

Date: 9/9/13

To: NWAB Board

From: Concession Committee Members: Audra Blaschko, Denny Blaschko, Camie Adams, Randy Jakubas, Anne Kusch, Lisa Hendges, Kiernan Brown, Jim Kampf, Julie Weisbrod, Kim Hunter

Charge purpose: To develop a system for staffing, stocking, and operating athletic concessions.

In accomplishing the charge, the committee spent many hours meeting, researching and debating the pros/cons of each area. While there are some areas that we did not all agree fully, we were able to come to consensus on things we could each live with and feel will benefit fundraising efforts.

In order to make this recommendation work, we feel that a minimum of two positions should be created, and they could be filled annually or by season

- Buyer (checks inventory and replaces stock as needed)
- Concession staffing coordinator (communicates with coaches and members to ensure each event has enough workers, and to ensure that opening and closing procedures are understood)

Create a timeline/cycle for offering concessions at events

For this we recommend that events be staffed on a seasonal basis, and that concessions will be awarded to groups via a lottery system that will be held at the NWAB meeting at the onset of each season (i.e. Sept. 9 – Fall Season, Nov. 4 – Winter Season, etc.). Teams that sign up for the events, must prepare to arrive 1 hour before the event and have the stand ready for sale 30 minutes before the event. The Concession Lottery will be held as follows:

- 1 Coach or Team Representative from each sport will have the option to participate in the lottery drawing for concession events. **(Coach or Team Representative must be present to participate.)**
- A calendar of events will be provided for the season that is being offered.
- Sequentially, an individual team will be drawn and will have the option to select two concession events of their choice. The lottery will continue until all participating teams are given the opportunity to select two concession events. If there are any events that have not been selected after all participants have been drawn, the event calendar will be re-routed in the same order in which each team was drawn and will have the option to add one additional event. This process will continue until all events have been selected, or until all participating sports have completed their choice of concession coverage.
- In the event that there are any concessions that have not been selected, a list will be provided to all coaches who were **not** present and will be awarded on a first come basis.
- If necessary and if concessions are not covered by athletic groups, we recommend that the Board consider opening the opportunity up to other NW groups (project graduation, band, choir, student government, etc.)

The board will publish a calendar of events on the website for all to be able to see what they signed up for, etc.

Establish inventory controls

For this we have already worked with Band Boosters and Touchline Club to establish NWAB space in the hilltop stand. As stated previously, we recommend soliciting a volunteer for the 'buyer' position and we have developed inventory control forms that we recommend be placed in the cash used in operating all stands.

Create operation procedures

We have met with Band Boosters and Touchline Club and we have determined a common menu of items and prices. We have even included 'healthier' options to support the school and county health movement. Additionally, we have done extensive work to create a 3-ring binder of safety information and instructions for setting up the concession stand, proper handling of food and equipment, and proper closeout procedures. Workers will report to the stand 1 hour before the event, and have the stand ready for sales 30 minutes prior to the event.

Establish cash controls

We recommend \$150 be used as startup cash for every event, we developed a cash control document that should be completed by the workers at the end of each event, and we recommend that closeout cash be counted by two separate individuals at the end of each event. (Cash handling instructions will be included in the startup cash bag.) Camie Adams or Angel Fonseca will be responsible for the cash pick up for all outside events. Indoor events will present their final deposit to the Athletic Office (Kim Carney or Chris Galloway).

Provide overarching financial oversight

We have calculated last year's sales, and recommend paying \$100 per event.