

PHILOSOPHY

Although changes are being made necessary by the Covid-19 Pandemic, the Hoagie Philosophy is a simple one. Band students work together in selling, and delivering Hampton Band Hoagies in order to help defray the cost of our spring trips. We will offer our customers a fresh, reasonably priced and top quality product that they will want to purchase again and again. We are grateful for the support of the community and work to make certain that the hoagies are of excellent quality.

This year, until things change and we can safely resume our traditional hoagie building, we will be selling pre-made hoagies prepared by Peppi's Old Tyme Sandwich Shop, a popular Pittsburgh business that has been around since 1983.

For the 2020 – 2021 school year, The Hampton High School Marching Band will be traveling to Disney World to march in the Magic Kingdom and take part in performing arts workshops. Selling hoagies can help to reduce the overall cost of the trip for the trip participants. The beauty of the hoagie sale concept is that each hoagie sold results in a \$2.00 contribution that is applied towards the cost of the trips.

■Participation

Student AND parent participation is vital to the success of this program. Participation consists of selling and delivering the hoagies. In addition, students and family members may be needed to help with the distribution of students' orders when the delivery arrives from Peppi's on the sale day.

■HOAGIE SALES

Two types of hoagies are available for the sale. ITALIAN hoagies have a delicious combination of hard salami, soft salami, and capicola with provolone cheese on a 10-inch Mancini's hoagie roll. TURKEY hoagies contain shaved turkey and provolone cheese. Each hoagie comes with lettuce and tomato, packaged separately. Because of the separate vegetable package, both hoagie types are ideal for freezing so that they may be enjoyed in the months after the sale.

All hoagies come with a packet of Italian dressing. ALL hoagies are individually bagged in a plastic bag. Each hoagie, regardless of type, sells for \$7.00.

There are many ways and places to sell hoagies. One primary source is with family and friends. *If you are comfortable doing so, and follow all Covid-19 safety practices, you could also go door-to-door to your neighbors and to other neighborhoods in the Hampton community (not necessarily where you live!).* You may be surprised that most residents are happy to support the Band and will gladly buy 1 or 2 hoagies. Feel free to contact businesses in Hampton that may be interested in something different for lunch on hoagie day. Talk to your family about having a family lunch on hoagie day.

Remember: HAMPTON HOAGIES FREEZE WELL AND ARE EVEN BETTER AFTER A COUPLE OF MINUTES IN THE TOASTER OVEN! Use this as a selling point!

Hoagie customers do not have to be Hampton residents. Do remember, however, that every hoagie ordered must also be delivered! We need to start a local tradition as an easy way for folks to get lunch on a Saturday approximately 4 times during the year. Another place to get hoagie orders is from businesses patronized by Band students and their families. Many businesses that are open on Saturday are eager to eat "something good and different" for lunch. Ask for permission to place a sign-up sheet at the business location about 10-14 days before the sale, and pick it up before the call-in deadline. Many times individuals and businesses will gladly give repeat orders for the next sales.

Keep in mind that you are not just selling a single hoagie, but rather, you are developing a customer list for the four sales for the 2020-2021 school year and beyond. So explain to your customer that you will not only be taking their order for just the August 22nd sale, but that you will contact them to see if they want to participate in subsequent sales. Your goal should be to build a customer list that can serve you for this year and for all of your years in the Band. In other schools that use hoagies for band fundraising, customer lists are turned over by graduating seniors to the upcoming classmen. It is important that students develop a hoagie customer list and contact each customer before each sale. NEVER throw a hoagie customer list away!

For the 2020 – 2021 School Year, the Hoagie Schedule is as follows:

<u>SALE#</u>	<u>HOAGIE ORDERS DUE</u>	<u>HOAGIE DISTRIBUTION</u>
#1	Thursday, August 16, 2020	Saturday, August 22, 2020
#2	Thursday, September 24, 2020	Saturday, October 3, 2020
#3	Thursday, November 5, 2020	Saturday, November 14, 2020
#4	Thursday, January 14, 2021	Saturday, January 23, 2021

Since the pandemic has forced us to buy pre-made hoagies at a higher cost with a reduced contribution to the students, an additional sale or two may be added if possible. The HBA will send out notifications if this becomes a reality.

An order form for the first hoagie sale can be found on Charms and will be attached to the HBA email update with the Hoagie Handbook. Additional forms can be downloaded from Charms. When you take an order for a hoagie, be sure you have the customer's name, address, phone # and e-mail address. Also, please explain to the customer that you will be delivering the hoagies before noon on the sale date. If the customer will not be home, please work out the delivery details at the time you take the customer's order. Typically payment for the hoagies is made when the hoagie is delivered. You should also leave your contact information with the customer in case they need to change the delivery details.

PLACING HOAGIE ORDERS

After hoagie orders have been taken, the hoagie counts must be place into the Hoagie Order SignUp Genius by the deadline date/time. The link for the SignUp Genius will be listed in Charms and sent to students via the weekly HBA update email. Please contact Jim Vasil at jvasil@verizon.net with any questions or issues placing hoagie orders before the order submission deadline.

"Ordering" is usually done Thursday evening 9 days before each hoagie sale so the proper amounts of various hoagie supplies can be procured. ORDERS MUST BE ENTERED INTO THE SIGN UP GENIUS BY 10:00 PM on the predetermined deadline date. THERE WILL BE NO EXCEPTIONS TO THIS RULE. If the order is ready at an earlier time, or if the student would be unable to place their order on Thursday evening, PLEASE enter the order earlier than the deadline.

Each student should calculate the number of EACH TYPE of hoagie sold (Italian and Turkey) as well as the total number of hoagies sold for the specific sale. Detailed instructions for placing hoagie orders via the SignUp Genius can be located on page 8 of this handbook, in Charms and the weekly HBA update email.

Please MAKE CERTAIN that the number and type of each hoagie is correct, since you are monetarily responsible for that amount. Students are responsible for all hoagie counts EXACTLY AS PLACED INTO THE SIGN UP GENIUS. Confirmation of a student's hoagie order will be displayed on page 3 of the SignUp Genius. Page 3 should display your order. You can return to the SignUp to view and confirm the order. Students should receive a reminder email one week prior to the sale date. This email will serve as a confirmation of your order. If this email is not received, please contact Jim Vasil at jvasil@verizon.net on the Sunday before the sale. **IT IS THE STUDENT'S RESPONSIBILITY TO HAVE A CONFIRMATION IN ADVANCE OF THE SALE.**

It is VERY IMPORTANT that correct orders are placed on time. Hoagie supply orders will be placed after the order period and hoagies will be delivered on Saturday of the sale date. Please follow these rules to make the order process run smoothly so hoagie profits can be maximized.

HOAGIE DISTRIBUTION

Because of the pandemic, hoagie Saturdays are going to be about distribution only.

Volunteers may be needed to help receive and check in the hoagies when delivered by the supplier, as well as sort and prepare student orders. Assistance may be needed with distributing orders as well. Requests for assistance will be sent out closer to distribution day.

Distribution is anticipated to take place at HHS. A SignUpGenius will be distributed for you to sign up for spaced pick-up times. When you arrive, your order will be placed in your trunk by a masked, gloved volunteer. You will be asked to have your payment ready in order to minimize contact. We will also be asking you to wear a mask will interacting with the volunteers.

This is what is anticipated at the time of writing this handbook. Please be aware that conditions are fluid and ever-changing, and adjustments may have to be made on the fly as we react. We will do our best to communicate, but we ask for your cooperation and understanding. We are living in unprecedented times and it is impossible to plan very far ahead.

Hoagie Delivery

Delivery of hoagies may take a long time, but can be facilitated by planning the route of delivery in advance. Deliver hoagies in the same general area at the same time. This will save time and gasoline. Drive safely while delivering orders. Make certain you have your hoagie list of orders with you. Be sure to thank your hoagie customers.

We strongly suggest that you leave a thank you note with their hoagie order, which also mentions the next hoagie sale date. The note should also contain a message with your telephone number for them to call you if the customer is away when you attempt to deliver their hoagies. A thank you note template is attached to this handbook.

If you experience any problems with your order, please call the Hoagie Chairpersons, 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 from every other sale. The HBA Officers look

forward to meeting you and helping you through the hoagie sales. Hoagie sales are certainly hard work, but are done in a positive atmosphere and can even be fun! Remember, our goal is to produce a quality product at a reasonable price, and to build a tradition at Hampton High School for Band students for many decades.

Template for Thank You Note

To My Valued Hoagie Customer,

Thanks for supporting the Hampton High School Band! With your help, our organization can continue to entertain people outside the Pittsburgh area by participating in festival parades and performances.

For the 2020– 2021 School Year, three more hoagie sales are planned:

<u>SALE:</u>	<u>ORDERS DUE ON:</u>	<u>HOAGIES DELIVERED ON:</u>
#2	Thursday, September 24, 2020	Saturday, October 3, 2020
#3	Thursday, November 5, 2020	Saturday, November 14, 2020
#4	Thursday, January 14, 2021	Saturday, January 23, 2021

I will be in touch with you prior to each of these sales to see if you would like to purchase another round of hoagies.

Thanks again for supporting the Hampton High School Band!

<<Student Name>>
<<Student Address>>
<<Student Phone Number>>
<<Student e-mail address>>

WE TRULY APPRECIATE THE EFFORTS OF EVERYONE INVOLVED IN MAKING HOAGIE SALES SUCCESSFUL. Good Luck!

Hoagie Ordering Instructions using SignUpGenius

The HBA will continue to use our existing method of ordering hoagies for 2020-2021 by entering hoagie orders into the SignUpGenius website. The site comes highly recommended and does not share your contact information with others. Additionally, no one else can see your contact information. The link for the SignUp Genius website will be sent to students via the HBA email updates and on the HBA Charms site. It is simple to create a SignUpGenius account. Creating an account will make it easier to edit your order if needed and sign up for future HBA activities. It will be helpful to join SignUpGenius and create your account at SignUpGenius.com **prior to placing** your order.

Please use the HBA SignUpGenius site to place your hoagie orders. Deadline for Hoagie Orders is 11 pm on the Thursday prior to the sale. You will not be able to place or change your order after that date. Use these step-by-step instructions to place your order:

- Join SignUpGenius and create an account at SignUpGenius.com.
- Connect to the HBA SignUp site via the link. The link is located in the HBA email updates and on the HBA Charms website.
- Follow the directions on the site. Remember to scroll down the page to view all of the information.

Page 1: Scroll down the page to view the sign-up sheet.

Click the **Sign Up** box for each type of hoagie ordered (Italian and Turkey).

Click the **Submit and Sign Up** button on the bottom of the screen.

Page 2: Place the number of Italian and Turkey hoagies ordered in the respective **Quantity** box.

Click the box: **Display an alternate name on the sign up page** and enter the **student's first and last name**.

Click the box: **Send me a confirmation email with an iCalendar file, as per your preference**.

These options will be available if you already have a SignUpGenius account. If needed, create an account: fill in the requested information using the **student's first and last name**, then click the box: **Create an account at SignUpGenius so I can login and edit my items if I ever need to make a change**

Under **Additional Info:** Place your contact phone number for the day of the sale in the **phone** box.

Click the **Sign Up Now!** button.

Page 3: When you reach this page, you've successfully placed your order for hoagies. You may return to the SignUp to verify or change your order up to the deadline date/time. You will receive a reminder email one week prior to the sale date. This will be the confirmation of your order. If you do not receive this email, contact Jim Vasil by the Sunday prior to the sale.

It is the student's responsibility to have a confirmation in advance of the sale.

If you are not comfortable using the SignUpGenius site, please contact Jim Vasil:

jvasil@verizon.net or (412)335-7612 as soon as possible, before the order submission deadline.