

Fire and Ice Boosters Petersen Event Center NPO Volunteer Policy and Process 2021-22 Season

Fire and Ice Booster members are invited to fund raise by volunteering to work concessions at The Petersen Event Center. Our booster organization has secured an NPO (nonprofit organization) contract with The Petersen Event Center allowing our volunteers to work (basketball games, concerts, events) raising funds to offset all-star cheerleading expenses.

The Fire and Ice Booster organization accepts tax free payment on behalf of the volunteer for their work and places this money in an escrow account established for the athlete. Once funds are received and posted to accounts, booster member may then request escrow funds to pay cheer related expenses (i.e. tuition, travel, uniform, etc.). Please note - Receipts for reimbursement must be submitted to obtain funds.

TRAINING

There will be on-the-job concession stand training. Duties include cashier, utility worker, light cooking and other duties as assigned.

Alcohol will now be served at the Petersen. Details are being worked out regarding which alcohol training will be used for volunteer workers. More information to follow.

The Petersen will conduct background checks on all volunteers.

REQUIREMENTS

The Petersen prefers adult workers (18 and older) but will accept 16-year-old workers if we cannot fill the booth space with adults. People have also asked about younger workers, this will be evaluated on a case by case basis if the booths cannot be filled. Feel free to place bids for any family member 14 or older. Assignments will be made first filling with adults, then youth. A responsible adult must work with and be responsible for the minor throughout the event.

Athletes are welcome to have multiple people fundraising for them. These volunteers/workers must all meet all requirements and follow all Fire and Ice and Petersen Event Policies. If volunteers/workers do not adhere to all policies, the athlete may only have parents/legal guardians fundraising for them in the future provided the parents/legal guardians meet game requirements and adhere to all policies.

All volunteer workers must be physically able to complete the demands of the job. This includes operating a cash register, serving as an order runner (making popcorn, nachos, hot dogs, etc.), utility (cooking and stocking). Workers should also be able to stand on their feet for long periods of time. If workers are not able to meet demands of job they may be asked not to sign up for future events.

SIGN UPS

The Petersen pays a \$100 guarantee per worker for events. If the stand exceeds commission threshold workers may earn additional money towards the payout for that event. Workers can expect to be there for approximately 5 hours. Staff reports at the designated time and will remain there until the game is finished, stand is cleaned, and the stand leader dismisses group. **Workers reporting more than 30 minutes late will be docked for the time they miss.** This money will be spread out among those working in the booth were the person reporting late is scheduled.

The Petersen will provide our scheduler with all game sign up information and sign-up instructions will be sent to volunteers and posted to the Fire and Ice Boosters BAND app. All sign ups should be done through Fire and Ice Booster Petersen Event sign up link. Volunteers are not to contact The Petersen – All communication is done through the Fire and Ice Booster scheduler.

To bid on Petersen Events: <https://fireandiceboosters.com/> - Select Petersen Bidding Portal

IMPORTANT: Scheduler will announce when bidding is open for events. Booster members who wish to work should place bids at least 8 days prior to the event. Seven days prior to the event, bids will be pulled and filled first with Pittsburgh booster members and then backfilled with Fire and Ice Hermitage and other NPO volunteers as needed.

Please note, if you bid to work, we are depending on you to work that event. If an emergency arises, you are responsible for finding your replacement. Once replacement is found, please notify scheduler at fireandicesignups@gmail.com. Repeated call-offs without finding a replacement worker/or no-shows will result in removal from the Petersen Event fundraising.

EVENTS

Report time for Petersen events is approximately 2.5 hours prior to event start. Staff reports at the designated time and will remain until the stand is cleaned, and the stand leader dismisses group. Average total time spent for each event is approximately 5 hours.

The Petersen is in a busy area of the city. Please allow adequate time for parking and walking.

Bring an ink pen and personal cup with you to events. Personal belongings must be kept in the back of kitchen.

Workers enter through the service entrance on Sutherland Avenue. After signing in, walk up the ramp and take the freight elevator up to the Concourse Level (CNR). Make a right out of the elevator and go down the hallway until you see The Hardwood on the left.

DRESS CODE

The Petersen will provide each worker with a Pitt hat and t-shirt (given at first game worked) that must be worn to all Petersen Events. Workers are permitted to wear any type of long pants and comfortable shoes.

PARKING

There is plenty of free on street parking near the Petersen if you don't mind a short walk. There are also parking garages near the Petersen. Volunteers/workers are responsible for their own parking costs.

Please email questions to fireandicesignups@gmail.com

Fire and Ice Boosters – November 1, 2021