

2018 Tri-State Wing-Off

Volunteer Beneficiary Application Instructions

Greetings,

The Western Maryland Jaycee's are seeking applications for 2018 Tri-State Wing-Off beneficiaries.

We greatly appreciate the tremendous interest in our event and our volunteer beneficiary program. Our goal is to put on a wonderful event for our community, raising tons of money for local non-profits at the same time.

Who is Eligible to Apply? Applicants **MUST be Allegany or Mineral County based non-profit organizations OR public entities with 501(C) 3 or 501 (C) 6 Status.** This is a MUST!

IMPORTANT DATES:

- Application Submission Deadline: **Friday, May 18, 2018 at 5:00 PM.** *Applicants will be notified by e-mail when proposals have been received.*
- Applicant Notification: **Friday, May 25, 2018 by 5:00 p.m.** *Award recipients will be notified by phone and/or email.*
- Event planning meeting: **Wednesday, June 9, 2018 at 6:00 PM**
- **2018 EVENT DATE – The 8th Annual Tri-State Wing-Off will be held on Saturday, June 16, 2018.**

It takes an army of people to pull off the Wing-Off. In 2014 the Western Maryland Jaycee's began employing the help of local non-profit groups to help cover those needs in exchange for a hefty donation. Over the years, we have donated over \$30,000 to local non-profit organizations for their assistance with the event.

Accountability Requirements

- Groups are responsible for providing the agreed upon manpower for the event. This includes the number of volunteers present for the agreed upon amount of time.
- All volunteers must be 21 years of age or older
- Groups must provide volunteer information at time of application
- Group representative is responsible for attending a short planning meeting on Wednesday, June 9, 2018 for final instructions for their group unless organized otherwise with Wing-Off Volunteer Organizer. **Representative also responsible for communicating all instructions to their volunteers**
- Failure to meet accountability requirements will result in the loss of your Jaycee's donation and jeopardize future funding opportunities

Applications must be received by May 18, 2018 at 5:00 PM: Please submit your application to Matt Miller via email; tristatewingoff@gmail.com



2018 Tri-State Wing-Off Volunteer Beneficiary Application

Incomplete applications will not be considered.

Non-Profit Group Name

Contact Person

Mailing Address

Contact Mailing Address

City/ State/ Zip

Contact City/ State/ Zip

Applicant Phone

Contact Phone Day / Evening

Applicant E-mail Address and Web Site (if applicable)

Contact E-mail Address

Briefly describe your organization:

Please circle which volunteer slots your organization is capable of covering, and how many volunteers you plan to supply to cover the shift: Circle all that apply. *See attachment for shift schedules and details.*

Beer Station 1: \$924 value, 12 volunteers (Must stay until 11:00p)
Beer Station 2: \$420 value, 6 volunteers
Beer Station 3: \$420 value, 6 volunteers
Beer Station 4: \$420 value, 6 volunteers
Merchandise Tent: \$308 value, 6 volunteers
Soda Sales: \$336 value, 4 volunteers (Must stay until 11:00p)
Facilities: \$360 value, 4 volunteers
Front Gate/Box: \$1442 value, 22 volunteers
Security/Stage Help: \$2,025 value, 29 volunteers
Kid Zone: \$420 value, 4 volunteers
Set Up/Clean Up: \$840 value, 15 volunteers minimum

REQUIRED: On a separate sheet of paper, please provide names and t-shirt sizes for your committed volunteers. If volunteers already have a Wing-Off provided shirt, please let us know.

Authorized Signature: The signature below is that of the person authorized to testify to the accuracy of this application and the person who agrees that the required acknowledgment will be given to the Western Maryland Jaycee's, if this application is approved.

Signature

Title

Date

Contact for application questions: Please e-mail Matt Miller at tristatewingoff@wmdjaycees.org.

2018 WING OFF Volunteers

		9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
		Hours:														
		Max # of People														
		Value														
		Max # of Jaycee's														
Front Gate-Main Entrance/Box Office		103				\$ 1,442			22							
<i>Description:</i> Scan/Accept tickets, Check ID's and give out wristbands upon entry.																
1	Entry Gate															
2	Entry Gate															
3	Entry Gate															
4	Entry Gate															
5	Shuttle 1															
6	Shuttle 1															
7	Shuttle 2															
8	Shuttle 2															
9	Shuttle 3															
10	Shuttle 3															

		Hours:	Value	Max # of People	# of Jaycee's
Security/Stage Hands		135	\$ 2,025	29	0
<i>Description:</i> Monitor and Guard all entry/exit ways, Walk the grounds to maintior for issues, Ensure no alcohol leaves the premesis, Assist with the removal/containment of any unruly patrons. Top 3 spots Help with music loading/unloading and backstage security.					
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

		Hours:	Value	Max # of People	# of Jaycee's
Kids Zone		28	\$ 420	4	0
<i>Description:</i> Monitor bounce house and swingset					
1					
2					
3					
4					

2018 WING OFF Volunteers

Setup/Clean Up Crew	Hours:	60	Value \$ 840	Max # of People	15	# of Jaycee's	0
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

Description:
SATURDAY AND SUNDAY!!
 Help get tables, chairs and tents set up and assist with last minute preparation.

Parking	Hours:	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
1				120	Value \$ 1,680	Max # of People	30	# of Jaycee's	0							
2																
3																
4																
5																
6																
7																
8																
9																
10																

Description:
 Manage the parking on the grounds day of Wing-Off

Total Amount Donated: \$ 9,573
 Non-Profit Volunteers: 142
 Jaycee's Volunteers: 18
TOTAL VOLUNTEERS: 164