

RSS Concession Policy and Procedure

The following tips, policies, and procedures apply to concession stand shifts in the Student Recreation Center. For other locations on and off campus, please contact the appropriate facility for information.

Preparation

- Your club members will have to purchase all food and supplies for the RSS concessions stand.
 - Buy items such as water, Gatorade, pizza, hot dogs, and candy.
 - The above items can be bought in bulk for affordable price and easily sold for a profit.
 - Avoid items that require several ingredients. The resulting price may be unattractive to customers.
- Item pricing should be reasonable but somewhat expensive.
 - Items should be more expensive than normal.
 - Example: \$4.00 for a hot dog as opposed to \$2.00.
 - Remember that you are generating funds to support your club's future operations.
- All revenue will be deposited into your RSS sport club account.
 - You are using RSS funds as startup cash, and all cash must be returned to the department for accounting purposes.
- If personal funds are used to purchase food, you may request a reimbursement if funds are available in your RSS sport club account.
 - We will not reimburse any purchases using your off-campus sport club business account.
 - You may not request contingency funding for concessions activities.

Event Day

- Please arrive fifteen minutes (15:00) before the start of your concession timeslot.
- Please visit the reception desk and speak to the facility manager.
 - State that you are a sport club scheduled to staff the concessions stand.
 - Request use of the kitchen and the ice barrels/chests.
- You will receive a green cash bag and a red cash bag.
 - The green cash bag will contain \$150.00 in startup cash.
 - Verify that \$150.00 has been received at the start of your timeslot.
- Keep track of all sales and inventory throughout the shift.
 - The Competitive Sports Office and RSS are not responsible for any misplaced, lost, or stolen revenue or inventory.
- If you have any questions, concerns, or requests, please visit the reception desk.
 - You can also text Victor @ 618-303-6173.
- At the end of your timeslot, you will deposit all revenue into the red bag (minus \$150.00) at the end of your timeslot.
 - Please remember that \$150.00 will be returned to the green cash bag.
 - The \$150.00 will not be included in your revenue.
 - Count the money multiple times to verify the revenue for the day.
 - Write the total revenue on the included form and insert the form into the red bag.
- Please remove all your food and supplies from the concessions area, kitchen, and ice barrels.

Post-Event Timeline

- The RSS Business Office will count the revenue in the red cash bag.
- The Competitive Sports Office will contact the president and/or treasurer via email to verify the revenue generated that day.
 - Please understand that, barring counting errors, the RSS Business Office's count will be considered official and final.