



2019 Town of Frisco
Application Information for
Non-Profit Event Partnership

Non-Profit Partnership at Frisco Events:

The Town of Frisco believes in partnering with and rewarding local non-profit organizations. Each year the Town of Frisco makes fundraising opportunities available to local non-profits that provide volunteers for different aspects of Town events. These opportunities include:

- Various volunteer support during the Frisco BBQ Challenge
- Liquor sales at Frisco's Concerts in the Park and 4th of July celebrations
- Course marshaling the 4th of July Parade
- Ice cream and lemonade sales at the Frisco Historic Park's annual Founder's Day celebration

These events are designed to meet the Town of Frisco's community and sustainability goals, as well as draw tourism and highlight Frisco's amenities. Included in this packet is detailed information about each event, specific volunteer responsibilities, and how to apply for partnership. The following information will outline the requirements for non-profit participation.

Eligibility and Application Guidelines:

Who Can Apply:

Non-profit partners must be a 501 (c) (3) (6) or (7) in good standing with the IRS.

When To Apply:

Non-profit applications are available from January 7, 2019 – February 4, 2019 at Frisco Town Hall; 1 Main Street, Frisco, CO 80433, or on the town's website at www.townoffrisco.com/non-profits/

Non-Profit Application Timeline:

- Applications are due no later than 5:00 p.m. on Monday, February 4, 2019. There are no exceptions to this deadline. If you are mailing your application, it must be received by the deadline on Monday, February 4, 2019 – a February 4, 2019 postmark and receipt of the application at a later date will not be accepted.
- Applications will be reviewed through February 22, 2019.
- Notification of participation will be no later than March 1, 2019.

Selection Criteria:

- 1) The non-profit's mission and how it aligns with the Frisco events
- 2) The non-profit's benefit to the citizens of Frisco
- 3) The non-profit's ability to recruit volunteers
- 4) The non-profit's ability to increase the attendance at an event
- 5) Any past experience with the non-profit while they were part of the Frisco event partnership program

Questions: If you have any questions, please contact Nora Gilbertson–Town of Frisco Events Manager
NoraG@townoffrisco.com (970)668-9132.

Frisco Colorado BBQ Challenge – June 13-15, 2019

Entering its 26th year, the Frisco BBQ challenge has become a tradition of national relevance that spans over 6 blocks and welcomes nearly 15,000 people to our community. Requiring over 400 volunteers, the BBQ Challenge has developed into an outstanding opportunity for the Town of Frisco to support our belief of giving back and create a rewarding partnership with local non-profits over different aspects of the event.

All applications are reviewed by the Town of Frisco. The sponsorship application is designed to provide a better understanding of your non-profits mission. In effort to make the most informed decision, the Town of Frisco reserves the right to interview non-profits to ensure optimal success of the partnership.

All selected non-profits will be encouraged to attend any and all meetings pertaining to the BBQ Challenge in order to broaden their overall knowledge and understanding of the event.

General Information

1. Each non-profit chosen will be required to have an organization representative attend meetings. Meetings may be held up to, but not more than once a month during work hours (9:00 a.m.-5:00 p.m.).
2. The organization representative will be responsible for recruiting and scheduling the required number of volunteers, and managing those volunteers during the event.
3. All lead volunteers must be over 21 years of age
4. All alcohol related volunteers must be over 18 years of age

Volunteer Opportunities for the BBQ Challenge:

Pit Boss Volunteers for Ticket Sales Booths:

- o Guaranteed \$8,500 financial contribution to selected non-profit
- o Two Leads (1 should be the organization representative) to oversee and organize Pit Bosses during the event
 - One Lead must be available and on site at all times
 - Responsible for educating the ticket sellers on process and procedures
 - Required to attend any meetings
- o Approx: 12 shifts of committed and trustworthy people possibly board members
- o Volunteers would be:
 - Requested to attend any training meetings prior to the event in May and June
 - Responsible for 6 hour shifts during the event (June 13-15, 2019)
 - Upholding the financial and security procedures of the booth
 - Set-up and tear down of the ticket booth

Frisco Colorado BBQ Challenge – June 13-15, 2019

Volunteer Opportunities for the BBQ Challenge:

Pit Boss Volunteers for Alcohol Booths

- o Guaranteed \$10,000 financial contribution to selected non-profit
- o Two Leads (1 should be the organization representative) to oversee and organize Pit Bosses during the event
 - One Lead Pit Boss must be available and on site at all times
 - Pit Bosses are responsible for educating the alcohol booth volunteers on process and procedures
- o Approx: 17 Pit Boss Shifts
- o Volunteers would be:
 - Pit Bosses are requested to attend any training meetings prior to the event in May and June
 - Responsible for 6 hour shifts during the event (June 13-15, 2019)
 - TIPS Trained or able to receive TIPS training by June 13, 2019
 - Leading and upholding the financial and security procedures of the booth
 - Set-up and tear down of the booth

Country Store Retail Sales

- o Guaranteed \$2,500 financial contribution to selected non-profit
- o Two Leads (1 should be the organization representative) to oversee and organize volunteers during the event
 - One manager must be available and on site at all times
 - Required to attend any meetings
- o Approx: 18 Volunteer Shifts
- o Volunteers would be:
 - Organization is responsible for purchasing merchandise and animating the Country Store
 - Requested to attend any training meetings prior to the event in May and June
 - Responsible for four 6 hour shifts and six 3 hour shifts during the event (June 13-15, 2019)
 - Leading and upholding the financial and security procedures of the booth
 - Set-up and tear down of the booth
 - Distributing BBQ volunteer and participant t-shirts

Non-Alcoholic Beverage & Ice Sales

- o Guaranteed \$2,500 financial contribution to selected non-profit
- o Two Leads (1 should be the organization representative) to oversee and organize volunteers during the event
 - One Lead must be available and on site at all times
 - Required to attend any meetings
 - Responsible for educating the booth volunteers on process and procedures
- o Approx: 12 Lead shifts and 18 volunteer shifts
- o Volunteers would be:
 - Volunteers requested to attend any meetings
 - Lead volunteers and organization representative requested to attend any training meetings prior to the event
 - Responsible for six 6 hour shifts and six 3 hour shifts during the event (June 13-15, 2019)
 - Leading and upholding the financial and security procedures of the booth
 - Set-up and tear down of the booth
 - Product delivery and recording of all ice transactions

Frisco Colorado BBQ Challenge – June 13-15, 2019

Volunteer Opportunities for the BBQ Challenge:

Zero Waste Station Educators

- o Guaranteed \$6,500 financial contribution to selected non-profit
- o Two Leads to oversee and organize volunteers during the event
 - One Lead must be available and on site at all times
 - Responsible for educating the volunteers on process and procedures
 - Required to attend any meetings
- o Approx: 200 volunteer shifts
- o Volunteers would be:
 - Requested to attend any trainings prior to the event
 - Educating the public on waste diversion

Hogback Counting

- o Guaranteed \$1,500 financial contribution to selected non-profit
- o Approximately 24 hours of time with at least 2- 4 volunteers needed post event June 16-17, 2019
- o Volunteers would be:
 - Requested to attend any training meetings prior to the event
 - Responsible for counting and verifying ticket numbers

4th of July–Liquor Sales

General Information:

Frisco's Fabulous Fourth of July will be held Thursday, July 4, 2019 on Frisco's Main Street and at the Frisco Bay Marina. The event includes concerts, a parade and fireworks (weather dependent). Alcohol sales to the public will be from 10:00 a.m. to 4:00 p.m. on Main Street. The Town will not request a percentage of sales for this event. The non-profit will be able to keep all of the proceeds from this event minus liquor expenses.

Requirements:

1. Non-profit will be responsible for securing the liquor license permit for the event. The permit is due 45 days in advance of the event. However, the Town will prepare the special event liquor application by March 31, 2019 for all summer events. The total cost for a liquor permit is \$100.00. The non-profit will be required to submit a check for permitting in the amounts of \$100.00 to the Town of Frisco by March 31, 2019 along with their special event liquor license application.
2. Non-profit is required to pull Event Liquor Liability insurance. We require a \$1,000,000 per incident policy.
3. The non-profit will be responsible for the sale of the alcohol. The Town will provide the sponsored alcohol, the prices and any signage. Ice will be available on site and will be charged to the non-profit. The Town will invoice the non-profit for the wholesale cost of the alcohol sold and ice used. This invoice is to be paid within 30 days.
4. The non-profit will be required to provide a cash bank (\$500 in ones and fives). The non-profit may provide a secure credit card sales system if they wish, but this is not a requirement.
5. The non-profit is required to recruit, schedule and supervise all volunteers for the liquor sales booth and ensure safe serving practices.

Volunteer Responsibilities

1. Provide an organization representative to attend meetings to discuss the hours, expectations and recap of the event.
2. All alcohol related volunteers must be over 21 years of age.
3. Lead volunteers – approximately 2 shifts of 4 hours for oversight of the booth

Volunteers:

- 8 volunteers for shifts of 3 hours from 10:00 a.m.-5:00 p.m. (4 people from 10:00 a.m.-1:00 p.m. and 4 people from 1:00 p.m. - 4:00 p.m.)
- Need 1 representative on-site at 9:30 a.m.

4th of July–Marshaling Parade Course

General Information:

The 4th of July parade is a patriotic celebration that draws approximately 10,000 people to line Frisco’s Main Street. The parade is complete with kids on bikes and floats with participants throwing candy to the crowd. The Town of Frisco is looking for course marshals to help mitigate the risk of children running in front of vehicles in search of candy.

Volunteers would need to be in place 30 minutes prior to the parade (11:30 a.m.) and stay for the duration of the parade, typically one and a half to two hours. We realize that holidays are a difficult time of year to get volunteers, as many people are busy and traveling. In consideration, we are willing to split this task between two organizations if need be to get the required total number of volunteers.

Requirements:

1. Non-profit will be responsible for ensuring the safety of our guests at the parade by helping keep children and adults out of the parade route and from running in front of any moving vehicles, animals, marching bands or any other floats. Volunteers will also pick any candy off the street and hand it to children along the route.

Volunteer Responsibilities:

1. Volunteers must be 16 or older.
2. Volunteers must wear safety vests (provided by Town of Frisco) and be in place throughout the duration of the parade.
3. Volunteer shifts are from approximately 11:30 a.m.-2:00 p.m. and 48 volunteers will be needed during that time. Again, this partnership may be split up between two non-profits if needed.

Founder’s Day–Ice Cream & Lemonade Sales – July 6, 2019

General Information:

Founder’s Day is a celebration of the history of our mining town. Event participants enjoy a variety of entertainment, complete with gold panning and burro rides, all while indulging in two summer time staples–ice cream and lemonade! This celebration is a great way to raise both awareness and funds for your organization.

Requirements:

1. Non-profit will purchase and serve ice cream, lemonade, and any other pre-approved items.
2. Non-profit will provide their own cash box.
3. Non-profit will be able to put out a tip jar, brochures and any other organizational information.

Volunteer Responsibilities:

1. Volunteers must be on-site from 9:30 a.m. - 4:00 p.m. on Saturday, July 6, 2018. The non-profit will be able to break this into shifts, but must ensure at least two volunteers are present at all times.

Concerts in the Park–Liquor Sales

General Information:

The Thursday night Concert in the Park is a free series of concerts open to the public and held at the Frisco Historic Park Gazebo from 5:30 p.m. to 7:30 p.m. The event draws approximately 300 to 500 people and will run the following Thursday nights throughout the summer (June 20-August 22, 2019). Please note there will be no Concert in the Park on Thursday, July 4, as we will have our regularly scheduled holiday festivities on that day.

Non-profits will be selected to vend during only one Thursday concert, but are asked to provide three preferred dates. Non-profits may also sell food and other items at this event in accordance with the Summit County Environmental Department health guidelines.

The bands are selected between April and May and will represent rock, bluegrass and Americana genres. Unfortunately, we are unable to provide non-profits with the ability to pre-approve or select the band. The Town will not request a percentage of sales for this event. The non-profit will be able to keep all of the proceeds from this event minus liquor and food expenses. Food purchases and sales are at the risk/reward of the chosen non-profit.

Requirements:

1. Non-profit will be responsible for securing a liquor license for the event. The application is due to the Event Manager by April 5, 2019. The Event Manager will then submit the application along with an event site map by April 12, 2019 for this event. The total cost for a liquor permit is \$100.00. The non-profit will be required to submit a check for permitting in the amounts of \$100.00 to the Town of Frisco by April 5, 2019.
2. The non-profit is required to pull event liquor liability insurance. A \$1,000,000 per incident policy is required.
3. The non-profit will be responsible for the sale of the alcohol. The Town will provide the sponsored alcohol, prices and any signage. Ice will be available on site and will be charged to the non-profit. The Town will invoice the non-profit for wholesale cost of the alcohol sold and ice used. This invoice is to be paid within 30 days.
4. The non-profit will be required to provide a cash bank (\$500 in ones and fives). The non-profit may provide a secure credit card sales system if they wish, but this is not a requirement.
5. The non-profit is required to recruit, schedule, and supervise all volunteers for the liquor sales booth.
6. The non-profit is required to promote the event to their supporters through email databases and posters (provided by the Town).

Volunteer Responsibilities:

1. All alcohol related volunteers must be over 21 years of age.
2. Lead volunteers – approximately 1 shift for 4 ½ hours of oversight of the booth.
3. Volunteers (3-5) from 4:30 p.m.-8:00 p.m.

How to Apply:

Instructions:

To be considered for event partnership, please provide the required information below on an 8½” x11” document and complete the form that follows. When you have finished, print or attach your information to the form and submit to Frisco Town Hall or email to NoraG@townoffrisco.com.

Due to the high number of applications, if you are applying for liquor sales partnership during Concerts in the Park or 4th of July, we ask that you rank your top three volunteer opportunity dates for consideration.

If you are mailing your submission, we *MUST* receive your completed application by 5:00 p.m. on February 4, 2019. A February 4, 2019 postmark and receipt of the application at a later date will not be accepted.

Required Information for Non-Profit Event Partnership Application:

1. Non-Profit name and mission statement.
2. How does your organization benefit the Town of Frisco? What programs and activities does your organization provide?
3. If selected, what ideas or capabilities does your organization have to increase the attendance and awareness or the specific event(s) applying for?
4. If selected, would your organization be able to help staff a *Zero Waste* tent to help promote the town's sustainability mission? (Please note, doing so is not a requirement, but is encouraged)
5. If you are applying for partnership for a responsibility during BBQ, which responsibility are you applying for and why?
6. Attach a letter of good standing from the Colorado Secretary of State

**Please Note:* Past selection does not guarantee future selection. The selection process is competitive and organizations will be selected based on the submitted applications and past performance as part of this program (when applicable). A complete application must be submitted by February 4, 2019 at 5:00 p.m. Applicants for partnership must be tax exempt under the provisions of section 501 (c) of the Internal Revenue Code. Non-profits interested in liquor sale opportunities during Concerts in the Park or July 4th must be able to qualify for a Special Event Liquor Permit.



FRISCO

COLORADO

Non-Profit Event Partnership Application

Organization: _____

Contact Name: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Phone: _____

Cell: _____

If you would like to be considered for partnership during the Frisco Colorado BBQ Challenge:
Using (X) - Please mark the volunteer opportunity you would like to be considered for in the
box below.

Frisco Colorado BBQ Challenge	
Volunteer Opportunities:	Selection:
Pit Boss Volunteer for Ticket Sales Booths	
Pit Boss Volunteer for Alcohol Booths	
Country Store Retail Sales	
Non-Alcoholic Beverage & Ice Sales	
Zero Waste Station Educators	
Hogback Counting	



FRISCO

COLORADO

Non-Profit Event Partnership Application

If you would like to be considered for liquor sales partnership during the following summer events:
Using (1, 2, 3) - Please rank your top three volunteer options in the box below.

Partnership - Summer Liquor Sales	
Event Opportunities:	Rank:
Concerts in the Park - June 20, 2019	
Concerts in the Park - June 27, 2019	
Concerts in the Park - July 11, 2019	
Concerts in the Park - July 18, 2019	
Concerts in the Park - July 25, 2019	
Concerts in the Park - August 1, 2019	
Concerts in the Park - August 8, 2019	
Concerts in the Park - August 15, 2019	
Concerts in the Park - August 22, 2019	
4th of July - Liquor Sales	

If you would like to be considered for partnership to marshal during the Town's 4th of July celebration or for ice cream and lemonade sales during Founder's Day:
Using (X) - Please select the event(s) you would like partnership consideration for.

Other Summer Event Partnerships	
Events:	Selection:
4th of July - Marshaling the Parade Course	
Founder's Day - Ice Cream and Lemonade Sales	

When complete, attach required information and submit no later than February 4, 2019 via:

Email:
NoraG@townoffrisco.com

Fax:
Attn: Nora Gilbertson
(970)668-0677

Mail:
Special Events
PO Box 4100
Frisco, CO 80443

In Person:
1 Main Street
Frisco, CO 80443