



NPO CONTRACT – FY 2026

Group Responsibilities:

The concession stand NPO (Non-Profit Organization) Group Leader is responsible for all product sales, staffing, and cash associated with their concession stand. It is suggested that one person be assigned as the NPO Group Leader and that they attend every game scheduled to work. This person should not be included in the employee roster. They are in a supervisory position to ensure that your group accomplishes all of their tasks.

No one under the age of 16 is permitted in any concession stand.

All employees must have their current concession passes to get into each game, which will be issued to the NPO Group Leader prior to the first game. To gain access to the event, we ask that your group meet a representative of the concessions team at a designated location and time. The group would then be allowed access. It will be your responsibility to get the volunteers to meet at the same time and location.

Parking:

If parking is needed, identifying parking spaces will be the responsibility of the NPO (non-profit organization).

NPO Group Leader Duties:

Make sure all employees follow the following uniform guidelines.

- Your team will be issued a concessions shirt to wear during each game, unless they wear their own appropriate MTU shirt.
- Jeans or pants should be in good shape with no tears or holes in them. No shorts, leggings, sweatpants
- Closed-toed shoes. No Sandals. Tennis shoes or non-slip shoes are recommended.
- A hat will be provided and must be worn by each member of your group, unless they wear their own MTU baseball hat. Hair will need to be up and off the shoulders.

Please make sure that your shirt is tucked in, hat facing forwards. Please remember that this is your group's business and everyone should have a stake in the appearance of your stand.

The NPO Group Leader should direct their crew to ensure that the following standards are met:

- Product displays are neat, full and stay stocked throughout the game.
- Shelves and racks are refilled as inventories decrease.
- All items are prepped and stocked for half-time.
- All areas are kept neat, clean and full (including your condiment area).
- The group checks out with their Stand Manager prior to leaving.

If you would like to promote your organization, our marketing department can develop signs informing guest that this stand is managed by "Your Group Name & Log".

Group Operating Information:

- Football game NPO volunteers = 4 to 5
- Hockey games NPO volunteers = 4 to 5. Since Husky Eats provides service at 4+ concessions stands, if the NPO wants to take on more than 1 stand at a time, we will consider the request.

Game Days & Times and Reporting Times

Football **Report Time**

8/28/25	6 p.m.	4:30 pm
9/20/25	4 p.m.	2:30 pm
10/18/25	12 p.m.	10:30 am
11/1/25	12 p.m.	10:30 am
11/15/25	12 p.m.	10:30 am

Hockey **Report Time**

10/24/25	7pm	5:30 pm
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10/25/25 6pm	4:30 pm
11/07/25 7pm	5:30 pm
11/14/25 7pm	5:30 pm
11/15/25 6pm	4:30 pm
11/28/25 7pm	5:30 pm
11/29/25 6pm	4:30 pm
01/16/26 7pm	5:30 pm
01/17/26 6pm	4:30 pm
01/24/26 7pm	5:30 pm
02/06/26 7pm	5:30 pm
02/07/26 6pm	4:30 pm
02/27/26 7pm	5:30 pm
02/28/26 6pm	5:30 pm

Basketball games will be managed by dining services staff. Should an opportunity arise, NPO's will be contacted.

Game Time Reporting Time

Your entire group should be at your standby the "reporting time" to ensure everything is ready by the opening times. Stands are open for business **1 ½ hours** before kickoff

We will keep you posted with the times not yet listed as they are determined.

We will have a Husky East dining services employee assigned to your stand (Stand Manager) to oversee the stand and to make sure you do not run out of items. They will advise you on how much to prepare before and during the game. Pay close attention to the forecasted amount of each item in your stand binder. Please work together with them to help control your inventory and production. Under or over-producing is costly, so be aware of production at all times.

Your stand should have all the necessary supplies and equipment in it prior to each game. If you are missing any supplies, please let your Stand Manager know.

No food will be allowed to be taken home. Let your Stand Manager know what hot items are left so they can be transferred to another stand when you close down.

Closing Times:

Not all stands will stay open until the end of the game. All stands will be open until the start of the 4th quarter for football. From there, managers will close down stands as they see fit. Hockey concessions will be staggered down, the concessions supervisor will manage this process.

Payments made to NPO's

- A donation in the amount of \$300 will be made as soon as possible after the concessions event.
- Information needed to make payment groups:

Key contact: _____

Phone number: _____

Group

address: _____

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Important, a group W-9 must be provided prior to the 1st day of service.

Termination of Groups:

- If a group does not show up on time with a properly trained NPO Group Leader or are short on the staff amount required to operate their location (see the "staffing requirements" page for the minimal number of people needed to operate your stand).
- If a group cannot operate their location to the standards of the University and Husky East Dining with the appropriate NPO Group Leader and Staff.
- If the group is caught stealing.
- If the group refuses to work with their stand manager to properly run the stand.

Important information to know:

- Each group will work the games they have committed to for the season, unless prior arrangements have been made before the season starts, or they risk forfeiting the commissions earned thus far.
- The group is not allowed to take ANY food item home with them at the end of the night.
- Each group member will be provided at no cost to the volunteer, a hot dog, box of popcorn and fountain soda
- Group members will treat all Dining Service, MTU employees and customers with respect and are to keep a civil tone at all times. Verbal abuse of any guest or staff member will result in dismissal of the group for the remainder of the season and the forfeiture of earned commissions.

In addition to all policies set forth in this contract and already in place, Husky Eats and MTU have the right to enact new policies seen fit by the department. By signing this contract, the group not only agrees to adhere to the current policies but any other policies that may be added.

 Concessions Supervisor

NPO GROUP NAME:

NPO GROUP LEADER (PRINT NAME) NPO GROUP LEADER (SIGNATURE)

DATE:
