



2010 Non-Profit Organization Informational Packet

The 2010 Ravens' season is approaching and ARAMARK at M&T Bank Stadium is looking for Non-Profit Organizations who are interested in participating in a fundraising program that is fun and exciting!

Each season, ARAMARK staffs many of its concession stands with Non-Profit Organizations (NPO's), as a means of raising funds for their activities. It serves as an alternative to traditional fundraising while developing teamwork and camaraderie in an exciting atmosphere. We are proud of our program and hope that we can help make a difference in the Baltimore area.

Attached is an informational packet for the 2010 Season.

Once you have read this packet please feel free to contact me @ 410.332.4633 x1059 or taylor-sharon2@aramark.com with any questions. If your organization is ready to come on board with ARAMARK, please fill out the Group Information Sheet on page 5 and send it back to me via email or fax.

Thank you for your interest in our program and I look forward to working with you in the future!

Sincerely,

Sharon Taylor

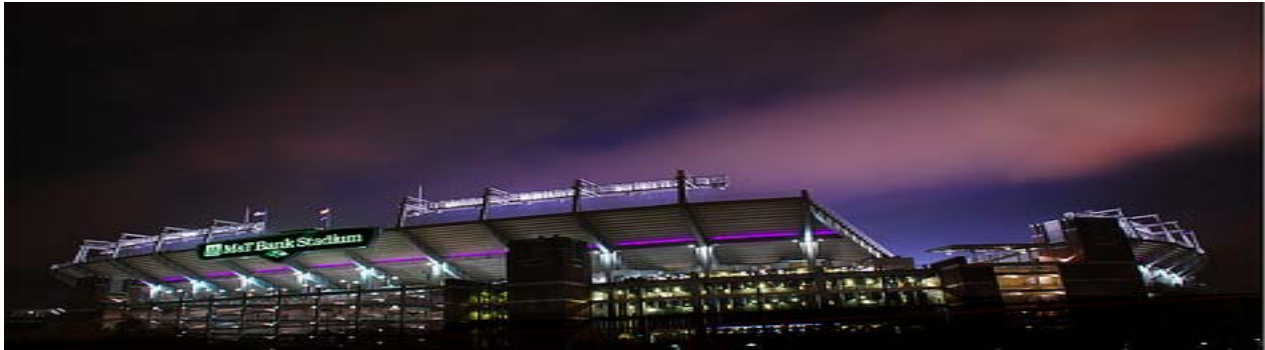
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ARAMARK OVERVIEW

ARAMARK Corporation is the world leader in providing managed services. We serve 2 million customers each day in 22 countries across the globe. In 2003, ARAMARK was named #1 in the Outsourcing Services Category on FORTUNE Magazine’s “Most Admired Companies in America” list.

Today, no other single company provides as many different services to so many people as ARAMARK. The Sports and Entertainment division of ARAMARK, which ARAMARK at M&T Bank Stadium is a part of, provides managed services at over 170 locations including 35 professional sports arenas and stadiums, 30 convention and civic centers, 15 national and state parks and other popular tourist attractions. At each location, *Managed Services...Managed Better* is the standard to our clients and their guests.

Our dedication to customer and client services has allowed ARAMARK Corporation to be one of the most respected companies in the country that provides food, beverage and support services.



NPO BENEFITS AND EARNINGS POTENTIAL

NPO groups are paid a percentage of their concessions stand’s total sales for the event. See the chart below for an idea of what the sales might be based on the stand size and the game level. Percentages are based on stand type and number of games worked.

Type of Stand	Percentage	Average
Permanent Regular	9% (8% after each game; 1% retroactive when contract of 12 events is completed).	
Permanent Upper Concourse	14% (13% after each game; 1% retroactive when contract of 12 events is completed)	
Portable/Temporary	6%	

NPO UTILIZATION



- ❖ At each event, individual Non-Profit groups will be assigned a concession stand or portable location M&T Bank Stadium to work. Stand size, concept, and location will be determined by management and will be based on the NPO group's capabilities, availability, size, etc.
- ❖ All NPO group members **must** complete certain training classes in order to work. Training will be provided by ARAMARK prior to the season starting. Additional training will be provided as needed.
- ❖ ARAMARK management will ensure each group has completed all required training and will assist groups in the management of their stands.
- ❖ It will be each group's responsibility to show up approximately 4 hours before the gates open and begin their pre-game activities. These activities include completing opening inventory, setting up the registers and food preparation.
- ❖ Once the gates open, each group will be in charge of operating their stand until the closing of their stand. ARAMARK managers will guide all groups through the event day pre-counts and setup.
- ❖ Once ARAMARK management has determined that it is time to close the stand, it will be the NPO group's responsibility to close out their stand. These activities include, but are not limited to, closing out all registers, cleaning the stand, and completing a closing inventory with ARAMARK managers.

NPO REQUIREMENTS

Below are policies governing the use of the Non-Profit program. Groups are required to follow the policies and procedures set forth by ARAMARK management. These policies are intended to ensure that our guests receive the highest level of customer service. ARAMARK reserves the right to change, modify, suspend or cancel at any time any of the policies mentioned in this information booklet.

NONPROFIT TAX EXEMPT STATUS:

Group must certify that they are a Not-For-Profit, tax-exempt organization as defined in Section 501c of the Internal Revenue Code. The Non-Profit Group must verify with ARAMARK their tax-exempt status as accepted by the IRS. Documents needed: 501c form, W-9 form, copy of Federal ID Number.

LETTER OF DETERMINATION:

A letter listing the goals of your organization, why you want to fundraise, and who the chairpersons are of the organization.

INTENT TO VOLUNTEER SERVICES:

All non-profit group members will sign a written statement at each event worked declaring their intent to volunteer and donate their services to their organization.

AGE REQUIREMENT:

All Non-Profit group volunteers must be at least 18 years of age with a valid ID present for each event.

TRAINING:

Group members must attend the appropriate training classes conducted by ARAMARK. The ARAMARK training classes are as follows:

- All group leaders and volunteers acting as stand leaders must attend NPO Orientation, which includes Basic Food Handling and Customer Service training.
- All volunteers working in any capacity be TEAM trained (class on alcohol service).

COMMITMENT:

Groups must volunteer at a minimum of 10 events throughout the season.



GROUP INFORMATION SHEET

NPO NAME: _____

NPO AFFILIATION (IF ANY): _____

NPO ADDRESS: _____

CITY/STATE/ZIP: _____

FEDERAL TAX ID NUMBER: _____

PRIMARY CONTACT _____

NAME: _____

PHONE: _____

ALT PHONE: _____

EMAIL: _____

OF VOLUNTEERS GROUP CAN SUPPLY PER EVENT: _____

HOW MANY YEARS HAS YOUR NPO BEEN ACTIVE? _____

Please email or fax this form back to Sharon Taylor:

Taylor-sharon2@aramark.com

410.332.4660 (fax)

410.332.4663 x1059 (phone)