

2012 Non-Profit Group Contract Handbook



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Dear Non-Profit Group,

Thank you for your interest in the Group Fundraising Program with Milwaukee Sportservice, the contracted concessionaires for the Milwaukee Brewers. This program is designed to give local Non-Profit Volunteer Groups the opportunity to raise funds by working in concession stands during Milwaukee Brewer Baseball games at Miller Park.

Working at Miller Park can be a great way to earn money for your organization. Groups from last year's exciting Brewer Season reported earning extraordinary amounts to help with their non-profit needs. In 2011, Sportservice donated over \$1 million for services provided by more than 90 Milwaukee area non-profit groups! Making this kind of money requires a great deal of teamwork and commitment, to be successful. It is vital to have a core group of willing volunteers to participate in the program and a strong Group Leader from your group, to guide the process.

This handbook includes all the information you need to become a part of the Sportservice team. Please read through this information and relay it to everyone interested in working at Miller Park. It is a great way to make money, but does require teamwork and commitment to ensure everyone involved has an enjoyable experience. Please discuss all details of this packet with your non-profit team, before making your group decision.

If your group is committed to volunteering at Miller Park, please fill out the following pages and keep one copy of each document on file for your group.

- Acceptance of Terms (Page 20)
- 2012 Event Sign-up (Page 22)
- W-9 Tax Form (Page 21)
- IRS paperwork stating your Group's 501(c)(3) tax-exempt status(Example Page 5)

Paperwork must be turned in by January 16th, 2012 to be considered for the Group fundraising program. However, based on staffing needs, Groups are always accepted throughout the season. Please contact the Group Coordinator for availability.

Once a contract has been completed and all paperwork turned in, a Welcome Packet will be mailed with the approval of your dates. This packet will include our training schedule and other important information. Please feel free to contact me via phone or email at any time with questions. I look forward to a winning partnership in 2012!

Sincerely,

Barb Boyle

Barb Boyle
Non-Profit Group Coordinator
(414) 902-4725
groupmiller@dncinc.com

PURPOSE AND GOALS:

This contract handbook is designed to familiarize you and your Group with the fundraising opportunity at Miller Park. Milwaukee Sportservice donates money to local Non-Profit Groups in exchange for their services in the concessions department. This material will also introduce company policies and procedures as well as make you more aware of the commitment it takes to be a successful volunteer Group at Miller Park.

The goal of Sportservice is to consistently meet and exceed customer and client expectations while providing the best possible products with the best possible service.

“Creating special experiences, One guest at a time.”

BACKGROUND:

Hundreds of Non-Profit Groups have worked for Milwaukee Sportservice for more than 19 years at Milwaukee County Stadium and now Miller Park.

Each season, Non-Profit Groups have the opportunity to operate certain food and beverage locations. The Non-Profit Groups operate the stands as a means of raising funds for their organizations. It is the responsibility of the Group to provide their contracted amount of trained volunteers needed at each event. The Group volunteers offer their services by contract and receive no personal compensation. Milwaukee Sportservice donates a portion of those earnings to each group for their service.

Sportservice began in 1915, as a theater concessionaire. In the early 1920's they moved into the major leagues. Sportservice is now a subsidiary of Delaware North Companies, a diversified international holding company located in Buffalo, New York. Delaware North Companies employ more than 40,000 associates throughout the world.

MANAGEMENT PHILOSOPHY:

Contracting out concession stands to Non-Profit Groups for the purpose of fundraising is a service that benefits both Sportservice and the Non-Profit Group. Sportservice is a national concessionaire priding itself on its commitment to community involvement. There is great pride taken in our affiliations with the Non-Profit Groups and we consider them an essential part of our Sportservice Team.

WHO DOES THE GROUP WORK FOR?:

The Group will work for the Concessions Department of Milwaukee Sportservice. The following are the management positions that will directly affect Groups:

Concessions Manager: Responsible for all Concession staffing and the general operation of the Concession Department.

Group Coordinator: The everyday contact for Group members. The Group Coordinator is responsible for recruitment, scheduling, payment, training, and all other matters regarding Non-Profit Groups.

Level Supervisor: The front line manager who works the actual Event and is responsible for the supervision of several concession stands and portables on a level. Level Supervisors give direction to Stand Managers and are in direct contact with the Group Coordinator.

TAX-EXEMPT LETTER FROM IRS:

Example of statement needed for Non-Profit group tax exemption and Non-Profit status:

“This letter is to verify exemption under IRS 501(c) (3). Our records indicate that your organization is tax exempt. “

As a service, the IRS **may** be able to issue a “Government Affirmation Letter”. Sportservice will accept the Government Affirmation Letter as the substantiation needed for verifying tax-exempt status, which may be pending, providing the above statement is indicated in the letter.

Non-Profit Groups should call the IRS @ 1-877-829-5500, press 2, then 4, to inquire about this letter. It may take 30 days or more to receive this letter from the IRS.

Your contract and game choices will not be processed until we receive this required information.

NON-PROFIT GROUP GENERAL LIABILITY INSURANCE:

Look no further for general liability coverage for your Non-Profit Group while working at Miller Park. Let BenePac, Inc. assist you with your insurance needs for the game and the whole year through.

BenePac, Inc., a member of The Benefit Companies, Inc., has been servicing the liability needs of groups like yours for over 30 years. They offer the following:

- Annual liability policies with low rates
- Special Event insurance available
- Fast turn-around time on quotes
- Additional lines of insurance to meet all your group's insurance needs

For a no-obligation quote, please contact:

Pat Sieloff
Phone (262) 207-1999 Ext 181
Email: psieloff@benepac.co

BenePac, Inc
250 N Patrick Blvd #100
Brookfield, WI 53045

2012 Volunteer Group Agreement to Provide Concession Operations

Unit Name: Milwaukee Sportservice
(Hereinafter as SPORTSERVICE)

Unit Manager: Tom Olson
Location: Milwaukee, Wisconsin

Contact: Non Profit Group Coordinator

Phone: (414) 902-4725

Fax: (414) 902-4732

1. GROUP REQUIREMENTS

- 1.1 Group is contracted for operation of Concessions Stands. Members will be available for at least (but not limited to) 12-14 stadium Events between March 15, 2012 and November 20, 2012, as agreed upon by SPORTSERVICE and the Group contract. All rules set forth in the 2012 Volunteer Group Agreement apply throughout this time period.
- 1.2 The Group must certify that it is a non-profit, tax-exempt organization as defined in section 501 (c) (3) of the Internal Revenue Code. Non-Profit Groups must operate for civic, charitable, religious, and/or educational purposes.
- 1.3 The Group certifies that payments received by the Group will be used to support the Group's activities. It also certifies that no payments will be made to any individual in return for the service performed at Miller Park for Sportservice.
- 1.4 The Group must agree to sign the enclosed Acceptance of Terms. This document is the official binding between the Group and Sportservice.
- 1.5 Groups will be contracted as 6, 10, 12, or 14 person groups. Groups must provide one (1) Group Leader who will serve as the sole contact between the Group and the Non-Profit Office.
- 1.6 Every Group worker must be eighteen (18) years old or older and have a valid photo ID.
- 1.7 Every Group worker must attend one full length three (3) hour annual training before working their first event.
- 1.8 Groups returning from 2011; must have completed 2011 contract: Must contract for Eleven (11) regular events (not including Cubs Events) plus one (1) playoff game (if applicable) OR one (1) Block Program plus one (1) playoff game (if applicable); See Schedule, Section 2.6.
- 1.9 New Groups not returning from 2011 or non-completed 2011 contract: Must contract for Thirteen (13) regular events (not including Cubs Events) plus one (1) playoff game (if applicable) OR one (1) Block Program plus one (1) playoff game (if applicable); See Schedule, Section 2.7.
- 1.10 **Groups must work with their contracted number of people for an event to count toward their minimum game requirement.**
- 1.11 All Groups may be required to choose a portion of their games based on the business needs of SPORTSERVICE; See Schedule, Section 2.10.
- 1.12 Group volunteers working at Miller Park are GuestPath representatives. Group members are expected to represent their Group, SPORTSERVICE, and the Milwaukee Brewers positively.
- 1.13 All Group volunteers must be willing to wear the designated SPORTSERVICE uniform, complete Alcohol, GuestPath, Food Safety, Payment Card Industry, and Technical Trainings. The Group agrees to follow all SPORTSERVICE Rules and Regulations.
- 1.14 SPORTSERVICE has the final authority of accepting or declining a Non-Profit Group that wishes to be involved in the program.

2. SCHEDULING

- 2.1 “Event” will be defined as any opportunity where a Group works on behalf of SPORTSERVICE at any Major League Baseball game (including post-season), concerts, or any activity utilizing Miller Park or Miller Park grounds. An “Event” must be worked with the contracted number of people in a Group to count towards their total number of Events worked.
- 2.2 “Weeknight Event” will be defined as any opportunity where a Group works on behalf of SPORTSERVICE at any Monday-Thursday night Major League Baseball game at Miller Park. “Weeknight Events” will not include any Cubs Events or Opening Day. A “Weeknight Event” must be worked with the contracted number of people in a Group to count towards their total number of Events worked.
- 2.3 **Group will provide the requested number of volunteers as determined by SPORTSERVICE on a game-by- game basis. Groups will contract for a concession stand that requires 6, 10, 12, or 14 people to operate. Groups must choose to be only one of the above group sizes for the duration of the 2012 contract.**
- 2.4 All Groups will have the option to elect to work a Block Program. The Block Program allows for completion of the contract in a shorter amount of time. Groups electing to contract using the Block Program format agree to the following:
- a. **The Group MUST work all Events within their contracted block, including holidays and Weekday Day Events.**
 - b. Successful completion of the Block Program will result in an increased percentage for all Events worked within the block; See Donation, Section 8.10.
 - c. Any cancellation within the contracted block will result in forfeiture of the Group’s deposit.
- 2.5 **All Groups must be available to work Opening Day; Opening Day is April 6, 2012.**
- 2.6 Any Group with a completed 2011 contract returning for the 2012 season must choose Events based on the following criteria:
- a. Seven (7) Events (excluding Cubs Events); Opening Day or One (1) Weekday Day Event (excluding Cubs Events) or One (1) additional Weeknight Event (Monday-Thursday); Two(2) Weeknight Events (Monday-Thursday); One (1) Regular Season Event in August, September or October; One (1) Playoff Event within NLDS or NLCS (if applicable).
- OR**
- b. One (1) Block Program plus One (1) Playoff Event within the NLDS or NLCS (if applicable).
- 2.7 Any New Group or Group failing to complete their 2011 contract must choose Events based on the following criteria:
- a. Seven (7) Events (excluding Cubs Events); Opening Day or One (1) Weekday Day Event (excluding Cubs Events) or One (1) additional Weeknight Event (Monday-Thursday); One (1) Regular Season Event in April or May; Two(2) Weeknight Events (Monday-Thursday); One (1) Weekday Day Event or One (1) additional Weeknight Event (Monday-Thursday); One (1) Regular Season Event in September or October; One (1) Playoff Event within NLDS or NLCS (if applicable).

OR

- b. One (1) Block Program plus One (1) Playoff Event within the NLDS or NLCS (if applicable).

- 2.8 Once a Group has signed up for the minimum amount of Events, the Group is then eligible to sign up for Cubs Events.**
- 2.9** Any Group joining the Non-Profit Group Program after July 1, 2012 may not be required to complete a full contract; however, no bonuses will be paid unless a full contract is completed. SPORTSERVICE will withhold a \$500.00 deposit which will be refunded upon contract completion.
- 2.10** If a Group is canceled by SPORTSERVICE they must schedule another Event to complete their contract. The Group will NOT be reminded to do this. Groups will not receive monetary compensation if they are canceled by SPORTSERVICE. It is the responsibility of the Group to ensure that their contract is completed and valid.
- 2.11** The Group must provide one Group Leader or trained Cash Manager for each of the Group's scheduled Events. Absence of a Group Leader or trained Cash Manager may require rescheduling of the Group's Event to another available date. Group Leaders and Cash Managers will be required to attend an additional training session; See Training, Section 3.9.
- 2.12** SPORTSERVICE reserves the right to utilize Group workers to meet scheduling needs. This may include combining Non-Profit Groups to operate larger stands or splitting Non-Profit Groups to cover multiple locations. Advance notice to the Group is not required, but may be given when possible.
- 2.13** The Group will completely operate the Concession location(s) assigned for each scheduled Event. If the Group does not have enough members to adequately operate the location(s), SPORTSERVICE may assign hourly associates to the location(s).
- 2.14** Stand and location placement will not be promised or released to any group in advance of their scheduled Event.
- 2.15** The Group may be allowed to provide additional workers with advance notice and upon approval from the Non-Profit Coordinator. The Group will receive minimum compensation for each additional approved worker; See Donation, Section.
- a.** The Group will NOT receive minimum compensation for unapproved additional workers reporting to work.
- 2.16** SPORTSERVICE may need to move Group workers to cover locations after Group workers have checked in and reported to their assigned location(s). Moving of Group workers is at the discretion of the Non-Profit Group Coordinator.
- a.** The Group will receive \$75.00 per moved worker for any Weekday Day Event (excluding Opening Day, Cubs Events, or Postseason Events).
 - b.** The Group will receive \$60.00 per moved worker for all other Events including Opening Day, Cubs Events, or Postseason Events.
- 2.17** All Groups are required to notify the Non-Profit Group Coordinator of cancellations in writing via e-mail at least seven (7) business days before the contracted Event. Failure to provide proper notice will result in a \$75.00 fee per contracted worker.
- 2.18** All Groups unable to provide their contracted number of workers for an Event must notify the Non-Profit Group Coordinator in writing via e-mail at least seven (7) business days in advance. Missing workers must be approved by the Non-Profit Group Coordinator. Unapproved missing workers will result in a \$75.00 fee per missing worker.
- 2.19** Any Group with workers reporting more than thirty (30) minutes after their scheduled report time will result in a fee of \$50.00 per late worker.

- 2.20** A Group exceeding three (3) separate Event late fees during the timeframe of this Agreement may be subject to termination.
- 2.21** The Group Leader **MUST** fax or email the Event Day Worker List for each Event at least **three (3) business days (72 hours) in advance**. If a Group works a Monday Event, the Event Day Worker List will be due no later than the Wednesday before at 12:00 PM.
- a.** An Event Day Worker List form will be included in the Welcome Packet. This form will be available in EXCEL & WORD format for your e-mail convenience. Use only SPORTSERVICE forms to submit your roster for each event.
 - b.** Failure to submit the Event Day Worker List at least three (3) business days (72 hours) in advance will result in a monetary deduction of \$20.00 from the Group's commission statement for each occurrence. ***Do not rely on the Group Coordinator for reminders to turn this in.***
- 2.22** All Group workers receive FREE parking in the Spahn Lot at the stadium. The Group Leader will receive parking passes in the mail monthly prior to each Event in which the Group is contracted from the Non-Profit Group Coordinator. SPORTSERVICE WILL NOT reimburse the parking fee if a Group worker fails to obtain a parking pass from their Group Leader. SPORTSERVICE is not responsible for parking. Please contact IMPARK at 414.902.4979 with any questions.
- 2.23** Unauthorized admission by Group workers through the North Dock entrance when not scheduled to work is viewed as "theft of services" and will result in termination and exclusion of the individual from the Group Program.
- 2.24** The Group must submit written requests to work more than their minimum contracted number of games.
- 2.25** Any Group that cannot work one (1) required Playoff Event will forfeit their \$500.00 deposit.
- 2.26** A contract between SPORTSERVICE and the Group shall be considered valid once the Group has submitted a list of Events chosen to work and the dates have been approved by the Non-Profit Group Coordinator. The Group is expected to complete this contract. Any Group failing to fulfill their contract minimum, for any reason, will forfeit their \$500.00 deposit.
- 2.27** Scheduling for the Concessions Department is based upon forecasting and Management directed business needs for each Event. All scheduling will be done in advance after SPORTSERVICE has received a complete and valid contract. Scheduling and date approvals will be done based on history of the Group, Group size, contract size, and contract receipt date.
- 2.28** Dates will NOT be held for any Group with missing paperwork or an improper contract.

3. TRAINING

- 3.1** Before working an Event, all Group workers must attend one (1) mandatory orientation/training which will include responsible alcohol service, sanitation, food safety, payment card industry, general stadium rules, GuestPath Universal Service Standards, and Service Recovery. The training session is approximately three (3) hours in duration.
- 3.2** Training schedules will be released once a completed and valid contract is submitted. Groups will not be allowed to train or receive training dates until **ALL** necessary paperwork is on file with SPORTSERVICE.
- 3.3** No off-site trainings are available.

- 3.4 All trainings will be at Miller Park, offered several days a week in January, February, and March. Limited trainings are available April through September. Reservations are required due to limited seating. RSVP for training dates as soon as possible after receiving the Welcome Packet as dates fill very quickly.
- 3.5 Reservations must be submitted by the Group Leader to the Non-Profit Group Coordinator via phone or e-mail request. Requests will be confirmed based on availability. Blocks of seating to train are NOT available.
- 3.6 Names of each trainee must be submitted to the Non-Profit Group Coordinator. No-shows at training will result in a \$10.00 fine per person missing to the Group and will be withheld from a future commission.
- 3.7 The Group does not need to train all workers on the same day or together.
- 3.8 Training must be completed in order to ensure the safe and proper use of all stand equipment. It also provides an opportunity to become familiar with the expectations and policies of SPORTSERVICE. Reservations with the Non-Profit Group Coordinator are required to attend.
- 3.9 **ALL** Group Leaders and Cash Managers are required to attend an additional training in which SPORTSERVICE inventory and cash handling procedures and policies will be covered. Reservations with the Non-Profit Group Coordinator are required to attend.
- 3.10 CHILDREN ARE NEVER ALLOWED AT TRAINING.
- 3.11 Due to alcohol service laws covered in training, **Group workers that arrive more than 10 minutes late for training will not be allowed to train at that session.** There will be NO EXCEPTIONS and Group workers will not be allowed to enter. Training must be rescheduled for a later session for each late Group worker.

4. GENERAL WORK RULES

- 4.1 **All Group workers must abide by the SPORTSERVICE customer service rules, a copy of which will be made available to everyone, and follow the specific operational directives given by the Unit Manager and all designated Supervisors.**
- 4.2 All Group workers will abide by the SPORTSERVICE work rules, a copy of which will be made available to all Group workers. Violation of any of the SPORTSERVICE work rules or any of the terms and conditions of this agreement by any Group worker may result in the immediate termination of this agreement.
- 4.3 Group workers are **NOT** permitted to speak with media representatives at any time throughout the duration of this contract. If a media representative wishes to discuss anything regarding volunteering for SPORTSERVICE at Miller Park, direct them to the MILWAUKEE SPORTSERVICE General Manager. Any Group worker found in violation of this policy will be terminated and the Group will be fined a penalty of \$500.00.
- 4.4 Groups are expected to report with the contracted number of workers for each event. All points of sale must be open and ready to operate when stadium gates open to the public. Extra time will have to be allotted for traffic, parking in the Spahn Lot and check-in to arrive by the Group's scheduled report time.

- 4.5 Under no circumstances will anyone under the age of eighteen (18) be allowed to work in a Concession stand or to enter the Stadium through the employee entrance. Photo identification will be requested.
- 4.6 Under no circumstances will anyone who has **NOT** been trained in 2012 be allowed to enter the building through the employee entrance.
- 4.7 All Group workers must enter through the employee entrance for each scheduled shift. The employee entrance is located at the Miller Park NORTH DOCK. Group workers must check-in for each event with the Non-Profit Group Coordinator and present a valid Government issued photo ID. Group workers are expected to immediately report to their assigned location as directed.
- 4.8 All Group workers must sign in at the Responsible Alcohol Service booth located near the Non-Profit Group check-in at the North Dock. Group workers must sign this sheet for each Event worked. Signing this sheet acknowledges the Group worker understands, agrees to abide by, and will uphold all of SPORTSERVICE'S Alcohol Policies.
- 4.9 All food and beverage products to be sold by the Group and all paper products used in their sale shall be provided by SPORTSERVICE at no cost to the Group. The Group is specifically prohibited from bringing into its stand any food or beverage products or any paper or plastic products.
- 4.10 Drinking cups will be provided by SPORTSERVICE. Group workers are allowed to consume non-bottled or canned fountain water and fountain soda while working for SPORTSERVICE.
- 4.11 Group workers are **NOT** permitted to consume alcohol at any time while working for SPORTSERVICE. Any Group worker in violation of this policy will be terminated.
- 4.12 Each Group worker will be allowed a meal each shift provided by SPORTSERVICE. The meal will consist of a hot dog, bratwurst, Polish sausage, Italian sausage, chorizo sausage or other sausage as approved by SPORTSERVICE.
- 4.13 Group workers are **NOT** permitted to eat, drink, or smoke on the concourses or anywhere in view of customers.
- 4.14 Group workers are **NOT** permitted to use their cell phone in view of customers at any location while volunteering for SPORTSERVICE. Cell phone use must be limited and reserved to the back of a permanent concession stand or on the Service Level only.

5. ALCOHOL POLICIES

- 5.1 Each of the duties listed below must be performed by Group workers who satisfy the applicable minimum age requirement under the laws of the State of Wisconsin for the dispensing, selling, and/or handling of alcoholic beverages.
- a. Any Group worker working as a bartender or pouring beer from a spigot into a cup at a concession stand must be at least eighteen (18) years old and under direct supervision of a bartender over twenty one (21).
 - b. Any Group worker selling beer or other alcoholic beverages to customers in the stands must be at least eighteen (18) years old. All stands have the potential for alcohol sales.
 - c. Any Group worker working as a server and delivering alcoholic beverages to customers must be at least eighteen (18) years old.

- 5.2 All Group members must comply with all laws and regulations relating to the handling and service of food and alcoholic beverages, including but not limited to the following:

At the time of sale of alcohol, any Group member who is permitted to sell alcohol shall:

- a. ask the customer for either a valid state driver's license or an identification card issued by the State Division of Motor Vehicles to non-drivers, or a military ID, or a valid passport (College ID's, and other forms of ID may not be accepted). Patron must be carded if they appear to be thirty (30) and under.
- b. not accept expired driver's licenses, identification cards, or military IDs.
- c. inspect the driver's license or identification card presented by the customer
- d. compare the description on the driver's license or identification card with the appearance of the customer for physical features such as height, weight, hair and eye color.
- e. Serve no more than two (2) alcoholic beverages per person, per legal ID.

- 5.3 Any deviation from the aforementioned will result in immediate termination of the entire Group, forfeiture of all donations otherwise payable hereunder and possible criminal penalties that might be assessed by the State of Wisconsin, county and/or city enforcement or police departments. The Group shall reimburse SPORTSERVICE for any fines, penalties or costs assessed to SPORTSERVICE for any such violation.

6. UNIFORMS/DRESS CODE

- 6.1 SPORTSERVICE will issue uniforms to the Group workers on a daily basis. The individual workers of the Group assume the responsibility of the uniform once they are picked up at check-in. The uniform is to be returned following the Event to the Uniform Room Supervisor. Any uniform that is not returned will be deducted from the Group commission at \$20.00 per uniform. The Concessions uniform will consist of the following:

Supplied by SPORTSERVICE:

- a. SPORTSERVICE Gray Polo Shirt.
 - i. Must be tucked in at all times.
 - ii. Warmer black, or gray clothing with no visible writing may be worn underneath the Polo Shirt.
 - iii. Jackets, hoodies, windbreakers, pullovers, or sweatshirts may **NOT** be worn over the Polo Shirt.
 - iv. Failure to turn in uniform shirts at the end of each Event is considered theft.
- b. SPORTSERVICE Group ID Badge.
 - i. Must be worn facing forward clipped to the collar of the SPORTSERVICE Polo Shirt.
 - ii. Must be turned in at the end of each Event or a \$15.00 reprint charge will be issued.
- c. SPORTSERVICE Miller Park Baseball Hat.
 - i. Initial charge of \$10.00 per hat for each Group worker deducted from the Group's commission.
 - ii. Replacement charge of \$10.00 per hat for lost or forgotten hats deducted from the Group's commission.
 - iii. Hats must be worn straight on the head with the brim facing forward.
 - iv. There will be no loans of hats and reimbursements for hats will not be given.

Supplied by the Group worker:

- d. Rubber soled shoes, such as tennis shoes.
 - i. **NO** open toed or heeled shoes, sandals, clogs, flip-flops, or Crocks®
- e. Black dress slacks, Capris, or shorts made of a cotton or Dockers®-type material.
 - i. Shorts must be no shorter than one (1) inch above the knees.
 - ii. **NO** jeans, pajama jeans, denim, sweat pants, mesh, cargo, leather, leggings, or athletic pants allowed.
 - iii. Black pants, shorts, or Capris with any stripes, embellishments, or other colors are prohibited.

- iv. If a Group worker is not in compliance with the pants they will be asked to change. he or she may borrow a pair of slacks from the uniform area. A \$2.00 rental fee will be assessed and deducted from the Group's commission.

- 6.2** All Group workers must wear matching baseball hats while working in the Concession stand. The Group may wear the organization's professionally silk screened or embroidered baseball hat in a solid color in place of the SPORTSERVICE issued hat. Groups choosing this option must abide by the following:
- a. Baseball hat advertisement must reflect the **OFFICIAL NAME** of the Group.
 - b. The Group baseball hat will be subject to prior approval with Miller Park Management and remain consistent with SPORTSERVICE policies.
 - c. Due to trademark laws and MLB regulations, the Group may **NOT** incorporate any logos of Major League Baseball, the Milwaukee Brewers, or any other Major League Baseball team into their hat design.
- 6.3** Socks that cover the top of the foot and are visible above the shoe must be worn. Group workers found in violation of this Health Code rule will not be allowed to work and will be asked to leave.
- 6.4** According to GuestPath standards, Group workers must keep jewelry worn to a minimum, including the following:
- a. **NO FACIAL OR TONGUE PIERCINGS**; All visible piercings, except earrings, must be removed while working for SPORTSERVICE.
 - b. No more than two (2) earrings per ear; no earrings larger than a quarter in size; no dangling earrings.
 - c. One (1) ring per hand.
 - d. One (1) conservative wristwatch; all bracelets must be removed.
 - e. Sleeve tattoos must be covered; long sleeve shirts may be worn if white, black, or gray with no visible writing.
 - f. Hair should be combed, tied back if long, and natural in color.
 - g. Make-up should be conservative and natural in appearance.
 - h. Bandanas, do-rags, head wraps, skull caps, or any other head covering between the hat and hair must be black or dark blue and solid in color (no patterns) and not visible when wearing a hat.
 - i. Gum is not permitted and must be removed before check-in while working at Miller Park.
 - j. Nails will be trimmed and under ½ inch in length. Only neutral or natural colored nail polish is acceptable.
 - k. Beards/mustaches will be well kept and trimmed – no more than one inch long. If a beard is not worn, Group workers must be clean-shaven.
 - l. Personal bags are **NOT** part of the uniform and **WILL NOT** be allowed off the Service Level. If you must bring a bag to work, you must leave it in a locker. The Group worker must provide their own lock. Items must be removed from lockers after each Event. SPORTSERVICE is not responsible for lost, stolen, or damaged items.

7. INVENTORY

- 7.1** Group Leaders are responsible for signing off on the 2012 SPORTSERVICE Corporate Accounting Policies and Procedures.
- 7.2** All Groups will be required to provide one Group worker to arrive at exact check-in time to perform the Group's beginning inventory. The Group worker responsible for verifying inventory will be considered late if he or she arrives later than one (1) hour prior to gate opening time. Late arrivals for inventory performance may cause loss without ability to dispute discrepancies. All inventory counts must be completed and verified **BEFORE** Stadium gates open to the public.

- 7.3 The Group's Event Day Leader must sign out all cash banks from the SPORTSERVICE cash room and the "Bank Sign Out/In Sheet". To be issued a bank, the designee must present the Cashier with the cash card obtained at the check-in area. The assigned designee must verify the bank prior to leaving the cash room. The Group is responsible for all cash.
- 7.4 The Group Event Day Leader is responsible for recording all pick-ups from cashier(s) drawer on the Stand Cashier Log.
- 7.5 Credit will be allowed on all spoiled merchandise approved by SPORTSERVICE Management. Excessive spoilage or over production should not occur. If there is spoilage, Group workers are NOT allowed to take extra food home. Spoilage must be verified by a Stand Manager and Level Leader.
- 7.6 The Group Event Day Leader is responsible for verifying and completing all Manager Corrects for each cashier. Cashier Corrects minus Manager Corrects should equal zero (\$0.00) dollars on the stand's Revenue Center Financial Report at the conclusion of each event.
- 7.7 The Group Event Day Leader is responsible for verifying and signing off on the stand's Revenue Center Financial Report at the conclusion of each event.
- 7.8 All Groups will be required to provide one Group worker to stay and perform the Group's entire ending inventory counts. If the Group does not perform ending inventory, the Group forfeits ability to dispute inventory losses.
- 7.9 The Group Event Day Leader must sign the Daily Location Report for each location. Signing this report acknowledges the Group verified all counts and agrees to that Event's beginning and ending totals. Any information regarding inventory discrepancies must be recorded on this sheet prior to the end of the Event.
- 7.10 The Group Event Day Leader will have the opportunity to obtain a Point of Sale versus Goods Out of Stock report for each permanent Concession stand location after each event. Failure to obtain this report may result in the loss of the ability to dispute any inventory discrepancies.
- 7.11 Any Group who arrives late or leaves early without performing all proper inventory and accounting procedures may sustain losses without the ability to dispute.
- 7.12 SPORTSERVICE reserves the right to conduct random "spot audits" of the Group's inventory, cash, cash receipts, and cash register readings at any time.

8. DONATION

- 8.1 The Group does not need to provide any funds up-front to join the Group Program. The Group's first \$500.00 earned is kept by SPORTSERVICE as a **deposit**, without interest, until the end of the season including all postseason Events. SPORTSERVICE will refund the deposit, less any monies owed, to the Group. Conditions of the refund of the deposit are determined by SPORTSERVICE and are as follows:
 - a. The Group must complete the minimum required amount of contracted Events with the contracted number of Group workers for each Event.
 - b. Failure to complete the minimum required amount of contracted Events with the contracted number of Group workers for each Event, for any reason, will result in forfeiture of the deposit.
 - c. Failure to complete the minimum required amount of contracted Events with the contracted number of Group workers shall also result in a one (1) percent deduction taken from the commission of every Event already worked.

- 8.2 The Group will earn a pre-determined commission for each Event worked. The commission is based on GROSS SALES MINUS APPLICABLE SALES TAX AND ANY CASH AND INVENTORY SHORTAGES INCURRED BY THE GROUP, EQUALING OVER 1% OF GROSS SALES. Overages will not be paid. The commissionable percentage varies depending on the terms selected in the Group's contract.
- 8.3 All donations will be calculated on an inventory basis. Cash and inventory shortages will be deducted from the Group's donation. The Group is responsible for shortages in excess of that applied against commissions. Groups booking dates in all stands will be provided a SPORTSERVICE manager, free of charge.
- 8.4 All Group workers must bring proof of age to each Event. If a Group worker fails to bring such identification he or she will not be permitted to work and that Group will not receive credit for him or her in computing any payments hereunder.
- 8.5 Several smaller groups may elect to combine into one Group to fulfill one contract upon approval from the Non-Profit Group Coordinator. Payment will only be disbursed to one Group per contract. Separation of payment will NOT be performed by SPORTSERVICE.
- 8.6 **Contracted Group sizes of ten (10), twelve (12), or fourteen (14) people** shall receive 10% of the net sales generated by the Group at each permanent stand or food portable worked.
- 8.7 **Contracted Group sizes of six (6) people returning from 2011; must have completed contract in 2011** shall receive 9% of the net sales generated by the Group at each permanent stand and food portable worked.
- 8.8 **Contracted Group sizes of six (6) people not returning from 2011, did not complete a contract in 2011 or New Groups to the Group Program** shall receive 8% of the net sales generated by the Group at each permanent stand or food portable worked.
- 8.9 **Self-Managing Groups** shall receive 10% of net sales generated by the Group at each permanent stand and food portable worked plus \$50.00 per Event if all Self-Managing requirements are met and Self-Managing status is approved by the Non-Profit Group Coordinator.
- 8.10 **Block Program Groups** shall receive 12% of the net sales generated by the Group at each permanent stand and food portable worked for every Event within the Group's chosen block. **Weekday Day Block Program** shall receive 15% of the net sales generated by the Group at each permanent stand and food portable worked for every Event within the Group's chosen block. Self-Managing, Holiday, and Weekday Day Event rates will NOT apply. The Group is expected to complete ALL Events in their contracted Block. Any Group failing to complete an entire Block of Events shall receive the following:
- a. **Block Program Group sizes of ten (10), twelve (12), or fourteen (14) people** shall receive 10% of the net sales generated by the Group at each permanent stand and food portable worked in their contracted Block.
 - b. **Block Program Group sizes of six (6) people returning from 2011; must have completed contract in 2011** shall receive 9% of the net sales generated by the Group at each permanent and food portable worked in their contracted Block.
 - c. **Block Program Group sizes of six (6) people not returning from 2011, did not complete a contract in 2011 or New Groups to the Group Program** shall receive 8% of the net sales generated by the Group at each permanent stand or food portable worked in their contracted Block.
- 8.11 **Beer and Peanut Portables** shall receive 5% of net sales generated by the Group for **ALL Events**, regardless of contracted Group size.

- 8.12 Holidays** shall be paid at 14% for all contracted Group sizes, except the Block Program. Holidays shall be defined as April 8, 2012; Easter, May 13, 2012; Mother's Day, July 3, 2012, July 4, 2012; Independence Day, and July 5, 2012.
- 8.13 July 3, 2012; July 4, 2012; July 5, 2012;** Groups that work two (2) or more CONSECUTIVE Events between July 3, 2012 and July 5, 2012 shall receive an additional 1% per each Event worked in that period. **See Payment Schedule below:**
- | | |
|---------------------------|--|
| July 3, 2012 - 14% | July 3, 2012 AND July 4, 2012 - 15% each Event |
| July 4, 2012 - 14% | July 4, 2012 AND July 5, 2012 - 15% each Event |
| July 5, 2012 - 14% | July 3, 2012 AND July, 4 2012 AND July 5, 2012 - 16% each Event |
- 8.14 Weekday Day Events; Monday through Thursday Events beginning before 5:00 PM CDT** shall be paid at 15% for all contracted Group sizes, except the Block Program and **excluding** Opening Day, July 3, July 4, July 5, Postseason Events, and non-baseball Events.
- 8.15 Cubs Events** shall be paid at the Group's regular contracted rate.
- 8.16 Weekday Day Cubs Events; Monday through Thursday beginning before 5:00 PM CDT** shall be paid at 15% for all contracted Group sizes, except Block Program.
- 8.17 Opening Day** shall be paid at each Group's regular contracted rate.
- 8.18 September and October Regular Season Events** shall be paid at 11% for all contracted Group sizes, except Block Program.
- 8.19 Postseason Events** shall be paid at 10% for all Group sizes, including Block Program.
- 8.20** The Group will be paid whichever is higher, their percentage versus their minimum for each Event.
- 8.21** The Group is guaranteed a minimum commission of \$50.00 per contracted worker provided the Group reports on time with the contracted number of Group workers.
- 8.22** The Group may bring additional workers, if needed as determined by SPORTSERVICE. Any additional workers approved in advance by SPORTSERVICE will also be guaranteed the minimum commission of \$50.00 per Group worker.
- 8.23** Any Group providing fewer Group workers than their Group's contracted size for any Event will receive the lower percentage for that Event; 9% for Returning Group or 8% for New Group.
- 8.24** Any Group providing additional Group workers above their Group's contracted size for any singular Event will NOT receive the higher percentage for that Event. The Group will receive their regular contracted rate.
- 8.25** At the end of each Event, Groups are required to clean all equipment used such as, but not limited to: grills, counters, deep fryers, sinks, reach-in coolers and freezers, popcorn machines, pretzel machines, and all utensils. All Groups are expected to mop and sweep the floors of their location(s). All grease recovered from the grill traps must be placed in grease buckets. Grease must not be disposed of in the drains. Failure to properly clean a stand may result in a \$75.00 cleaning charge deducted from the donation at the discretion of the Non-Profit Group Coordinator. SPORTSERVICE Supervisors will check out cleanliness as part of the closing procedures.
- 8.26** Any Group electing to contract for the entire Regular Season and works every Regular Season Event shall receive 12% of net sales generated by the Group at each permanent stand and food portable worked. The Group shall also receive the higher percentage for Holiday (14%) and Weekday Day (15%) Events worked.

- 8.27** Any Group with a completed contract and works thirty (30) or more Events with the contracted number of Group workers shall receive a one-time bonus of \$500.00 per contracted season.
- 8.28** Any Group that refers another Non-Profit Group who is new to the Group Program shall receive a \$200.00 referral bonus if the referred New Group completes a valid 2012 contract.
- 8.29** **Any Group that does not complete their contract will have 1% deducted from all permanent stand, food portable, and beer portable donations. Percentages will be taken out of every location worked during all Events the Group completed.** Monies will be deducted from the Group's commission and no bonuses will be paid to any Group that does not complete their contract.
- 8.30** SPORTSERVICE will mail the donation checks to the Group no later than thirty (30) days after the conclusion of a home stand, during which the Group worked at least one (1) Event. Notices of commissions earned will be e-mailed no later than thirty (30) days following the conclusion of a home stand.
- 8.31** **The Group shall have thirty (30) days after receiving the commission statements to dispute any donation computations.**
- 8.32** The Group workers are considered volunteer workers providing services for and on behalf of the Group. They shall not be deemed, for any purposes whatsoever, to be employees of SPORTSERVICE. The Group and its workers will not receive compensation for their donation of services, except for the donations as set forth above.

9. SELF-MANAGEMENT

- 9.1** SPORTSERVICE will provide a SPORTSERVICE Stand Manager free of charge. The Group may elect to self-manage their location(s) provided the Group meets the following requirements:
- a. The Group must contract for thirty (30) self-managed Events.**
 - b. The Group must provide their contracted number of Group workers for every self-managed event.**
 - c.** The Group must work for a full season prior to self-managing.
 - d.** The Group must provide one licensed bartender for each Event.
 - e.** The Group must perform a thorough cleaning of their assigned location two (2) times a season. The Group must coordinate cleaning dates through the Non-Profit Group Coordinator and stand cleanliness will be checked by Management.
- 9.2** The Group shall be reimbursed by SPORTSERVICE for up to three (3) bartender's licenses each season.
- 9.3** Any Group with self-managing status shall receive an increased donation percentage; See Donation, Section 8.9.
- 9.4** Stand preference may be given based upon number of prior seasons and Events worked.
- 9.5** Any Group applying to self-manage must be pre-approved by Concessions Management.
- 9.6** Any Group meeting the minimum requirements is not guaranteed self-managing status. Self-managing locations are limited and availability is restricted at the discretion of SPORTSERVICE.

10. LIABILITY

- 10.1** The Group hereby agrees to indemnify and hold SPORTSERVICE and Milwaukee Brewer's Baseball Club, Limited Partnership ("SPORTSERVICE'S Landlord") harmless from and against:

- a. Any claim made by any Group member arising from or relating in any way to the provision of any services by such Group member hereunder;
- b. Any claim or demand made by any governmental agency with respect to amounts which it is alleged should have been:
 - i. paid to any Group member in respect of services provided pursuant to this Agreement;
 - ii. withheld and remitted from any amount paid by Sportservice hereunder; or
 - iii. remitted with respect to any plan or fund relating to the compensation of injured workers.
- c. All law suits that may be based on any injury or alleged injury to any person (including death) or on any damages to the property of any person not a party hereto, that may arise, or that may be alleged to have arisen out of the Group's negligence or intentional action or that of its volunteer members.
- d. Notwithstanding the foregoing, any lawsuit related to the conduct of the Group or its members with respect to the sale of alcoholic beverages shall not be included in the foregoing indemnification unless the Group, or the Group's workers, did not comply with the rules of service (unless the failure to comply was immaterial to the suit or claim) described in Section 5.2 above.

10.2 The Group believes that it has adequate Commercial General Liability Insurance coverage for exposures assumed hereunder. (See handbook section: Non-Profit Group General Liability Insurance for contact information)

10.3 Please remember Safety is the Ticket. If a Group worker has any doubts about how a piece of equipment operates, call for assistance or contact the Stand Manager or Level Supervisor. Report any condition you perceive as being unsafe to the Level Supervisor or to the Human Resource Manager.

10.4 Group workers may not disassemble, modify, or attempt to repair any equipment. SPORTSERVICE will supply personnel for those activities. This would include, but is not limited to, changing pressure settings on CO2 tanks, opening automated fryer doors, reprogramming fryer timers, or changing any setting on other equipment.

11. DEFAULT/TERMINATION

11.1 SPORTSERVICE reserves the right to request removal or replacement of any Group member who (in the sole judgment of SPORTSERVICE) does not represent the best interests of SPORTSERVICE and its client with respect to the successful and professional operation of concession activities to be performed hereunder.

11.2 SPORTSERVICE is an equal opportunity company and does not discriminate against Groups or individuals on the basis of race, color, religion, creed, age, sex, handicap, national origin, or ancestry.

11.3 SPORTSERVICE reserves the right to terminate this agreement in the Event that the Group or any member thereof, in any way, violates this Equal Opportunity Policy towards employees and customers.

11.4 If the Group fails to arrive for any scheduled event, this agreement may be terminated by SPORTSERVICE and all Group's rights as they pertain to this agreement shall terminate.

11.5 SPORTSERVICE reserves the right in its discretion to terminate this Agreement without cause upon three day written notice to the appropriate Group representative. SPORTSERVICE shall also have the right to terminate this Agreement immediately in the event the Group fails to perform its obligations by issuing written notice to the Group's representative.



PAPERWORK REQUIRED FOR 2012 GROUP PROGRAM:

After reviewing the information in this packet, it is important to contact everyone in your Group and make sure your volunteers are willing to participate. If you decide you would like to participate in the program, please read the instructions below.

All paperwork should be mailed or faxed to the following:

MAIL:

Milwaukee Sportservice
Attn: Barb Boyle
Miller Park
One Brewers Way
Milwaukee, WI 53214

or

FAX:

(414) 902-4732
Attn: Barb Boyle
Must Call or E-mail to Confirm Receipt

I ask that, in order to receive priority, these materials be turned in by **Monday, January 16, 2012**. Please note that the sooner these materials are turned in, the sooner you will receive training dates and priority on events.

Contracts for the 2012 Group Program may be accepted throughout the entire season.

Please feel free to contact me with any questions. I can be reached by phone at (414) 902-4725, or via e-mail at groupmiller@dncinc.com.

Non Profit Groups:

Thoroughly read through the Volunteer Agreement (Pages 6-18).

1. Complete, sign, and turn in the Acceptance of Terms worksheet (Page 20).
2. Complete and turn in the 2012 Event Sign-Up (Page 22) This is where you select the Events you would like to contract for. These Events will be confirmed by the Group Coordinator; not all Events requested may be granted.
3. Complete and turn in the W-9 Tax Form (Page 21)
4. You will also need to submit a copy of your written tax-exempt letter from the IRS also referred to as 501(c)(3) tax exempt status. If you do not have one, you will need to ask the IRS to send you a copy. This letter needs to be submitted with a contract in order to complete your registration.
5. **No dates will be held for any group with missing tax forms or required paperwork.**
6. Please turn in your materials as soon as possible to receive priority on Event dates and training dates. Once all of your materials are turned in, you will receive a Welcome Packet with training materials included. Expect the processing of your contract to take 2-3 weeks. Please make a copy of each page for your records before sending them to Sportservice.

2012 Acceptance of Terms

Group Leader Name: _____ Secondary Group Contact: _____

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

E-mail: _____

The Group represents to SPORTSERVICE that it is a tax-exempt, not-for-profit entity whose purpose is to:

The Group Federal Tax ID number is (9 digits) 39-_____

I hereby acknowledge that I have read the foregoing agreement, that I understand the complete terms of this agreement, to be bound by the terms of this agreement, and that I have the authority to so sign on behalf of **(Group Name)** _____ and to do so bind the Group to the agreement. This agreement will be valid from March 15-November 20, 2012.

Official Group Name: _____

Stand Size Requested: **6 person** _____ **10 person** _____ **12 person** _____ **14 person** _____

Accepted and agreed to by **(Group Leader - Please Print Name)**: _____

Signature (Group Leader): _____

Title and Date: _____

Milwaukee Sportservice, Inc.

Accepted and agreed to by: _____

Title and Date: Non-Profit Group Coordinator Date: _____

Designated Group address where **donation check** is to be sent: (Checks must be made out to the **Official Group Name**)

Check Payable to: _____

Contact: _____

Address _____

City, State, Zip _____

Designated Group address where **commission statements, parking passes** and **other materials** are to be sent:

Contact: _____

Address _____

City, State, Zip _____

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
OR
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

2012 EVENT SIGN-UP FORM

GROUP NAME: _____

GROUP SIZE: _____

6 10 12 14

Please circle only **ONE** group size

CONTACT: _____

CONTACT PHONE #: _____

DAY	TEAM	DATE	TIME	EVENT	WORK
FRI	STL	4/6/2012	3:10 PM	Opening Day	
SAT	STL	4/7/2012	6:10 PM		
SUN	STL	4/8/2012	1:10 PM	Holiday (14%)	
TUES	LAD	4/17/2012	7:10 PM	Weeknight Event	
WED	LAD	4/18/2012	7:10 PM	Weeknight Event	
THURS	LAD	4/19/2012	12:10 PM	Day Game (15%)	
FRI	COL	4/20/2012	7:10 PM		
SAT	COL	4/21/2012	6:10 PM		
SUN	COL	4/22/2012	1:10 PM		
MON	HOU	4/23/2012	1:10 PM	Weeknight Event	
TUES	HOU	4/24/2012	7:10 PM	Weeknight Event	
WED	HOU	4/25/2012	12:10 PM	Day Game (15%)	

DAY	TEAM	DATE	TIME	EVENT	WORK
MON	CIN	5/7/2012	7:10PM	Weeknight Event	
TUES	CIN	5/8/2012	7:10PM	Weeknight Event	
WED	CIN	5/9/2012	12:10PM	Day Game (15%)	
FRI	CHC	5/11/2012	7:10 PM	Marquee Game	
SAT	CHC	5/12/2012	TBD	Marquee Game	
SUN	CHC	5/13/2012	1:10 PM	Holiday (14%)	
FRI	MIN	5/18/2012	7:10 PM	Marquee Game	
SAT	MIN	5/19/2012	TBD	Marquee Game	
SUN	MIN	5/20/2012	1:10 PM	Marquee Game	
MON	SF	5/21/2012	7:10 PM	Weeknight Event	
TUES	SF	5/22/2012	7:10 PM	Weeknight Event	
WED	SF	5/23/2012	12:10PM	Day Game (15%)	

DAY	TEAM	DATE	TIME	EVENT	WORK
FRI	PIT	6/1/2012	7:10 PM		
SAT	PIT	6/2/2012	6:10 PM		
SUN	PIT	6/3/2012	1:10 PM		
TUES	CHC	6/5/2012	7:10 PM	Marquee Game	
WED	CHC	6/6/2012	7:10 PM	Marquee Game	
THURS	CHC	6/7/2012	1:10 PM	Day Game (15%)	
FRI	SD	6/8/2012	7:10 PM		
SAT	SD	6/9/2012	6:10 PM		
SUN	SD	6/10/2012	1:10 PM		
MON	TOR	6/18/2012	7:10 PM	Weeknight Event	
TUES	TOR	6/19/2012	7:10 PM	Weeknight Event	
WED	TOR	6/20/2012	1:10 PM	Day Game (15%)	
FRI	ARI	6/29/2012	7:10 PM		
SAT	ARI	6/30/2012	TBD		

Place an "X" in the Work box for desired dates. Approval of chosen dates is subject to Group Program availability. Please reference Section 2.6 and 2.7 for scheduling requirements. Fill out form legibly. Reminder: CUBS events may only be chosen if you select MORE than your required minimum.

COLOR CODE KEY - 2012

Marquee Games: Higher ticket prices vs. Cardinals*, Cubs, or Twins** * = Opening Day Only, ** = Weekend (Friday-Sunday) Series Only
Weeknight Events

DAY	TEAM	DATE	TIME	EVENT	WORK
SUN	ARI	7/1/2012	1:10 PM		
MON	FLA	7/2/2012	7:10PM	Weeknight Event	
TUES	FLA	7/3/2012	3:10 PM	Day Game (14%)	
WED	FLA	7/4/2012	3:10 PM	Holiday (14%)	
THURS	FLA	7/5/2012	1:10 PM	Day Game (14%)	
FRI	PIT	7/13/2012	7:10 PM		
SAT	PIT	7/14/2012	6:10 PM		
SUN	PIT	7/15/2012	1:10 PM		
MON	STL	7/16/2012	7:10PM	Weeknight Event	
TUES	STL	7/17/2012	7:10 PM	Weeknight Event	
WED	STL	7/18/2012	1:10 PM	Day Game (15%)	
THURS	WAS	7/26/2012	7:10 PM	Weeknight Event	
FRI	WAS	7/27/2012	7:10 PM		
SAT	WAS	7/28/2012	6:10 PM		
SUN	WAS	7/29/2012	1:10 PM		
MON	HOU	7/30/2012	7:10 PM	Weeknight Event	
TUES	HOU	7/31/2012	7:10 PM	Weeknight Event	

DAY	TEAM	DATE	TIME	EVENT	WORK
WED	HOU	8/1/2012	1:10PM	Day Game (15%)	
MON	CIN	8/6/2012	7:10PM	Weeknight Event	
TUES	CIN	8/7/2012	7:10PM	Weeknight Event	
WED	CIN	8/8/2012	1:10PM	Day Game (15%)	
THURS	PHI	8/16/2012	7:10PM	Weeknight Event	
FRI	PHI	8/17/2012	7:10PM		
SAT	PHI	8/18/2012	TBD		
SUN	PHI	8/19/2012	1:10PM		
MON	CHC	8/20/2012	7:10PM	Marquee Game	
TUES	CHC	8/21/2012	7:10PM	Marquee Game	
WED	CHC	8/22/2012	1:10PM	Day Game (15%)	
FRI	PIT	8/31/2012	7:10PM		

DAY	TEAM	DATE	TIME	EVENT	WORK
SAT	PIT	9/1/2012	6:10PM	Pay @ 11%	
SUN	PIT	9/2/2012	1:10PM	Pay @ 11%	
MON	ATL	9/10/2012	TBD	Pay @ 11%	
TUES	ATL	9/11/2012	7:10 PM	Pay @ 11%	
WED	ATL	9/12/2012	TBD	Pay @ 11%	
FRI	NYM	9/14/2012	7:10PM	Pay @ 11%	
SAT	NYM	9/15/2012	6:10PM	Pay @ 11%	
SUN	NYM	9/16/2012	1:10PM	Pay @ 11%	
FRI	HOU	9/28/2012	7:10PM	Pay @ 11%	
SAT	HOU	9/29/2012	6:10PM	Pay @ 11%	
SUN	HOU	9/30/2012	1:10PM	Pay @ 11%	
MON	SD	10/1/2012	7:10PM	Pay @ 11%	
TUES	SD	10/2/2012	7:10PM	Pay @ 11%	
WED	SD	10/3/2012	7:10PM	Pay @ 11%	

Weekday Day Games: Paid at 15%, except Opening Day (Contracted Percentage), July 3 (14%) and July 5 (14%). All September and October regular season events will be paid at 11%.
Holidays: Paid at 14% (Easter, Mother's Day, Independence Day)

Block One April 6 - April 25	12 games
Block Two May 7 - May 23	12 games
Block Three June 1 - June 30	14 games
Block Four July 1 - July 28	14 games
Block Five July 29 - August 22	14 games
Block Six August 31 - October 3	15 games
Block Seven ALL WEEKDAY DAY GAMES	13 games

The Block Program will be paid at 12%, except for Block Seven which is paid at 15%, plus one playoff game.

CHOOSE YOUR BLOCK:

There are seven blocks to choose from. They are color coded for your convenience. Block Seven includes the following days:

- Thursday, April 19, 2012 - 12:10 PM
- Wednesday, April 25, 2012 - 12:10 PM
- Wednesday, May 9, 2012 - 12:10 PM
- Wednesday, May 23, 2012 - 12:10 PM
- Thursday, June 7, 2012 - 1:10 PM
- Wednesday, June 20, 2012 - 1:10 PM
- Tuesday, July 3, 2012 - 3:10 PM
- Wednesday, July 4, 2012 - 3:10 PM
- Thursday, July 5, 2012 - 1:10 PM
- Wednesday, July 18, 2012 - 1:10 PM
- Wednesday, August 1, 2012 - 1:10 PM
- Wednesday, August 7, 2012 - 1:10 PM
- Wednesday, August 22, 2012 - 1:10 PM

Miscellaneous Information:

- Groups must select ALL Events within their chosen block on the Event Sign-Up Form (Page 22).
- Any group that chooses ALL six of the block programs is entitled to weekday day game pay (15%) and holiday pay (14%) within the blocks.
- Block Seven is paid at 15% for every regular season Event.
- If for some reason an Event within a block needs to be cancelled, the Group forfeits their contract from the block program. The Group will be still be required to work the remaining Events within their original contracted block.
- The Group will also forfeit the pay rate of 12% if cancelling a game within the block program. The Group will then be paid at the rate designated by the Group Program contract for all Events worked.

IF BLOCK PROGRAM IS CHOSEN, THE GROUP MUST WORK ALL SCHEDULED EVENTS WITHIN A BLOCK.

2012 Group Block Program - - Milwaukee Brewers Schedule

ALL TIMES ARE TENTATIVE AND SUBJECT TO CHANGE

APRIL

SUN	MON	TUE	WED	THUR	FRI	SAT
					6 STL - 3:10 PM	7 STL - 6:10 PM
8 STL - 1:10 PM						
		17 LAD - 7:10 PM	18 LAD - 7:10 PM	19 LAD - 12:10 PM	20 COL - - 7:10 PM	21 COL - - 6:10 PM
22 COL - 1:10 PM	23 HOU - 7:10 PM	24 HOU - - 7:10 PM	25 HOU - 12:10 PM			

MAY

SUN	MON	TUE	WED	THUR	FRI	SAT
	7 CIN - 7:10 PM	8 CIN - 7:10 PM	9 CIN - 12:10 PM		11 CHC - - 7:10 PM	12 CHC - - TBD
13 CHC - 1:10 PM					18 MIN - - 7:10 PM	19 MIN - - TBD
20 MIN - 1:10 PM	21 SF - 7:10 PM	22 SF - 7:10 PM	23 SF - 12:10 PM			

JUNE

SUN	MON	TUE	WED	THUR	FRI	SAT
					1 PIT - 7:10 PM	2 PIT - TBD
3 PIT - 1:10 PM		5 CHC - 7:10 PM	6 CHC - 7:10 PM	7 CHC - 1:10 PM	8 SD - 7:10 PM	9 SD - TBD
10 SD - 1:10 PM						
	18 TOR - 7:10 PM	19 TOR - 7:10 PM	20 TOR - 1:10 PM			
					29 ARI - 7:10 PM	30 ARI - TBD

SEE SCHEDULING, SECTION 2.4 FOR DETAILS

JULY

SUN	MON	TUE	WED	THUR	FRI	SAT
1 ARI - 1:10 PM	2 MIA - 7:10 PM	3 MIA - 3:10 PM	4 MIA - 3:10 PM	5 MIA - 1:10 PM		
					13 PIT - 7:10 PM	14 PIT - 6:10 PM
15 PIT - 1:10 PM	16 STL - 7:10 PM	17 STL - 7:10 PM	18 STL - 1:10 PM			
				26 WSH - - 7:10 PM	27 WSH - - 7:10 PM	28 WSH - - 6:10 PM

JULY/AUGUST

SUN	MON	TUE	WED	THUR	FRI	SAT
Jul. 29 WSH - 1:10 PM	Jul. 30 HOU - 7:10 PM	Jul. 31 HOU - 7:10 PM	1 HOU - 1:10 PM			
	5 CIN - 7:10 PM	6 CIN - 7:10 PM	7 CIN - 1:10 PM			
				16 PHI - 7:10 PM	17 PHI - 7:10 PM	18 PHI - 6:10 PM
19 PHI - 1:10 PM	20 CHC - 7:10 PM	21 CHC - - 7:10 PM	22 CHC - 1:10 PM			

AUGUST/SEPTEMBER/OCTOBER

SUN	MON	TUE	WED	THUR	FRI	SAT
					Aug. 31 PIT - 7:10 PM	1 PIT - 6:10 PM
2 PIT - 1:10 PM						
	10 ATL - 7:10 PM	11 ATL - - 7:10 PM	12 ATL - 7:10 PM		14 NYM - - 7:10 PM	15 NYM - - 6:10 PM
16 NYM - 1:10 PM						
					28 HOU - - 7:10 PM	29 HOU - - 6:10 PM
30 HOU - 1:10 PM	Oct. 1 SD - 7:10 PM	Oct. 2 SD - 7:10 PM	Oct. 3 SD - 7:10 PM			

NOTES PAGE (FOR PERSONAL REFERENCE):