

NPO FREQUENTLY ASKED QUESTIONS

What goes into running a concession stand at Cal Football games?

Our concessions program allows your group to work in the concession stands at one of Cal's sporting venues. It will be a "turnkey" operation and your stand will be stocked and ready for service upon arrival. Your group will come in and run the stand as if it is your business. You prepare the food and snacks and service the customers with each transaction. Your organization is responsible for every aspect of service to each customer.

We require each organization to supply a core group of workers that will serve as leadership for the remaining volunteers in your group. We recommend that you organize your concessions leadership team as follows.

- **(1) Group Stand Lead:** Responsible for the overall operation of the stand. This includes beginning and ending inventory counts and personnel management.
- **(1) Assistant Stand Lead:** Responsible for all monies; will collect beginning stand balance, monitor cash throughout the event and verify receipts at the end of the game.
- **(1) Food Preparation Lead:** Responsible for managing food production, quality, quantity and presentation.

Does my group need to be classified as a non-profit by the US government?

YES! Your group must be a 501C3 or equivalent.

Is alcohol served at all concession stands?

NO! No alcohol will be served at any concession stand.

Will there be opportunities to run stands for sports other than football?

YES! Cal Dining has partnered with Cal Athletics to provide concessions for most of the women's and men's NCAA sports on campus, this includes, Football, Basketball, Rugby, Baseball, Softball, etc.

What are the Commission and Minimum Rates?

The Commission rate is 10% of stand sales. The minimum rate is \$400 per group. You will be paid whichever is greater.

Is there any possibility of a bonus?

Yes! A bonus will award if a group works more than the assigned 10 events per academic year.

Are there any deductions?

Yes! A deduction in commission will be assessed for each volunteer short for the required number at a rate of \$85 per volunteer short. If the stand is left with dirty dishes, dirty floors, trash dirty etc. at the discretion of Cal Dining each infraction will have a cleaning fee of \$25 will be charged, other miscellaneous items a cleaning fee of up to \$100. A deduction in payment will be assessed when tardiness is in excess of 15 minutes in the amount of \$50. If there is any damage or destruction of Cal Dining equipment or property, your group will cover the cost to replace or repair the equipment. If, for any reason, the cash/credit card deposits/coupon values obtained by Group for goods sold are less than the extended value of the goods sold, the shortage will be deducted from the commissions earned by Group.

Does my group need insurance? And how much?

Yes! Your group is required under this agreement to obtain, keep in force, and maintain insurance a Comprehensive or Commercial Form General Liability Insurance (Contractual liability included) with limits as follows;

Each Occurrence \$1,000,000.000

Products/Completed Operations Aggregate \$2,000,000.00

Personal and Advertising Injury \$1,000,000.00

General Aggregate (Not applicable to the Comprehensive Form) \$2,000,000

The Regents of the University of California shall be named as additional insured under Group's insurance policy.

If your group is a Registered Student Organization of the University of California Berkeley, insurance standards already identified by the association of student of the University of California (ASUC) will be accepted.

How many workers will a concession stand require?

Your group's assignment will depend on how many members your organization can provide. We have many concession stands available. Some require as few as 8 people. Many require 12-20 people. There is even one stand that requires 35-40 people. Remember, the higher the number of workers required in a stand, the larger the potential revenue is for that location. The more revenue generated in your stand equates to higher commission payments for your organization!

How long can our group be expected to work on football game days?

Groups can expect to work somewhere between 7-9 hours for football games. Report time will be 4.5 hours prior to kickoff, and expected completion time should be approximately 1 hour after the game has finished.

Will there be any staff training?

There will be mandatory training sessions for all groups. ALL GROUP MEMBERS will attend a training session that introduces policies and procedures, stand operation basics and critical game-day information. These sessions are a key to having a successful fundraising season and will assist you with planning and coordinating your group volunteers. This training will review the set-up and breakdown of your location, equipment operation and menu preparation. Each group should have ALL of their volunteers attend training.

All Trainings will be ON LINE and last about 3 hours.

What do we wear for an event?

Every volunteer will be **provided an apron and a visor/hat** to wear during service. Volunteers are also required to wear full-length pants, closed toe/slip resistant shoes, a **WHITE COLLARD SHIRT**. Red clothing is not permitted on game days.

How old do I have to be to volunteer?

Volunteers provided by Groups shall be at least sixteen (16) years of age. Also, all appropriate labor laws regarding the use of minors in a workplace will apply and be the responsibility of the Group.

What events are required?

Your group is required to operate a stand at all seven (7) Cal Bear Football Games and must operate a stand at an additional 3 events during the 2018-2019 athletic season.

Date	Opponent	Locations	Time
Saturday, September 1, 2018	North Carolina	Berkeley, CA	1:00PM
Saturday, September 15, 2018	Idaho State	Berkeley, CA	3:00PM
Saturday, September 29, 2018	Oregon	Berkeley, CA	TBD
Saturday, October 13, 2018	UCLA	Berkeley, CA	TBD
Saturday, October 27, 2018	Washington	Berkeley, CA	TBD
Saturday, November 17, 2018	Stanford	Berkeley, CA	TBD
Saturday, November 24, 2018	Colorado	Berkeley, CA	TBD

Does the group get to decide the other three additional events?

No, the other four events will be assigned by Cal Dining Concessions to ensure proper staffing at non-football events. If the group is unable to work assigned events, an alternative event will be assigned. At least two of the three events will be basketball games.