

Infinite Energy Center Volunteer Contract and Information

In an effort to constantly improve relations, the Lanier High School Band Booster Association, Inc. (LBBA) and Proof of the Pudding/Infinite Energy Center have compiled the following descriptions of duties and responsibilities for volunteers representing LBBA. Please read pages 2-4 and ask any questions, uncertainties or variances of the rules prior to execution. Adherence to these rules is required by LBBA and Proof of the Pudding/Infinite Energy Center.

Failure to comply may result in the elimination of the ability to participate in the volunteer program, either temporarily or permanently.

I, _____ (name of volunteer), have read and understand all the rules and regulations, pages 2-4, regarding my ability and responsibilities for volunteering to represent LBBA during Infinite Energy Center events. I also agree in good faith to follow all instructions, written or oral, while representing LBBA. **I understand that failure to adhere to all rules and requirements will jeopardize my ability to serve in future events.**

The contract (Page 1) needs to be signed and on file with Arena Coordinator prior to working your first shift, NO EXCEPTIONS.

NOTE: Band Members – This form is also required for family members, friends, neighbors, etc. if they volunteer to help raise funds.

Name

Signature **OR** Parent/Guardian Signature (if student under 18)

Date

LHSBAND Polices/Procedures for Infinite Energy Center

As part of LBBA you have many opportunities to volunteer your time and service and fundraise in support of your child's band experience. One option allows you to put funds in your student's ledger and the LBBA Operating Fund at the same time.

How it works

LBBA provides workers for concession stands and Beer Portals for the Infinite Energy Center events and receives a donation for each event. The program allows you to work with other band parents and students to earn credit toward your student's band ledger and mandatory fundraising obligation.

Calendar sign-up & schedule

- Volunteers are for current band students of Lanier High School Band.
- You are not limited to just your immediate family. When you, your spouse (and/or student), grandparents, friends, etc. help with this program your student ledger balance can really add up fast! As a reminder all workers must be at least 16 years old and a signed contract is needed prior to working for the first time. If you bring 6 people to an event, you get credit for 6 shifts.
- Be sure to include name of volunteer, cell phone number and student you are working for when signing-up for a shift.
- You must work the entire shift.
- If you need to remove your name from the schedule within 48 hours of the event, it is your responsibility to call and find a replacement and notify the Center coordinator by e-mail. (Centerlbba@gmail.com)

Dress Code

- You must wear khaki or black pants (no capris or jeans) and comfortable, closed toe, no slip shoes (sneakers) preferably black.
- You will be given a shirt/apron to wear over your shirt when you arrive for each event.
- Long hair needs to be pulled up. If working a food station, Lanier Hats must be worn. You can purchase the hats via the Online Store on Charms or from the Center coordinator for \$11 each. Bald heads are exempt from hat requirement.
- No Jewelry of any kind with the exception of a wedding band.

Payout

The Center has guaranteed a minimum donation of \$40 per person per shift to the band as long as we meet **ALL** of the following requirements:

- All scheduled members of an assigned stand must arrive at the volunteer sign in office on-time (within 30 minutes of scheduled arrival time) and work the entire shift.
- All members must meet the dress code requirements specified above
- All members must adhere to the event policies listed within this document

The band will collect all donations and tips over a given calendar month and will divide the total collected by the total number of shifts worked. This will be the amount each shift will receive as a starting point. Each student account will be credited for the number of shifts worked on their behalf in the following manner:

- The first \$100 fundraised during the fiscal year (among all fundraisers offered by LBBA) will be credited at 100% to the students Fundraising obligation.
- Any fundraising credited from the Center volunteering after the first \$100 will be credited at 75% to the students' ledger which can be used for dues and/or trip fees.
- Fundraising Funds are credited to student's ledger typically by the third week of the following month.

Arrival

- Please park in designated parking area which is level 2 or 3 of the parking garage in the back right side of the Center.
- Please make sure you arrive by the assigned within 30 minutes of scheduled report time. This is the time that you need to be in the **volunteer room** which is located on the 2nd level of the parking garage.
- If you are going to be late, please inform the designated captain as soon as possible by telephone. You will receive an email prior to the event with additional reminders and the roster with everyone's name and phone number.
- Please park in designated parking area which is level 2 or 3 of the parking garage.
- No bags are allowed in the service area, this includes purses, backpacks, etc. If you wear a jacket or bring anything with you please be ready to store it in a locker and bring your own lock.
 - **NOTE:** LBBA, the Center and the vendors are not responsible for lost or stolen items.

Time Commitment

Most of the events are a sizeable time commitment for you and anyone else who volunteers. Please double check your calendars for any possible conflicts before signing up for a shift. The report times are typically 1 ½ hours before the doors open for the event. You can expect to work from 5:00-10:30 pm for most evening events – could be earlier or later depending on event.

Events

- We are accountable for the money and inventory. Please be very diligent when checking out customers, handing out food and counting accountable items before and after event. Any shortages are deducted from our payment.
- Workers under 18 years old cannot check ID, pour or touch alcohol.
- No cell phones are to be used during events/games. You may check your cell phone on break but cannot use them during events or while you are in the stand.
- Breaks will be assigned by supervisor/captain and are limited to 15 minutes.
- For extended schedules that require a change of shift, please check with your lead regarding shift end times to ensure a smooth transition. Do not assume you may leave simply because others have begun to arrive.

PLEASE REMEMBER - You are a volunteer representing Lanier High School Band program. Please treat all customers and employees of Proof of the Pudding with the utmost respect, including the chef that is assigned to assist your stand.

Calendar to sign up - <https://www.charmsoffice.com/charms/calendar.asp?s=lanbbab>

Basic Roles and Responsibilities

Opening Responsibilities for all volunteers

- Check in: Look for clipboard with Lanier's sign in sheet and get a volunteer lanyard.
 - Print Name, Arrival Time and Volunteer Tag Number on sign in sheet.
- Request shirt/apron and inventory sheets/towels if first person to sign in
- Head to your assigned area, begin to count chargeable inventory items
- Get money from Cash Room, typically Captain but can be assigned to someone else
- Prep area prior to doors opening

Closing Responsibilities for all volunteers

- Gather money, credit card receipts, counterfeit pens and register key and take to Cash Room, typically Captain but can be assigned to someone else
- Count chargeable inventory items
- Clean up assigned area – fountain drink machine, popcorn machine, pretzel machine, coffee machine, etc. (depends on area you work)
- Ending Counts, Employee Meals, Spoilage need to be keyed into register. See Supervisor if unsure how to enter in counts, they have to key in their code first and give inventory sheets to Supervisor
- Take apron, shirt and dirty towels to volunteer room and place in appropriate bin
- Check out: Look for clipboard with Lanier's sign in sheet and attach volunteer lanyard to it.
 - Write in your departure time

Cashier

Takes orders, pours drinks (18 or older to pour alcohol), assists with getting orders together, and collects payment. Restock area when not busy

Runner

Gets orders ready, pours and hands out alcohol for cashiers under 18 years of age. Restock area when not busy

Chef's Assistant

Helps chef get any necessary items to prepare the food

Shift Captain (Will also take on one of the above roles)

Opening Responsibilities

- You will receive the Captain's Sheet in an e-mail from the Center coordinator prior to the event start date.
- Meet your crew in the volunteer room and/or at the assigned area to verify everyone is signed in and has their shirt and apron.
- Get the paperwork and cleaning towels from the attendant working the desk in the volunteer room if another person has not picked it up yet.
- Lead your team to your stand, if needed, and assign duties for opening the stand.
- Go to the basement Cash room and get the starting bank for the stand and distribute to your register tills. Document the bank amount on the Captain's Sheet.

Closing Responsibilities

- Money must go to Cash Room immediately after stand is closed. Attach the cash receipt to the captain sheet
- Document Cash Amount, Coin Amount and Credit Card Sales (posted in window in cash room) on Captain Sheet.
- Assign duties for the team to complete to shut down the stand.
- All tips must be counted and verified by lead and 1 other person.
- Captain sheet must be completed in its entirety.
- Tips and Captain Sheet must be returned to Center coordinator following the event.
- Fax or scan a copy of the captain sheet to Center Coordinator
- Captain Sheet and tip money goes to Treasurer. You can send with student to place in locked mailbox outside of Mr. Tingle's office in band room or deliver to Treasurer.