



## 2018 Lake Wilderness Park Concessions Guidelines

Thank you for expressing interest in the concession fundraising program at Lake Wilderness Park.

Maple Valley Parks & Recreation is pleased to invite local community non-profit groups an opportunity to participate in our unique fundraising program. Again this year Parks & Recreation department will be purchasing supplies and acquiring the food booth permits. The guidelines will enable local community groups to earn increased profits while investing less time and money on pre-event bulk food shopping, health permits, storage, tables, tents, transportation, grills etc. To benefit all parties we are increasing our food prices this year by 15% and adjusting the take home for our community groups in 2018 to a very nice 42% of total revenue earned from the event.

Groups selling at City events will only have to provide quality volunteer staff and follow the established guidelines and they will have the opportunity to generate revenue for their not-for-profit community group.

This mutually beneficial arrangement aids the City of Maple Valley in providing quality food service and concessions at City sponsored activities while fostering an economically meaningful connection with our community based groups. The program provides a means for recovering the City's investment while providing groups with a nice return on their investment of time.

- Qualifying groups will be assigned to one event per year
- Groups from previous years will have priority on securing event dates in 2018
- New qualifying groups will be added in order of application date

We've enclosed informative materials that will give you a good idea of the program's requirements, expectations and potential revenue.

If you have questions after reviewing the materials, please feel free to contact us directly at 425.432.9953.

Wishing you a successful summer of fundraising!

### 2018

**FULL GRILL SERVICE AND PREPACKAGED ITEMS WILL BE SOLD AT ALL EVENTS.**

#### Community Event Food Service Operations

- **Wednesday, July 4<sup>th</sup> Independence Day** 3pm-10pm
- **Saturday, July 14<sup>th</sup> Kids Festival** 11am-4pm

#### Music in the Park Concession Sales

- **Thursday, July 26** 5:00 pm -9:30 pm
- **Thursday, August 2** 5:00 pm- 9:30 pm
- **Thursday, August 9** 5:00 pm- 9:30 pm
- **Sunday, August 19 Burgers & Blues** 4:30 pm- 8:30pm (Burgers Only)
- **Thursday, August 23 Concert and Movie in the Park** 5pm - 10:00pm  
Selling popcorn will be added to menu for this event!

Times are the event set up, selling and break down hours volunteers will be needed.  
Concession Stand actual sales times will be shorter and vary by event.



## CONCESSION PACKET

The City of Maple Valley Parks and Recreation Department shall coordinate all concession items for resale. All concession items are purchased and priced for resale by City staff. Prices are set to recover costs of concession stand operation, including purchasing all food products and the required permits from the King County Public Health Department.

The intent of concession items for resale is to:

- Generate a revenue stream for the groups operating the concession stand
- Provide (reasonably priced) food service for the attendees of an event at while; recovering investment

Typical concessions items will include: Hot dog & Burgers, Ice cream Bars, Water, Soda, Candy, and Chips.

Potential concessionaires must apply using the information found in this informational packet.

The bulleted list below outlines the items that must be completed and returned to the City of Maple Valley.

Please return all of the required items listed below in one packet to the Lake Wilderness Lodge, Parks and Recreation office.

**DO NOT return the required items separately as they will be considered incomplete and will not be processed.**

- Complete City's Concession Application (pg 7)
- A copy of your group's current 501(c) 3 IRS Form documenting the groups Not-For-Profit status.
- A copy of your group's W-9
- Complete Concession Stand Contact Sheet (pg 8)
- Copy of the Certificate of Insurance from the group's general liability insurance policy **and** the policy's endorsement page naming the City as additionally insured. It should be recorded as follows:  
**City of Maple Valley PO Box 320 Maple Valley WA 98038**

### Selection Criteria

Potential groups will be selected according to the criteria below. If more than one group requests the same event date the decision will be based on the criteria outlined above.

1. Application accepted prior to deadline
2. Proof of being a local youth 501(c)(3) program
3. Returning groups with a successful previous history of working at a city event will have priority
4. Availability of adequate volunteers to work at the event
5. Ability to meet group requirements listed below

### Group Requirements

- Applicant group is based within, or includes, participants inside Tahoma School District boundaries
- Application must be submitted by an adult supervisor within required timeline with all requirements being met
- Applicant group has required insurance or has agreed to purchase appropriate insurance prior to event
- Applicant group must have at least one person with a valid food handler's permit in the stand at all times
- All events will require groups to provide full meal services (grilling) and will need to complete and follow all conditions and requirements set forth by the King County Health Department for the event

Once your organization has met the established eligibility criteria your organizations representative will be required to attend a short meeting with City staff several days prior to your event. The **\$25 Non-Refundable Application Fee** made payable to City of Maple Valley will be due at this meeting or with your application if your group is assigned a date.



**Due no later than 48 hours before the event**

Please return all of the required items listed below to your assigned City of Maple Valley staff member on the day of your event and at least two hours prior to start time.

- Complete the City's Volunteer Group Roster and Liability Sheet. Please include only active volunteers. You will need to update your volunteer roster and provide a final copy with all names prior to the event.
- Provide a current copy of at least one person King County Food Handler Permit. Note: At least one Food Handler permit holder must be in the booth at all times during the event.

**Due following the event**

- Completed copy of the Financial Reporting Information. (pg 15)
- Cash box and all money and coupons received from sales during event

**Food Handlers Permit**

- King County Food Handlers permit is available online at <http://www.foodworkercard.wa.gov/>  
There is a fee associated with the permit and it is the responsibility of the applicant.

**Payment for services**

In consideration for the services provided, the group shall be paid 42% of the total gross sales amount collected from all sales. \*After (city provided) seed money and employee (voucher) meal sales are returned.

**Food vouchers**

Food vouchers are occasionally provided to staff, uniformed personnel and volunteers for their help at the events. For each food voucher (see page 6, item #19), the City will absorb the dollar amount equal to the purchase price of the menu item based on the menu price. The vouchers will state whether it is a \$2.00 meal or free to the holder of the voucher. The total voucher funds collected will be subtracted from the total sales to cover food costs.

**Sample Earning Chart**

Gross Sales	Group's Take
\$2500	\$1050.00
\$2000	\$840.00
\$1500	\$630.00
\$1000	\$420.00
\$500	\$210.00

**SAMPLE MENU**

Hot Dog  
 Hamburger  
 Turkey Burger  
 Veggie Burger  
 Add Cheese to any  
 Add an extra Patty to any  
 Chips  
 Candy  
 Ice Cream  
 Water & Soda Pop



## **Concession Guidelines:**

### **1. Ready to serve**

For all events, groups must be ready and set up ONE HOUR prior to the event's posted starting time

### **2. Sale of Concessions**

Maple Valley Parks & Recreation shall determine the schedule for which group shall provide concession sales services

### **3. Location**

All services by the group shall be performed at the location designated by Maple Valley Parks & Recreation

### **4. Volunteers**

All groups shall have a minimum of 10 volunteers to provide coverage for the total time required. Groups shall use volunteers to sell products at City sponsored events according to the schedule set by Maple Valley Parks & Recreation. Maple Valley Parks & Recreation shall provide reasonable training to the volunteer leaders to pass on prior to opening.

#### **Training will include:**

- Grill & appliances operation
- Money handling & Customer service
- Garbage & recycling handling
- Condiment handling
- Health Department Requirements
- Clean up

All volunteers are to be at least fourteen (14) years of age. Volunteer ages 12 & 13 may help in the non-cooking area with permission from Parks & Recreation staff but they must be supervised at all times by an adult. **No youth under 12 should be in the stand during selling hours.**

- Any volunteers assigned to an event for concession sales, must be signed in and trained thirty (30) minutes prior to event
- The group agrees that all services will be performed by the property attired volunteers and shall be performed in a courteous and efficient manner
- If at any time it becomes necessary for Maple Valley Parks & Recreation personnel to help the group work the concessions stand because the group did not provide the required number of volunteers, the group will not be permitted to work the concession stand for future events

### **5. Volunteer Status**

Prior to performing any services at an event, all volunteers performing such services must sign the Volunteer Group Roster and Liability Sheet. This form shall confirm that each volunteer is performing services and providing time and effort for the benefit of the group and does not desire or expect any compensation for any services performed.

The Stand Manager shall ensure that a copy of the group roster and liability form, signed by each volunteer, is given to Maple Valley Parks & Recreation personnel prior to each event.

### **6. What to Wear**

All volunteers shall wear the following when providing services pursuant to this Agreement:

- Pants or nice shorts
- Official group or team shirt
- Organization's hat (optional)
- Shoes or sneakers (no sandals or open toed footwear)
- Workers will wear plastic gloves at all times when handling food products (gloves are provided by City)

**7. Stand Manager and Assistant Stand Manager**

The group will designate one volunteer as a Stand Manager and one as an Assistant Stand Manager. The Stand Manager shall be present at all times and responsible for overseeing all services to be provided pursuant to these Guidelines.

**This includes, but not limited to:**

- Organizing the necessary volunteers for each event
- Relaying communications between group volunteers and Maple Valley Parks & Recreation
- Enforcing Maple Valley Parks & Recreation policies
- Ensuring each volunteer signs the sign-in sheet prior to each event
- Ensuring the concessions stand is clean and prepared before and after each event
- Counting inventory with Maple Valley Parks & Recreation personnel prior to and after each event
- Securing initial cash box/cash
- Meeting with King County Public Health Department official to review safety requirements, when required
- Sign and date the Volunteer Release Form

The Assistant Stand Manager shall help the Stand Manager in the performance of his/her duties

**8. Concessions items to be Sold**

Maple Valley Parks & Recreation shall supply the group with all products and the prices to be charged at the events, unless other arrangements have been made with the Recreation staff.

**9. Inventory**

At the beginning of each event, the Stand Manager will count inventory and verify the inventory count with a Maple Valley Parks & Recreation supervisor. It is the group's responsibility to monitor and supervise all inventories while the event is in session. At the end of the event, the Stand Manager shall count the money, complete the statement of gross receipts form, with the assigned Maple Valley Parks & Recreation staff.

**10. Cash Handling Procedures**

After each scheduled event at which a group provides services, all cash collected during event shall be counted by the Stand Managers and given to the assigned Maple Valley Parks & Recreation's staff person to be verified. No cash may leave the concession stand without the notification the assigned Maple Valley Parks & Recreation staff. Before leaving at the end of the event, the Stand Manager shall give the assigned Parks & Recreation staff a signed copy of the statement of gross receipts and cashbox with totaled cash.

**11. Deficient Service by Group**

In the event Maple Valley Parks & Recreation determines, at its sole discretion, that there is a deficiency in the services performed by the Group, Maple Valley Parks & Recreation shall notify the group of such deficiencies, and the group shall promptly take steps to correct such deficiency.

**12. Indemnification**

All groups agree to indemnify and hold harmless The City of Maple Valley from and against any and all losses, damages, claims, or expenses including reasonable attorney's fees and costs.

**13. Term and Termination**

Maple Valley Parks & Recreation shall have the right to terminate these guidelines within fourteen (14) days if:

- The group breaches any terms of these guidelines
- Group refuses to staff the concession stand as assigned
- There exists any other situation which, at the sole discretion of Maple Valley Parks & Recreation, makes continuation of these guidelines detrimental to the interests of the City of Maple Valley Parks & Recreation.

NOTE: Any appeals must be directed in writing to the Parks and Recreation Director.

**14. Parking**

No vehicles can be parked behind the Beach House or on the grass at any time.

**15. Compliance with Laws**

The group agrees that its volunteers will comply with all applicable City of Maple Valley rules, regulations, policies and procedures. Groups also agree that its volunteers will comply with all other applicable Federal, State, and County laws and regulations.

**16. Insurance**

Prior to any operations being performed, the group shall procure and file with Maple Valley Parks & Recreation two copies of the certificate of **general liability** insurance in the following amounts:

- a.) One Million dollars (\$1,000,000) general liability each occurrence

Such certificate MUST name The City of Maple Valley PO Box 320 Maple Valley WA 98038 as additional insured.

**17. Deposit**

When a group has met the required eligibility criteria they will be required pay to the City a \$25.00 non-refundable application fee. This fee is returned to the group after the service is completed by deducting the deposit amount from the final Financial Reporting Statement.

**18. Releases**

Group releases discharges City of Maple Valley from any claims, liabilities, damages, and expenses, including bodily injury or death, arising out of or in connection with providing this service.

**19. Food Vouchers**

At selected special events, the City provides food vouchers for volunteers, uniformed professionals (fire & police) and volunteers who provide a service to the event. Each voucher will be good for a hot dog or burger basket. When presented the group cashier will collect \$2 per voucher for staff. Vouchers should be collected and retained by the Stand Manager inside the cash box.

**20. Garbage**

Groups are responsible for collecting, sorting and stacking recyclables and garbage from the concession site and immediate area. Once properly sorted by the Group, City staff will transport the waste from the assigned gathering area to the appropriate dumpster.

**21. Starting Cash Box and Change**

The City will supply ALL cash and locking cash boxes including the starting amount totaling \$250.00 for groups selling concessions. The starting amounts are indicated below.

**\$1.00 bills – 100                      \$5.00 bills 20                      \$10.00 bills 3                      Quarters \$.25 – 80 (2 Rolls)**

The City staff person will count the cash total with the Group Manager at the beginning and end of the event. The city will issue a check for the owed amount (as indicated on the statement of sales) no more than 21 days following the event. All cash will be counted, secured, receipted and deposited by the Parks & Recreation staff.

**22. Non Food Sales**

Groups wishing to sell products other than food items must complete this concession application and an additional worksheet explaining your plan. Products and prices must be approved by City staff prior to completing an application. Selling groups will supply all approved product to be sold. In return for the opportunity to sell at a City event the group agrees to pay a predetermined amount per piece/product as indicated and agreed to on the worksheet. City will receive 15% of the gross sales revenue received. **NOTE:** The City will not supply starting cash or locking cash box for groups selling non-food products only.

**23. Remaining Food and Volunteer Worker Purchases**

Booth Workers are not permitted consume concession stand food without paying. All sales must be documented and or witnessed by 2 volunteers from your group. Every attempt must be made to limit the amount of cooked food left over at the end of the event. Please ask you assigned staff person for direction on what to do with leftovers.



## APPLICATION

### FOOD SERVICE, CONCESSION SALES & NON FOOD PRODUCTS

City of Maple Valley Parks & Recreation provides not-for-profit community groups with an opportunity sell concessions for fundraising purposes at selected community special events. Groups must meet the requirements listed in this packet and complete all paperwork.

If your organization has met the established eligibility criteria and has been selected for a date, they will be asked to provide a **\$25 Non-Refundable Application Fee** made payable to **City of Maple Valley**.

Return application to: City of Maple Valley Parks & Recreation Department  
Attn: Food Service & Concession Stand Application  
22500 SE 248<sup>th</sup> Street  
Maple Valley, WA 98038

Group's Official Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip: \_\_\_\_\_ Tax Id #: \_\_\_\_\_

Group's Representative/Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Stand Manager: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Assistant Stand Manager: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Event Dates Requesting: \_\_\_\_\_

Please list all non food products requesting to sell & associated price:  
\_\_\_\_\_

Please return all of the required items listed below in one packet to the Recreation office in Lake Wilderness Lodge. **DO NOT return the required items separately as they will be considered incomplete and will not be processed.**

- Complete City's Concessions Application (pg 7)
- A copy of your group's 501(c) 3 IRS Form documenting the groups Not-For-Profit status.
- A copy of your group's W-9
- Complete Concession Stand Contact Sheet (pg 11)
- Copy of the Certificate of Insurance from the group's general liability insurance policy **and** the policy's endorsement page naming the City as additionally insured.

Questions may be directed to: Maple Valley Parks & Recreation Department 425-432-9953



## CONCESSION STAND CONTACT SHEET

EVENT TITLE \_\_\_\_\_ DATE: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ALTERNATE EVENT DATE(S) REQUESTED \_\_\_\_\_

**LEADER NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK NUMBER: \_\_\_\_\_ HOME: \_\_\_\_\_

CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CO-LEADER NAME:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK NUMBER: \_\_\_\_\_ HOME: \_\_\_\_\_

CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_





## VOLUNTEER RELEASE FORM

TO BE COMPLETED BY STAND MANAGER AND SIGNED BY THE MANAGER AND ASSISTANT MAMAGER

By signing below, I acknowledge and agree that:

(1) I am familiar with the terms of the Volunteer Services Agreement entered into by and between \_\_\_\_\_ (“Group”) and Maple Valley Parks & Recreation to provide Food Services/Concessions.

I am volunteering my time and efforts to \_\_\_\_\_ Group pursuant to the Volunteer Services Agreement by providing concessions stand sales services for the event and as of the date indicated above. I do not wish or expect, and shall not demand, any compensation for my services from the group or any other organization, for providing my services since I wish to donate my services for free.

(2) I shall abide by all of the terms and conditions of the Roster and Liability Waiver.

(3) I hereby release and discharge The City of Maple Valley Parks & Recreation from any claims, liabilities, damages, and expenses, including bodily injury or death, arising out of or in connection with my volunteer services and activities of Maple Valley Parks & Recreation and/or Lake Wilderness Park, pursuant to the volunteer Services Agreement.

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Stand Manager - Print

\_\_\_\_\_  
Assistant Stand Manager – Print

\_\_\_\_\_  
Stand Manager’s Signature

\_\_\_\_\_  
Assistant Stand Manager’s Signature



**City of Maple Valley Roster and Liability Waiver  
Lake Wilderness Park Concession Stand**

**Group Name:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby agree to volunteer my service to the City of Maple Valley for the “Lake Wilderness Park Concession Stand” and to perform only the services agreed to by the City. I understand that I will not be compensated for my work, but I volunteer to perform in a responsible manner.

**As a volunteer, I agree that:**

- If I drive a vehicle to the volunteer site or during the course of my volunteer work, my personal vehicle insurance provides coverage.
- I shall not appear for volunteer service under the influence of alcohol or illegal drugs.
- I shall dress appropriately for weather and site conditions.
- If no City personnel are present during the event, then I am to call 911 in the event of any emergency during the volunteer event, any injuries incurred during the event shall be reported to the City within two working days.
- If I find anything hazardous or suspected to be hazardous, I shall not touch it, but shall flag the item for disposal by City personnel at the earliest opportunity. I shall not pick up syringes, hypodermic needles, broken glass, or exceptionally large, heavy or unyielding objects, but shall flag the item for disposal by City personnel at the earliest opportunity.

**And I further agree as follows:**

In consideration of the opportunity the City has provided the Volunteer to engage in the activities referred to herein, the Volunteer, as evidenced by providing a name and information on the form below, agrees to indemnify and hold harmless, release and waive all claims he/she and/or his/her heirs, assignees, or other successors may have against the City, its officials, employees, its hired contracted instructors, agents, and other associated parties for any and all loss, liability, cost or damages arising out of or in any way connected with the Volunteer’s activities. Further, Volunteers assume liability for any non-participants who accompany them.

Volunteer Roster

NAME	ADDRESS	CITY	STATE	ZIP	OPT PHONE	MINOR'S AGE	HOURS





## 2018 Group Concession Sales Opportunity Dates

<b><u>Event</u></b>	<b><u>Selling</u></b>	<b><u>Date</u></b>	<b><u>Event Time</u></b>
<b><u>4<sup>th</sup> of July</u></b> It's the biggest event and is expected to produce the most revenue in the shortest time. Peek period will be from opening until approximately 8:00 pm. We expect over 2500 people to attend throughout the day.	<b>Full Grill</b>	<b>Wednesday, July 4</b>	<b>4:00 – 10:30 pm</b>
<b><u>Kids' Festival</u></b> This family event happens during the middle of the day and the hungry come throughout the afternoon. Revenue is expected to be very good due to the longer selling period and the menu including hamburgers. We expect over 2000 people to attend throughout the day.	<b>Full Grill</b>	<b>Saturday, July 14</b>	<b>12:00 pm– 4:00 pm</b>
<b><u>Concert in Park</u></b> Over 700 spectators are expected per concert if weather is above 70 degrees.	<b>Full Grill</b>	<b>Thursday July 26</b>	<b>6:30 – 8:30 pm</b>
<b><u>Concert in Park</u></b> Over 700 spectators are expected per concert if weather is above 70 degrees.	<b>Full Grill</b>	<b>Thursday August 2</b>	<b>6:30 – 8:30 pm</b>
<b><u>Concert in Park</u></b> Over 700 spectators are expected per concert if weather is above 70 degrees.	<b>Full Grill</b>	<b>Thursday August 11</b>	<b>6:30 – 8:30 pm</b>
<b><u>Burgers and Blues Concert in Park</u></b> Just three hours of selling hamburgers is expected to show a nice profit for the group selling at this Sunday event. This popular concert has a reputation for producing a big crowd of hungry burger eaters. Weather permitting; we expect over 800 people to enjoy the sounds, smells and tastes of the Annual Burgers and Blues Day in the Park.	<b>Full Grill</b>	<b>Sunday, Aug, 19</b>	<b>5:30 – 8:30 pm</b>
<b><u>Family Night Concert &amp; Movie</u></b> This end of the summer (fun night in the park) is the last great opportunity for groups to sell concessions. With both a free concert and movie under the stars on tap, the park will be filled with many hungry families. We will also be adding popcorn to the menu for this one last big event of the summer. We expect over 1000 people to be on hand for the last special event of the summer.	<b>Full Grill</b>	<b>Thursday Aug. 23</b>	<b>6:00 – 10:15 pm</b>

\*Full Grill includes Hot dogs, Hamburgers, Veggie burgers & Turkey burgers, menu may change without notice



## **Concessions Equipment Provided**

The following will be provided by the City of Maple Valley to the group selling concessions. The group is responsible to return the equipment cleaned and in good operating condition.

The following will be provided by the City:


- All Permits required from King County Public Health Department for each event
- 1 Large capacity BBQ grill
- 2 full tanks of propane
- All purchasing of food and drink products to be sold
- Plastic tables to be used to form perimeter of food booth
- A cover to reach most of concession stand
- 1 pop up tent to cover condiment table
- Enough garbage cans for the event
- Display equipment – shelving to display food for sale
- Menu sign with items for sale
- \$250 in starting change and locking cash box
- 5 gallon insulated H2O container, soap, towels – per KC Health Department regulations
- Crushed ice to use to keep drinks cold
- Meat thermometer
- Table clothes – disposable
- Tongs, flippers, pan, knife, spoons, plastic gloves etc.
- Separate knives for spreading condiments
- 1 ice cream freezer for selling ice cream bars
- 1 upright freezer
- 1 upright refrigerator
- Fire extinguishers
- Ice chests to keep drinks and supplies cold

Please report any lost or broken tools or equipment to your assigned Parks and Recreation staff representative.





## Sample Food Vouchers

 **Food Voucher** **SAMPLE**


**Independence Day**

The City of Maple Valley thanks you for your time and effort in association with this event.

\_\_\_\_\_ Hot Dog Basket \_\_\_\_\_Burger Basket

Voucher Total Value \$ \_\_\_\_\_

Title \_\_\_\_\_ Max Value \$5.00

 **Food Voucher** **SAMPLE**


**Music in the Park**

The City of Maple Valley thanks you for your time and effort in association with this event.

\_\_\_\_\_ Hot Dog Basket \_\_\_\_\_Burger Basket

Voucher Total Value \$ \_\_\_\_\_

Title \_\_\_\_\_ Max Value \$5.00

 **Food Voucher** **SAMPLE**


**Kids' Festival**

The City of Maple Valley thanks you for your time and effort in association with this event.

\_\_\_\_\_ Hot Dog Basket \_\_\_\_\_Burger Basket

Voucher Total Value \$ \_\_\_\_\_

Title \_\_\_\_\_ Max Value \$5.00

 **Food Voucher** **SAMPLE**

**Family Night**

The City of Maple Valley thanks you for your time and effort in association with this event.

\_\_\_\_\_ Hot Dog Basket \_\_\_\_\_Burger Basket

Voucher Total Value \$ \_\_\_\_\_

Title \_\_\_\_\_ Max Value \$5.00



**STATEMENT OF RECEIPTS**

ORGANIZATION: \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ TAX ID: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

**FINANCIAL REPORTING INFORMATION**

- 1. Gross Total Earned, less seed money \$ \_\_\_\_\_
- 2. 42% of total gross earned \$ \_\_\_\_\_
- 3. Percentage (15% of gross sales due for non-food items sold) \$ \_\_\_\_\_
- 4. Due from/to the City of Maple Valley \$ \_\_\_\_\_

**TOTAL PAYMENT DUE (LINE 4):** \$ \_\_\_\_\_

***CERTIFICATION***

I, the undersigned do hereby certify, that the above Statement of Receipts has been prepared by me, and all the financial reporting information above is complete and accurate.

Certified By(P&R Staff) \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_



**PLEASE PROVIDE DETAILED INFO FOR SENDING THE FUNDRAISING CHECKS**

**PAYABLE TO:**

GROUP NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WORK NUMBER: \_\_\_\_\_ HOME: \_\_\_\_\_

CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_ TAX ID: \_\_\_\_\_

COMMENTS \_\_\_\_\_



## Non Food Sales Worksheet

*Attach with sales statement*

*Please include a copy of your original receipt from your supplier indicating costs of the products sold.*

Group Name: \_\_\_\_\_

1. Product to be sold: \_\_\_\_\_  
     Cost per item: \$ \_\_\_\_\_ Price to be sold for: \$ \_\_\_\_\_
2. Product to be sold: \_\_\_\_\_  
     Cost per item: \$ \_\_\_\_\_ Price to be sold for: \$ \_\_\_\_\_
3. Product to be sold: \_\_\_\_\_  
     Cost per item: \$ \_\_\_\_\_ Price to be sold for: \$ \_\_\_\_\_

<b>Non Food Sales Chart</b>						
Products	Selling Cost per unit	Total Start Inventory	Total End Inventory	Total Sold		15% of Sales Total due to City
<b>TOTALS</b>						\$
<b>Comments</b>						

### ***CERTIFICATION***

I, the undersigned do hereby certify, that the above Non Food Sales Worksheet has been prepared by me and all the financial reporting information above is complete and accurate.

Certified By \_\_\_\_\_ Date \_\_\_\_\_  
 Title \_\_\_\_\_ P & R Staff Initials: \_\_\_\_\_