



2013 Non-Profit Group Contract and Handbook For Miller Park



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Dear Non-Profit Group,

Thank you for your interest in the Group Fundraising Program with Milwaukee Sportservice, the contracted concessionaires for the Milwaukee Brewers. This program is designed to give local Non-Profit Volunteer Groups the opportunity to raise funds by working in concession stands during the Milwaukee Brewer Baseball games at Miller Park.

Working at Miller Park can be a great way to earn money for your organization. In 2012, Sportservice donated close to \$1 million dollars for services provided by more than 90 Milwaukee area non-profit groups! Sportservice will guarantee your group a minimum payment for each event worked. Be done with tiresome car washes, bake sales and door to door sales. If you need to fundraise for any reason... a trip, uniforms, equipment, operating costs or building needs....give us a call. Be part of a great service team in the exciting environment that is Miller Park, baseball, brats, Brewers, fans and friends!

Making this kind of money requires a great deal of teamwork and commitment, to be successful. It is vital to have a core group of willing volunteers to participate in the program and a strong Group Leader, from your group, to guide the process. This handbook includes all of the information you need to become a part of the Sportservice team. Please read the entire packet of information and relay it to everyone interested in working at Miller Park. It is a great way to make money, but does require teamwork and commitment to ensure everyone involved has an enjoyable experience. Please discuss all details of this packet with your non-profit team, **before** making your group decision.

If your group is committed to volunteering at Miller Park, please fill out the following pages and keep one copy of each document on file for your group.

- Acceptance of Terms (Page 20)
- 2013 Event Sign-up (Page 23)
- W-9 Tax Form (Page 21)
- IRS paperwork stating your Group's 501(c)(3) tax-exempt status(Example Page 19)
- Direct Deposit account form for group payment (Page 25)

Paperwork must be turned in by January 15th, 2013, to be considered for the Group fundraising program and receive priority on your group's chosen dates. Throughout the season, Groups will always be welcome to join this money-making program, and become a member of our Sportservice team.

Once a contract has been completed and all paperwork turned in, you will be contacted with the status of your contract and chosen dates, and be informed of training dates and other important information. Please feel free to contact me via phone or email at any time with questions. I look forward to a winning partnership in 2013!

Sincerely,

Barb Boyle

Barb Boyle
Non-Profit Group Coordinator
Sportservice at Miller Park
(414) 902-4725
groupmiller@dncinc.com

PURPOSE AND GOALS:

This contract/handbook is designed to familiarize you and your Group with the fundraising opportunity at Miller Park. This material will also introduce company policies and procedures as well as make you more aware of the commitment it takes to be a successful volunteer Group at Miller Park.

The goal of Sportservice is to consistently meet and exceed customer and client expectations while providing the best possible products with the best possible service.

“Creating special experiences, One guest at a time.”

BACKGROUND:

Hundreds of Non-Profit Groups have worked for Milwaukee Sportservice for more than 20 years at Milwaukee County Stadium and now Miller Park.

Each season, Non-Profit Groups have the opportunity to operate certain food and beverage locations. The Non-Profit Groups operate the stands as a means of raising funds for their organizations. It is the responsibility of the Group to provide their contracted amount of trained volunteers needed at each event. The Group volunteers offer their services by contract and receive no personal compensation. Milwaukee Sportservice donates a portion of those earnings to each group for their service.

Sportservice began in 1915, as a theater concessionaire. In the early 1920's they moved into the major leagues. Sportservice is now a subsidiary of Delaware North Companies, a diversified international holding company located in Buffalo, New York. Delaware North Companies employ more than 40,000 associates throughout the world.

MANAGEMENT PHILOSOPHY:

Contracting out concession stands to Non-Profit Groups for the purpose of fundraising is a service that benefits both Sportservice and the Non-Profit Group. Sportservice is a national concessionaire priding itself on its commitment to community involvement. There is great pride taken in our affiliations with the Non-Profit Groups and we consider them an essential part of our Sportservice Team.

WHO DOES THE GROUP WORK FOR?

The Group will work for the Concessions Department of Milwaukee Sportservice. The following are the management positions that will directly affect Groups:

Concessions Management: Responsible for all Concession staffing and the general operation of the Concessions Department.

Group Coordinator: The everyday contact for Group members. The Group Coordinator is responsible for contract compliance and processing, recruitment, scheduling, payment, training, communication and all other matters regarding Non-Profit Groups.

Level Supervisor: The liaison between the Stand Manager or Group Leader and the Concessions Office.

Stand Manager: Supervises and directs all aspects of stand operation during an event of a specific location.

2013 Volunteer Group Agreement to Provide Concession Operations

Unit Name: Milwaukee Sportservice
(Hereinafter as SPORTSERVICE)



Unit Manager: Dan Cardona
Location: Milwaukee, Wisconsin

Contact: Non Profit Group Coordinator

Phone: (414) 902-4725

Fax: (414) 902-4732

1. GROUP REQUIREMENTS

- 1.1** Group is contracted for operation of Concession Stands. Members will be available for at least (but not limited to) 12-15 stadium Events between March 15, 2013 and November 15, 2013, as agreed upon by SPORTSERVICE and the Group contract. All rules set forth in the 2013 Volunteer Group Agreement apply throughout this time period.
- 1.2** The Group must certify that it is a non-profit, tax-exempt organization as defined in section 501(c)(3) of the Internal Revenue Code. Non-Profit Groups must operate for civic, charitable, religious, and/or educational purposes.
- 1.3** The Group certifies that payments received by the Group will be used to support the Group's activities. It also certifies that no payments will be made to any individual in return for the service performed at Miller Park for SPORTSERVICE.
- 1.4** The Group must agree to sign the enclosed Acceptance of Terms. This document is the official binding between the Group and SPORTSERVICE.
- 1.5 Returning Groups** (defined as returning from 2012 and must have completed 2012 contract): Must contract for eleven (11) regular events (excluding Cubs Events) plus one (1) playoff game (if applicable) **–OR–** one (1) Block Program plus one (1) playoff game (if applicable).
- 1.6 New Groups** (defined as group that did not work or did not complete a contract in 2012, even if group or members have volunteered for SPORTSERVICE in the past): Must contract for thirteen (13) regular events (excluding Cubs Events) plus two (2) playoff games (if applicable) **–OR–** one (1) Block Program plus two (2) playoff games (if applicable).
- 1.7** Groups must choose to be contracted as size six (6) (ONLY if returning from 2012), size eight (8) (if new OR a group that did not complete 2012 contract), or for any group – size ten (10), twelve (12), or fourteen (14) persons. Groups must provide one (1) Group Leader who will serve as the sole contact between the Group and the Non-Profit Office.
- 1.8** Groups must agree to receive payment from SPORTSERVICE via electronic funds transfer. Therefore, must open and maintain a "group" checking or savings account (with the group name on the account), for the duration of this contact. Groups are urged not to change account information, addresses, or e-mail accounts during the timeframe of this agreement without expectation of significant delay in payment processing; See Page 25.
- 1.9** Every Group worker must be eighteen (18) years old or older and have valid photo identification.
- 1.10** Each Group worker must attend one (1) full-length 2013 training BEFORE working their first event.
- 1.11 Groups must work with their contracted number of people for an event to count toward their minimum game requirement.**
- 1.12** All Groups will be required to chose a portion of their games based on the business needs of SPORTSERVICE.
- 1.13** Group volunteers working at Miller Park are GuestPath representatives. Group members are expected to represent their Group, SPORTSERVICE, and the Milwaukee Brewers positively.

- 1.14** All Group volunteers must be willing to wear the designated SPORTSERVICE uniform and complete Alcohol, GuestPath, Green Path, Food Safety, Payment Card Industry, and Technical Trainings.
- 1.15** The Group agrees to follow all SPORTSERVICE Rules and Regulations, to consistently exhibit required standards as presented at training, including but not limited to: Universal Service Standards, Alcohol Service standards and Operational Service Standards, for all guests and events at Miller Park.
- 1.16** SPORTSERVICE has the final authority of accepting or declining a Non-Profit Group that wishes to be involved in the program.

2. SCHEDULING

- 2.1 “Event”:** Any opportunity where a Group works on behalf of SPORTSERVICE at any Major League Baseball game (including post-season), concerts, or any activity utilizing Miller Park, or Miller Park grounds. An “Event” must be worked with the contracted number of people in a Group to count towards their minimum number of Events worked.
- 2.2 “Weeknight Event”:** Any opportunity where a Group works on behalf of SPORTSERVICE at any Monday-Thursday Major League Baseball night game at Miller Park, with a start time of 5pm or later. “Weeknight Events” will not include any Cubs Events or Opening Day. A “Weeknight Event” must be worked with the contracted number of people in a Group to count towards their minimum number of Events worked.
- 2.3 “Weekday Day Event”:** Any opportunity where a Group works on behalf of SPORTSERVICE at any Monday-Thursday Major League Baseball day game at Miller Park, with a start time of 5pm or earlier. “Weekday Events” will not include any Cubs Events or Opening Day. A “Weekday Day Event” must be worked with the contracted number of people in a Group to count towards their minimum number of Events worked.
- 2.4 Group will provide the contracted number of volunteers as determined by SPORTSERVICE on a game-by- game basis. Groups will contract for a concession stand that requires 6, 8, 10, 12, or 14 people to operate. Groups must choose to be only one of the above group sizes for the duration of the 2013 contract.**
- 2.5** All Groups will have the option to elect to work a Block Program. The Block Program allows for completion and payment of the contract in a shorter amount of time. Groups electing to contract using the Block Program format agree to the following:
- The Group MUST work all Events within their contracted block including Holidays and Weekday Day Events that fall within that Block.**
 - Successful completion of the Block Program will result in an increased percentage for all Events worked with the Block.
 - Any unapproved cancellation(s) within the contracted block may result in forfeiture of the Group’s deposit and a decreased percentage earned per Event.
- 2.6 All Groups must be available to work Opening Day: April 1st, 2013.**
- 2.7 Returning Groups:** Must choose the minimum twelve (12) Events based on the following criteria; all EXCLUDE Chicago Cubs Events
- Seven (7) events, your choice (EXCLUDES Cubs);
 - One (1) Opening Day **OR** one (1) M-TH Weekday Day game **OR** one (1) M-TH Weeknight Event (EXCLUDES Cubs);
 - Two (2) M-TH Weekday Day **OR** two (2) M-TH Weeknight Event **OR** one (1) of each (EXCLUDES Cubs);
 - One (1) August-September Event (EXCLUDES Cubs);
 - One (1) Play-off Event within the NLDS or NLCS, if applicable.
- OR**
- One (1) Block Program **PLUS** one (1) Playoff Event within the NLDS or NLCS, if applicable.

2.8 New Groups: Must choose the minimum fifteen (15) Events based on the following criteria; all EXCLUDE Chicago Cubs Events.

- a. Seven (7) events, your choice (EXCLUDES Cubs);
- b. One (1) Opening Day **OR** one (1) M-TH Weekday Day game **OR** one (1) M-TH Weeknight Event (EXCLUDES Cubs);
- c. One (1) Regular Season Event in April or May (EXCLUDES Cubs);
- d. One (1) Regular Season Event in August or September (EXCLUDES Cubs);
- e. Three (3) M-TH Weekday Day Event **OR** three (3) M-TH Weeknight Events **OR** any combination of the three (3) (EXCLUDES Cubs)
- f. Two (2) Playoff Events within NLDS or NLCS, if applicable.

OR

- g. One (1) Block Program **PLUS** two (2) Playoff Events within the NLDS or NLCS, if applicable.

2.9 Once a Group has signed up for the minimum amount of Events, the Group is then eligible to sign up for Cubs Events.

2.10 Any Group joining the Non-Profit Group Program after July 1st, 2013 may not be required to complete a full contract; however, no bonuses will be paid unless the agreed upon full contract is completed. SPORTSERVICE will still withhold a \$500.00 deposit which will be refunded upon contract completion.

2.11 SPORTSERVICE's business needs and attendance forecasting may occasionally require SPORTSERVICE to cancel Groups for certain Events. If a Group is cancelled by SPORTSERVICE, they will not receive compensation for that Event. The Group must still schedule another Event to complete their minimum required contract. The Group will NOT be reminded to do this. **It is the responsibility of the Group to ensure that their contract is completed and valid.**

2.12 The Group must provide one Group Leader or trained Cash Manager for each of the Group's contracted Events. Absence of a Group Leader or trained Cash Manager will require rescheduling of the Group's Event to another available AND approved date. New Group Leaders and Cash Managers will be required to attend an additional training session.

2.13 SPORTSERVICE reserves the right to utilize Group workers to meet scheduling needs. This may include combining Non-Profit Groups to operate larger stands or splitting Non-Profit Groups to cover multiple locations. Advance notice to the Group is not required.

2.14 The Group will completely operate the Concession location(s) assigned for each scheduled Event. If the Group does not have enough members to adequately operate the location(s), SPORTSERVICE may assign hourly associates to the location(s).

2.15 Event stand and location placement will not be promised, planned, or released in advance.

2.16 The Group may be allowed to provide additional workers with advance notice and upon approval from the Non-Profit Coordinator. The Group will receive minimum compensation for each additional approved worker. The Group will NOT receive minimum compensation for unapproved additional workers reporting to work.

2.17 SPORTSERVICE may need to move Group workers to cover open locations after Group workers have checked in and reported to their assigned location(s). Moving of Group workers is at the invitation and discretion of the Non-Profit Group Coordinator or Concessions Management.

- a. The Group will receive \$75.00 per moved worker for any Weekday Day Event (EXCLUDING Opening Day, Cubs Events, or Postseason Events)
- b. The Group will receive \$60.00 per moved worker for all other Events (INCLUDING Opening Day, Cubs Events, or Postseason Events)

2.18 All Groups are required to notify the Non-Profit Group Coordinator of Event cancellations in writing VIA E-MAIL at least seven (7) BUSINESS days (M-F) before the contracted Event. Failure to provide proper notice will result in a \$75.00 fine per contracted worker.

- 2.19** Any Group unable to provide their contracted number of workers for an Event must notify the Group Coordinator seven (7) BUSINESS days (M-F) in advance. Missing workers may or may not be pre-approved by the Group Coordinator, depending on staffing needs. Missing workers could result in the following:
- \$75.00 fine per person absent
 - And 1% loss in commission for that Event
 - And/or possible need to cancel and reschedule your Event.
- 2.20** Any Group with unapproved late workers reporting more than thirty (30) minutes after their scheduled report time may result in a \$50.00 fine per late worker.
- 2.21** A Group exceeding three (3) separate unapproved late fines during the timeframe of this agreement may be subject to termination.
- 2.22** The Group Leader MUST fax or e-mail the Event Day Worker List for each Event at least **three (3) BUSINESS days (M-F) 72 hours in advance** (Example: If a Group works a Monday Event, the Event Day Worker List will be due no later than the Wednesday before at 10:00 AM).
- An Event Day Worker List form will be sent to you. This form will be available in EXCEL & WORD format for your e-mail convenience. Use only SPORTSERVICE forms to submit your roster for each Event.
 - Failure to submit the Event Day Worker List at least three (3) business days (M-F) (72 hours) in advance will result in a monetary deduction of \$20.00 from the Group's commission statement for each occurrence.
 - *DO NOT RELY ON THE GROUP COORDINATOR FOR REMINDERS TO TURN THIS IN.***
- 2.23** All Group workers receive FREE parking in the Spahn Lot at the stadium. The Group Leader will receive parking passes on a monthly basis prior to each month in which the Group is contracted. SPORTSERVICE will NOT reimburse the parking fee if a Group worker fails to obtain a parking pass from their Group Leader and is charged for parking by IMPARK. SPORTSERVICE is not responsible for parking. Please contact IMPARK at 414.902.4979 with any questions.
- 2.24** Unauthorized admission by Group workers through the North Dock entrance when not scheduled to work is viewed as "theft of services" and will result in termination and exclusion of the individual from the Group Program.
- 2.25** Any Returning Group that cannot work one (1) required Playoff Event will forfeit their \$500.00 deposit. Any New Group that cannot work two (2) required Playoff Events will forfeit their \$500.00 deposit.
- 2.26** A contract between SPORTSERVICE and the Group shall be considered valid once the Group has submitted all required paperwork, a list of Events to work have been chosen, and the dates have been approved by the Non-Profit Group Coordinator. The Group is expected to complete this contract. Any Group failing to fulfill their contract minimum for any reason will forfeit their \$500.00 deposit.
- 2.27** Scheduling for the Concessions Department is based upon forecasting and Management-directed business needs for each Event. Groups may not request locations or be informed in advance of assigned daily locations. Game scheduling will be done in advance after SPORTSERVICE has received a complete and valid contract. Scheduling and date approvals will be done based on contract receipt date and several other factors.
- 2.28** Dates will NOT be held for any Group with any missing paperwork or an improper contract.

3 TRAINING

- 3.1** Before working an Event, all Group workers must attend one (1) mandatory full-length operation/training which will include responsible Alcohol service, Sanitation, Food Safety, Payment Card Industry, general stadium rules, GuestPath Universal Service Standards, Operational Standards, and Service Recovery. The training session is approximately three (3) hours in duration.
- 3.2** Training schedules will be released once a completed and valid contract is submitted. Groups will not be allowed to receive training dates or train any members until **ALL** necessary paperwork is on file with SPORTSERVICE.

3.3 No off-site trainings are available.

3.4 All trainings will be at Miller Park offered several days a week in January, February, and March. Limited trainings are available April through August. Reservations are required due to limited seating. RSVP for training dates as soon as possible after receiving approved dates, as training dates fill very quickly.

3.5 Training reservations must be submitted only by the Group Leader to the Non-Profit Group Coordinator via phone or e-mail request. Requests will be confirmed based on availability. Blocks of seating to train are NOT available.

3.6 Names of each trainee must be submitted to the Non-Profit Group Coordinator. No-shows at training will result in a \$10.00 fine per "No-Show" and will be withheld from future commission.

3.7 The Group does not need to train all workers on the same day or together.

3.8 ALL New Group Leaders and Cash Managers are required to attend an additional training in which SPORTSERVICE inventory and cash handling procedures will be covered. Reservations with the Non-Profit Group Coordinator are required.

3.9 CHILDREN ARE NEVER ALLOWED AT TRAINING.

3.10 Due to alcohol service laws covered in training, Group workers that arrive more than ten (10) minutes late for training will not be allowed to train at that session. There will be NO EXCEPTIONS and Group workers will not be allowed to enter. They will be charged the \$10.00 fine and will need to reschedule for a different training session.

4 GENERAL WORK RULES

4.1 All Group workers must abide by the SPORTSERVICE customer service rules and follow the specific operational directives given by the Unit Manager and all designated Supervisors. A copy will be made available.

4.2 All Group workers will abide by the SPORTSERVICE work rules. A copy will be made available to all Group workers. Violation of any of the SPORTSERVICE work rules or any of the terms and conditions of this agreement by any Group worker may result in immediate termination of this agreement.

4.3 Group workers are NOT permitted to speak with media representatives at any time throughout the duration of this contract. If a media representative wishes to discuss anything regarding volunteering for SPORTSERVICE at Miller Park, direct them to the SPORTSERVICE General Manager (Dan Cardona). Any Group worker found in violation of this policy will be terminated and the Group will be fined a penalty of \$500.00.

4.4 Groups are expected to report with the contracted number of workers for each Event. All Points of Sale must be open and ready to operate when the stadium gates open to the public. Extra time will have to be allotted for traffic, parking in the Spahn Lot, and check-in to arrive by the Group's scheduled report time. Late opening of any location(s) will result in late fines to the Group.

4.5 Under no circumstances will anyone under the age of eighteen (18) be allowed to work in a Concession stand or to enter the Stadium through the employee entrance. Photo identification will be requested.

4.6 Under no circumstances will anyone who has NOT been trained in 2013 be allowed to enter the building through the employee entrance.

4.7 All Group workers must enter through the employee entrance for each scheduled shift. The employee entrance is located at the Miller Park NORTH DOCK. Group workers must check-in for each Event with the Non-Profit Group Coordinator and present a valid Government-issued photo ID. Group workers are expected to immediately report to their assigned location(s), as directed.

- 4.8** All Group workers must sign in at the Responsible Alcohol Service booth located at the North Dock. Group workers must sign this sheet for each Event worked. Signing this sheet acknowledges the Group worker understands, agrees to abide by, and will uphold all of the Alcohol Policies.
- 4.9** All food, beverage and paper products used in a sale by a Group will be provided by SPORTSERVICE at no cost to the Group. The Group is specifically prohibited from bringing into its stand any food, beverage, paper, or plastic items to be used for sale or personal use.
- 4.10** Group members are **prohibited from bringing in any personal food or beverage items** for consumption within the stands unless medical reason applies. If medical need applies, a separate container must be used and stored away from all SPORTSERVICE food, refrigeration, heating or servable products.
- 4.11** Drinking cups will be provided by SPORTSERVICE. Group workers are allowed to consume non-bottled (or canned) fountain water and fountain soda while working for SPORTSERVICE.
- 4.12** Group workers are NOT permitted to consume alcohol at any time while working for SPORTSERVICE. Any Group worker in violation of this policy will be terminated.
- 4.13** Each Group worker will be allowed a meal as listed below, provided by SPORTSERVICE. The meal will consist of **one (1)** Hot Dog, Bratwurst, Polish, Italian, Chorizo or Pretzel.
- 4.14** Group workers are NOT permitted to use their cell phone in view of customers at any location while volunteering for SPORTSERVICE. Cell phone use must be limited and reserved to the back of a permanent concession stand or on the Service Level ONLY.
- 4.15** Group workers may **NEVER** solicit tips. Tip jars, containers, signage, or any suggestion for tips (in view of customers) is strictly prohibited. Management reserves the right to confiscate tips if any violation occurs. Tips may be accepted (excluding on any credit card machines) and placed out of customers' view.
- 4.16** Groups may not solicit business for personal or social gain or reason, or distribute materials of any kind at Miller Park or on Miller Park Grounds.

5 ALCOHOL POLICIES

- 5.1** Each of the duties listed below must be performed by Group workers who satisfy the applicable minimum age requirement under the laws of the State of Wisconsin for the dispensing, selling, and/or handling of alcoholic beverages.
- Any Group worker working as a bartender or pouring beer from a spigot into a cup at any Concession location must be at least eighteen (18) years old and under direct supervision of a bartender over twenty-one (21) years old.
 - Any Group worker selling beer or other alcoholic beverages to customers in the stands must be at least eighteen (18) years old. All stands have the potential for alcohol sales.
 - Any Group worker working as a server and delivering alcoholic beverages to customers must be at least eighteen (18) years old.
- 5.2** All Group members must comply with all laws and regulations relating to the handling and service of food and alcoholic beverages, including but not limited to the following:
- At the time of sale of alcohol, any Group member who is permitted to sell alcohol shall:**
- Ask the customer for either a valid state driver's license or an identification card issued by the State Division of Motor Vehicles to non-drivers, or a military ID, or a valid passport (College ID's and other forms of ID may not be accepted unless used for a SECOND form of identification). Patron MUST be carded if they appear to be thirty (30) years of age and younger.
 - Not accept expired driver's licenses, identification cards, or military ID's.
 - Inspect the driver's license or identification card presented by the customer.

- d. Compare the description on the driver's license or identification card with the appearance of the customer for physical features such as height, weight, hair and eye color.
- e. Serve no more than two (2) alcoholic beverages per person, per legal ID.

5.3 Any deviation from the aforementioned will result in immediate termination of the entire Group, or specific Group member, forfeiture of all donations otherwise payable hereunder and possible criminal penalties that might be assessed by the State of Wisconsin, County and/or City Enforcement or Police Departments. The Group shall reimburse SPORTSERVICE for any fines, penalties, or costs assessed to SPORTSERVICE for any such violation.

6 UNIFORMS/DRESS CODE

6.1 SPORTSERVICE will issue uniform shirts to the Group workers on a daily basis. The individual workers of the Group assume responsibility of the shirts once they are picked up at check-in. The shirt is to be returned to the Uniform Room Supervisor following each Event. Any uniform that is not returned will be deducted from the Group commission at \$20.00 per uniform.

Supplied by SPORTSERVICE:

- a. SPORTSERVICE Grey Polo Shirt
 - i. Must be tucked in at all times
 - ii. Long-sleeved black or grey clothing with no visible writing, provided by the individual, may be worn UNDERNEATH the Polo Shirt.
 - iii. Jackets, hoodies, windbreakers, pullovers, or sweatshirts may NOT be worn over the Polo shirt.
 - iv. Failure to turn in uniform shirts at the end of each Event is considered theft.
- b. SPORTSERVICE Group ID Badge
 - i. Must be worn facing forward clipped to the right collar of the SPORTSERVICE Polo Shirt
 - ii. Must be turned in at the end of each Event or a \$15.00 reprint charge will be issued.
- c. SPORTSERVICE Miller Park Baseball Hat
 - i. Initial charge of \$10.00 per hat for each Group worker deducted from the Group's commission
 - ii. Replacement charge of \$10.00 per hat for lost or forgotten hats deducted from the Group's commission
 - iii. Hats must be worn straight on the head with the brim facing forward
 - iv. There will be no loans of hats and reimbursements for hats will not be given
 - v. The Group may opt to design their own hat, as described in Section 6.2

Supplied by the Group worker:

- d. Rubber soled shoes, such as tennis shoes.
 - i. **NO** open toed or open heeled shoes, sandals, clogs, flip-flops, or Crocs[®]
 - ii. The entire foot **MUST** be covered. Anyone with improper shoes may not work.
- e. **Black dress slacks, Capris, or shorts** made of cotton, Dockers[®] or Dickies[®]-type material.
 - i. Shorts must be no shorter than one (1) inch above the knees
 - ii. **NO jeans, pajama jeans, denim, sweat pants, mesh, cargo, leather, leggings, or any style of athletic pants allowed.**
 - iii. **Black pants, shorts, or Capris with any stripes, embellishments, logos or other colors are prohibited.**
 - iv. If a Group worker is not in compliance, they will be asked to change. They may rent a pair of slacks (shorts are not available) from the Uniform Room. A \$3.00 rental fee will be deducted from the Group's commission.
- f. Socks that cover the top of the foot and are visible above the shoe must be worn. Group workers without socks will be found in violation of the Health Code.
 - i. Socks **MAY** be available from the Concessions Office for a charge of \$2.00 per pair, which will be taken off the Group's commission. If no socks are available, the Group member will not be allowed to work.
- g. **Any group worker found with any violation of any dress code standard (as listed in the contract and presented in training) after the gates have opened for any Event will incur a fine to the Group of \$10.00 for each occurrence.**

6.2 All Group workers must wear matching baseball hats while working in the Concession stand. The Group may wear the organization's professionally silk-screened or embroidered baseball hat in a solid color in place of the SPORTSERVICE issued hat. Groups choosing this option must abide by the following:

- a. Baseball hat advertisement must reflect only the **OFFICIAL NAME** of the Group and a small and appropriate logo
- b. The Group baseball hat will be subject to prior approval from Miller Park Management and remain consistent with SPORTSERVICE policies.

- c. Due to trademark laws and MLB regulations, the Group may **NOT** incorporate any logos of Major League Baseball, the Milwaukee Brewers, or any other Major League Baseball team
- d. Groups may not incorporate any personal or social meanings, phone numbers, or websites on hats

6.3 According to GuestPath standards, Group workers must keep jewelry worn to a minimum, including the following:

- a. NO FACIAL OR TONGUE PIERCINGS; all visible piercings, except earrings, must be removed.
- b. No more than two (2) earrings per ear; no earrings larger than a quarter in size; no dangling earrings.
- c. One (1) ring per hand.
- d. One (1) conservative wristwatch; all bracelets must be removed.
- e. Sleeve tattoos must be covered; long sleeve shirts may be worn if black or grey with no visible writing.
- f. Hair should be neat, natural in color, out of the eyes, and tied back if touching the shoulder.
- g. Make-up should be conservative and natural in appearance.
- h. Bandanas, do-rags, head wraps, skull caps, or any other head covering between the hat and hair must be black or dark blue, solid in color (no patterns), and not visible when wearing a hat.
- i. Gum is not permitted and must be removed before check-in while working at Miller Park.
- j. Nails will be trimmed and under ½ inch in length. Only neutral or natural colored nail polish is acceptable. If “fake” nails are worn, gloves must be worn at all times.
- k. Beards/mustaches will be well kept and trimmed – no more than one (1) inch long. If a beard is not present, Group workers must be clean-shaven.
- l. Personal bags are NOT part of the uniform and WILL NOT be allowed off the Service Level. If you must bring a bag to work, you must leave it in a locker and **provide your own lock**. Items and locks must be removed from lockers after each Event. SPORTSERVICE is not responsible for lost, stolen, or damaged items. Secure areas are not available above the Service Level.

7 INVENTORY

7.1 Group Leaders or Cash Managers of each group are responsible for signing off on the 2013 SPORTSERVICE Corporate Accounting Policies and Procedures, after training.

7.2 All Groups will be required to provide one Group worker to arrive at exact check-in time to perform the Group’s beginning inventory. The Group worker responsible for verifying inventory will be considered late if they arrive later than one (1) hour prior to gate opening time. Late arrivals or non-performance may cause loss without ability to dispute discrepancies. All inventory counts must be completed and verified BEFORE stadium gates open to the public.

7.3 The Group’s Event Day Leader must sign out all cash banks from the SPORTSERVICE cash room. To be issued a bank, the designee must present the Cashier with the cash card obtained at the check-in area. The assigned designee must verify the bank prior to leaving the cash room. **The Group is responsible for ALL cash.**

7.4 The Group Event Day Leader is responsible for recording all pick-ups from cashier(s) drawer on the Stand Cashier Log.

7.5 Credit will be allowed on all spoiled merchandise approved by SPORTSERVICE Management. Excessive spoilage or over production should not occur. If there is spoilage, **Group workers are NOT allowed to take extra food home.** Spoilage must be verified by a Stand Manager and Level Leader.

7.6 The Group Event Day Leader is responsible for verifying and completing all Manager Corrects for each cashier. Cashier Corrects minus Manager Corrects should equal zero (\$0.00) dollars on the stand’s Revenue Center Financial Report at the conclusion of each Event.

7.7 The Group Event Day Leader is responsible for verifying and signing off on the stand’s Revenue Center Financial Report at the conclusion of each Event.

7.8 All Groups will be required to provide one Group worker to stay and perform the Group’s ending inventory counts. If the Group does not perform ending inventory, the Group forfeits the ability to dispute inventory losses.

- 7.9** The Group Event Day Leader must sign the Daily Location Report for each location. Signing this report acknowledges the Group verified all counts and agrees to that Event's beginning and ending totals. Any information regarding inventory discrepancies must be recorded on this sheet prior to the end of the Event.
- 7.10** The Group Event Day Leader will have the opportunity to obtain a Point of Sale versus Good out of Stock report for each permanent Concession stand location after each Event. Failure to obtain this report may result in the loss of the ability to dispute any inventory discrepancies.
- 7.11** Any Group who arrives late or leaves early without performing all proper inventory and accounting procedures may sustain losses without the ability to dispute.
- 7.12** SPORTSERVICE reserves the right to conduct random "spot audits" of the Group's inventory, cash, cash receipts, and cash register readings at any time.
- 7.13** All groups are responsible for documenting all spoilage and gratis items used by the Group and any others within their location for each Event.

8 DONATION

- 8.1** The Group does not need to provide any funds up-front to join the Group Program. The Group's first \$500.00 earned is kept by SPORTSERVICE as a **deposit**, without interest, until the end of the season including all Postseason Events. SPORTSERVICE will refund the deposit, less any monies owed, to the Group. Conditions of the refund of the deposit are determined by SPORTSERVICE and are as follows:
- The Group must complete the minimum required amount of contracted Events with the contracted number of Group workers for each Event.
 - Failure to complete the minimum required amount of contracted Events with the contracted number of Group workers for each Event, for any reason, will result in forfeiture of the deposit.
 - Failure to complete the minimum required amount of contracted Events with the contracted number of Group workers shall also result in a one (1) percent deduction taken from the commission of every Event already worked.
- 8.2** The Group will earn a pre-determined commission for each Event worked. The commission is based on GROSS SALES MINUS APPLICABLE SALES TAX AND ANY CASH AND INVENTORY SHORTAGES INCURRED BY THE GROUP, EQUALING OVER 1% OF GROSS SALES. Overages will not be paid. The commissionable percentage varies depending on the terms selected in the Group's contract.
- 8.3** All donations will be calculated on an inventory basis. Cash and inventory shortages will be deducted from the Group's donation. The Group is responsible for shortages in excess of that applied against commissions.
- 8.4** A SPORTSERVICE manager will be provided to the Group free of charge, with the exception of Self-Managing Groups.
- 8.5** All Group workers must bring proof of age to each Event. If a Group worker fails to bring such identification, he or she will not be permitted to work and that Group will not receive credit for him or her in computing any payments hereunder.
- 8.6** Several smaller groups may elect to combine into one Group to fulfill one contract upon approval from the Non-Profit Group Coordinator. Payment will only be disbursed to one Group per contract. Separation of payment will NOT be performed by SPORTSERVICE.
- 8.7 Contracted Group sizes of ten (10), twelve (12), or fourteen (14) people** shall receive 10% of all net sales generated by the Group at each permanent stand or food portable worked.
- 8.8 Returning Group sizes of six (6) people (returning from 2012; must have completed contract in 2012)** shall receive 9% of the net sales generated by the Group at each permanent stand and food portable worked.

- 8.9 New Group sizes of eight (8) people (did not work or complete a contract in 2012)** shall receive 8% of the net sales generated by the Group at each permanent stand or food portable worked.
- 8.10 Self-Managing Groups** shall receive 10% of net sales generated by the Group at each permanent stand and food portable worked PLUS \$50.00 per Event if all Self-Managing requirements are met. Self-managing status must be approved by the Non-Profit Group Coordinator.
- 8.11 Block Program Groups** shall receive 12% of the net sales generated by the Group at each permanent stand and food portable worked for every Event within the Group's chosen block. **Weekday Day Block Program** shall receive 15% of the net sales generated by the Group at each permanent stand and food portable worked for every Event within the Group's chosen block. Holiday and Weekday Day Event rates will NOT apply. The Group is expected to complete ALL Events in their contracted Block. Any Group failing to complete an entire Block of Events shall receive the following:
- Block Program Group sizes of ten (10), twelve (12), or fourteen (14) people** shall receive 10% of the net sales generated by the Group at each permanent stand and food portable worked in their contracted Block.
 - Block Program Group sizes of six (6) people (returning from 2012; must have completed contract in 2012)** shall receive 9% of the net sales generated by the Group at each permanent and food portable worked in their contracted Block.
 - Block Program Group sizes of eight (8) people (not returning from 2012; did not complete a contract in 2012) OR New Groups to the Group Program** shall receive 8% of the net sales generated by the Group at each permanent stand or food portable worked in their contracted Block.
- 8.12 Beer and Peanut Portables** shall receive 5% of net sales generated by the Group for ALL Events, regardless of contracted Group size or date, and type of Event.
- 8.13 Holidays in 2013 include Memorial Day (Monday, May 27th) and Labor Day (Monday, September 2nd).** Holidays in 2013 will be paid at 15% for the Weekday Day Event. This is paid to any Group that works those events, excluding the Block Program.
- 8.14 July 5th, July 6th, and July 7th are paid at 12% each Event;** Groups that work two (2) or more Events between July 5th, 2013 and July 7th shall receive an additional 1% per each Event worked in that period.
If one (1) Event is worked – 12% earned; If two (2) Events worked – 13% earned each Event; if all three (3) Events worked – 14% earned each Event.
- 8.15 Weekday Day Events (Monday through Thursday beginning before 5:00 PM CDT)** shall be paid at 15% for all contracted Group sizes, except the Block Program and excluding Opening Day, Postseason Events, and non-baseball Events.
- 8.16 Cubs Events** shall be paid at the Group's regular contracted rate.
- 8.17 Weekday Day Cubs Events (Monday through Thursday beginning before 5:00 PM CDT)** shall be paid at 15% for all contracted Group sizes, except the Block Program.
- 8.18 Opening Day** shall be paid at each Group's regular contracted rate.
- 8.19 September Regular Season Events** shall be paid at 11% for all contracted Group sizes, except Block Program.
- 8.20 Postseason Events** shall be paid at 10% for all Group sizes, including the Block Program.
- 8.21** The Group will be paid whichever is higher, their percentage versus their minimum for each Event.
- 8.22** The Group is guaranteed a minimum commission of \$50.00 per contracted worker provided the Group reports on time with the contracted number of Group workers.

- 8.23** The Group may bring additional workers, if needed, as determined by SPORTSERVICE. Any additional workers approved in advance by SPORTSERVICE will also be guaranteed the minimum commission of \$50.00 per Group worker.
- 8.24** Any Group providing fewer Group workers than their Group's contracted size for any Event will receive 1% less for that Event.
- 8.25** Any Group providing additional Group workers above their Group's contracted size for any singular Event will NOT receive the higher percentage for that Event. The Group will receive their regular contracted rate.
- 8.26** At the end of each Event, Groups are required to clean all equipment used such as, but not limited to: grills, counters, deep fryers, sinks, reach-in coolers and freezers, popcorn machines, pretzel machines, and all utensils. All Groups are expected to mop and sweep the floors of their stand.
- All grease recovered from the grill traps must be placed in grease buckets. Grease must not be disposed of in the drains.
 - Condiment carts and equipment are to be maintained throughout each Event and thoroughly cleaned after each Event.
 - SPORTSERVICE Supervisors will check out cleanliness as part of the closing procedures. **Failure to properly clean a stand may result in a \$100.00 cleaning charge deducted from the donation at the discretion of the Non-Profit Group Coordinator and Concessions Management.**
- 8.27** Any Group electing to contract for the entire Regular Season and work every Regular Season Event shall receive 12% of net sales generated by the Group at each permanent stand and food portable worked. The Group shall also receive the higher percentage for Holiday (15%) and Weekday Day Events (15%) worked.
- 8.28** Any Group with a completed contract and working thirty (30) or more Events with the contract number of Group workers shall receive a one-time bonus of \$500.00 per contracted season.
- 8.29** Any Group that refers another Non-Profit Group who is new to the Group Program shall receive a \$200.00 referral bonus if the referred New Group completes a valid 2013 contract.
- 8.30** **Any Group that does not complete their contract will have 1% deducted from all permanent stand, food portable, and beer portable donations. Percentages will be taken out of every location worked during all Events the Group completed.** Monies will be deducted from the Group's commission and no bonuses will be paid to any Group that does not complete their contract.
- 8.31** Donation checks will be deposited into the Group's Direct Deposit Account. Notices of commissions earned will be e-mailed thirty (30) days following the conclusion of a home stand.
- 8.32** **The Group shall have twenty-one (21) days after receiving the commission statements to dispute any donation computations.**
- 8.33** The Group workers are considered volunteer workers providing services for and on behalf of the Group. They shall not be deemed, for any purposes whatsoever, to be employees of SPORTSERVICE. The Group and its workers will not receive compensation for their donation of services, except for the donations as set forth above.

9 SELF-MANAGEMENT

- 9.1** SPORTSERVICE will provide a SPORTSERVICE Stand Manager free of charge. The Group may request to self-manage their location(s) provided the Group meets the following requirements

- a. The Group must contract for a minimum of thirty (30) self-managed Events
- b. The Group must provide their contracted number of Group workers for every self-managed Event.
- c. The Group must work for a full season prior to self-managing.
- d. The Group must provide one licensed bartender for each Event.
- e. The Group must perform a thorough cleaning of their assigned location two (2) times a season. The Group must coordinate cleaning dates through the Non-Profit Group Coordinator and stand cleanliness will be checked by Management.

9.2 The Group may be reimbursed by SPORTSERVICE for up to three (3) bartender's licenses per season, if proper documentation is provided.

9.3 Any Group with self-managing status shall receive an increased donation percentage.

9.4 Self managing stand preference may be given based upon number of prior seasons and Events worked.

9.5 Any Group applying to self-manage must be pre-approved by Concessions Management.

9.6 Any Group meeting the minimum requirements is not guaranteed self-managing status. Self-managing locations are limited and availability is restricted at the discretion of SPORTSERVICE.

10 LIABILITY

10.1 The Group hereby agrees to indemnify and hold SPORTSERVICE and Milwaukee Brewer's Baseball Club, Limited Partnership ("SPORTSERVICE's Landlord") harmless from and against:

- a. Any claim made by any Group member arising from or relating in any way to the provision of any services by such Group member hereunder;
- b. Any claim or demand made by any governmental agency with respect to amounts which allegedly should have been:
 - i. Paid to any Group member in respect of services provided pursuant to this Agreement;
 - ii. Withheld and remitted from any amount paid by SPORTSERVICE hereunder; or
 - iii. Remitted with respect to any plan or fund relating to the compensation of injured workers.
- c. All law suits that may be based on any injury or alleged injury to any person (including death) or on any damages to the property of any person not a party hereto, that may arise, or that may be alleged to have arisen out of the Group's negligence or intentional action or that of its volunteer members.
- d. Notwithstanding the foregoing, any lawsuit related to the conduct of the Group or its members with respect to the sale of alcoholic beverages shall not be included in the foregoing indemnifications unless the Group, or the Group's workers, did not comply with the rules of service (unless the failure to comply was immaterial to the suit or claim).

10.2 The Group represents and warrants to SPORTSERVICE that:

- a. It has adequate Commercial General Liability Insurance coverage which includes contractual liability coverage and personal injury coverage for its volunteers performing services for it at the facility (including, but not limited to, coverage for injuries to or death of a Group member incurred while providing services under this Agreement, regardless of causation) and
- b. Such coverage will be maintained throughout the term of this Agreement.

10.3 Please remember Safety is the Ticket. If a Group worker has any doubts about how a piece of equipment operates, call for assistance or contact the Stand Manager or Level Supervisor. Report any condition you perceive as being unsafe to the Level Supervisor, Concessions Management, or to the Human Resources Manager.

10.4 Group workers may not disassemble, modify, or attempt to repair any equipment. SPORTSERVICE will supply personnel for those activities. This would include, but is not limited to, changing pressure settings on CO2 tanks, opening automated fryer doors, reprogramming fryer timers, changing any setting on other equipment, or lifting and moving of beer kegs.

11 DEFAULT/TERMINATION

- 11.1** SPORTSERVICE reserves the right to request removal or replacement of any Group member who (in the sole judgment of SPORTSERVICE) does not represent the best interests of SPORTSERVICE and its client with respect to the successful and professional operation of concession activities to be performed hereunder.
- 11.2** SPORTSERVICE is an equal opportunity company and does not discriminate against Groups or individuals on the basis of race, color, religion, creed, age, sex, handicap, or national origin.
- 11.3** SPORTSERVICE reserves the right to terminate this agreement in the event that the Group or any member thereof, in any way, violates this Equal Opportunity Policy towards employees and customers.
- 11.4** If the Group fails to arrive for any scheduled Event, this agreement may be terminated by SPORTSERVICE and all Group's right as they pertain to this agreement shall terminate.
- 11.5** SPORTSERVICE reserves the right in its discretion to terminate this Agreement without cause upon three (3) day written notice to the appropriate Group representative. SPORTSERVICE shall also have the right to terminate this Agreement immediately in the event that the Group fails to perform its obligations, by issuing written notice to the Group's representative.



PAPERWORK REQUIRED FOR 2013 GROUP PROGRAM:

After reviewing the information in this packet, it is important to contact everyone in your Group and make sure your volunteers are willing to participate. If you decide you would like to participate in the program, please read the instructions below.

All paperwork should be mailed or faxed to the following:

<u>MAIL:</u>	or	<u>FAX:</u>
Milwaukee Sportservice Attn: Barb Boyle Miller Park One Brewers Way Milwaukee, WI 53214		(414) 902-4732 Attn: Barb Boyle Must Call or E-mail to Confirm Receipt

I ask that, in order to receive priority, these materials be turned in by **January 15th, 2013**. Please note that the sooner these materials are turned in, the sooner you will receive training dates and priority on Events. Contracts for the 2013 Group Program may be accepted throughout the entire season. Please feel free to contact me with any questions. I can be reached by phone at (414) 902-4725, or via e-mail at groupmiller@dncinc.com.

Non-Profit Groups:

Thoroughly read through the Volunteer Agreement (Pages 5-17).

1. Submit a copy of your written tax-exempt letter from the IRS also referred to as 501(c)(3) tax exempt status. If you do not have one, you will need to ask the IRS to send you a copy. This letter needs to be submitted with a contract in order to complete your registration (Example: Page 19).
2. Complete, sign, and turn in the Acceptance of Terms worksheet (Page 20).
3. Complete and turn in the W-9 Tax Form (Page 21).
4. Complete and turn in the 2013 Event Sign-Up (Page 22). This is where you select the Events you would like to contract for. These Events will be confirmed by the Group Coordinator; not all Events requested may be granted.
5. **Direct Deposit Payment Form (new in 2013 – Page 25).**
6. **No dates will be held for any Group with missing tax forms or required paperwork.**
7. Please turn in your materials as soon as possible to receive priority on Event dates and training dates. Once all of your materials are turned in, you will be contacted with training materials and other information. Expect the processing of your contract to take 3-4 weeks. Please make a copy of each page for your records before sending them to SPORTSERVICE.

IRS Tax Exemption and Non-Profit Status

Churches, schools, scouts, fraternities, sororities, their affiliated organizations and many others, may already have this paperwork on file in their respective organization offices. Contact your treasurer, accountant, controller, secretary or tax preparer for a copy of this required documentation.

EXAMPLE of 501 c 3 TAX EXEMPT STATEMENT/LETTER FROM THE IRS:
for Non-Profit group tax exemption and Non-Profit status:

All document copies must be from the IRS, on IRS letterhead.

“This letter is to verify exemption under IRS 501(c) (3). Our records indicate that your organization is tax exempt. “

As a service, the IRS **may** be able to issue a “Government Affirmation Letter”.

SPORTSERVICE will accept the Government Affirmation Letter as the substantiation needed for verifying tax-exempt status, which may be pending, providing the above statement is indicated in the letter.

Non-Profit Groups should call the IRS @ 1-877-829-5500, press 2, then 4, to inquire about this letter.
It may take 30 days or more to receive this letter from the IRS.

Your contract and game choices will not be processed until we receive this required information.

Group Insurance:

The Group represents and warrants to SPORTSERVICE that:

1. It has adequate Commercial General Liability Insurance coverage which includes contractual liability coverage and personal injury coverage for its volunteers performing services for it at the facility (including but not limited to, coverage for injuries to or death of a group member incurred while providing services under this Agreement, regardless of causation) and
2. Such coverage will be maintained throughout the term of this Agreement.

Contact your local insurance company for quotes on the above recommended insurance.

2013 Acceptance of Terms

Group Ldr Name: _____ **Secondary Group Contact:** _____
(if available)
Home Phone: _____ **Home Phone:** _____
Work Phone: _____ **Work Phone:** _____
Cell Phone: _____ **Cell Phone:** _____
E-mail _____ **E-mail** _____

The Group represents to SPORTSERVICE that it is a tax-exempt, not-for-profit entity whose purpose is to:

_____ .

The Group Federal Tax ID number is (9 digits) 39-_____

I hereby acknowledge that I have read the foregoing agreement, that I understand the complete terms of this agreement, agree to be bound by the terms of this agreement, and that I have the authority to so sign on behalf of:

(Official Group Name) _____

and to do so bind the Group to the agreement. This agreement will be valid from March 15-November 15, 2013.

Stand Size Requested: 6 person _____ 8 person _____ 10 person _____ 12 person _____ 14 person _____

Accepted and agreed to by (Group Leader - Please Print Name): _____

Signature (Group Leader): _____

Date Submitted: _____

Designated Group address where **commission statements, parking passes** and **other materials** are to be sent:

Contact: _____

Address _____

City, State, Zip _____

*****Milwaukee Sportservice, Inc.....Accepted and Agreed to by:*****

_____ Date Accepted: _____ Date Received: _____

Non-Profit Group Coordinator

Form **W-9**
 (Rev. December 2011)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

Give Form to the
 requester. Do not
 send to the IRS.

Print or type
 See specific instructions on page 2.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

Other (see instructions) ▶

Address (number, street, and apt. or suite no.) Requester's name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Exempt payee

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶ Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

EVENT SIGN-UP FORM

GROUP NAME: _____

GROUP SIZE: **6** **8** **10** **12** **14**

Please circle only **ONE** group size

CONTACT:

DAY	TEAM	DATE	TIME	EVENT	WORK
FRI	CWS(I)	3/29/13	7:10 PM	Preseason Game	
SAT	CWS(I)	3/30/13	1:10 PM	Preseason Game	
MON	COL	4/1/13	1:10 PM	Opening Day	
TUES	COL	4/2/13	7:10 PM	Weeknight Event	
WED	COL	4/3/13	7:10 PM	Weeknight Event	
FRI	ARI	4/5/13	7:10 PM	Weeknight Event	
SAT	ARI	4/6/13	TBD		
SUN	ARI	4/7/13	1:10 PM		
TUES	SF	4/16/13	7:10 PM	Weeknight Event	
WED	SF	4/17/13	7:10 PM	Weeknight Event	
THURS	SF	4/18/13	12:10 PM	Day Game (15%)	
FRI	CHC	4/19/13	7:10 PM	Marquee Game	
SAT	CHC	4/20/13	TBD	Marquee Game	
SUN	CHC	4/21/13	1:10 PM	Marquee Game	
MON	PIT	4/29/13	7:10 PM	Weeknight Event	
TUES	PIT	4/30/13	7:10 PM	Weeknight Event	

DAY	TEAM	DATE	TIME	EVENT	WORK
WED	PIT	5/1/13	12:10 PM	Day Game (15%)	
THURS	STL	5/2/13	7:10 PM	Weeknight Event	
FRI	STL	5/3/13	7:10 PM	Weeknight Event	
SAT	STL	5/4/13	TBD		
SUN	STL	5/5/13	1:10 PM		
TUES	TEX(I)	5/7/13	7:10 PM	Weeknight Event	
WED	TEX(I)	5/8/13	7:10 PM	Weeknight Event	
SAT		5/18/13	TBD	Kenny Chesney	
MON	LAD	5/20/13	7:10 PM	Weeknight Event	
TUES	LAD	5/21/13	7:10 PM	Weeknight Event	
WED	LAD	5/22/13	12:10 PM	Day Game (15%)	
FRI	PIT	5/24/13	7:10 PM	Weeknight Event	
SAT	PIT	5/25/13	TBD		
SUN	PIT	5/26/13	1:10 PM		
MON	MIN(I)	5/27/13	1:10 PM	Day Game (15%)	
TUES	MIN(I)	5/28/13	7:10 PM	Weeknight Event	

DAY	TEAM	DATE	TIME	EVENT	WORK
MON	OAK(I)	6/3/13	7:10 PM	Weeknight Event	
TUES	OAK(I)	6/4/13	7:10 PM	Weeknight Event	
WED	OAK(I)	6/5/13	1:10 PM	Day Game (15%)	
THURS	PHI	6/6/13	7:10 PM	Weeknight Event	
FRI	PHI	6/7/13	7:10 PM	Weeknight Event	
SAT	PHI	6/8/13	TBD		
SUN	PHI	6/9/13	1:10 PM		
FRI	ATL	6/21/13	7:10 PM	Weeknight Event	
SAT	ATL	6/22/13	TBD		
SUN	ATL	6/23/13	1:10 PM		
TUES	CHC	6/25/13	7:10 PM	Marquee Game	
WED	CHC	6/26/13	7:10 PM	Marquee Game	
THURS	CHC	6/27/13	1:10 PM	Day Game (15%)	

Place an "X" in the Work box for desired dates. Approval of chosen dates is subject to Group Program availability. Please reference Section 2.6 and 2.7 for scheduling requirements. Fill out form legibly. Reminder: CUBS events may only be chosen if you select MORE than your required minimum.

CONTACT PHONE #:

DAY	TEAM	DATE	TIME	EVENT	WORK
FRI	NYM	7/5/13	7:10 PM	Holiday (12%)*	
SAT	NYM	7/6/13	TBD	Holiday (12%)*	
SUN	NYM	7/7/13	1:10 PM	Holiday (12%)*	
MON	CIN	7/8/13	7:10 PM	Weeknight Event	
TUES	CIN	7/9/13	7:10 PM	Weeknight Event	
WED	CIN	7/10/13	1:10 PM	Day Game (15%)	
FRI	MIA	7/19/13	7:10 PM	Weeknight Event	
SAT	MIA	7/20/13	TBD		
SUN	MIA	7/21/13	1:10 PM		
MON	SD	7/22/13	7:10 PM	Weeknight Event	
TUES	SD	7/23/13	7:10 PM	Weeknight Event	
WED	SD	7/24/13	7:10 PM	Weeknight Event	
THURS	SD	7/25/13	1:10 PM	Day Game (15%)	

DAY	TEAM	DATE	TIME	EVENT	WORK
FRI	WSH	8/2/13	7:10 PM	Weeknight Event	
SAT	WSH	8/3/13	TBD		
SUN	WSH	8/4/13	1:10 PM		
THURS	CIN	8/15/13	7:10 PM	Weeknight Event	
FRI	CIN	8/16/13	7:10 PM	Weeknight Event	
SAT	CIN	8/17/2013	TBD		
SUN	CIN	8/18/2013	1:10 PM		
MON	STL	8/19/13	7:10 PM	Weeknight Event	
TUES	STL	8/20/13	7:10 PM	Weeknight Event	
WED	STL	8/21/13	1:10 PM	Day Game (15%)	
FRI	LAA (I)	8/30/13	7:10 PM	Weeknight Event	
SAT	LAA (I)	8/31/13	TBD		

DAY	TEAM	DATE	TIME	EVENT	WORK
SUN	LAA (I)	9/1/13	1:10 PM	Pay @ 11%	
MON	PIT	9/2/13	1:10 PM	Day Game (15%)	
TUES	PIT	9/3/13	7:10 PM	Pay @ 11%	
WED	PIT	9/4/13	7:10 PM	Pay @ 11%	
FRI	CIN	9/13/13	7:10 PM	Pay @ 11%	
SAT	CIN	9/14/13	TBD	Pay @ 11%	
SUN	CIN	9/15/13	1:10 PM	Pay @ 11%	
MON	CHC	9/16/13	7:10 PM	Marquee Game	
TUES	CHC	9/17/13	7:10 PM	Marquee Game	
WED	CHC	9/18/13	7:10 PM	Marquee Game	
THURS	CHC	9/19/13	1:10 PM	Day Game (15%)	
FRI	STL	9/20/13	7:10 PM	Pay @ 11%	
SAT	STL	9/21/13	TBD	Pay @ 11%	
SUN	STL	9/22/13	1:10 PM	Pay @ 11%	

COLOR CODE KEY - 2013

Marquee Games: May not be chosen unless minimum game requirement met, excluding Opening Day.

Weeknight Events

Weekday Day Games: Paid at 15%, except Opening Day (Contracted Percentage).

Holidays: 5/27/13 and 9/2/13 paid at 15%. For July 5,6 and 7, 2013: Paid at 12% for one event, 13% for two events, and 14% if all three events worked.

Block One April 1 - April 30	14 games
Block Two May 1 - May 28	15 games
Block Three June 3 - June 27	13 games
Block Four July 5 - July 25	13 games
Block Five August 2 - August 31	12 games
Block Six September 1 - September 22	14 games
Block Seven ALL WEEKDAY DAY GAMES	11 games

Miscellaneous Information:

- Groups must select ALL Events within their chosen block on the Event Sign-Up Form (Page 22).
- Any group that chooses ALL six of the block programs is entitled to Weekday Day Game pay (15%) and Holiday pay (15%) within the blocks.
- Block Seven is paid at 15% for every regular season Event.
- If for any reason an Event within a block needs to be cancelled, the Group forfeits their contract from the Block Program. The Group will be still be required to work the remaining Events within their original contracted Block.
- The Group will also forfeit the pay rate of 12% if cancelling a game within the Block Program. The Group will then be paid at the rate designated by the Group Program contract for all Events worked.

The Block Program will be paid at 12%, except for Block Seven which is paid at 15%, plus one (1) playoff game (if returning from 2012) OR two (2) playoff games for all new groups.

CHOOSE YOUR BLOCK:

There are seven blocks to choose from. They are color coded for your convenience. Block Seven includes the following days:

Thursday, April 18 - 12:10 PM
Wednesday, May 1 - 12:10 PM
Wednesday, May 22 - 12:10 PM
Monday, May 27 - 1:10 PM
Wednesday, June 5 - 1:10 PM
Thursday, June 27 - 1:10 PM
Wednesday, July 10 - 1:10 PM
Thursday, July 25 - 1:10 PM
Wednesday, August 21 - 1:10 PM
Monday, September 2 - 1:10 PM
Thursday, September 19 - 1:10 PM

IF BLOCK PROGRAM IS
CHOSEN, THE GROUP
MUST WORK ALL
SCHEDULED EVENTS
WITHIN A BLOCK.

2013 Group Block Program - - - Milwaukee Brewers Schedule

ALL TIMES ARE TENTATIVE AND SUBJECT TO CHANGE

APRIL

SUN	MON	TUE	WED	THUR	FRI	SAT
	1 COL - 1:10 PM	2 COL - 7:10 PM	3 COL - 7:10 PM		5 ARI - 7:10 PM	6 ARI - TBD
7 ARI - 1:10 PM						
		16 SF - 7:10 PM	17 SF - 7:10 PM	18 SF - 12:10 PM	19 CHC - 7:10 PM	20 CHC - TBD
21 CHC - 1:10 PM						
	29 PIT - 7:10 PM	30 PIT - 7:10 PM				

MAY

SUN	MON	TUE	WED	THUR	FRI	SAT
			1 PIT - 12:10 PM	2 STL - 7:10 PM	3 STL - 7:10 PM	4 STL - TBD
5 STL - 1:10 PM		7 TEX (I) - 7:10 PM	8 TEX (I) - 7:10 PM			
	20 LAD - 7:10 PM	21 LAD - 7:10 PM	22 LAD - 12:10 PM		24 PIT - 7:10 PM	25 PIT - TBD
26 PIT - 1:10 PM	27 MIN(I) - 1:10 PM	28 MIN(I) - 7:10 PM				

JUNE

SUN	MON	TUE	WED	THUR	FRI	SAT
	3 OAK(I) - 7:10 PM	4 OAK(I) - 7:10 PM	5 OAK(I) - 1:10 PM	6 PHI - 7:10 PM	7 PHI - 7:10 PM	8 PHI - TBD
9 PHI - 1:10 PM						
					21 ATL - 7:10 PM	22 ATL - TBD
23 ATL - 1:10 PM		25 CHC - 7:10 PM	26 CHC - 7:10 PM	27 CHC - 1:10 PM		

SEE SCHEDULING, SECTION 2.4 FOR DETAILS

JULY

SUN	MON	TUE	WED	THUR	FRI	SAT
					5 NYM - 7:10 PM	6 NYM - TBD
7 NYM - 1:10 PM	8 CIN - 7:10 PM	9 CIN - 7:10 PM	10 CIN - 1:10 PM			
					19 MIA - 7:10 PM	20 MIA - TBD
21 MIA - 1:10 PM	22 SD - 7:10 PM	23 SD - 7:10 PM	24 SD - 7:10 PM	25 SD - 1:10 PM		

AUGUST

SUN	MON	TUE	WED	THUR	FRI	SAT
					2 WSH - 7:10 PM	3 WSH - TBD
4 WSH - 1:10 PM						
				15 CIN - 7:10 PM	16 CIN - 7:10 PM	17 CIN - TBD
18 CIN - 1:10 PM	19 STL - 7:10 PM	20 STL - 7:10 PM	21 STL - 1:10 PM			
					30 LAA(I) - 7:10 PM	31 LAA(I) - TBD

SEPTEMBER

SUN	MON	TUE	WED	THUR	FRI	SAT
1 LAA(I) - 1:10 PM	2 PIT - 1:10 PM	3 PIT - 7:10 PM	4 PIT - 7:10 PM			
					13 CIN - 7:10 PM	14 CIN - TBD
15 NYM - 1:10 PM	16 CHC - 7:10 PM	17 CHC - 7:10 PM	18 CHC - 7:10 PM	19 CHC - 1:10 PM	20 STL - 7:10 PM	21 STL - TBD
22 STL - 1:10 PM						



ELECTRONIC FUNDS TRANSFER AGREEMENT

Please complete all highlighted areas and include this form with contract paperwork.

Vendor Information:

VENDOR NUMBER: ____ (office will complete) _____

VENDOR (GROUP OFFICIAL NAME): _____

VENDOR (GROUP) ADDRESS: _____

EMAIL ADDRESS(ES) (if applicable): (for deposit notification)

Banking Information:

BANK NAME: _____

ACCOUNT NUMBER: _____

BANK ROUTING NUMBER: _____

TYPE: CHECKING (22) _____ SAVINGS (32) _____

Authorization:

REQUESTED BY: _____

TITLE: _____

AUTHORIZED SIGNATURE: _____

FOR DNC CORP USE ONLY:

MAXIMUM AMOUNT PER PAYMENT: _____

BANK ACCOUNT PAYING FROM: _____

BUSINESS UNIT ID NUMBER: _____

ACCOUNT NUMBER: _____

ACCOUNTING SUPERVISOR SIGNATURE: _____

DATE: _____

