

# SAVOR...

Non-Profit Opportunity Coordination by Venue

## WELCOME TO THE COUGAR FOUNDATION SAVORS TEAM

**UPDATED MARCH 2017**

The Cougar Foundation has taken the opportunity to work for Savors, the concession company that manages the booths at the Save Mart Center. This is an opportunity for parents to earn credits to help clubs and athletic programs and offset their student's school-related expenses. The Cougar Foundation, using its non-profit status, receives a payment for every concession booth that is worked by our parents. That payment is based on a percentage of the amount of food/beverage sold at the events or the volunteer guarantee per person of \$35.00, whichever is the higher profit amount. CHS has the opportunity to create as much revenue as we want by working more booths and selling more products. Events are scheduled monthly by our Savors Coordinators and information is given to each Team Leader.

Each worker, for each event, is given \$30.00 for their time worked and it will be put in their CHS Parent Credit Account. After the Parent Credits are deducted, if there is remaining profit it is divided 30% to Cougar Foundation and the remaining 70% to the organization worked by parents. Everyone is welcome to work. Currently, Band, Choir, Cheer, Wrestling, Basketball, Girls Soccer, and Cross Country parents participate. If you do not belong to a specific organization, you can sign up to support the Cougar Foundation.

**Jennifer Mericle** is the scheduling coordinator for the Savors events.

**Email: [ovationsleader@gmail.com](mailto:ovationsleader@gmail.com)**

Information regarding the Savors concession venue we currently work are listed below:

## **SAVEMART CENTER AT FRESNO STATE**

1530 E. SHAW AVENUE, FRESNO CA 93710

Parking: From Clovis, travel west on Shaw Avenue, turn right onto Chestnut, just past the corner on the right is the dirt parking lot for employees. There is usually someone at the gate. Tell them you are working and they will direct you to the proper area. There is no charge. See Map at the end.

Entry: The employee door is underneath the Clock Tower. A Save Mart Center employee will be there to direct you to the Cougar Foundation Booth; each night may be a different location.

\*All workers must be 18 years or older. All workers must take a Safe Serving Alcohol Training (TIPS) class before they are allowed to work at the Save Mart Center. If you already have a valid LEED or TIPS card from ABC, you may show it to Save Mart Center management and you will be allowed to work.

### **Attire for All Venues**

Save Mart Center: requires a t-shirt. They issue a shirt to wear over your T-shirt. (If you want long sleeves they need to be black.)

Tennis or hard-toed comfortable shoes with closed heels and toes. No high heels.

Pants must be black in color.

Shorts, Capri's or skirts are **not permitted** at Save Mart Center.

Call the coordinator if you have any questions about the uniforms.

### **Working Information**

We have estimated the time you will be expected to show up on the sign in sheet. The coordinator will contact you a few days before the event to finalize the arrival and departure time. The normal working time requires 4-5 hours.

Savors provides a booth manager, however Cougar Foundation will also have someone who is in charge. If you have any trouble with a manager, call our coordinators and advise them of the situation.

No alcohol of any kind is to be consumed by workers until you have left the premises. No one is allowed to show up with alcohol in their system. If you are caught drinking alcohol while working you will be immediately escorted out of the venue and the Cougar Foundation will no longer be allowed to participate in these fund raising events.

Tips are to be turned into the Cougar Foundation. See our tip policy later in this handbook.

If you are scheduled to work, and cannot fulfill the commitment, please call the coordinator (Jennifer Mericle (559)970-5053) or find someone to replace you. Let the coordinator know about this change immediately. We commit to having a given number of workers and we may be charged for non-compliance.

### **Jobs Descriptions:**

Early worker – MONEY Manager picks up the cash, verifies the amount given, fills and refills cash drawers, counts and makes cash drops during venue and then balances and signs the final cash turn-in sheet with the Savor's accounting office.

Early Worker - Takes pre-inventory, counts items carefully and signs lists. This is the entire basis on which we balance, or we are charged for missing items. Make sure the inventory is 100% accurate before you sign their tally.

Other jobs - include setting up food products, working cash drawers, selling to customers, prepping food, cleaning counters, cleaning floor in front, pouring soda or bringing food to the counter workers.

WHEN SELLING ALCOHOL, always asks for a valid photo, such as an ID, California Driver's License. Anyone who purchases alcohol must be 21 years of age. If you have any doubts, do not sell to the individual and call the booth manager to handle any issues. See Savors Alcohol Training Manuel. (See attached)

Make sure you sign in and out, listing your name and what group you want to get credit for your attendance. This list must get to the coordinator immediately in order for your credits to be posted to your account in a timely manner. If we do not get a sign-in sheet for every venue, we cannot give you the proper credits.

## **YOUR CHS PARENT CREDIT ACCOUNT**

**Gay Gentry at 327-1296 or [gaygentry@cusd.com](mailto:gaygentry@cusd.com) manages the worker credits for CHS Parents.** She will verify your funds available and will have a list of every event you have worked, with the amount of credit issued. You have control over these funds to transfer, pay, or receive reimbursement for any allowable CHS expense.

Gay Gentry can be contacted to authorize disbursement of your funds through the following means:

- Cougar Store (B02)
- Email at [gaygentry@cusd.com](mailto:gaygentry@cusd.com)
- Phone at (559)327-1296

If you purchase a reimbursable item, we will write a check to you for the cost. We will make checks payable to vendors (like Graduate Services) for purchases and will mail the check for you, providing we have the correct address.

**CLOVIS HIGH SCHOOL  
ALLOWABLE REIMBURSEMENT  
FOR EARNED CREDITS.**

By State Law, only school related expenses may be reimbursed to volunteers. No one is to be paid cash in any form. Therefore, earned credits are donated to the Cougar Foundation and held in trust to off set your school costs.

**HOW THE SYSTEM WORKS:**

1. Ledger accounts are kept on all volunteer credits.
2. Credits are held for our volunteers until a request form is filled out and signed by the individual volunteer. Reimbursement checks normally will be cut the same week. They can be mailed if an address is provided and by marking the "Mail" line on the requisition. Credits will not be transferred nor will checks be written, until funds have been verified, proper request forms are filled out, and the original receipt attached. The volunteer must sign or authorize all requisitions or transfers.
3. Reimbursement for approved expenses requires a written receipt to accompany the requisition form. **No receipt = No reimbursement.**
4. Volunteer credits can be used to defray the cost of the following:
  - A. GROUP/TEAM EXPENSES
    1. Trips
      - a. Registration or entry fees
      - b. School trip expenses for athletics or clubs
    2. Uniforms
      - a. Spirit packs
      - b. Uniform costs
    3. Clinic/Camp expenses
      - a. Must be approved by CUSD board
    4. Letterman/Club jackets
  - B. OTHER EDUCATIONAL EXPENSES
    1. testing costs
    2. test prep sessions
    3. PE clothing
    4. other CHS obligations (textbook/library)
  - C. SENIOR EXPENSES
    1. school ring
    2. cap & gown
    3. grad night/sober grad
    4. ½ of Senior Pictures

D OTHER EXPENSES

1. yearbook
  2. prom/winter formal bids
  3. parking permits
  4. spirit shirts
  5. Any other requests must be approved by the school administration.
  6. Activities Pass
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5. Credits can be transferred to another group or be donated to the Cougar Foundation.
  6. Volunteers may continue working even if his/her student is no longer in a specific program, or has graduated.
  7. Credits will be kept for the adult that worked on the books for one (1) school year after you quit volunteering. At that time, credits will be transferred to the General CF Account unless otherwise designated.
  8. Credits cannot be used to pay for items sold in other booster clubs.
  9. Credits can be used to purchase anything in the Cougar Store.

**CLOVIS HIGH SCHOOL COUGAR FOUNDATION**  
**GENERAL INSTRUCTIONS FOR REIMBURSEMENT OF  
WORKER'S CREDITS**

*The money is held in trust in the Cougar Foundation General Account.*

REQUISITION for Payment: White with Blue lettering 3 part  
NCR form

1. Checks will be written when this form is used.
  - a. Payments to Clovis High School for any student body use; list reason and students name. Make sure worker signs requisition.
  - b. Example – Cheer, Yearbook, Senior Trip, School Dances, Choir, Band, etc.
2. Checks for reimbursement to individual worker.
  - a. If you want a check mailed out, make sure your address is written on the form and you check the MAIL line. Check will be mailed the next day after they are received, otherwise, you can pick up the check in the Cougar Foundation Office located in B02 inside the Cougar Store. Check copies of payments are not acceptable.
3. Checks for payment to Vendors.
  - a. Make sure you have the vendor's name and address listed on the form. Attach a copy of the invoice or bill. A copy of invoice will be sent when the check is mailed. This helps the vendor post the payment to reflect the proper credit to your account.
  - b. Reimbursements can be made in payments as credits are acquired. Keep your own accounting records of what the allowable expense was and how much has been paid. Refer to this on your requisition and the receipt if needed.
  - c. Reimbursements will only be made one year from the date the actual expense occurred. Reimbursements will only be made for past expenses while your student attends Clovis High School.
  - d. You can list several items and the amount of payment on one requisition, if it is payable to the same payee. Example: Clovis High School --

**TRANSFER: 4-PART NCR WHITE FORM**

4. Transfer funds internally within the Cougar Foundation General Account.  
If you have any further questions, please feel free to call 327-1320 or 327-1296.  
Thanks for your support and always being there for Clovis High.

# **COUGAR FOUNDATION SAVOR'S**

## **TIP POLICY**

FOR CLOVIS HIGH VOLUNTEERS:

1. You may not overtly solicit any tips, but you are encouraged to accept them.
2. If a tip is received, you must turn it into the tip-jar, the volunteer in charge of money, or the Cougar Foundation Office at Clovis High.
3. You may never keep all or any part of a tip received; if you do it is considered payroll earnings to you and jeopardizes the foundations non-profit status.
4. It is the policy of the Cougar Foundation that any tips received will be deposited in to Savor's account and will pay for credits that are short when income from events does not cover costs.
5. Anyone found keeping tips, gifts, or any other items, will not be permitted to work any future venue.
6. If, in the past, you have collected tips and kept them, please turn them in immediately. We will keep records of all tips paid by event.
7. Any questions, please call the Cougar Store office at 327-1296.
8. We appreciate your dedication to help Clovis High Students and Thank You for your continued support!