

## Personal Fundraising Opportunity through FOOD & BEVERAGE BY CENTERPLATE

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 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 is required for some positions and events.

### **Q: Looking for a way to help defer costs for Student Band fees???**

A: Volunteer/work concessions, banquet events at Indianapolis Convention Center and Lucas Oil Stadium with fellow FHS Parents and HSEHS 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 logging onto your CHARMS account. <https://www.charmsoffice.com/>

Once you are in CHARMS, select your profile. Within your profile, you have the option to add areas of INTERESTS, select the "ON" toggle to include: Fundraising - Personal (LOS Centerplate etc) this will add you to the list to receive all communications regarding this area.

### **Q: How Do I sign up for specific events?**

A: Check out the Charms Band Calendar, find the date of the event you plan to work. Look for yellow hand. Click on the hand and the event will come up. Enter your name/position desired. 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 is required and a valid Alcohol Permit.

AFTER you work/volunteer: You must log your hours worked in Charms. (LOS Chairperson, will verify hours to confirm pay.) If YOU do not log your hours in CHARMS after the event, you will not be paid.

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.

Be sure you cc: [los@fishersband.org](mailto:los@fishersband.org) on all events you sign up for.

### **Q: I need more details...**

A: The Exclusive Caterer of the Indiana Convention Center and Lucas Oil Stadium

Centerplate uses our FHS Booster parents and students/volunteers in partnership with Hamilton Southeastern High School Band Booster, Royal Guardians 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 and HSE parents. Details on specific events are sent out via CHARMS email to anyone who has indicated their INTEREST: Fundraising - Personal (LOS Centerplate etc)

Centerplate ICC Concessions and Banquet work: Concessions at ICC and Banquet work, pay a flat fee ranging from \$12 per hour to \$150 per event. When you have indicated your INTEREST: Fundraising - Personal (LOS Centerplate etc) you will begin receiving emails 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. Be sure you cc: [los@fishersband.org](mailto:los@fishersband.org) on all events you sign up for.

## **JOB DESCRIPTIONS**

### **ICC Banquet work**

This position could do many things, 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 NFP volunteers.

### **LOS Banker**

This position handles all the money transactions between our stand and Centerplate (Concession Company). The banker will arrive 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 depart 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 over, building burgers, or making sandwiches. The prep person will also assist with setup, refilling and clean up as needed. It is the only position that does not require an alcohol permit.

## **DRESS CODE**

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

For LOS events: plain white 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, 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.

LOS events: 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 collarless shirt (you will be issued a Centerplate jacket for banquet events and a Centerplate polo to wear if you are working Concessions). Bring your Centerplate name pin. 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 do these two training since they are not selling alcohol). **\*\*Everyone who works at LOS, will need to participate in a FRONTLINE training class.** The Alcohol Permit is \$15.00 and is good for 3 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://secure.in.gov/apps/atc/training/Account/LogOn?ReturnUrl=%2fapps%2fatc%2ftraining%2f>

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 schedule for a class.

Students must be 16 years old to work at LOS.

Students must be 18 years old to work for ICC Centerplate Banquet and Concession 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. Students work the prep station, so TIPS training and alcohol permits are not required.

## **REPORT TIMES AND CARPOOLING**

For LOS 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. You could range from preparing for meal service by setting tables, rolling silverware, 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, potentially they can 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.