

## Non-Profit Fundraising Opportunities

As a Non-Profit Organization, your group will be able to operate a stand during events and be paid from 12-15% of your net sales for the night. Groups work football games, Stadium of Fire, men's basketball games and other miscellaneous events throughout the year. We currently have groups that have been working concessions for over 16 years.

### So how does it work?

Your group will be asked to commit to working Stadium of Fire, all Football events, and a minimum of once a month October through March at the Marriott Center.

Three days prior to the event, you will provide a list of group members who will be working concessions. Only group members whose names appear on the check-in list will be admitted due to security reasons.

Group members must check-in at the designated "Group Check-in" location. Groups should stagger their members in during the preparation. (For example, one-two people are required to come for inventory of items at designated times, a few members will come later to help with set-up, another member will come to prepare the money, and the remainder of the group should come just prior to stand opening time and as needed during event load-in.) No group members will be admitted after the event has started.

Your group will count, maintain, and reconcile money with inventory sold in your stand(s) at the event. At each event, you will need to provide at least two people with "food handler's cards" from the Utah County Health Department. As a leader, you are responsible to insure your group complies with health standards.

Groups will clean the stand and the equipment following each event.

Groups are expected to observe the University Honor Code and wear proper uniform. Aprons will be provided. Visors and/or hats are checked out to the group, one time, for all events you work. If you forget your hats or need more you can buy additional ones. Any person not in full, proper uniform will not be admitted to the event.

As a leader in your group, you will have the biggest impact on your group and how productive their stand is. Your influence will greatly determine the smoothness of the event in your stand. We require every group to provide consistency in group leaders. A group cannot be successful if they change group leaders each event.

### BYU Concessions will:

- **Provide you with a customer base, the food, and the supplies you will need to run a successful concession stand**
- **Provide supervision to help ensure your success.**
- **Issue a monthly check to the group address provided.**
- **Coordinate scheduling.**

Thank you for your interest in being a BYU Concessions Non-Profit Organization. We look forward to serving the public with you as our partners.

For more information, please contact Nancy Simonsen at [nancy\\_simonsen@byu.edu](mailto:nancy_simonsen@byu.edu) or 801-422-2316.

## Required Training Modules

### Non-Profit Organization Training:

Follow this link to view the instructional video

### Cash Handling Training:

#### **CASH HANDLING FOR CONCESSIONS DURING FOOTBALL**

##### BEFORE YOU OPEN:

##### YOU WILL NEED A START BANK

At check in you will be asked to provide a photo ID to be able to receive a Dungeon (money room) access card. This card will have the group name and stand number on it. You will need to sign it. You **MUST** bring this to the Dungeon each time you come. The Dungeon is located in the West tunnel through the Police Department/First Aid door. Once inside, there are signs on the door to help you find your way to the room. A person will be outside the Dungeon door, so when you come, you will need to show the Dungeon access card and the person at the door will allow you to enter.

- Once in the Dungeon, you will show the access card to the cashier to ensure that you receive the proper bag.
- You will need to count the money to verify the amount in the bag.
- The amount will then be entered into the computer and you will receive a print out of what you have received. Both the cashier and you will sign the printed receipt, you will receive a copy and a copy will remain in the cash office. **DO NOT SIGN THIS SHEET UNLESS YOU VERIFIED AND AGREED WITH THE COUNT.**

##### DURING THE EVENT:

- At your stand, keep all monies out of sight. **DO NOT** count money at the stand this is a **HIGH RISK** for you and your people and increases the possibility of theft or robbery.
- Have your cashiers organize their money as they receive it, placing the bills face up in their drawers after each cash transaction. This method keeps the money tidy and ready for your money person to gather after your stand closes to take to the Dungeon.
- **DROPS** should be made throughout the event. Stands that close after halftime should do one drop after the game starts. Stands that close at the end of the event should do two drops, one after the game start and one after halftime. Drops should be **LARGE BILLS** only, i.e. \$100's, \$50's, \$20's.
- All bills should be **FACE UP** and each denomination rubber banded together.
- All monies will be counted and entered into the computer. You will receive a print out which needs to be signed by both you and the cashier. You will receive a yellow copy and the white copy will remain with the cashier. **BE ENGAGED IN THIS PROCESS, MAKE SURE THAT EVERYTHING IS COUNTED AND DO NOT SIGN UNLESS YOU VERIFIED AND AGREED WITH THE COUNT.**

- NO DROPS WILL BE ACCEPTED AFTER THE 3<sup>RD</sup> QUARTER.
- Cash exchanges can also be done at the Dungeon. Large bills can be exchanged for \$1's and \$5's. Please know in advance what denominations you need.

AFTER YOU CLOSE:

- When your stand closes, DO NOT count the money at the stand. Get your money to the Dungeon IMMEDIATELY. This is for your protection and safety. It also speeds up the settling process for the event.
- Ensure you have checked ALL your cash drawers for any cash including under the cash drawer.
- XD reports do not need to be printed prior to taking the cash to the Dungeon. Those reports are printed later as they are only needed for settlement.
- You will be checked into the Dungeon, just as you did to receive your opening bank.
- All cash needs to be organized prior to being counted. It will need to be rubber banded by denomination.
- You are not required to count your own money. However, if you wish to do so, an area is provided for your use in the Dungeon.
- When you get to the cashier if your bills are not rubber banded you will NOT be able to do it at the cashier table. You will need to take the money to a back table and get it organized, then return to the end of the line.
- Your monies will all be counted and recorded in the computer. These are YOUR funds so please pay attention to what is counted and entered in the computer You will be asked to sign a receipt at the end and that signature states that you agree with the count. DO NOT SIGN UNLESS YOU VERIFIED AND AGREE WITH THE COUNT.
- Once you have your receipt, you need to return the receipt to your stand. After inventory is complete take ALL paperwork, including your money count receipt, back to the Dungeon to complete the settlement process.
- PLEASE NO CELL PHONE USE WHILE YOU ARE INTERACTING WITH THE CASHIERS OR SETTLEMENT STAFF.

Signature\_\_\_\_\_

Date\_\_\_\_\_

NPO Group\_\_\_\_\_

## Application

When you have trained your volunteers with the required modules, fill out and submit this form so we can update our records:

Your Name: \*

E-mail Address: \*

Organization Name: \*

Your Phone Number: \*

Which training module(s) did your group take? \*

Non-Profit Organization Training  
Cash Handling Training

Names of trained volunteers (one per line): \*

Notes:

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\* Required