



DeLaSalle High School

**ISLANDER
FOUNDATION**

A fundraising program benefiting
DeLaSalle High School Students, Families, and Programs

Established April 2005

TABLE OF CONTENTS

INTRODUCTION	3
PROCEDURES.....	4
MEMBERSHIP	4
ISLANDER FOUNDATION COORDINATOR	4
SCHEDULING.....	4
GRANT REQUESTS	5
POLICIES	5
ATTIRE	5
TRAINING	5
VENUE SECURITY & STANDARDS	5
CANCELLATIONS	6
VENUE INFORMATION.....	7
TARGET CENTER (Aramark Corporation).....	7
UNIVERSITY of MINNESOTA – The Sports Pavilion, Williams and Mariucci Arenas.....	7
METRODOME (Centerplate Corporation)	8
STAND AND GRANT INFORMATION.....	9
Target Center Stand & Grant Information	9
U of M Stand & Grant Information	9
Metrodome Stand & Grant Information	10
ISLANDER FOUNDATION MEMBERSHIP FORM.....	11
ISLANDER FOUNDATION GRANT APPLICATION	12

INTRODUCTION

The Islander Foundation, established in April of 2005, is a non-profit fundraising program benefiting DeLaSalle High School's students, families, and programs. The Islander Foundation has contractual agreements with Aramark and Centerplate Corporations to provide volunteer workers at their venues' concession stands in return for a guaranteed stipend paid to the Foundation. Foundation members can then request grants from the Foundation to help offset fees and expenses associated with attending DeLaSalle High School.

Approximately 80% of funds raised go to DeLaSalle High School and as directed by the volunteer worker, go towards the designation of their choice: tuition, sports program, theater/arts program, school trips, music program, etc. Approximately 20% of funds raised stays with the Foundation for expenses associated with the operation of the stands, taxes, liability insurance, and administrative expenses. Amounts raised will vary from one event/venue/stand to another, and ultimately depends on what role the volunteer performs in the stand. In this packet is a list of what the volunteer will raise per venue as to the role performed in the stand for each event.

Current volunteer opportunities are available at the following sports/entertainment venues:

METRODOME

Vikings/Gopher Football, Twins/Gopher Baseball, Concerts and Shows.....Runs April – December. Alcohol is served. Training and exam required prior to volunteering at this venue. Volunteers must be at least 16 years old. Concession stands at the Metrodome require 14 – 20 volunteers. Volunteers are also encouraged to attend a “manager” training session. Trained managers are required for the Foundation to run its own stand.

TARGET CENTER

Timberwolves Basketball, Concerts and Shows.....Runs October – July. Alcohol is served. Training and exam required prior to volunteering at this venue. Volunteers must be at least 17 years old. Concession stands at the Target Center require 6 – 10 volunteers. All volunteers must attend an Alcohol Awareness & Serving Training session prior to volunteering.

UNIVERSITY of MINNESOTA

– SPORTS PAVILION, WILLIAMS and MARIUCCI ARENAS

Gopher Basketball & Hockey.....Runs October – March. Alcohol is not served. Volunteer training is not required at this venue. Volunteers must be at least 14 years old. Concession stands at the University venues require 10 – 20 volunteers. The U of M venue affords all DeLaSalle students and programs the opportunity to raise funds.

PROCEDURES

MEMBERSHIP

To become a member of the DeLaSalle High School Islander Foundation and start raising funds you will need to complete and sign the MEMBERSHIP FORM found on page 11. After your application has been processed, you will be eligible to schedule volunteer hours.

ISLANDER FOUNDATION COORDINATOR

Douge Schildgen 612-676-7682 Douge.Schildgen@delasalle.com

SCHEDULING

Note: DeLaSalle student groups and/or programs will receive first priority to work events at the University of Minnesota arenas. There may be times when individual Foundation members get bumped from their spots to allow these groups to fundraise for their programs.

1. Use e-mail to request a sign-up. E-mail your request to: Douge.Schildgen@delasalle.com
Request dates to volunteer from the venues' schedules at least two weeks prior to an event date. You may sign up for events up to three months prior. Send your e-mail to the Islander Foundation Coordinator using the following format:
 - a. Name of the volunteer
 - b. Day, Month, Date, Venue, Team/Event
 - c. Name of the DeLaSalle student on whose behalf volunteering is being performed
 - d. Designation of earned grant, e.g., tuition, activity/program, school trip, etc.
Please list name of program or trip.

Example:

Sally Wright
Sunday, October 27th, Metrodome, Vikings Football
Tim Spears – Sally's son, 10th grade, age 15
School trip: France

2. You will receive an e-mail notice confirming your volunteer commitment.

Example:

Sally Wright is signed up for:
Sunday, Oct. 27th, Vikings Football, 12:00pm game time,
Report Time: 8:00am
Thanks for volunteering!

3. Use this same process and format to sign up for trainings. List the *type of training* as the Team/Event.
4. About a week prior to the event, an e-mail will be sent listing the Gate/Crew List as a reminder of your commitment to volunteer. It will clarify names, correct any errors/omissions, and finally afford you an opportunity to properly cancel yourself from the list. (See Cancellations.)

PROCEDURES (continued)

GRANT REQUESTS

A volunteer may request a grant to be designated to an area of choice. The volunteer is responsible for completing and submitting the grant application form to the Islander Foundation Coordinator. Grant applications must be received by the 10th day of the month. The Coordinator will verify shifts, and grant totals for the volunteer prior to submitting the totals to the DeLaSalle High School Business Office for processing. Grant applications are processed monthly and must be submitted within three months from the date of the event. Incomplete forms will not be processed. The Grant Application can be found on page 12.

POLICIES

The following policies apply to all volunteers:

ATTIRE

All volunteers, regardless of the stand you are in or the role you are performing, must wear the following attire:

PANTS: Black (preferably NOT jeans) - NO SHORTS!

SHIRT: Plain White (NO printing), long or short sleeved (preferably collared, button up)

SHOES: Dress or tennis shoes(preferably black). No open-toed, open-heeled shoes. No sandals.

NOTE: If you arrive at the venue in the wrong attire, you will be asked to purchase black pants and a white shirt from the venue. The cost is \$15.00. You can pay this immediately or \$15.00 will be deducted from your grant application for this event.

TRAINING

The University of Minnesota venues do not require training. The Target Center and Metrodome venues require volunteers to be trained in their food and alcohol procedures. All volunteers at these two venues must attend and pass a free training session and exam. Any stipend paid by the venue for training will go to the Foundation. It is important that volunteers follow venue guidelines and procedures when serving alcoholic beverages. Improper service may result in violations to the volunteer and/or the Foundation. These violations may include loss of volunteer privilege, fines, and/or revocation of the Foundation's contract with the venue. Volunteers may also participate in "TIPS" training, a nationally recognized alcohol server training. While not required, it is strongly encouraged for all stand managers.

VENUE SECURITY & STANDARDS

Each venue has its own set of rules and guidelines volunteers must follow. Volunteers will be asked for identification each time they arrive at a venue. Additional security measures may be imposed, such as a background check, finger coding, and the carrying of an ID card.

POLICIES CONT.

CANCELLATIONS

The Foundation will be charged by the venue a No Show Penalty Fee for volunteers who do not report for a scheduled event. The Foundation will, in turn, subtract \$20.00 from the account of the Foundation member who did not show up or did not confirm their absence with the Foundation Coordinator in a timely manner. Volunteers who have documented “no-shows” for three or more events may be excluded from future Islander Foundation fundraising opportunities.

Cancellation Process:

E-mail the Foundation Coordinator of your need to cancel your scheduled assignment at least 72 hours prior to the event date/time. The e-mail must include the sign up information. A reply from the Foundation Coordinator will be sent confirming your cancellation.

VENUE INFORMATION

TARGET CENTER (Aramark Corporation)

TRAINING

All volunteers must complete the Target Center's Alcohol and Security training. Request a training date through the Foundation Coordinator just as you would sign up for an event. Once you have completed your training, you may request events. Manager Training is strongly encouraged for all volunteers. Stands cannot operate without trained managers. Candidates for Manager Training must have completed the Alcohol and Security training and have volunteered for at least one event. Sign up for Manager Training just as you would sign up for an event. In addition, volunteers may obtain "TIPS" certification, which is strongly encouraged for all managers. Specific attire is not required when attending training sessions.

SCHEDULES

Target Center shifts are generally 5-8 hours in length.

ATTIRE

Volunteers **must** wear black dress pants (no jeans) and a white shirt with no markings. A white button-up collared shirt is preferred. No sandals or shoes with open-toes or open-heels.

PARKING & ENTRANCE

Parking is available in ramps with skyway access to the Target Center on 4th Street, 6th Street, 7th Street, and 9th Street. Cost is \$5.00 – \$9.00. Outside parking lots are available underneath the 394/94 on-ramps from 4th or 9th streets with no skyway access. Cost is \$3.00 - \$7.00. Enter the Target Center via the front doors on 1st Avenue. If for some reason these are still locked, enter at the loading dock area on the 9th Street side of the building. Once in the Target Center, let staff know you are with the Islander Foundation and that you are there to work concessions for Aramark food service.

UNIVERSITY of MINNESOTA – The Sports Pavilion, Williams and Mariucci Arenas

TRAINING

The University of Minnesota venues do not require training to volunteer in their concession stands. Volunteers will receive a 30-minute "walk through" prior to starting their shift. The U of M does not use cash registers; instead they use money drawers and calculators.

SCHEDULES

U of M shifts are generally 4-6 hours in length.

ATTIRE

Volunteers must wear black pants and a white shirt with no markings. You will be given a uniform apron or shirt, and a visor to wear after you check in. No sandals or shoes with open toes or heels.

VENUE INFORMATION (continued)

UNIVERSITY of MINNESOTA – Sports Pavilion, Williams and Mariucci Arenas

PARKING & ENTRANCE

Parking is available in a pay parking lot on 5th street behind Mariucci Arena, and in pay-ramps or meters around the campus. Enter **Williams Arena** (basketball games) at the University Avenue entrance. If not open yet, go to the entrance on the west side of the arena and tell guard you are there for concession work. Enter **Mariucci Arena** (hockey games) at 5th Street Media and Players entrance. Tell guard you are there for concession work.

METRODOME (Centerplate Corporation)

TRAINING

All volunteers must complete the Metrodome's Core training. However, you may request event dates and volunteer prior to completion of training as long as you are registered for training. Request a training date through the Foundation Coordinator just as you would sign up for an event. Once you have completed your training, your event requests will be processed. Manager Training is strongly encouraged for all volunteers. Stands cannot operate without trained managers. Candidates for Manager Training must have completed the Core training and have volunteered for at least one event. Sign up for Manager Training just as you would sign up for an event. In addition, volunteers may obtain "TIPS" certification, which is strongly encouraged for all managers. You may wear whatever you wish to the training sessions.

SCHEDULES

Metrodome shifts are generally 6-8 hours in length.

ATTIRE

Volunteers must wear black pants and a white shirt with no markings. You will be given a uniform apron or shirt, and a visor to wear after you check in. No sandals or shoes with open toes or heels.

PARKING & ENTRANCE

You may park free in the Metrodome lot when attending the training session. This parking lot entrance is on the corner of 11th Ave & 5th Street. Parking in the Metrodome lot is not allowed on an event/game day. Parking is available at meters or in pay lots on or near 11th Avenue between Washington Avenue and 4th Street (near the Valspar Building). The meters cost 25¢ or 75¢ an hour, so bring many quarters. Enter the Metrodome at the Loading Dock entrance, also known as the Loading Dock/Halsey Hall Room door. It is located in the front of Gate 'D' to the left (south) of the Vikings Ticket Office. The door is at the top of the driveway coming into the parking lot. Once through the door you will go down a staircase, and through revolving doors. You will see a security guard, who will direct you to the check-in table. Our group is called the Islander Foundation.

STAND AND GRANT INFORMATION

Each venue generates its own grant awards based on the particular sport/event, positions, and stipend guaranteed to the Islander Foundation. Grants awarded to an individual or groups are less than the grant received from the venue due to costs incurred by the Islander Foundation's operating expenses. Grants awarded may be less than stated due to staff no shows, charges for improper attire, penalization for cash or food shortages, etc.

TARGET CENTER STAND & GRANT INFORMATION

Team Sport	Position in Stand	# Positions needed	Grant from Target Center	Grant that may be awarded to Volunteer
Timberwolves	Manager (Adults)	1 to 2	\$8.50/hr	\$45.00
	Cashier (Adults)	4 to 5	\$6.50/hr	\$35.00
	Prep	1 to 2	\$6.50/hr	\$35.00
All Other Events	Manager (Adults)	1 to 2	\$8.50/hr	\$45.00
	Cashier (Adults)	4 to 5	\$6.50/hr	\$35.00
	Prep	1 to 2	\$6.50/hr	\$35.00

U OF M STAND & GRANT INFORMATION

Team Sport	Position in Stand	# Positions needed	Grant from U of MN	Grant that may be awarded to Volunteer
Men's Basketball	Manager (Adults)	1 to 2	\$8.00/hr	\$40.00
	Money Drawer	4 to 7	\$6.00/hr	\$30.00
	Food Runner	3 to 6	\$6.00/hr	\$30.00
Women's Basketball	Manager (Adults)	1 to 2	\$8.00/hr	\$40.00
	Money Drawer	4 to 7	\$6.00/hr	\$30.00
	Food Runner	3 to 6	\$6.00/hr	\$30.00
Men's Hockey	Manager (Adults)	1 to 2	\$8.50/hr	\$45.00
	Money Drawer	6 to 8	\$6.50/hr	\$35.00
	Food Runner	4 to 5	\$6.50/hr	\$35.00

STAND AND GRANT INFORMATION CONT.

METRODOME STAND & GRANT INFORMATION

Team Sport	Position in Stand	# Positions needed	Grant from Metrodome	Grant that may be awarded to Volunteer
Twins	Manager (Adults)	2 to 4	\$90.00	\$80.00
	Cashier (Adults)	8 to 10	\$60.00	\$50.00
	Line Backup	6 to 8	\$60.00	\$50.00
	Program Seller	4 to 8	\$36.00	\$30.00
	Condiment Runner	2 to 4	\$60.00	\$50.00
Vikings	Manager (Adults)	2 to 4	\$95.00	\$85.00
	Cashier (Adults)	8 to 10	\$65.00	\$55.00
	Line Backup	6 to 8	\$65.00	\$55.00
	Condiment Runner	2 to 4	\$65.00	\$55.00
	Vending Manager	1 to 2	\$90.00	\$80.00
Gopher Football	Manager (Adults)	2 to 4	\$90.00	\$80.00
	Cashier (Adults)	8 to 10	\$60.00	\$50.00
	Line Backup	6 to 8	\$60.00	\$50.00
	Condiment Runner	2 to 4	\$60.00	\$50.00
	Vending Manager	1 to 2	\$90.00	\$80.00
All Other Events	Manager (Adults)	2 to 4	\$90.00	\$80.00
	Cashier (Adults)	8 to 10	\$60.00	\$50.00
	Line Backup	6 to 8	\$60.00	\$50.00

ISLANDER FOUNDATION MEMBERSHIP FORM

The DeLaSalle Islander Foundation is a non-profit fundraising program benefiting DeLaSalle students, families, and programs. This volunteer opportunity was established in partnership with companies operating concession services at various Twin Cities sports and event venues such as the Metrodome, U of M Williams Arena, Target Center, Mpls. Convention Center, and the Xcel Energy Center. Individuals, families, or DeLaSalle students/groups may volunteer their time at these particular venues working in the concession stands. In return, the individuals, families, or DeLaSalle students/groups may request a grant award from the Foundation to help offset fees and expenses associated with attending DeLaSalle High School.

To become a member of the Islander Foundation and start volunteering in the concession stands at the various Twin Cities venues, please complete this form and return it to:

Islander Foundation Coordinator
Douge Schildgen
DeLaSalle High
1 DeLaSalle Drive
Minneapolis, MN 55401

Or Fax to 612-676-7699 or email to douge.schildgen@delasalle.com

Member Name: _____

Home Address: _____

City, State, and Zip Code: _____

Home Phone Number: _____

Best Phone Number to reach you anytime: _____

E-mail Address: _____

DLS Student/s Name/s with Age and Grade Level: _____

Parent/Guardian of Student/s: _____

Signature: _____ Date: _____

