

VALUE CITY ARENA JEROME SCHOTTENSTEIN CENTER™

FUNDRAISING OPPORTUNITY

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 clean-up of the arena seating bowl. Clean-ups 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:

AREA ASSIGNED	EVENT TYPE	VOLUNTEERS	DONATION
100 Seating Level	Hockey & Women's Basketball	16 People	\$450.00
100 Seating Level	Concerts & Men's Basketball	18 to 20 People	\$450.00
200 Seating Level	Hockey & Women's Basketball	12 People	\$240.00
200 Seating Level	Concerts & Men's Basketball	14 to 16 People	\$240.00
300 Seating Level	Hockey & Women's Basketball	24 People	\$540.00
300 Seating Level	Concerts & Men's Basketball	24 People	\$540.00

PAYMENT

Payment will be made in 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 Jerome Schottenstein Center, near the southeast corner facing Lane Avenue.






If you are interested in learning more or being added to our Distribution List, please email:

JSC-PostClean@osu.edu

Schottenstein Center Sweeping Group Policies and Procedures

INFORMATION NEEDED

Groups will need to provide several pieces of information 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 Number (XX-XXXXXXX format. Obtain through Student Activities or 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 Administrative Office. OSU student organizations also have the option of a fund transfer payment.

PROCEDURES

Groups will be asked to follow a simple procedure for cleaning; they may alter it if they believe they have a faster method. Clean-ups generally take around 3 to 4 hours to complete.

ROUND ONE

1. Send 2 to 4 people around the arena with buckets to collect liquids.
2. Send the remainder of your group around with black bags to collect trash and clear bags to collect recycling.
3. Send 1 to 2 people to go through and collect all trash and recycling bags and empty them into the compactors.

ROUND TWO

1. Send 4 to 8 people around the arena with brooms and dustpans. It is easiest for them to move together. (i.e. each person sweeps the same 4 rows of every section.)
2. Send the remainder of your group to follow the brooms with mops for spot mopping of spills.

SCHEDULING

Scheduling will be done via email only! This is to ensure it is fair to everyone. Phone calls can be taken, but a final email should be sent for confirmation. Email JSC-PostClean@osu.edu. If your group needs to call off, please do so at least 3 days prior to the clean-up. If your group calls off, you will not be offered the opportunity to clean again. If you must call off on the day of an event, please call both Charles Appiah at **614-783-6014** and Security at **614-688-5999**.

SWEEPING GROUP PROGRAM CONTACTS

SCHEDULING/ ISSUES

Charles Appiah

JSC-PostClean@osu.edu

PAYMENT

Michael Fullen

fullen.7@osu.edu