



UNITED TRIBES
TECHNICAL COLLEGE

Office of Student Government

3315 University Drive, Jack Barden Center
Bismarck, North Dakota 58504
701-255-3285 | www.uttc.edu

CONCESSION PROCESS

- Minimum of 1 person has to have their Food Handlers Certificate (this can be attained by contacting Jan Keller in Land Grant or visiting the IHS website and taking the exam there). A copy of the certificate needs to be on file with Student Government secretary.
- Minimum of 4 volunteers are needed when a group signs up to work the concession.
- Student Government Association provides all food/drink/paper ware for the concession.
- Student Government provides \$50.00 in startup money that is pulled out and left separate at the end of the night for the next game. When counting money at the end of the night, 2 people need to count money and both need to sign off on the amount in the box. The form that is provided in the box needs to be filled out with your vocation account number so money is deposited in the proper account. The split is 50/50 with 50% going to Student Government to help defray food/drink/paper ware cost and 50% goes to the vocational club that worked the concession.
- We will not allow additional food items to be brought in, if you want additional items added to the menu, a request will have to be submitted to student government and if approved SGA will purchase and provide.
- Prices are set and a menu with prices will be provided and must be turned back in when done.
- Vocation is responsible for cleaning up the concession area and putting items back the way they found them. They must be clean and ready for the next vocation.

Concession set up:

Arrive no later than 1 hour before the start of the first game to the concession storage area above the gym next to Athletic department.

A Student Government Official will meet you there to unlock the door so the vocational club volunteers can get the food/drinks/paper ware/popcorn machine and other items you will need. There are names and numbers posted on the concession door.

Tables (generally 3) need to be set up on the north corner of the multipurpose room. Strengthening Lifestyles (Kara Greenwood) will provide extension cords and multi outlet hook ups.

You will want to get the popcorn and cheese going right away so it is hot by the time people start showing up. It is common to have several customers before the game starts.

Popcorn: Turn on switch to warm up, when it is warm use 1 cup popcorn and $\frac{3}{4}$ butter oil in kettle and 1 scoop of salt. You will need at least an hour prior to customers arriving to get popcorn ready.

Cheese dispenser needs to also be turned on and getting hot at least 1 hour prior to customers arriving.

“Leadership begins here”