



Heinz Field NPO Program

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Fundraise the FUN way with Aramark at Heinz Field!

Getting Started:

Your group must have or must obtain a 501(c)(3) Letter of Determination from the IRS and W9. This is a letter from the IRS on their letterhead that acknowledges your organization by name and designates it as being tax-exempt under the 501(c)(3) designation.

Please note that a Pennsylvania Sales Tax Exemption is not a substitute for this designation. Your group must be recognized by the Internal Revenue Service as 501(c)3 compliant.

School Booster Organizations may fall under their respective school district's designation. Please check with your school's administration, and if this applies, you may substitute a letter from your school's administrative offices stating your group's recognition by the school district as a fundraising, charitable organization consistent with the mission and objectives of the district. This applies to groups such as football, cheerleading, and band boosters as well as other similar organizations.

Signed Contract and Completed Contact Sheet

- **All NPO Groups must complete a contract defining the terms of participation in ARAMARK'S NPO Program. These terms include, but are not limited to, rate of commission, method of payment, and minimum operations required. The contract will be signed and submitted through DocuSign.**

Uniforms

- **A uniform will be provided for each volunteer on a game-by-game basis. The uniform will include a uniform top or windbreaker jacket (when weather becomes cold), and a hat. Volunteers must provide their own pants. Pants must be black in color, have no designs or excessive pockets, and be full length. No cargos, shorts, capris, etc are permitted.**
- **Shoes must be black in color, non-skid, with a closed toe and closed heel. Clogs, sandals, cowboy boots and flip flops are some examples of unacceptable forms of footwear. Long sleeved shirts may be worn under ARAMARK jerseys; however they must be black in color.**
- **All pieces entrusted to a group at the beginning of an event must be returned at the end of the event. Failure to return any part of the uniform will result in a deduction from your group's final payment.**

Training

Requirements

- All volunteers must go through the first two required trainings prior to volunteering at Heinz Field
- All volunteers will also be asked to complete a packet through DocuSign prior to volunteering.
 - Background Disclosure Form, Background Authorization Form, Criminal History Disclosure, and Volunteer Acknowledgement Form

RAMP training for Effective Alcohol Management

- RAMP training is valid for 2 years
- All volunteers MUST be RAMP trained
- Class is approximately 3 hours in length

Stand Leader and Stand Operations Training

- All groups must have at least one trained stand leader at each game they volunteer
- We recommend that each group have at least 2 people trained
- Aramark will offer “Stand Operations” trainings throughout the season for new volunteers to attend. We will review the alcohol policy, safe food handling procedures, game day procedures, and the overall operation of the stand.

Frequently Asked Questions???

- How much money can my group make?
 - *As with seasons past, the more volunteers you bring the larger the opportunity to raise more money.*
- How many people do I need to volunteer?
 - *It takes 15-16 people to efficiently run most concession stands. However, we can work out commitment numbers with the groups individually. We have a stand for every size group!*
- How many games does our group need to volunteer?
 - *All of the Pittsburgh Steelers home games are mandatory to participate in the program. We also use volunteers for the summer concerts and Pittsburgh Panthers games so availability for all events is preferred.*

Frequently Asked Questions???

- Our volunteers have very little food service experience will we be ok?
 - *All groups are required to have group leaders attend one of our stand leader trainings. We go over stand operation as well as food production. Volunteers are expected to produce some items such as hot dogs, nachos, pretzels, pizza etc. If there are other food items that require additional cooking we provide an ARAMARK cook to supervise food production.*
- Will my whole group work together?
 - *We make every effort to keep volunteers from the same group together, however there are times when your group will be split between multiple locations or asked to volunteer with another group.*

Frequently Asked Questions???

- How long are the volunteer shifts?/Why do I have to be here so early?
 - *The average shift for a volunteer is approx. 7-8 hours. Gates for most events are 1 ½-2 hours prior to an event start time. We bring all staff in 1 ½ hours prior to gates opening to make sure stands are stocked and ready to go when guests come in. There is about 30-45 minutes of cleaning after an event.*
- Is there discounted parking available?
 - Yes! We offer discounted parking in the Cardello Electric lot for \$10/pass. These passes are preordered and deducted from your group's total payout.

Frequently Asked Questions???

- How old do volunteers need to be?
 - *Aramark accepts volunteers at 16 years of age and up, however we can only accept 3-4 per event. All other volunteers must be 18 years of age or older to volunteer at all events, including Pittsburgh Panther games. Proof of age will be required at all check-in for all events. Volunteers who cannot provide valid form of ID will not be allowed to sign in. Student ID's are not accepted.*
- My son/daughter turns 18 during the season can they get trained before the season?
 - *Unfortunately no. In order to complete RAMP (alcohol) training you must be 18 years of age. We do have some trainings during the season, so they are more than welcome to attend then!*