

# **Bethel Park Music Boosters**

## **2024 – 2025 Hoagie Handbook**

Revised 08.2024

**Please note:** information contained within the BP Music Booster Hoagie Handbook is subject to change. All students and parents who have submitted the Spring Trip Commitment Form indicating their interest in the trip, and who have provided up to date email information will receive any changes/updates throughout the year. Plan on attending the general booster meetings to receive additional information, tips, and support and also visit the BP Music Booster website [www.bpmusicboosters.com](http://www.bpmusicboosters.com) for updated information. The hoagie fundraisers are open to all music students in grades 9, 10, 11, and 12.

### **IMPORTANT HOAGIE DATES:**

#### **Hoagie Sale #1 is Saturday, September 28, 2024**

- All student hoagie orders **MUST** be submitted online by **8PM** on Friday, **9/20/2024**.
- Arrive at IMS by 5:45am on Saturday, September 28<sup>th</sup> to make hoagies!

#### **Hoagie Sale #2 is Saturday, November 16, 2024**

- All student hoagies orders **MUST** be submitted online by **8PM** on Friday, **11/8/2024**.
- Arrive at IMS by 5:45am on Saturday, November 16<sup>th</sup> to make hoagies!

#### **Hoagie Sale #3 is Saturday, January 18, 2025**

- All student hoagie orders **MUST** be submitted online by **8PM** on Friday, **1/10/2025**.
- Arrive at IMS by 5:45am on Saturday, January 18<sup>th</sup> to make hoagies!

#### **Hoagie Sale #4 is Saturday, March 1, 2025**

- All student hoagie orders **MUST** be submitted online by **8PM** on Friday, **2/21/2025**.
- Arrive at IMS by 5:45am on Saturday, March 2<sup>nd</sup> to make hoagies!

#### **Hoagie Sale #5 is Saturday, April 5, 2025**

- All student hoagie orders **MUST** be submitted online by **8PM** on Saturday, **3/28/2025**.
- Arrive at IMS by 5:45am on Saturday, April 13<sup>th</sup> to make hoagies!

### **QUICK FACTS**

- Only students in 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grade participating in the 2025 Spring Trip are included in the hoagie fundraiser.
- There are five hoagie sales throughout the school year.
- Student attendance at all five hoagie sales is **REQUIRED** unless prior permission in advance is received by a director.

- Students are expected to sell 75 hoagies per sale. If two students participate from the same household then the quota for the household becomes 115 hoagies per sale. If three students participate from the same household then the quota for the household becomes 150.
- All hoagies cost \$10.00 and are 12 inches long.
- Hoagie types include Italian, Turkey, and Mission.
  - ITALIAN hoagies contain a delicious combination of bologna, ham, salami, and cheese. Lettuce and tomato are packaged separately, which makes them suitable for freezing. An Italian dressing packet is included.
  - TURKEY hoagies contain real turkey breast meat, cheese, a mayonnaise packet, and the lettuce and tomato are packaged separately. These are suitable for freezing.
  - MISSION hoagies are given to local missions (details below)
- One bag of lettuce and tomatoes will be provided to the student for each increment of five ITALIANS and TURKEYS ordered. For example, if a student orders seven Italians and 13 Turkeys (total of 20) they would receive four bags of lettuce and tomatoes. These must be separated and repacked for different orders. Students are responsible for equally dividing and repackaging the lettuce and tomato to put with their individual orders. You are encouraged to order specials and turkey hoagies in increments of five to ensure enough lettuce and tomato for each hoagie.
- Student hoagies orders MUST be submitted BEFORE 8:00PM on Friday the week before each hoagie sale. Students must use the Student Order Form link on the Bethel Park Music Booster website at [www.bpmusicboosters.com](http://www.bpmusicboosters.com). **Required information includes the student's name, a contact telephone number, the number of each type of hoagie sold, as well as the total number of hoagies sold. You will need to fill out and submit the form even if you are doing the Contribution in lieu of fundraising option!**
- All ordered hoagies must be paid for the morning of the hoagie sale with one check, money order, or cash. Payment tables are open by 5:30am. Payments are made by cash, checks, and money orders to facilitate bookkeeping. *Note: checks are not deposited until midweek after the sale to allow everyone time to get the money from hoagie customers back into their bank accounts. All checks must be made out to the "BETHEL PARK MUSIC BOOSTERS."*

## PHILOSOPHY

The hoagie fundraising philosophy is a simple one, **one for all and all for one.**

Band, Orchestra, and Choir students work together to sell, make, and deliver a fresh, top-quality product known as the Bethel Park Band Hoagie to realize a common goal for the entire organization. The Bethel Park Music Boosters have a long-standing tradition of "Hoagie Sales" which has been well supported by the community of Bethel Park and surrounding areas for decades. The Music Boosters and Music Department are grateful for this support, and we work to make certain that the hoagies are of excellent quality.

Hoagie sales, assembly, and delivery have become a family tradition among Band, Orchestra, and Choir families because students, parents, and faculty become involved. Profits from hoagie sales are used to fund Music Department activities throughout the year. The annual Spring Trip for the Band, Orchestra, and Choir students is one of the main activities funded from hoagie sales. The type and extent of activities that occur on the Spring Trip are directly dependent on the success of the five band hoagie sales for the year.

## **FUNDRAISING EXPECTATIONS**

The Music Boosters organization develops budget projections for the year based on the number of participating students and the hoagie quotas assigned. All students are given identical hoagie quotas as the fundraising program is designed to support the entire music program. Individual student accounts are not maintained.

It is critically important that hoagie quotas are met for each hoagie sale. **All students are expected to sell a minimum of their full quota of hoagies for each of the five hoagie sales.** If a student is having difficulty meeting their quota, they may contact the Hoagie Chairperson to see if there are community members looking for hoagie sellers in which to be connected. Students are expected to submit their hoagie orders by the specified deadlines. **NO EXCEPTIONS!** Students who do not meet hoagie quotas are expected to make an equivalent non-refundable contribution in lieu of fundraising to the Bethel Park Music Boosters, a non-profit 501(c)(3) organization. The contribution in lieu of fundraising is \$6.50 per hoagie. For a student to participate in the spring trip, they must have fulfilled their full fundraising contribution and be paid up at each hoagie sale.

## **ATTENDANCE**

Student attendance at all five hoagie sales is required. Please make every effort to bring one parent/guardian to the sales. If your attendance is not possible for a given sale, prior arrangements must be made with your respective Director. All parents in attendance **MUST** display their up-to-date Bethel Park clearances as well as follow all health regulations at all times while participating in hoagie sales.

## **HOAGIE SALES**

The quota this year is **75 hoagies per sale.** This means each student is expected to sell at least 75 hoagies for each of the five sales during the school year. If two students participate from the same household, the quota for the household becomes 115 hoagies per sale. If three students participate from the same household, the quota for the household becomes 150 hoagies per sale.

The quota of 75 hoagies may seem challenging, especially to new Band, Orchestra, and Choir members and parents. Our experience throughout many decades of hoagie sales, many Band, Orchestra, and Choir members have been consistently meeting or exceeding their assigned quotas.

There are many ways and places to sell hoagies. One primary source is with family and friends. Hoagie customers do not have to be Bethel Park residents but remember; every hoagie ordered must be delivered by the student or student's family. The community of Bethel Park has been buying and eating Bethel Park Bank Hoagies for many years and many neighbors may be pleased to have

someone they know as their salesperson. Please make every effort to deliver your hoagies to your buyers by lunchtime on the hoagie day.

It is important for students to develop a hoagie customer list and contact each customer before each sale. NEVER throw a hoagie customer list away! If you have a former Band, Orchestra, or Choir member in your neighborhood who has recently graduated, ask them to give you their hoagie list, or get an order from them. It is also advisable to build in a cushion of extra customers (and sales above the minimum quota) because some customers may be out of town during any given hoagie sale. Remember, the quota is a minimum. Many students exceed the quota with ease, especially after they gain experience. We recommend using a basic order form to collect hoagie information. Typically, customer payment is collected when hoagies are delivered. Be sure to share your name and contact information with your customers!

If help is needed, **ask for it EARLY**. If we all work together in a cooperative effort, there is no reason each student cannot meet or exceed the hoagie quota.

## **PLACING YOUR HOAGIE ORDER**

After hoagie orders have been taken, the hoagie counts must be recorded using the Student Order Form link on the Bethel Park Booster website [www.bpmusicboosters.com](http://www.bpmusicboosters.com). Students will need to follow the directions and enter in the appropriate information for their hoagie orders, ensuring they have double checked and reconciled their order.

**Orders must be entered in by 8:00 pm Friday the week before each Hoagie Sale.**

Placing your order is done in advance of each hoagie sale so the proper amounts of various hoagies supplies can be ordered. Each student should calculate the number of EACH TYPE of hoagies sold as well as the total number of hoagies sold for the specific sale. You will be required to fill out the form even if you are opting to do the contribution in lieu of fundraising option.

REMEMBER: You are highly encouraged to sell italian hoagies and turkey hoagies in increments of five. Only one bag of lettuce and tomato will be provided for an order of five special or turkey hoagies. This one bag will need to be divided for each of the five orders. Students are responsible for all hoagie counts. Please make certain that the number and type of each hoagie you enter onto the form is correct, since you are monetarily responsible for that amount.

**It is the STUDENT'S RESPONSIBILITY to LOGIN and submit their order on the form BEFORE 8:00 pm on the due date. THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

Only a small number of supplies for extra hoagies are ordered. This is very important because an accurate order helps keep our costs down and increases our profit per hoagie made. We realize some customers forget to place their orders and call students with late requests. When this happens, a sign-up list for requested hoagies after the order deadline will be available Sunday through Wednesday. Any additional orders after Wednesday will need to be held and placed on the 'WANT LIST' available on Saturday morning. Hoagies available for purchase on Saturday are on a first-come, first-serve basis. Students WILL NOT BE PERMITTED to order large amounts of hoagies after the specified order deadline. This is to ensure the process of ordering hoagies and supplies runs more smoothly.

## HOAGIE SET-UP

The Friday afternoon before the Hoagie Sale Date, Independence Middle School cafeteria area is set up for making hoagies. Participating in set-up is mandatory for Quartermasters. Every student is expected to attend one setup throughout the year and will be organized by your director. Available parents to help with washing and sorting are always needed. If you can attend, please contact our BP Hoagie Chairperson to get more information and be sure to wear your up to date BP clearances. The hoagie set-up process begins approximately at 2:45pm and is normally completed by 4:45pm.

## HOAGIE SALE DAY

**Student attendance at all five Hoagie Sales is required.** Please make every effort to bring one parent/guardian to these sales. Parent/guardians must have their up-to-date BP clearances always displayed. If your attendance is not possible for a given sale, prior arrangements must be made with your respective Director.

Upon arrival, everyone must proceed immediately to the payment tables to check in and make payment for hoagies. No hoagies can be picked up before payment is made. Payment tables are open by 5:30am. Payments are to be made by cash, checks, and money orders to facilitate bookkeeping. Checks are not deposited until midweek after the sale to allow everyone time to get the money from hoagie customers back into their bank accounts. **All checks must be made out to "BETHEL PARK MUSIC BOOSTERS."** Any check that is returned due to insufficient funds will be assessed the fee associated by the Boosters' bank. The boosters reserve the right to request money orders for accounts that have shown consistent issues.

After receipt of the payment, the person at the payment table will give the individual an order slip that indicates the number and type of each hoagie paid for. **Please KEEP THESE SLIPS as they must be presented at the distribution center when hoagies are picked up.**

Actual hoagie making starts promptly at 6:00am. Everyone should be in attendance by 5:45am. Everyone **MUST** wear provided gloves while handling any hoagie supplies. In addition, hair and beard nets **MUST** be worn. These are all public health regulations and are **MANDATORY FOR EVERYONE, NO EXCEPTIONS!** We usually assemble between 13,000 and 17,000 hoagies by around 9:00 to 10:00am. If there are any remaining hoagie supplies at the end of the morning, they are sold on a first-come, first-serve basis at the "After Sale" table.

## HOAGIE DELIVERY

Delivery of hoagies may seem daunting but planning the route of delivery in advance helps. Deliver hoagies in the same general area at the same time to save time and gasoline. Please drive safely while delivering orders. Make certain you have your hoagie list of orders and customer contact information with you in case someone is not home at the time of delivery. Be sure to thank your hoagie customers. **\*\*Some people have found it to be a good idea to leave a thank you note with their hoagie order which also mentions the next hoagie sale date and seller's name and phone number for them to call or text you if necessary.** Pre-arrangements can be made with customers for them to leave coolers with payment outside their doors if they know in advance that they will be out

at the time of delivery. If you experience any problems with your order, please call the Hoagie Chairperson and they will attempt to resolve the problem.

Hoagie sale day is something that must be experienced first-hand to be truly appreciated! Every sale is different and fun!

## **MISSION HOAGIES**

If you have a customer who would like to support you and the BP Music Boosters but do not necessarily like or are able to eat hoagies, ask them if they would like to purchase a mission hoagie for DONATION to charity. Last year we donated over 11,000 hoagies to local missions including:

Washington City Mission  
Eighth Avenue Mission  
Narrow Gate Mission  
Light of Life Mission  
Bethel-St. Clair Meals on Wheels  
Finleyville Food Bank

Simply ask your customer if they would like to purchase a mission hoagie! The customer pays you, we make the hoagie, and it goes to charity on Saturday morning. Mission hoagies are ordered through the Student Order Form with all other hoagies. Money is collected from your customer, and you pay for the hoagie with the rest of your order, but you DO NOT need to deliver the mission hoagies. You get credit for the sale and the charity gets a hoagie donated by your customer! This is a great way to get family/friends who want to support you and the music department but do not want the actual hoagie or live too far way – offer the mission hoagie as an option! **MISSION HOAGIE PARTICIPATION IS VOLUNTARY!**