

Hastings High School Music Organization Fundraising

Welcome to the DOME and TARGET CENTER Fundraising Group. In an effort to bring more similarities to the DOME and TARGET CENTER work experience we have formulated new **General Information, Guidelines, and Understandings** to help all of us have a successful fundraising effort. Please note the general information, guidelines, and understandings under their respective headings below.

General Information and Proper Work Attire

You will need to be trained at the Dome and get paid \$15.00 for the training if you work 10 events. This is due to contractual agreements with Centerplate, Inc. These “minimum times” are subject to change upon new contract agreements. If you are trained but do not work the minimum required times, you will not receive the training wage no matter what the reason, no exceptions. This will be tracked by the appropriate coordinator.

You will need to have TIPs training (TEAM) at the Target Center. This is a cost of 11.00 and will certify you for 3 years to sell alcohol. You will not need to be trained otherwise just sign up and you will be trained by the other workers in our group. If you **do not** get the TIPs training you will still be allowed to work only as a backup (this will limit the amount of opportunities that you have to work).

“PROPER WORK ATTIRE” is defined as; black slacks, white “Tee” shirt, comfortable shoes (dark colored tennis are preferred). In stand appearance should be; all shirts tucked in, standard issue outer apparel of shirt, apron, hat or visor (outer apparel is issued in the locker rooms or check in area) and food service gloves as required. Gloves are available in the stand. **Please note that there are no workout pants, wind pants or jeans allowed, all black no stripes or other variations!**

Gate List vs. On-Call List

Gate List is the list of workers that are to work a particular event.

On-Call List is the list that indicates persons willing to be emailed and called up to 24 hours prior to departure from school parking lot or able to meet group at whatever venue you are on the list for.

Work Dates

Work dates will be posted on the Band website or Choir whatever school organization you will be working towards, you may also get one from the appropriate coordinator. (Remember you may sign up for more than one organization, but be careful not to double book yourself!)

Guidelines

If you want to sign up for work dates:

- 1) Reply back to the email from the appropriate coordinator with the dates that you can work. Your name will be added to the list in order of response, (ex. first email received, that person(s) will be first on that event gate list and so on) which means you will have a greater chance of working that event.
- 2) The gate list and on-call list will be in order of response as above so, if the Dome or Target Center subtracts or adds from our group the following will occur: (a) if subtracting, workers on the bottom of the gate list will get cut and moved to the top of the on-call list and (b) if adding, workers at the top of the “on-call” list will get added to the gate list first. Notification will be given if either should occur.
- 3) The gate list, of scheduled workers, and “on-call” list, of potential workers, will be sent out and it will contain, (a) the workers gate list in order of response, and the on-call list in order of response. (b) the meet time (which is at the high school) and the report time (which is at the Dome or Target Center if you should so chose to drive yourself or meet the group there).

Understandings

- 1) When you get the gate list notification email **and you are on it**, you must reply to the appropriate coordinator, acknowledging that you received it and whether you are carpooling or meeting up at the work site.
- 2) If you know you **cannot** work you need to email the appropriate coordinator to cancel four (4) days before the work date (holidays not included). The coordinator will make arrangements for your replacement.
- 4) If you cancel in four (4) days or less you will be charged a \$25.00 fee. This is the fee that the Dome and Target Center charge us for no shows on our work groups.
- 5) The on-call list consists of those workers that will be expected to work if there are cancellations or additions. **“On-call”** means that you must be available up to 24 hours prior to the time the group leaves the high school parking lot or you can meet the group at the respective venue with “proper work attire”. You will be notified by email and phone if the need for you to work arises.
- 6) If you are on the on-call list, and you **cannot work**, you must notify the proper coordinator, by following the “4 DAY GUIDELINE” as mentioned above, or you will be charged \$25.00. This means, if there is a possibility you cannot work that particular event, you do not want be on the on-call list! Please reply to the coordinators email with that information and the coordinator will remove your name from the list.
- 7) Any action that may or does cause liability for this organization will not be tolerated and you will no longer qualify for work at either venue. Including, but not limited to repeat “no shows”, “cancellations”, “misconduct”, not conforming to stand rules, regulations and guidelines etc.
- 8) Furthermore any “failure to share in the stand workload”, etc. , will result in the following; 1st offense will be an “on the spot” verbal warning from one or both of the stand managers and; 2nd offense will result in a written statement stating that you will no longer be eligible to work with this group at either venue.

(Please retain this copy for your records)

Understandings

- 1) In the case of your student(s) having a BAND ACCOUNT, these accounts will be open and active continuously for fundraising efforts. Instruments, supplies and BAND related expenses are eligible to be paid for from these accounts.
- 2) In the case of your student(s) having an ORCHESTRA ACCOUNT, these accounts will be open and active continuously for fundraising efforts. Instruments, supplies and ORCHESTERA related expenses are eligible to be paid for from these accounts.
- 3) In the case of your student(s) having a CHORAL ACCOUNT, these accounts will be closed or terminated at the discretion of school choral leadership. Furthermore, if you or your student(s) decide to drop from or not participate in any or all of the choral events that you have fundraised for, all of the money that you have in said account will forfeited to the “GENERAL ACCOUNT” of the choral activities or event(s). These monies can and will be used at the discretion of the school choral leadership.
- 4) In the case of multiple accounts it must be understood, that you and/or your student(s), will not be able to transfer any part of or all funds from one account to another. (Ex. Choral to Band, Language Arts, etc., or vise/versa.)

Parent(s) and/or Guardian(s) and Student(s),

*I/We, _____ (print)
understand that if my/our student or I/we opt out of the school organization’s event(s), that any and all rights to monies earned for said activities or event(s) will be forfeited to the respective organization’s GENERAL FUND of said activities or event(s). Furthermore, I have read this document and understand it in its entirety.

Parent(s) or Guardian(s) Signature(s)

Student(s) name (print and sign on this line)

Student(s) name (print and sign on this line) (only if more than one student is involved)

Date

- All parties involved, parents, guardians and students must agree to this statement, and no recourse for monies recovery is applicable.

(Please retain this copy for your records)

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Please read, sign & return document on next page.

(Organization copy only, must be returned after signing)

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