

## Addendum B



# Norwin Band Aides Concession Stand Work Plan Guidelines

## Introduction

The Concession Stand (CS) Committee is the largest revenue producing activity for the Norwin Band Aides (NBA). The CS provides revenue in the range of \$30,000.00 per year for the group with the majority of the revenue generated by operating the stadium concession stand that is located on the press box side of the Norwin High School stadium. The stadium CS is a contracted event with the Norwin School District. If the Band Aides cannot fulfill the CS stadium contract requirements, the Band Aides will lose the contract and the revenue benefits it provides the group and our kids. Other revenue producing events under the CS committee include the Festival and BOA Regional and other events as needed. The following events will be handled by committee chairpersons and are not held at the stadium CS: Craft Show, Guard Show, WGI, Knight at the Races and Car Cruise.

This Plan provides for the sharing of the CS work accountability across all members of the Band Aides. These Band Aide members include both current members, who are parents of current band students, and alumni members. All band members benefit from the revenue that the CS generates.

## CS Plan Objective:

- **Objective:** Provide rules and guidelines for members to equally share staffing and work responsibilities for a successful CS operation. **NOTE** – The actual control of the CS remains under the direction of the Fall Sports Season Lead for the following: All Fall Sports Season events, Festival/PIMBA event, BOA

## The Plan Guidelines:

- During fall sports events the management duties of the CS will be shared by event (7) PIC's (Person In Charge). The events are divided as follows: Boys 7 & 8<sup>th</sup> Football, Freshman Football, JV Football, Varsity Football, Boys JV/Varsity Soccer, Girls JV/Varsity Soccer and Girls JV/Varsity Field Hockey.
- Each PIC must be ServSafe trained and responsible to open and close, maintain startup drawer, sign in sheet and complete cash report for all assigned events.
- A scheduler will be in charge of scheduling for all fall sports CS events.
- Inventory will be maintained by the CS lead and Inventory/Shopper for fall sports, Festival/PIMBA and BOA CS events.
- In order to have a successful CS it is the responsibility of each family to participate and work at the CS.
- You must be at least 14 years old or a freshman in High School to work in the stadium CS.

## Conclusion:

- This is all for OUR kids and everybody's contribution helps! Be part of the TEAM!
- Plan subject to change as needed for improvement. Suggestions are always welcome!