



## **VIEPARS Fundraising Information**

Coors Field, Ball Arena, DU, CU, Dick's Sporting Goods Park, etc.

Here is the information for how to get started fundraising through VIEPARS. Once you have completed step one, please direct all questions regarding this fundraising opportunity to Tori - [tori.hamill@yahoo.com](mailto:tori.hamill@yahoo.com). She will happily help you with all of your questions.

**Step 1:** Email the contact person for the venues you wish to fundraise through to get added to the email list and get access to the signup genius for that location. Please let them know what group you are fundraising for.

Denver University: Laura McManus is the coordinator for this venue and she can be reached at [viepars.du@gmail.com](mailto:viepars.du@gmail.com). Volunteers at this venue must be at least 16 years of age. We have a combination of standworkers (whom can be alcohol certified or not) and cashiers/managers whom must be at least 18 years of age and alcohol certified.

Ball Arena: Shelley Turner is our coordinator for Ball Arena aka Pepsi Center and she can be reached at [viepars.pepsi@gmail.com](mailto:viepars.pepsi@gmail.com).

Coors Field, Colorado University - Boulder Folsom Field, Dicks Sporting Goods Park (DSGP), Denver Coliseum and Empower Field: Tori Hamill is the coordinator for this venue and can be reached at [tori.hamill@yahoo.com](mailto:tori.hamill@yahoo.com).

**Step 2:** Signup for events that you wish to fundraise

**Step 3:** Request a check from VIEPARS to be sent to American International Travel and Tours as a donation on behalf of your student (or yourself)

- Please do not request a check every time you work. This will create unnecessary work for Tori. Please request checks after some funds accumulation, or when a payment is due for the trip.
- Please also send an email to Coral @ [corallynnearnold@gmail.com](mailto:corallynnearnold@gmail.com) informing her that a check is on its way. Please identify the amount of the check and who it should be credited to.

When requesting a donation check, 3 pieces of information need to be provided:

- 1) The payable name of the organization to receive the donation (i.e. American International Travel and Tours)
- 2) The payable amount to be donated
- 3) Mailing address to send the donation check

**Additional Information:**

- Tori will email everyone when a donation check is received and funds are available.
- Donation checks will not be written to individual persons under any circumstances.
- Donation requests must happen via email.

**Detailed information for the curious provided by Tori:**

The dress code at each of these venues is long black slack-type pants, not jeans nor leggings. Our sponsor (Sodexo at DU and Observ everywhere else) will provide the polo work shirt and a ball cap. Comfortable black close-toed shoes are a must because you will be standing/walking on hard concrete floors for hours. Many of these venues are outdoors and open to the weather elements, so I advise dressing appropriately in layers; it is better to have that extra long-sleeved shirt and not need it than to wish you had brought it with you because you are cold. The undershirt can be short or long sleeves and should be white, grey or black. Coats and jackets are acceptable if you can pull your polo work shirt over the top to represent yourself as a worker and not a fan. Long johns and wool socks are recommended for those winter sport activities.

Ten days before an event (or a homestand, which is a series of consecutive events), Shelley or I confirm our volunteers to Observ. If we have five volunteers and Observ needs ten for staffing, then they fill the remaining slots with volunteers from other NPOs or their employees. If you volunteer within the ten days, Shelley or I reach out to Observ to try to secure a volunteer slot for you but, if they have already filled the remaining slots, then you are waitlisted. If someone on their schedule cancels, then Observ notifies us they have an opening for us to add another volunteer. The staffing required at each venue for each event is decided by the concession management company (ie Legends, Levy or Aramark).

At the venues Legends manages (Ball Arena and DSGP), they staff their alcohol points of sale with their employees. Legends does not require their employees to divide cash donations with the stand workers. Legends is also not set up to donate forward

electronic donations; those are reported as income to their employees. At these venues, our fundraising is an hourly \$17.29 donation which is supplemented with an additional donation from Observ based on sales at the event. Anyone (alcohol certified or not) at least 15 years of age can volunteer for these standworker fundraising opportunities.

Observ does not participate in the sale of alcohol at Coors Field nor CU - Boulder Folsom Field. Anyone (alcohol certified or not) at least 15 years of age can volunteer at these standworker fundraising opportunities. Our fundraising is \$17.29/hour. Cash donations are expected to be divided equally between all of the workers at each stand. Electronic donations are included in our donation check from Observ.

Observ does participate in the sale of alcohol at Denver Coliseum and Empower Field. We have a combination of standworkers (whom can be alcohol certified or not) and cashiers/managers who must be at least 18 years of age and alcohol certified. The minimum volunteer age at both these venues is 15. Our fundraising is \$17.29/hour. Cash donations are expected to be divided equally between all of the workers at each stand. Electronic donations are included in our donation check from Observ.

From time to time there will be concerts at some of the sporting venues which gives us the opportunity to participate in alcohol sales (such as Dead & Co) and, instead of an hourly donation, we fundraise a flat donation. We also have some volunteers who manage vendor beer rooms at Broncos game and fundraise a flat rate. All of our fundraising events are posted on SignUp Genius for volunteering.

The check-in time noted is the time you need to be checking in with Observ (or Sodexo) to get your work assignment. Broncos has limited parking, so we park at other venues and then busses shuttle volunteers to Empower Field, so be sure to include this in your preparation time. End times are estimated and at the mercy of the length of time it takes to complete the game (or event).

Because we are volunteers, I do not have a staff of employees readily available when you are unable to keep your commitment to volunteer. Observ has a staffing requirement to meet set by the concession management companies. If ten days ahead of an event Shelley and I committed to have five volunteers at the event, we need to have five volunteers. If you need to cancel with less than 24 hours notice, you need to call/text me (303-594-9918) or Shelley (303-931-0677) right away so we can send an SOS to the group for a replacement volunteer. To discourage these types of cancellations, there is a \$50 donation deduction from the volunteer cancelling. If we can find a replacement volunteer, they receive the \$50 for rearranging their schedule to fill your slot. If we do not find a replacement volunteer, the \$50 is added to VIEPARS

general fund to help cover operating expenses. All no call/no shows are an automatic \$50 donation deduction.