

Bethel Park Music Boosters

2025-2026 Hoagie Handbook

Revised 07.2025

Please note that information contained within the BP Music Booster Hoagie Handbook is subject to change. All students and parents who have committed to the Spring Trip, submitted a Spring Trip Intent Form, and provided up to date email information will receive any changes or updates throughout the year. You should also plan to attend the General Booster meetings throughout the school year to also receive updated information, tips, and support. Finally, use the BP Music Booster website www.bpmusicboosters.com as a resource.

Participation in hoagie fundraising is completely voluntary. If you wish to not participate in selling hoagies, an alternative option is to make a non-refundable contribution in lieu of fundraising to the Bethel Park Music Boosters, a non-profit 501(c)(3) organization for each hoagie sale. The contribution in lieu of fundraising is \$6.50 per hoagie. The contribution in lieu of fundraising for one hoagie sale is \$390.00. The contribution in lieu of fundraising for all five hoagie sales is \$1,950.00. Checks for contributions in lieu of fundraising are still due the morning of each hoagie sale.

IMPORTANT HOAGIE DATES:

Hoagie Sale #1 is Saturday, September 13, 2025 @ 7:00AM

- All student hoagie orders MUST be submitted online by **8PM** on Friday, **9/5/2025**
- Student and one adult arrive at IMS by 6:45am on Saturday, September 13th to make hoagies!

Hoagie Sale #2 is Saturday, October 18, 2025 @ 7:00AM

- All student hoagies orders MUST be submitted online by **8PM** on Friday, **10/10/2025**
- Student and one adult arrive at IMS by 6:45am on Saturday, October 18th to make hoagies!

Hoagie Sale #3 is Saturday, December 6, 2025 @ 7:00AM

- All student hoagie orders MUST be submitted online by **8PM** on **MONDAY, 11/24/2025**
- Student and one adult arrive at IMS by 6:45am on Saturday, December 6th to make hoagies!

Hoagie Sale #4 is Saturday, February 7, 2026 @ 7:00AM

- All student hoagie orders MUST be submitted online by **8PM** on Friday, **1/30/2026**
- Student and one adult arrive at IMS by 6:45am on Saturday, February 7th to make hoagies!

Hoagie Sale #5 is Saturday, March 28, 2026 @ 7:00AM

- All student hoagie orders MUST be submitted online by **8PM** on Friday, **3/20/2026**
- Student and one adult arrive at IMS by 6:45am on Saturday, March 28th to make hoagies!

QUICK FACTS

- There are five hoagie sales throughout the school year.
- Only students in 9th, 10th, 11th, and 12th grade who have completed a spring trip intent form and plan to participate in the 2026 Spring Trip are included in fundraising.
- Student attendance at all five hoagie sales is **REQUIRED** unless an exception is approved in advance by a director.
- Students are expected to sell 60 hoagies per sale; if two students participate from the same household then the quota for the household becomes 100 hoagies per sale.
- 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 and cheese. Lettuce and tomato are packaged separately, which makes them suitable for freezing. A mayonnaise packet is included.
 - **MISSION** hoagies are hoagies purchased for donation to local missions (additional details below). Mission hoagies are a great way for out of town family/friends to still support the music program as well as a local mission.
- One bag of lettuce and tomatoes will be provided to the student for each increment of five **ITALIAN** and **TURKEY** hoagies 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 repackaged for different orders. Students are responsible for equally dividing and repacking the lettuce and tomato to put with their individual orders. You are encouraged to order Italian and Turkey hoagies in increments of five to ensure enough lettuce and tomato for each hoagie. Additional lettuce and tomatoes are also sold at after sale for those who wish purchase extra.
- Student hoagies orders **MUST** be submitted by 8:00pm on Friday one week before each hoagie sale. ****NOTE special earlier order deadline for the December 6th sale.**** Students must use the Student Order Form link located on the Bethel Park Music Booster website at www.bpmusicboosters.com to place their order. Additionally, it is **REQUIRED** that you sign in with a Google account in order to submit your hoagie order. **The required information on the order form includes the student's name, contact telephone number, and the number of each type of hoagie sold. All students MUST complete the order form even if they do not sell hoagies and choose the full contribution in lieu of fundraising option instead (simply enter zeros for your order).**

- All ordered hoagies must be paid for the morning of the hoagie sale with one check, money order, or cash. Payment through this method facilitates bookkeeping. Payment tables are open by 6:30am and students will check in and make payment upon entering the hoagie sale. *Note: checks are not deposited until Wednesday after the sale to allow everyone time to get the money from their hoagie customers back into their bank accounts. All checks must be made out to the “BETHEL PARK MUSIC BOOSTERS.”*

PHILOSOPHY

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

Band, Orchestra, and Choir students work together to sell, produce, and deliver a fresh, reasonably priced, 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 over 50 years. The Music Boosters and Music Department are grateful for this support, and we work to make certain that the hoagies are of excellent quality in order to maintain this tradition.

Hoagie sales, assembly, and delivery have become a family tradition among students and families because students, parents, and faculty come together and become involved as a team. Profits from hoagie sales are used to fund many 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 during the school year.

FUNDRAISING EXPECTATIONS

The Music Booster 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.

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 Fundraising Chair 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 have all monies paid in full by the end of the final hoagie sale in March.

ATTENDANCE

Student attendance at all five hoagie sales is required. In addition, one parent/guardian per student is expected to sign up to volunteer at each hoagie sale. If your attendance is not possible for a given

sale, prior arrangements must be made with your respective Director. Both students and parent/guardian volunteers will sign up for hoagie sale jobs for the school year via a Sign Up Genius form that will be distributed in August. All parents in attendance MUST have active clearances on file with the school district and display their volunteer badges during hoagie sales. Finally both students and parents/guardians in attendance at hoagie sales must follow all health regulations while participating in hoagie sales.

HOAGIE SALE QUOTA

The quota this year is **60 hoagies per sale**, which has been greatly reduced from last year. This means each student is expected to sell at least 60 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 100 hoagies per sale. If there three students from the same household, the quota for the household becomes 140.

The quota of 60 hoagies may seem challenging, especially to new Band, Orchestra, and Choir members and parents. Our experience throughout many decades of hoagie sales is that students 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. Another source of hoagie sales is local businesses. Many workers at these places would love to have lunch delivered to them on a Saturday while they work! Finally, social media has provided another way to sell hoagies. Regardless of how you obtain your hoagie orders, please remember that you must deliver all orders! Please make every effort to deliver your hoagies to your buyers by lunchtime on the day of the hoagie sale. All hoagies should be delivered on the day of the sale!

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 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 and keep track of your hoagie order information including name of your customer, address, and phone number. It is also good to make sure customer has your name and phone number. Typically, customer payment is collected when hoagies are delivered.

PLACING YOUR HOAGIE ORDER

After hoagie orders have been taken, the hoagie counts must be recorded using the Student Order Form link located on the Bethel Park Booster website www.bpmusicboosters.com. Students are REQUIRED to sign in with a Google account in order to submit your hoagie order. 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. **Students/parents are responsible for making sure their orders are correct, making certain that the number and type of each hoagie you enter on the form is correct, since you are monetarily responsible for that amount.**

Placing your order is done in advance of each hoagie sale so the proper amounts of various hoagie supplies can be ordered. Each student should calculate the number of EACH TYPE of hoagie 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 (simply enter zeros for your order).

REMEMBER: You are highly encouraged to sell italian and turkey hoagies in increments of five. Only one bag of lettuce and tomato will be provided for an order of five italian or turkey hoagies. This one bag will need to be divided for each of the five orders.

It is the STUDENT'S RESPONSIBILITY to submit their order on the web form BEFORE 8:00pm on Friday one week prior to the hoagie sale date. ****NOTE special earlier order deadline for the December 6th sale.**** Orders not placed by the deadline cannot be guaranteed!

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 people forget to place their orders and call students with late requests. For this reason, a special electronic 'Want List' sign up is made available for requested hoagies after the order deadline. This want list is a separate online form and will be available beginning Monday following the order deadline and will run through Wednesday at 5:00pm. QR codes are posted in the music classrooms for easy access to the electronic want list. Any additional orders after Wednesday will need to be held and requested on Saturday morning. Extra hoagies on Saturday are available on a first come first served basis while supplies last so filling an extra order on the day of the sale is not guaranteed. 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 run smoothly and efficiently.

HOAGIE SET-UP

The Friday afternoon before each hoagie sale, 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 setup are always welcome. If you can attend, please contact the Hoagie Fundraising Chair to get more information. Remember all parent volunteers must wear your up-to-date BP clearance badge. The hoagie set-up process begins approximately at 2:45pm and is normally completed by 4:30pm.

HOAGIE SALE DAY

Attendance at all five Hoagie Sales is required. All students must attend and work Saturday Hoagie Sale Day. Additionally, at least one parent or guardian of every student is expected to volunteer at every Hoagie Sale. All adult volunteers must have their clearances on file with the school district and wear their volunteer badge during the hoagie sales. If student 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 6:30am. Payments are to be made by cash, checks, and money orders to facilitate bookkeeping. Checks are not deposited until Wednesday following each 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 receiving payment, the person at the payment table will give the student a paper payment receipt that indicates the number and type of each hoagie paid for. **Please KEEP THESE RECEIPT SLIPS as they MUST be presented at the distribution center when hoagies are picked up.**

At the conclusion of the hoagie sale, students will be directed to the distribution area to pick up their hoagie orders. You are required to double and trip check your orders BEFORE leaving IMS. If you do not count and check your order before leaving, we cannot guarantee we will be able to correct any issues! If you experience any problems with your order, please call the Hoagie Fundraising Chairperson and they will attempt to resolve the problem. Any issues should be reported by 10:00AM.

Actual hoagie making starts promptly at 7:00am. Everyone should be in attendance by 6:45am. 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. We usually assemble anywhere 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. There are many route delivery apps available which can really help with hoagie delivery. 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 in the event that they know in advance that they will be out at the time of delivery.

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 unable to eat hoagies, or perhaps they live out of the area, you can ask them if they would like to purchase a hoagie for DONATION to charity. Last year we donated over 8,000 hoagies to local missions including:

Washington City Mission
Eighth Avenue Mission
Narrow Gate Mission
Light of Life Mission
Finleyville Food Bank
Meals on Wheels

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!

IN SUMMARY

The Bethel Park Band Hoagie is a long-standing tradition, and hoagie sale day is something that must be experienced first-hand to be truly appreciated! Every sale is different and fun! We welcome you to the experience for the 2025-2026 school year. If you have any questions, please contact our hoagie fundraising chair at hoagies@bpmusicboosters.com.