- **Opener** – Assist the first shift of volunteers in setting up, getting the volunteers organized and trained. If there is a veteran volunteer setting up, the Opener does not have to open concessions for that particular event. Make sure Activity Rep. knows about the Volunteer Time Tracking Form.
- **Closer** - Closers main job is to make sure concessions is left clean and ready for next shift, collect and count the money, make sure cash drawer is replenished for next event and to take inventory for Purchaser. Closer should have second volunteer count the money with him/her to double check total. Put money with total written on it **and** completed Volunteer Time Tracking Form into safe box in Concessions storage area.
- **Activities Representatives** – Activities Reps hold a very important job with Concessions. It is the Activities Reps job to find volunteers to work concessions during the time frame of the event assigned to you by the Volunteer Coordinator. It is also your responsibility to make sure your volunteers show up.
  - Find volunteers to work concessions for the event
  - Fill out volunteer time tracking form to track volunteers. Include at the end of event so your sport or activity can be reimbursed. (This is for Treasurer's record keeping.)  
NOTE: The Bookkeeper at GHS reimburses the sport or activity department NOT an individual person.
  - Notify your volunteers on a consistent basis their time slot and duties
  - You have complete flexibility as to number of hours each volunteer is to work and how to break shifts up. Vol. Coordinator will tell you how many people are needed. The reimbursement amount is based on that number.
  - Vol. Coordinator is your contact person and consultant if you need help – but NOT to fill a position at the last minute.
  - Remember, money allocation is based on # of volunteers needed per event. If basketball needs 3 total, then \$150 is disbursed back to the sports department specifically to be allocated to basketball.
  - If your schedule allows, assist Opener in opening concessions and ultimately relieve Opener of this responsibility.

- Communicate needs to Gopher Spirit Club Volunteer Coordinator, Alexia Keck at 503.309.4840
- Provide the Volunteer Coordinator with an Activities Rep or at the very least names of parents to contact for the Activities Rep position (if one is not indicated on the request form) for each sport or activity.
- Actively promote Spirit Club membership and reasons to participate
- Control disbursement of concession funds based on participation.

*Note: Disbursements from Concessions is not to be confused with Grant requests to Gopher Spirit Club. These are separate fund allocations. (See Disbursements for more info).*

### **Who Works When - Logistics for Signing Up**

By May, the AD and Activities Director receive the "Request to Work Concessions" form from the Volunteer Coordinator.

- An AD, Activities Director, Coach or Activities Rep. can fill out the "Request to Work Concessions" form IF they want to earn money through working concessions for the following school year.
- Forms must be returned by end of school year to any Spirit Club Board Member to be given first choice on time slots for the next school years' calendar of events.
- A Concessions Calendar will be created by the start of the next school year based on Request to Work forms filled out in May.
  - Coaches and volunteer coordinator, past Activities Rep. should help determine which season works best for working during or not during their sport or activity.
  - No sport or activity will be given more than 6 dates before all "early bird" requests are filled.
- All requests made from Sept. – May will be filled throughout the school year based on a first-come first-serve basis.

### **Disbursements**

For concessions to operate smoothly – many volunteers are needed. Here are the benefits from working in concessions:

- 1) The sport or activity receives \$50 per person per daily event. An event is approx. 3-5 hour block of time. *Note: Money is distributed per number of volunteers needed to run it – not by event. In the case of football, 3 concessions are set up, with 3 people manning each concession stand; therefore \$450 is allotted for one game.*
- 2) Scaled-down concessions (popcorn, water) not run out of the Concessions booth receive \$50 per night because only one person is needed. If the Rep. or parent chooses to have two, that's fine, but only \$50 will be disbursed back.
- 3) Your commitment to working Concessions and/or helping the Gopher Spirit Club with fundraising is one of the criteria for matching funds. If a sport or activity shows consistent effort in concessions service, matching funds from the Gopher Spirit Club, as they are available, are highly likely.

**Students Working**

You must be a Gresham High School student to help, and only if accompanied by the parent or adult volunteer. As much as we encourage students to help, a student should not take the place of an adult with a 2-1 ratio student to adult.

## **Request to Work Concessions Application (To be filled out by end of school year '08)**

The Gopher Spirit Club, the Booster Club of Gresham High School, operates concessions at Gresham High School. It is designed as a service to feed fans, and to channel and distribute money to Gresham High School's Athletics and Activities departments. Any concessions operated out of the high school must be requested through the Gopher Spirit Club.

By signing up to work concessions, you are agreeing to finding a representative to organize parents to work in concessions school year '08-'09. See details below

In return for working Concessions, your club or team will receive \$50/person for each 3-5 hr shift worked. Volunteer Coordinator determines number of people needed.

Club/Team Name \_\_\_\_\_ Date \_\_\_\_\_

Act. Rep. Name \_\_\_\_\_ Phone \_\_\_\_\_

Act. Rep. Email Address \_\_\_\_\_

Coach/Advisor \_\_\_\_\_

Season You Want to Work (circle at least one)      FALL      WINTER      SPRING

How many events would you like to work (min 1 - max 6)? \_\_\_\_\_

Do you want to be called if extra help is needed for another event?      YES      NO

Are you the activity representative for this sport or event?      YES      NO

Are you a Gopher Spirit Club Member?      YES      NO

Activities Representative's job to find volunteers to work concessions during the time frame of the event assigned to you by the Volunteer Coordinator. It is also your responsibility to make sure your volunteers show up for the event.

- Find volunteers to work concessions during the event
- Fill out volunteer time to track volunteers. Give to VC at the end of event season or event so you can be reimbursed. (This is for VC record keeping.)
- Notify your volunteers on a consistent basis their time slot and duties
- You have complete flexibility as to number of hours each volunteer is to work and how to break your shift up. Vol. Coordinator is your contact person and consultant if you need help – but NOT to fill a position at the last minute.
- Remember, money allocation is based on # of volunteers VC has allocated
- If your schedule allows, assist Opener in opening concessions and ultimately relieve Opener of this responsibility.

***Please return this application to the Athletic or Activities Departments by end of school year to be awarded your first choice for working concessions.***

**PUT THIS SHEET FILLED OUT IN THE MONEY ENVELOPE**

## Volunteer Time Tracking Form: 2008-09

When you enter Concessions, please write in your name and information. This is the **ONLY** tracking sheet used to keep track of hours and volunteers to disburse money to the appropriate sport or activity. **Please don't forget.**

[illegible]

