



Typical Fund-raisers

Compared to traditional fundraising efforts, our program is a unique and wonderful opportunity. Have you noticed that typical fund-raisers depend heavily on the generosity of your friends, relatives, neighbors, and co-workers? To make a profit, you are required to impose upon them to buy candy, raffle tickets, baked goods, coupon books, wrapping paper, etc. You are also often required to do endless hours of planning. To add to the difficulty, everyone else around you are frequently selling the same items you are.

Do you ever feel as if you are merely exchanging one fundraising item for another between yourself and your friends? This routine is okay but wouldn't fundraising be more enjoyable if you didn't have to rely on someone else's sense of obligation.

“Sure, I'll buy your candy...after all; you bought my raffle tickets last week...”

Compare Our Program

In contrast, our program offers you a better alternative. Our concessions are in high and immediate demand by patrons enjoying the many events hosted at Coca-Cola Park including:

All IronPigs Home Games, Local High School Baseball Games, and other annual Festivals or Special Events

For customers, buying refreshments is a fun part of any event, rather than an obligation. In addition, you no longer have to knock on doors to ask people to buy something. They come right to you. It's fund-raising without the guilt. Not only are you raising money for your organization, but also you are working as a group to do so. You can earn money and build teamwork at the same time!

Operating a concession stand at sporting contests and other entertainment events has proven to be an excellent fund-raising source for non-profit organizations at dozens of stadiums and arenas across the country.

An organized and well-motivated group can earn hundreds of dollars per game for their organization. In addition, you get to participate in the excitement of IronPigs baseball in The Lehigh Valley in 2022 as well as high school games, and any concerts or other special events booked at the Ballpark!

The Volunteer Group Program

Who can be part of the non-Profit programs? Churches, schools, dance groups, sports teams, band boosters, civic organizations, swim clubs, or any other community focused organization. We will schedule non-profit groups to supplement our hourly employees to work events at Coca-Cola Park. Your non-profit organization will work at our concessions stands or portable kiosks during events at Coca-Cola Park and will earn a per hour rate.

Joining the Program

You will need to establish two contact people to act as Primary and Secondary Group Coordinators. These individuals will be the contacts for all of your dealings with **Lehigh Valley IronPigs**. The Ironpigs / J&E Concessions will provide a schedule of available dates. You will need to provide a list of volunteers before the scheduled date. If committing to the schedule through the entire season, there will be no minimum number of volunteers required, however a list of volunteers will still need to be submitted prior to each homestand. If only seeking to volunteer for one specific date, we ask for at least a minimum of 5 volunteers.

Proof of Liability Insurance and Agreement Forms

Lehigh Valley IronPigs requires that each Volunteer Group must provide a General Liability Insurance Certificate listing Lehigh Valley IronPigs and J&E Concessions as additionally insured. This should be represented as shown in the example below (*obtained through the groups insurance company*).

**CERTIFICATE HOLDER
Lehigh Valley Iron Pigs
LV Baseball LP/J&E Concessions
1050 IronPigs Way
Allentown, PA 18109**

In addition to providing the Proof of Liability Insurance Certificate, please complete the enclosed information sheets and Agreements. All forms can be return to us by drop off at our administrative offices, regular mail, or email. The following materials are enclosed for completion and must be returned together in order to partake in the Fundraising program:

1. Group Information Sheet
2. Group Agreement (contract)
3. Individual Agreement (completed by each volunteer; can be turned in first day of volunteering)
4. Group W-9 Form

Additional Information for the Program

Alcoholic beverages (beer) will be served at our large concession locations. Therefore, due to PA liquor laws, your volunteers will need to be over 18 years of age in order to be in a location that is serving alcohol. However, if your group is not interested in handling alcohol, there are alternatives that we will discuss with you at our follow-up meetings.

1. We realize that many of the fundraisers are for children. We do ask that **ALL OF YOUR GROUP** to be above the age of 14. Children under the age of 16 may only participate in events Friday through Sunday while in school and can only volunteer until 9pm.
2. Your group will be required to report approximately 2 hours prior to the start of the game to cook the food and or prepare the stations for selling. Your group will also be responsible for the cleanup of the stands, so some volunteers will need to stay after the event is completed.
3. Be flexible when selecting dates to volunteer. Please try and select an assortment of dates that are both weekends and weekdays. Weekends and fireworks dates tend to fill up very quickly, and we will give consideration to those groups who are flexible with a variety of dates selected.
4. Promotional dates aren't released until just before the season begins. There will be a wide assortment of new promotions and fireworks nights in 2022.
5. After your group volunteers once, you'll be automatically added to our list for the next season.

Your group will receive a total net hours worked at your location as compensation for your participation. Final details regarding compensation, scheduling, uniforms, and other items will be discussed at the follow-up meetings with new groups and are also listed in our 2022 Non-Profit Manual. We can also be reached by email at bhartranft@ironpigsbaseball.com if you have any questions.

PLEASE DON'T CALL WITH YOUR DATES. COMMUNICATION OF AVAILABILITY IS PREFERABLY VIA EMAIL.

2022 Group Information Sheet

Organization Name: _____

Mailing Address (where we can send your checks) _____

City _____ State _____ Zip _____

Primary Contact Person: _____

Home Telephone # _____ Work Phone # _____

Home Fax # _____ Work Fax # _____

Cell Phone _____

Email address _____

Secondary Contact Person: _____

Home Telephone # _____ Work Phone # _____

Home Fax # _____ Work Fax # _____

Cell Phone _____

Email address _____

Average # of persons to commit to each game _____

of persons committed over 18 years of age _____

Are you interested in handling alcoholic beverages? _____

List any previous group experience in operation concessions (Music fest, Celtic fest, high school athletics, etc.)

Any other information you would like for us to consider (goal/mission of group, beneficiary of fund-raising, etc.)

2022 NPO GROUP AGREEMENT

This contract is entered into between _____, a non-profit organization that represents itself to have qualified as tax-exempt under U.S.C.501(c) (3) (hereinafter referred to as the "Charity"), and J&E Baseball Concessions, LLC, d/b/a IronPigs Catering, in order to provide to the Charity a fundraising opportunity at locations designated by J&E within the designated concession standards at Coca-Cola Park. Pursuant to the terms and conditions described more particularly below, J&E will make contributions to the Charity for volunteers made available by the Charity for the purpose of occasional staffing of food and beverage locations and facilities to be provided by J&E at sports and entertainment events at the Facility. All volunteers will be recruited, assembled and supervised in the performance of their functions by the Charity, and all volunteers will be persons who are members of or persons otherwise affiliated with the Charity. All volunteers will be persons who, of their own sole and free volition are desirous of contributing their time and efforts to the fund-raising activity of the Charity in the manner provided for in this Agreement. No volunteer made available by the Charity for the purposes of this Agreement shall be regarded as an employee of J&E for any purpose. Charity agrees to defend and indemnify J&E from any and all losses that have arisen from the charity's negligent acts or omissions resulting from, by or to a volunteer and shall maintain General Liability Insurance naming J&E as an additional insured, with a minimum policy limit of **\$1,000,000**. The Charity agrees further that it will not make available for the purposes of this Agreement any volunteer who expects to receive personal compensation, remuneration or reimbursement for any services performed or time expended in connection with any event covered by this Agreement. Moreover, the Charity warrants that it will not make available as volunteers any persons who are or thereby become dependent upon the Charity or J&E for food, clothing, shelter, medical care or any of the necessities of life. No person recruited by the Charity will be accepted for the purposes of this Agreement who does not first execute and deliver to J&E an individual agreement giving his or her express assent to the terms of this paragraph.

1. STAFFING

Volunteers must be 14 years of age and have identification on their person. Volunteers involved in the sale of alcoholic beverage must be 18 years of age.

Volunteers will be given work assignments upon arrival at the park as well as a quick on-site training. Although we will try to keep some of the group together, there will be no guarantee that volunteers will be working as a group in its entirety and may be dispersed throughout the park individually as needed.

This agreement shall be in effect for the **2022** baseball season and possibly a few events afterwards. The season commences on **April 5th, 2022** and the possibility of events after the baseball season could go through November 15, **2022**.

Reporting times will change from event to event and will be announced.

Each group may be required to stay until the stand chores and cleaning are completed.

2. CONTRIBUTION

- A. A contribution will be made by J&E to the Charity for each individual satisfactorily provided. J&E agrees to pay to Charity commission equal to the \$12.00 per hour multiplied by the total number of the hours worked by all volunteers. Your group will be paid the commission provided that
 1. Each member has signed in and out.
 2. The number of workers did not exceed the number of workers assigned to work the stand.
- B. In the event any Charity volunteer makes any claim or demand for personal compensation, monetary reward or seeks reimbursement for any losses, damages or expenses incurred in connection with services performed for the Charity under this Agreement, the amount of any such claim, demand or request for reimbursement may be deducted by J&E from the contribution payable by J&E to Charity under this Agreement.
- C. Contributions will be paid by J&E by check and will be made Approximately 15 to 30 days after the event.
- E. J&E will not be responsible for event cancellations.

3. DRESS CODE

It is important that the food and beverage service present a professional image at the Facility and to the patrons at the Facility. Therefore, the Charity is expected to ensure that all the volunteers provided by it follow certain standards and guidelines in appearance, actions and attitude when dealing with the public. In the event any Charity volunteer fails to comply with the dress code, the Charity will immediately cease making such volunteer available at the Facility. With that in mind, it is agreed that all volunteers will be in the proper uniform while on duty.

SHIRTS: White, button-down shirt or white golf shirts, must be worn at all time by group personnel. Shirts or aprons that represent your group are also acceptable, with the understanding that they are appropriate for the family entertainment we provide and comply with food and beverage guidelines.

PANTS: Pants/shorts must be plain khaki, ankle length and free of patches, rips, stains, patterns and fading. Baggy pants, Blue Jeans, gym shorts, tight fitting or spandex type materials are NOT PERMITTED.

SHOES: Comfortable, sturdy, non-skid closed toe shoes are to be worn. Appropriate sneakers are acceptable. NO SANDALS, NO HIGH HEELS.

HATS: Hats will be provided for all volunteers. It is a health code requirement that everyone working with food and beverage must wear a hair restraint. Even with a hat, long hair must be tied back off the shoulders. Hats will be worn the way in which they are intended; bill straight forward, NOT BACKWARDS and NOT SIDEWAYS!!

4. ALCOHOLIC BEVERAGE SALES.

It is very likely that each of the volunteers will be involved in the sale of alcoholic beverages. The Liquor Control Board license under which J&E is authorized to provide alcoholic beverages to the public at the Facility is very valuable, and each volunteer is therefore required to maintain high standards, to follow J&E's policies and guidelines explicitly and to abide by all laws that govern alcoholic beverage sales.

ALL CHARITY VOLUNTEERS ARE REQUIRED TO VERIFY PROOF OF AGE PRIOR TO SERVING ALCOHOL. ANYONE CITED BY THE POLICE OR AN AGENT OF THE LIQUOR CONTROL BOARD FOR SELLING ALCOHOLIC BEVERAGES TO A MINOR OR TO AN OBVIOUSLY INTOXICATED INDIVIDUAL IS SUBJECT TO PERSONAL ARREST. THIS CARRIES A FINE AND POSSIBLE JAIL SENTENCE. ANY FINES LEVIED ON J & E DUE TO AN INFRACTION OF ALCOHOLIC BEVERAGE LAWS BY A CHARITY VOLUNTEER WILL BE DEDUCTED FROM THE CONTRIBUTION DUE TO THE CHARITY.

No volunteer is allowed to consume alcoholic beverages on the grounds of the Facility.

5. HEALTH DEPARTMENT REGULATIONS

Food service provided by J&E at the Facility operates under permit from state and local Health Departments. This permit requires that all operations be conducted according to the rules and regulations of the state and local health and safety code. All volunteers must comply fully with these regulations at all times.

AS A DULY AUTHORIZED REPRESENTATIVE OF _____ I UNDERSTAND, AGREE TO AND ACCEPT THE FOREGOING TERMS AND CONDITIONS AND WILL FOLLOW, AND INSURE THAT THE VOLUNTEERS PROVIDED PURSUANT TO THIS AGREEMENT WILL FOLLOW, ALL OF THE PROCEDURES MADE APPLICABLE BY THIS AGREEMENT. IF ANY OF THE VOLUNTEERS PROVIDED BY IT UNDER THIS AGREEMENT ARE IN VIOLATION OF ANY OF THE REQUIREMENTS OF THIS AGREEMENT, J&E HAS THE RIGHT TO CANCEL THIS AGREEMENT WITHOUT ADVANCE NOTICE.

Authorized Representative of NPO

Brock Hartranft
Director, Food and Beverage

Signature

Signature

Date

Date

Federal Tax-Exempt I.D. # (if Applicable)

Lehigh Valley Iron Pigs
LV Baseball LP/J&E Concessions
1050 IronPigs Way
Allentown, PA 18109

Contact Address:

Email: Bhartranft@ironpigsbaseball.com

Phone: 610-841-1254

Fax: 610-841-1510

Email

Contact Telephone

Contact Fax Number

INDIVIDUAL VOLUNTEER AGREEMENT

I _____ represent that I am a member or person otherwise affiliated with _____. Of my own free will I have decided to assist the Charity in its fundraising activities by volunteering my services to the Charity, without expectation of personal compensation or monetary reward or reimbursement to myself, in order to help it staff food and beverage services at occasional events at Coca-Cola Park. I understand that the Charity will receive contributions from J&E Baseball Concessions, LLC d/b/a IronPigs Catering, based upon the number of volunteers, such as myself, provided by the Charity to J&E and the number of food and beverage locations staffed by such volunteers. I understand, intend and agree that I am a volunteer and that none of the contributions so paid or received are intended to be personal compensation to me or any other individual. I intend any services I perform under this agreement to be performed strictly in a volunteer capacity, and I further understand and agree that I do not and will not become an employee of J&E for any purpose by reason of the services I am volunteering. I understand and agree that the volunteer services I may provide under this Agreement will be for the Charity, and I further agree to abide by the policies of J&E and the requirements of law, and of governmental bodies that apply to the provision of food and beverage services at the Facility, I further represent and agree that in undertaking volunteer work for the Charity and in providing services thereby at the Facility, I am not, and am not looking to become dependent upon the Charity or upon J&E for food, clothing, shelter, medical care or any of the necessities of life. I understand that this Individual Volunteer Agreement shall be applicable each time I volunteer my services to the Charity at the Facility.

I further hereby release and discharge J&E from any and all claims, liabilities, damages, and expenses, including bodily injury or death, arising out of or in connection with the services I may provide in the volunteer arrangement described in this Agreement.

I understand that I may be involved in the sale of alcoholic beverages, and in addition, I agree to maintain the highest standards in serving alcoholic beverages, follow J&E's policies and guidelines explicitly and to abide by all laws that govern alcoholic beverage sales. I further agree that I AM REQUIRED TO VERIFY PROOF OF AGE PRIOR TO SERVING ALCOHOL AND UNDERSTAND THAT ANYONE CITED BY THE POLICE OR AN AGENT OF THE LIQUOR CONTROL BOARD FOR SELLING ALCOHOLIC BEVERAGES TO A MINOR OR TO AN OBVIOUSLY INTOXICATED INDIVIDUAL IS SUBJECT TO PERSONAL ARREST, WHICH CARRIES A FINE AND POSSIBLE JAIL SENTENCE. ANY FINES LEVIED ON J&E DUE TO AN INFRACTION OF ALCOHOLIC BEVERAGE LAWS BY A CHARITY VOLUNTEER WILL BE DEDUCTED FROM THE CONTRIBUTIONS DUE TO THE CHARITY.

Signature

Date

Print Name