

## Looking for a Quick and Easy Way to Earn Money for Your Organization?

There is a great opportunity just waiting for you at  
The Jerome Schottenstein Center



The Jerome Schottenstein Center's Sweeping Groups program is a fast and fun way to make extra money for your favorite group. Groups will be asked to assist in Post-Event Cleanup of the Arena Seating Bowl. Cleanups generally take about 3-4 hours and begin directly after the event.

### Requirements:

Groups must submit a Contact Name (one person) & Email Address, Mailing Address, Contact Phone Number and the Group's Tax Exempt Number.

Below is a breakdown of the minimum number of workers needed and the payment per level:

<u>Area Assigned</u>	<u>Total Number Needed</u>	<u>Donation Amount</u>
100 Seating Level	16 People	\$450.00
200 Seating Level	12 People	\$240.00
300 Seating Level	24 People	\$540.00

\*\*All pay rates are subject to change depending on expected attendance and bowl configuration.\*\*

### Payment:

Payment will be made if the form of a check that will need to be picked up and signed for at the Schottenstein Center Administrative Offices a few days after your event (you will be contacted when it is available). Offices are inside the Schottenstein Center, near the South East Corner facing Lane Ave.

If you are interested in learning more or being put on our Distribution List please email  
JSC-PostClean@osu.edu  
More information on back:

# Schottenstein Center Sweeping Group Policies and Procedures

## INFORMATION NEEDED

Groups will need to provide several pieces of information in order to work in the building.

- Contact Name (median person between the coordinator and the group)
- Contact Address (needed to process check)
- Contact Phone Number (needed to process check)
- Contact Email
- EIN (The EIN is a tax exempt number. The format is XX-XXXXXXX. Suggestions for obtaining your EIN are to contact Student Activities at the Ohio Union or to obtain a form from [www.irs.gov](http://www.irs.gov))

## INVOICES CANNOT BE PROCESSED UNTIL YOUR GROUP HAS SUBMITTED ALL OF THE ABOVE ITEMS.

Payment will be in the form of a check that will need to be picked up and signed for at the Schottenstein Center administration office.

- If you are an OSU organization you also have the option of a fund transfer payment option.\*

## PROCEDURES

Groups will be asked to follow a simple procedure; they may alter it if they believe they have a faster method.

Clean ups generally take 3-4 hours to complete.

- Round 1 - Send 2-4 people around with buckets to collect liquids  
Remainder of group goes around with trash bags and collects trash
- Round 2 - Send 4-8 people around with brooms and dustpans. It is easiest for them to move together (i.e. each person does same 4 rows of all sections).  
Remainder of group (minus 1-2 people) follows brooms with mops to spot mop  
1 or 2 people go thru the concourse and collect all trash bags and empty into compactor  
The supervisors will provide your group with a short training session on the compactor to ensure your safety.

## SCHEDULING

Scheduling will be done via email only! This is to assure it is fair to everyone. Phone calls can be taken but a final email should be sent for confirmation.

Email: [JSC-PostClean@osu.edu](mailto:JSC-PostClean@osu.edu)

## REPORTING

Groups can report to the South West Rotunda at their assigned report time. Groups may park in gray lots 1 and 2.

General ideas of report times:

- Hockey: 2 hours after start of game
- Basketball: 2 hours after start of game
- Concerts: TBD

## CONTACTS

Scheduling/ Issues– Charles Appiah

Email: [JSC-PostClean@osu.edu](mailto:JSC-PostClean@osu.edu)

Payment– Karen Rickard

Email: [rickard.1@osu.edu](mailto:rickard.1@osu.edu)

## CALL OFFS

If your group needs to call off, please do so at least 3 days prior to the cleanup. If your group calls off you will

not be offered the opportunity to clean again.

If your group needs to call off on the day of an event, please call both Charles at 614-783-6014 & JSC Security at 688-5999.