

# **Tremper High School Athletic Booster Club UA**

## **Concession Stand Guidelines**

The Tremper High School Athletic Booster Club UA is responsible for organizing and maintaining the sale of concessions for Tremper home athletic activities held at Ameche Field and in the Tremper gymnasium. The Tremper Athletic Booster Club has chosen to allow athletic teams to assist with concessions as a means to:

1. Raise funds for their athletic teams.
2. Promote team building and allow parents to form bonds with coaches, players and other families.
3. Promote school spirit.
4. Provide service to the Tremper community.

## **2009-2010 Contacts**

### **Scheduling Chairperson:**

Nancy Kwidd-Dawiec

Home: (262)948-3487 Cell: (262)914-4345

E-mail: [NJDawiec@childrensmemorial.org](mailto:NJDawiec@childrensmemorial.org)

### **Concession Stand Chairperson:**

Nancy Kwidd-Dawiec

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### **Athletic Booster President:**

Jeff Eggert:----cell: (262)705-3287, E-mail: [jeggert20@wi.rr.com](mailto:jeggert20@wi.rr.com)

## **Team Sign-up:**

1. The Tremper Athletic Booster Club will receive a schedule of all home football, basketball and soccer games at which concessions will be sold.
2. Each sanctioned sport\*\* for which Tremper (not KUSD) fields a team will be required to work a minimum of 1 concession shift during the 2009/2010 school year. The Tremper Athletic Booster Club will assign each athletic team one game at which they will work concessions. Teams will be assigned to a concession shift that is in their off-season.
3. The head coach will be responsible for working with their parent rep to staff the concessions.
4. The Tremper Athletic Booster Club will staff approximately 8-10 games to benefit the athletic booster club and the overall Tremper athletic program.

5. The remaining games will be made available to the athletic teams to sign-up to work. These game dates will be e-mailed out to the head coach and coaches will have 7 days to respond with their top 3 choices of games they'd like to work. Based on requests, the remaining games will be assigned to requesting teams. The complete schedule will be sent to the head coaches and posted on the Tremper website ([www.tremper.kusd.edu](http://www.tremper.kusd.edu)).
6. Due to the high attendance at football games, all home football games will have 2 teams scheduled to work. One of the two openings will be assigned and the other opening will be part of the open sign-up. Teams may not work more than 1 football game.
7. If teams cannot work their assigned scheduled concession date, it is the responsibility of the head coach to notify the concession stand scheduler as soon as possible and no later than 30 days before the scheduled date.
8. At the start of each sports' season (fall-winter-spring) the schedule will be e-mailed to all head coaches. The schedule of concession dates and team assignments will be posted on the Tremper High School website ([tremper.kusd.edu](http://tremper.kusd.edu)) under the Tremper Athletic Booster Club tab.

\*\*The teams we are requiring to work at least 1 concessions date are:

Girls Volleyball  
Girls Track  
Boys Track  
Wrestling  
Boys Golf  
Girls Basketball  
Girls Soccer  
Girls Swimming  
Boys Volleyball  
Baseball  
Football  
Boys Swimming  
Girls Tennis  
Girls Golf  
Boys Soccer  
Softball  
Boys Tennis  
Boys Basketball  
Cross Country

Upon the request of the head coach, we will also pre-schedule a concession date for

Hockey, Gymnastics, Cheerleading and the Dance Team. All team will be allowed to request open dates.

### **Team Responsibilities**

1. There should be at a minimum, at least 4 people working concessions, 2 of which should be adults. Students are allowed to help but there must always be 2 adults present.
2. Football games require 2 teams to participate. Each team should provide at least 5 people--- 3 of which should be adults. We highly suggest to get 8 volunteers per shift since the football games can be busy and you need extra people to restock.
3. Students must be at least 14 years old to work concessions.
4. Volunteers need to arrive 30 minutes before the event is scheduled.
5. Volunteers are to remain at the concession stand until clean-up is complete...usually takes 15 minutes after the event ends.
6. A representative from the Tremper Athletic Booster Club will be at the concession stand at the beginning of the event to assist with set-up and will arrive at the end of the event to give direction on clean-up.
7. A representative from the Tremper Athletic Booster Club will deliver a cash box at the start and will come to collect the cash box at the end.
8. **ONLY ADULTS SHALL HANDLE MONEY.** Please abide by this guideline—it helps keep pressure off the students. .
9. Food service guidelines shall be followed. Gloves need to be worn when handling food. Those handling money should not handle food.
10. Directions on how to use equipment, how to prepare food, etc. will be posted in the Ameche concession stand.

### **Disbursements**

1. The concession seasons will correspond with the sports' seasons: fall, winter, spring.
2. The Tremper High School Athletic Booster Club UA will pay out 40% of the concessions revenue to volunteering teams. The payout will be made for each sport season and will be divided pro-rata amount the teams volunteering for each sport season.
3. The Tremper Athletic Booster Club will guarantee each team that works a minimum \$100.00 payout for each game they work.
4. Pay-outs will be made at the end of each sport season (fall/winter/spring). The Tremper Athletic Booster Club will present the pay-out check to the head coach of the team.

### **Other:**

1. It can be cold in the Ameche concession stand---please remind volunteers to dress accordingly.
2. The concession stand at Ameche is shared with other organizations. It is important that we respect their inventory/property just as we expect the same from them.
3. If you are working in the concession stand, you do not need to pay admission.
4. Students who are not working and the children of workers should not be lingering around the concession stand. Only those working should be in the concession booth.
5. The Tremper Athletic Booster Club is always willing to accept donations such as: paper plates, napkins, foam cups, coffee, hot chocolate, Gatorade, 3 lb. white bags, etc. If you have a donation or questions, please contact Jodie Zarletti: Home: (262)694-6562 Cell: (262)496-5288. At certain times, we may also need nescos, coffee makers, refrigerators, etc.---give Jodie a call if you have a donation.
6. In appreciation for volunteering, the Tremper Athletic Booster Club will give each volunteer a \$1.50 voucher that can be used during their volunteer shift to purchase an item. Coaches or parent reps need to inform the concession stand scheduler how many volunteers they will have and the scheduler will get the vouchers to the coach or parent rep.
7. If you have any problems while working the concessions, please feel free to contact one of the people listed above or, there is always a KUSD employee on the grounds who should be able to assist you.
8. The Tremper Athletic Booster Club strives to maintain a profitable concession program to benefit the athletic teams at Tremper High School. We ask that workers are conscientious of the products we sell, minimize waste and do not allow give-aways.
9. These guidelines have been developed to help guide the booster club, athletic teams, coaches and volunteers in successfully managing the Tremper concession stand. Decision and/or changes may occur with the approval of the Tremper High School Athletic Booster Club UA and/or the Tremper Administration.
10. Please do not allow volunteers to eat and drink in concession area when serving/handling food. Please step outside the concession area.

*\*\*\*Guidelines compiled August, 2009. Updated 11/19/09.*