

TO: ALL GROUP LEADERS

FROM: LINDA NEAL
ASSISTANT OPERATIONS MANAGER
UNIVERSITY OF CINCINNATI
ATHLETICS DEPARTMENT

RE: SHINE THE SHOE

DATE: 2012-2013

Welcome to the Shine The Shoe fundraiser, I hope that this opportunity will help you and your group achieves your goal. I would like to take this time to give you all of the information that you need in order to get you scheduled for a clean up and get paid.

Please complete each form, Shine The Shoe Contact –Agreement, Liability, and Waiver Sign in Sheet, Shine the Shoe Clean up Responsibility, and make sure you complete the invoice so that you can be paid in a timely manner.

Please go to the web site click on Athletics/Rec., click on Men's Basketball schedule. Please choose 2 games, this will save time if the first game you chose was already chosen by another group. Each group will only get **1(one) game per group. BOTH EXHIBITION GAMES WILL ONLY REQUIRE 1(ONE) GROUP AND ONE \$800.00. These are the 2 dates for the exhibition game October 29, 2012 and November 5, 2012.**

If you chose a game that does not have a time, remember that the game time could be early or late, so if you have a youth group you may want to wait until the times are posted by the Big East conference on the web.

Please do not bring small children that will be left unattended while you work, they are not allowed to play basketball on the game court. You must bring your own gloves, drinks and food if needed; these things will not be provided.

Please inform your groups that they are not allowed to cross over the game floor with any buckets, brooms, or trash.

I would like all groups to report on the lower east end of the Fifth Third Arena, 20 minutes before the game ends and the game will last for 2 hours. Please call me when you arrive on campus at 513-200 4726, **parking is not included.**

There are 5 attachments to this letter.