

## Personal Fundraising Opportunity through FOOD & BEVERAGE BY CENTERPLATE

The Exclusive Caterer of the Indiana Convention Center (ICC) and Lucas Oil Stadium (LOS) Centerplate uses our FHS Booster parents and students/volunteers to work its concession stands, catering events and major events throughout the year. All money is used to defer fees for student band account with a portion going to support the General Fund for the FHS Band Booster program. \*\* Some training and a valid Alcohol Permit is required for most positions at all Colts Games, as well as select positions at other events.

### **Q: How can I help defer costs for Student Band fees?**

**A:** Volunteer to work concessions, banquet events at Indianapolis Convention Center and Lucas Oil Stadium with fellow FHS Parents. Be aware, volunteer spots are limited: Sign up is “first come, first served basis”.

### **Q: How do I get signed up?**

**A:** Get started by emailing [centerplate@fishersband.org](mailto:centerplate@fishersband.org), and requesting to be added to the list to receive all communications regarding Centerplate opportunities.

### **Q: How do I request to work specific events?**

**A:** Check out the volunteer opportunities in CutTime for LOS events, find the date of the event you plan to work. Click on the “I’m Interested” button next to the date/position you wish to work, and confirm to submit your request. Your position will be listed as Pending until approved. Sign up is first come first served. Please do not sign up until you are ready to commit to working the event. \*\*Remember, some training and a valid Alcohol Permit is required for most positions at all Colts Games, as well as select positions at other events. We identify these requirements clearly on our communications about the event.

NON-LOS events - ICC/Centerplate banquet work and concessions: When you receive an email regarding signing up for ICC (Indianapolis Convention Center) Concessions or Banquet work, there will be detailed directions in the email telling you how to get signed up. These opportunities will not be in CutTime, due to the quick responses needed by Centerplate.

### **Q: How does it work?**

**A:** The Exclusive Caterer of the Indiana Convention Center and Lucas Oil Stadium, Centerplate uses our FHS Booster parents and students/volunteers to work its concession stands, catering events and major events throughout the year. All moneys are used to defer fees for student band accounts, with a portion going to support the General Fund for the FHS Band Booster program. Some training is required for some positions and events. Money can help defer fees involving Marching Band, Guard, Winter Percussion, Winter Guard, band trips, and other related band fees. Each year, a contract is negotiated setting how the group/individual workers are paid. More details come in the emails on amount paid at each event.

Working can be a long day, but it’s also a lot of fun hanging out with fellow FHS parents. Details on specific events are sent out via CutTime email to anyone who has requested to be added to the Centerplate email distribution list.

Lucas Oil Stadium FHS Booster Concession Stand: In order to offer these opportunities to the Boosters, we have signed a contract with Centerplate, agreeing to fully staff at least one assigned concession stand at Lucas Oil Stadium, for specific events. Available positions for these events will be posted in CutTime (see Job Descriptions section below for an explanation of duties for each position).

The pay is \$12.50 per hour, or 10% of total sales – whichever is higher. The great thing about working in this stand is that you will be working with all FHS Band Boosters, so it’s a great opportunity to get to know more people in the organization! Also, there will be carpool opportunities, since most, if not everyone will be traveling from Fishers. At the end of the season, everyone who has worked in our LOS Concession Stand will have their name entered into a drawing to receive all or a portion of the annual bonus allotted to us by Centerplate (depending on the size of the bonus, we may opt to split it and draw multiple winners).

It is because of this concession stand that we get to offer Banquet and ICC Concession opportunities. If we do not fulfill our agreement, we will lose the other opportunities. For this reason, our assigned concession stand at

Lucas Oil Stadium is our first priority. In order to be eligible to work Banquet and ICC Concession events, you must work at least one event in our LOS Concession Stand during the 2019-2020 season. Exceptions are as follows:

- Deaf volunteers: Since Prep is the only position Centerplate will allow our deaf volunteers to work in a concession stand, and we only have one Prep position per event, it's not really fair to impose this requirement on them.
- Volunteers age 16 to 20: Same reason as our deaf volunteers – they can only work the prep position.
- If all spots are already filled in CutTime.

Centerplate ICC Concessions: Concessions at ICC pay a flat rate of \$12.50 per hour. This is the same rate as the concession stand we run at Lucas Oil, but the shifts are different times, different stands, and alcohol is not served, so no liquor license is required. Additionally, the stand you work will likely include workers from other non-profit organizations, or Centerplate employees. Carpool info is provided if multiple Fishers people work the same shift.

Due to the speed at which these opportunities are provided, and the fact that the spots are offered to multiple Not-For-Profit Organizations, these opportunities will not be listed in CutTime. Instead they will be emailed via CutTime, to Boosters who have requested to be added to the Centerplate email distribution list. These emails will include instructions on how to request shifts.

Centerplate Banquet work at ICC: Banquet work at ICC pays \$20.00 per hour. The shifts range from 4 to 12 hours, and duties vary, depending on the event. During banquet events, you will work with a combination of people from other non-profit organizations and Centerplate employees. Carpool info is provided if multiple Fishers people work the same shift.

Due to the speed at which these opportunities are provided, and the fact that the spots are offered to multiple Not-For-Profit Organizations, these opportunities will not be listed in CutTime. Instead they will be emailed via CutTime, to Boosters who have requested to be added to the Centerplate email distribution list. These emails will include instructions on how to request shifts, along with the type of work that will be expected.

## **JOB DESCRIPTIONS**

### **ICC Banquet Work:**

This position could do many things, i.e. setting tables and serving food and drinks, clearing tables, refilling dessert tables, refilling buffet food line, clearing used plates/glasses, rolling silverware.

### **ICC Concessions Work:**

Depending on what position you choose, you could be doing many things. If you choose to be the “cashier” you also may help with prep and clean-up of the stand you are assigned. You will likely have customer interactions, taking and filling orders, obtaining cash/credit card from customers, assist with stand operations (setup, refilling, clean up) as required. You will be working with other ICC employees and Not-For-Profit (NFP) volunteers.

### **LOS Banker:**

This position handles all the money transactions between our stand and Centerplate (Concession Company). The banker will report a little earlier than the rest of the crew to obtain working cash, count and fill the cash drawers. The banker will also draw from the registers and make the preliminary drop and final drop at the end of the game. Banker will finish a little later than the rest of the crew.

### **LOS Stand Manager:**

The stand manager oversees all operations of the stand. Arrives before the rest of the crew to perform item count and begin stand preparation. The stand manager is the go-to person for all internal operations of the

stand during the event. At the end of the event the stand manager counts final inventory and makes sure all cleaning is done in accordance with Centerplate rules.

### **LOS Cashier:**

The Cashier is our customer facing person, taking and filling orders, obtaining cash/credit card from customers, assist with stand operations (setup, refilling, clean up) as required.

### **LOS Prep:**

Prep people do the ongoing preparation of food being sold. Actual preparation depends on type of stand we obtain. It could be working at the pizza oven, building burgers or hotdogs, or making sandwiches. The prep person will also assist with setup, refilling and clean up as needed. This is the only LOS position that does not require an alcohol permit.

### **DRESS CODE**

Black pants – no jeans, sweatpants, yoga pants, or capris

**For LOS events:** Plain white or black collarless t-shirt, no tank tops please (you will be issued a Centerplate polo shirt to wear during LOS events)

No open toed (or heeled) shoes – make sure that they are comfortable and sturdy. (Tennis shoes are fine, **MUST** be black, preferably with a black sole.) Wear what is comfortable. You will be on your feet for 6-10 hours depending on your shift.

Hair longer than shoulder length hair must be pulled back or put up.

Bring your Centerplate provided visor and name tag if you have one. If you are new, you will be given a name tag and visor to keep and bring with you each time you work when you check in at the beginning of your shift.

**For ICC Banquet or Concessions:** Plain black or white collarless shirt (you will be issued a Centerplate jacket for banquet events or a Centerplate polo to wear if you are working Concessions).

No open toed (or heeled) shoes – make sure that they are comfortable and sturdy. (Shoes **MUST** be all black, with a black sole.) Wear what is comfortable. You will be on your feet for 4-12 hours depending on your shift.

Hair longer than shoulder length hair must be pulled back or put up.

Bring your Centerplate name tag. If you are new, you will be given a name tag.

### **ALCOHOL PERMIT, TIPS TRAINING, & FRONTLINE TRAINING**

**For LOS events only:** An Alcohol Permit and TIPS training are required to sell Alcohol. (Students not required to complete these two requirements since they are not selling alcohol). **\*\*Everyone who works at LOS, will need to participate in a FRONTLINE training class.\*\*** The current cost for a **Volunteer Employee Alcohol Permit** is \$15.00 and is good for 2 years. TIPS training certificate is free. FRONTLINE training is free and will be offered by LOS Chairs several times this fall. Be sure to watch for the email announcing the training.

Here is the link for the Volunteer Alcohol permit: (Half way down the page under 'Employee Permits' click on 'First Time Application'.)

<https://www.in.gov/atc/2641.htm>

TIPS Training can be obtained at this web site: (After you get your Permit.)

<https://secure.in.gov/apps/atc/training/Account/LogOn?ReturnUrl=%2fapps%2fatc%2ftraining%2f>

### **STUDENTS**

We can take a limited number of student workers. Check with the LOS Chairperson for number of available student workers spots for the events each year.

All Students will be required to participate in the FRONTLINE training prior to working at LOS or must be scheduled for a class.

Students must be 16 years old to work at LOS and ICC Concession events.

Students must be 18 years old to work for ICC Centerplate Banquet events.

Student will be required to provide proof of their age when checking in, in the form of a driver's license or permit, state issued ID card or a photo student ID accompanied with a birth certificate. Student workers MUST be accompanied by a parent or another adult from the Fishers Booster Organization. Students work the prep station, so TIPS training and alcohol permits are not required.

### **REPORT TIMES AND CARPOOLING**

**For LOS Concession Stand ONLY:** Report time at the stadium is generally 4 hours prior to game time (specific times will be provided to the workers for each event). We carpool to the stadium together and usually meet at Target near O'Charley's one hour prior to the report time. A good rule of thumb for arriving home is about 5 hours after game start time. Example: For a 1 pm Colts game the carpool would meet at 8 am, check in at the stadium would be at 9 am, gates would open at 11 am, game time at 1 pm, and you would arrive home approximately 6 pm.

**ICC/Centerplate:** Carpooling can be arranged on an individual basis and event.

### **WHAT WILL I DO WHEN I GET THERE?**

**LOS:** We run a busy concessions stand and you will not be bored! Prep workers assemble (depending on our stand) burgers, sandwiches, prepare nachos and popcorn, take care of condiment stands, and restock items. Cashiers run a register and sell items as well as pitching in wherever needed. We are all a team! There will always be someone to help you learn when you are new.

**ICC Concessions:** Similar to LOS, but at the Indianapolis Convention Center Concessions stands.

**Centerplate Banquet:** Each event is different, and tasks may change throughout the event. For example, you could start out preparing for meal service by setting tables, rolling silverware, etc. Then when the event begins, you could be serving meals, drinks, bussing tables, or monitoring and filling buffet tables, clearing plates/glasses. Clean up after event is over.

### **SOUNDS LIKE A LOT OF HARD WORK...**

It is, but it is also fun, and the most profitable personal fundraising opportunity for your student account!

### **WHAT CAN I CARRY INTO THE STADIUM?**

...as little as necessary. We all have cell phones these days and, of course, we need our ID, alcohol permit and ACT certificate. Beyond that, don't bring it if you do not need it. Some people bring a drawstring bag – just know that it'll get checked at the security checkpoint. You may not bring food or drink from outside into the stand. If you have a special medical situation, let us know.

### **WHAT IF TOO MANY PEOPLE SIGN UP THAN WHAT IS NEEDED FOR THAT DAY?**

If we have more people signed up than what we need, they can, potentially, work at other stands that may be short staffed. An email detailing needs will be sent out prior to the events. Watch for those emails, and be ready to sign up as needed.