

Start-Up Cash: Concession stand start up cash is \$2,500 – this should be requested at least 10 days in advance of the date needed, typically Black & Gold Night. Payable to the head of concessions, who will get the break-down of change as she sees fit. Start-up cash is held by the concession manager throughout the season as the bank for every home game and is returned at the close of the season with the final deposit of funds from the concession.

Group Pay: We pay groups to work in the concession stand and we will always offer it to all athletic teams prior to going to non-athletic teams (as we are the Athletic Booster Club). Emails will be sent to all coaching staff and also routed through the AD's office to get groups to sign up for concession duty. Pay for the concession duty is as follows:

- \$650 for Home Concession Stand on all varsity games (when only one game)
- \$250 for Visitor Concession Stand on all varsity games (when only one game)
- \$750 for Home Concession Stand when there are two games (example: freshmen, varsity or \$350 for Visitor Concession Stand when there are two games (example: freshmen, varsity or sophomore, varsity)sophomore, varsity)
- 30% of sales on all other football games(including 8th grade, freshman, sophomore, junior varsity, tournaments for outside groups, and SEP Youth Tackle Football – Little Rams)

Hiring a Concession Stand Manager: The Athletic Booster Club's officers are responsible for hiring a concession stand manager, and evaluating his or her performance. The job description should be reviewed at least annually and the position will initially be posted via the membership email list serve. The booster club will take applications and interview eligible candidates at their discretion with the goal of hiring a manager by May 1 of each year for the next fall season. When an existing manager wishes to stay on as the manager for the next season, there will be no need to post the job description as long as the officers of the booster club are in agreement to continue the employment.

Wages: We will pay concession stand manager \$3,500 for the football season to be paid at the end of the season. Prior to being paid the concession manager will need to complete a W9 with the accounting office at the district office. Check request is made by the booster club treasurer to the accounting office at district office. Concession manager will be paid upon full completion of duties, to include:

- Start-up cash of \$2,500 returned with final concession deposit following last home game
- Concession stand fully cleaned with all equipment unplugged and winterized
- Final inventory taken and product sold back to AD for indoor concession
- Any product returned to vendors where applicable – example, Pepsi product

Product Buy Back: Any leftover product is inventoried by the concession manager and sold back to the inside concession stand whenever possible at the close of the football season. After product is inventoried and the AD has approved the purchase for indoor concession stand, a transfer is requested by the booster club treasurer to move funds out of the Activities Office Budget into the Booster Club Budget. This should be completed within two weeks of the final home football game.

Purchase of Product: The purchase of concession stand product is handled at the discretion of the concession manager. She will use any vendor she sees fit and will ALWAYS shop for the best deal with a quality product. This is referred to the booster club when something out of the normal is purchased. Previous year's ordering records should always be considered to avoid over-purchasing and having too much inventories on hand at any time. It is the manager's duty to be sure that we are not wasting product by letting it get out-of-date.

Concession Stand Operating Hours: The concession manager will arrive at all events in a timely fashion to have all concession product stocked, warmed and ready to operate when volunteers arrive; never later than one hour prior to the game's start. The concession stand window will stay open through the middle of the last quarter. It is the manager's responsibility to access and start to slow down production and begin the restocking process with volunteers after half-time.

Cash Handling Procedures: (from the P & P manual of the SEP Athletic Boosters, adopted 3/12/12)

The purpose of these procedures is to set guidelines for collecting, counting, depositing, and recording monies received. At all activities that involve a cash drawer, monies will be double counted and recorded by at least two members. A receipt will be provided to record the total. Both of the members will sign and date the receipt, and indicate the source of the money. The deposit must be made no later than the next business day.

The Treasurer will receive a copy of the signed receipt, a second receipt will be left with the money being deposited in the bank, a third receipt will be given to the SE Polk H.S. bookkeeper.

When money is collected, if it is not taken directly to the bank, the cash drawer will be turned into the Athletic Director or their designee. The money and the receipt will be turned over to the SE Polk Senior High School bookkeeper to be recounted and deposited in the bank.

A starting cash drawer amount will be determined for the cash box. All other funds will be deposited by the next business day

Money collected through the mail, or other miscellaneous sources, will be recorded and turned over to the High School Main Office at regular intervals, with a written receipt of the transaction being made by the SEP Senior High School bookkeeper. This receipt will be given to the Treasurer. Monthly summaries will be reported to the Treasurer.

Physical protection of funds through the use of bank facilities and locked cash boxes or drawers shall be practiced at all times

No checks shall be cashed from cash receipts. UPDATED 7/1/2016