

Welcome to Bless Our Children.

Below are a few general pieces of information about our program and following that are the specific rules and regulations.

BOC is a non-profit organization that is here to help children and young men and women participate in extracurricular activities that will enhance their regular educational program. The activities are athletic, spiritual, moral development and educational programs. Members of the BOC work as volunteers for these purposes.

A member in good standing has the right to submit the name of an organization to which they wish to direct their funds. The Board of Directors for BOC gives their approval to all organizations to which funds are distributed. Members are allowed to submit names of people to which they would like the funds specifically directed. The receiving organization will take the suggested recipient's name under consideration when they receive the funds from Bless Our Children.

The Acronyms for the venues that we work are as follows: Great American Ball Park - GABP
Paul Brown Stadium - PBS
Duke Energy Convention Center - DECC

Once you are a member of the BOC you can work at any of these venues. Some of them require training first and we will provide you with the information that is necessary to do that.

The dues are \$25.00 per person per year which covers administrative costs, (Insurance, Ohio Attorney General Fees and general clerical costs) hats & visors will be charged separately. Everyone involved is a volunteer; none of your fees go towards salaries. You will need to purchase hats/visors for each venue. Annual fees and charges for hats/visors will be deducted for you earnings, you will not be asked to pay out of pocket.

Arrival Time:

- The times are listed on the schedules and again on the listings that go out from the scheduler. Please arrive as close as possible to the report time.
- At Great American Ball Park (GABP), report time 3:30pm on night games, 9:00am on day games, and 9:30am on Sundays. If you cannot make these times you must let us know so that adjustments can be made until you arrive.
- All of the other venues such as Paul Brown Stadium, and Duke Energy Convention Center (DECC), have various times based on the event that is happening there. The times for events are posted on the schedules as they go out through the e-mail and also on Sign Up Genius.

The stand leaders are the managers of the group for that day. They will have all of the tools

you need to run the stand. Stand leaders will be identified on the schedules that go out, their phone numbers will appear on the final confirmation notice that is sent. If you have a problem or know that you are going to be late, PLEASE call the stand leader for your event. If someone from the venue comes to them to ask, "Is all of your group here?" it is easier if they have an answer. Stand leaders will: give out job assignments; will have forms to help in taking inventory; will be the liaison between the venue management and the group. PLEASE follow their instructions and inform them of any problems.

Sign in Sheets for arc group are very important. You will not be paid if you are not signed in. There are 2 areas to sign in:

1. You must sign in with the Concession Department for each building; this is how they pay us. You must sign in with your stand leader; this is how we pay your organization.
- At GABP and PBS in order for us to get paid for you, you must find the concession person who is either taking names or highlighting names. There is another sign in sheet in the concession stand that the stand leader has. On this sheet you will indicate to whom you want your funds sent.
 - At DECC you must go upstairs to sign in for the concession department, more details will come from the scheduler.

The cashiers that are designated on the list of workers are responsible for the cash from the time it is picked up until it is turned in. **Only the person designated on the list is authorized to handle the stand bank besides the stand leader. The cashiers are chosen at the direction of the scheduler and are not interchangeable.** The bank for the stand will be the cashier's primary responsibility. This person must be able to work independently and accurately. This person relieves the stand leader of the major responsibility to prepare the deposit slips, keep up with change and prepare the final deposits for the stand. The cashier is also responsible to make sure that the cash is kept safe from the public and anyone who may walk through the concession stand. If you are interested in being a cashier for the group please let your scheduler know and we will set you up to shadow a veteran cashier.

Stand Assignments:

- Your names have been entered as you sent in your date requests but then individuals are placed in the stands right before the event so you possibly may not be in the same stand for every game you choose. Stand assignment is based on many factors all depending on the most efficient way to run the stand. It is important that you make sure you know which stand you are working. The scheduler will keep the Sign Up Genius updated. **You must report to the stand that you have been assigned.** The shirts will already be designated for those workers on the schedule that is sent out and the minors will have been counted to make sure we are not lopsided with minors. Only the stand leaders have the authority to change workers from one stand to another, if we have multiple locations. Family members are assigned together first, then car pools (when possible).
- If you want to make an exchange of one family member for another, this is usually not a problem, but you must let the scheduler know because we must keep the balance of minors with trained adults. At the GABP we must turn in a "Minor Form" to the venue prior to the event so this needs to be altered. We have a lot of minors this year and the scheduler

may need to tell you “no” on replacing a child for an adult. Also, we must be considerate of those on the waiting list; if you cannot make your reserved spot then it should be opened to those on the back up first.

- PLEASE BE SURE TO BE CHECKING THE SIGN UP GENIUS SITE TO MAKE SURE YOUR NAME DID NOT GET SCHEDULED BY ACCIDENT, OR IF YOU CANCELLED THAT IT DID GET CANCELLED. Sometimes we need emergency help and e-mails will go out with this message in the subject line “HELP NEEDED”. If you are available please join the fun.

Pay Distribution:

- When we have 2 or more stands on a day, the income from all stands will be combined and divided equally among all of the workers for that day.
- At GABP minimum payments are \$65.00 per person or 8% - 10% commission (depending on the stand), whichever is greater. Also at GABP beer portables and fine dining pays a straight \$65.00 per person, no commission
- At DECC is 10% at concessions or \$12.00 per hour for fine dining in the Banquet room.
- At PBS \$50.00 is the minimum or 10% commission, beer portables are 5% commission.

**** Tips are collected from any portables and the stand then divided equally among ALL of the workers working that day. **NO TIPS JARS MAY BE VISIBLE AT ANY VENUE!!!**

Uniforms:

- All venues require black pants. The PBS and DECC require LONG Black Pants. GABP will allow knee length Shorts. A closed toe, laced up, comfortable shoe are required for all venues. Shirts will be supplied.
- At GABP and PBS shirts are ordered before each game and placed in a bin, which will be in the concession stand. If you find that you need a different size shirt then please take the one you have to the linen room on the ground floor and exchange it. (Please be sure to note the correct shirt size on the sign in sheet so you will have the correct size for the next time.) Do not get a new shirt without handing in your original shirt and do not sign any forms in the linen room. We are accountable for the quantity of shirts that are in our bin. **If you do get a shirt from the linen room and they have you sign a form then you must return that shirt to the laundry and get your form back. If they keep your form it will cost you \$25.00**
- At HBC there is a linen room near check in where you sign out a shirt. Do not take a visor from the linen room lady, we control our own visors.
- At DECC you will get your shirt, (and a name tag) from the office when you sign in.

Now the BIG question, finding your concession stand:

- At GABP, when you sign in at the Employee Entrance in the garage there will be a stand number listed on the clip board for BOC. If you are in fine dining or a beer portable you will be given special directions from the scheduler. If we have more than one stand you will have already been given the information as to which stand you are assigned. PLEASE make sure you sign in on the correct clipboard or the payments will be wrong.

- At PBS, you must know your stand and get in the proper line to sign in so watch the scheduler's list when it is sent out.
- At DECC you will need to know your area; this will be on the schedule.

Commission statements

- These are prepared by each venue and sent at their discretion. Payments are made to group members after we have received the corporation's checks. We sometimes are given statements with projected payments but until we have a check nothing is disbursed. A pay invoice is created by us listing each game and the amount paid per person for that game. This will then be sent via e-mail to you. Checks will go out about the second week of the month.

BLESS OUR CHILDREN VOLUNTEER

FAQ'S

Welcome to the Bless Our Children Volunteer Group, a group of hard working individuals raising money for various non-profit organizations. Below you will find a list of Frequently Asked Questions, if you do not find the answer to your question please feel free to contact us.

WHAT DOES THE GROUP DO TO RAISE MONEY?

The BOC group works concession stands at four locations to raise money, GREAT AMERICAN BALL PARK (GABP), PAUL BROWN STADIUM (PBS) AND DUKE ENERGY CONVENTION CENTER (DECC).

HOW DO I SIGN UP TO WORK EVENTS?

Your application is forwarded to the scheduler of BOC. This person will send you an invitation for the Sign Up Genius. Once you are registered with this site you will automatically be linked for all dates and venues worked by BOC. Once BOC has received the list of events for the different venues to be worked, the Sign Up Genius is updated. Look over the list, find the dates you will be able to work and submit your name. It is a first come, first served assignment process. Once the stand is full your name will go on the back up list. If you are on the back up list the chances of working that event are usually pretty good.

***Also always watch email for cancellations, it is a first come first serve basis.

HOW ARE FUNDS ALLOCATED?

BOC is paid per event, for each concession and portable manned by the group. The money is then allocated to the individuals that worked a particular event. There is a minimum that each concession stand should make. If more than the minimum is made the stand goes into commission and each member will make more than the minimum for that event. The pay amounts are listed in the first part of this packet.

A statement will be generated and sent out listing, my non-profit organization, the names of individuals who worked and the monies made by each individual. A check will be sent to the organization listing those who participated. Statements and checks are processed.

WHAT ARE THE GENERAL DUTIES OF THE CONCESSION STAND WORKERS?

Each stand has a BOC Stand Leader. This person is responsible for everything in the stand and answering to the management regarding any specials, changes or problems. PLEASE FOLLOW THE DIRECTIONS OF THE STAND LEADER.

Upon arrival to the stand, check in the Stand Leader on what needs to be done. All chargeable inventories will need to be counted before the stand can be set up to open. Once the inventory has been counted, the stand will be set up and counters wiped down etc. Grilles will begin cooking food according to projection sheets; other food will also be prepared according to projections (i.e. Pretzels, nachos etc.). During the event you will be assigned a position. Positions include working a register, food runner or griller. Because alcohol is served, minors are only allowed to be food runners and grillers. To close the stand at the end of the event, the chargeable inventory will be counted again and stand will be cleaned and restocked as necessary. Once money has been counted and totals have been verified, the Level Leader (venue employee) will sign off and the Stand Leader will release you to go. Do not leave until you have been released by your stand leader.

HOW DO I KNOW WHAT STAND I AM WORKING IN FOR EACH EVENT?

A list of names will be emailed for each event stating who is working and where they are assigned. For final assignments please see emails that come from the scheduler for that event or Sign Up Genius. Also, when possible, please check your email the day of the event for any changes to check in time or important assignment changes or messages.

WHAT SHOULD I WEAR?

For GABP and PBS undershirts must be white and pants must be black. Shoes must have closed toes and heels and be COMFORTABLE!

For GABP you can wear shorts or capris (knee length or longer). PBS only allow long Black pants (no markings or stripes down the sides). Special sections of GABP, such as fine dining have a separate dress code which will be posted to those working in that area when we are given the opportunity.

For DECC banquet floor work you must wear long sleeve white dress shirt, black dress pants, black socks and ALL BLACK shoes, no exceptions. For DECC concession it is black pants and white under shirt.

WHAT IF I AM GOING TO BE LATER THAN THE LISTED CHECK-IN TIME?

If you know ahead of time that you are going to be late please notify the scheduler. If this is a last minute issue please notify the scheduler and the stand leader.

Once the Stand Leader knows you will be late, they will be able to plan accordingly.

HOW IS PARKING HANDLED?

There is no parking provided. You are responsible for your own parking fees. Please be sure to allow enough time to park and walk to the venue so you arrive on time. (Your arrival time is the time you are to be in your stand so you will need extra time to enter the venue and find your stand).

Carpooling is always an option, especially once you begin to work events and get to know the other members. Some people are dropped off and picked up after the event by a family member.

PBS SHUTTLE BUS – a shuttle bus is provided by ARAMARK for events at PBS. The pick-up point is located on the corner of Madison Ave and West River Center in front of the Northern Kentucky Convention Center. The shuttle will drop off and pick-up all employees and volunteers on the corner of Pete Rose Way and Central Ave. For parking suggestions please contact the scheduler.

WHAT IF I CAN NOT WORK AN EVENT I SIGNED UP TO WORK?

Please be sure to delete your name from the Sign Up Genius. If this is a last minute change (day or two prior to event) please email your scheduler directly.

If you are working an event please make a short reply to let the scheduler know that you have seen the e-mail and are confirming that you are coming.

CHECK LIST FOR WORKING EVENTS!

- I know the stand I am working in and have my Stand Leader's phone number.
- I have my hat or visor, and badge if working GABP
- I am wearing a white under shirt
- I have change or money for parking in case I can't find free parking
- I have allowed enough time to find parking
- I have checked email for any recent important messages about a particular event
- I have packed any personal items into a clear bag, no bigger than a gallon size plastic bag.

VENUE ENTRY INSTRUCTIONS

DECC –

1. Go thru security door located on 6th St at the corner of Plum
2. Sign in and go thru Security door onto docks, follow loading docks to the right
3. Go to second floor via freight elevator located at end of docks
4. The Ovations office is directly off the elevator, sign in on their sheet.

*** If working in the concession stands on the main floor come back downstairs and enter the first door on your right, go across the hall to the far corner, stand 70/ if stand 80 go back to the door marked stand 80 on your right side.

- a. Sign in at the concession stand and get a tip envelope
- b. Shirts are in the stand; pants are to be LONG and BLACK.
Nonskid closed toe and heel shoes.
- c. Hats are the BOC hats which you will get from the stand leader.

GABP –

1. Enter thru garage at the corner of Pete Rose Way and 2nd St, walk up the ramp
2. The walls will be lined with clipboards, sign in on the Bless Our Children clipboards, this is how we get paid for you.
3. To go thru security you MUST have your badge which was given to you at training or you will pay for another one (\$10.00)
4. Shirts are in a bin in the stand
5. BOC hats are used at this venue; BLACK shorts or pants can be worn & non skid closed toe and heel shoes.
6. Make sure you sign in on the BOC sign in sheet and fill out a tip envelope.

PBS –

1. Any personal items being carried into the stadium must be in a clear plastic bag (no larger than a gallon size storage bag. No purses, back packs etc may be brought into the stadium with you).
2. Enter at Employee Entrance, Gate F, on Pete Rose Way West, just down from Central Ave.
3. Must show picture ID to enter Paul Brown Stadium
4. GO down ramp to check in area
5. If you need a hat cross over to linen table
6. Check in table will have maps