



Re: **2012 Community Share Group Program Application**

Dear Grand Traverse Area Non-Profit Organization:

The planning for the 2012 National Cherry Festival is underway and we would like to invite you to apply to participate in our Community Share Group Program. In 2011, the National Cherry Festival worked with 50 Community Share Groups and donated approximately \$22,000 to support community involvement through Grand Traverse Area Non-Profit organizations.

What is a Community Share Group?

- A group of six (6) or more participants from one non-profit organization.
- ***The group must work a minimum of eight (8) hours per participant (or two shifts.)*** Large groups may be split into smaller groups and assigned to different events, shifts, and days – based on the needs of the Festival.
- The National Cherry Festival provides your group with a donation based on the number of people you have participate and the number of hours you volunteer.

What do we do as a Community Share Group?

- Your group will work assignments in the Tier (1) or Tier (2) categories, or you will work a combination of both (see Tier chart on page 2.)
- Each individual participant from your group must register his/herself in our Volunteer Portal data base with unique information (name, address, email, etc) and place his/herself on your Community Share Group team by utilizing your unique group code. Specific step by step information will be provided to your team upon acceptance into the 2012 program.
- All group participants under the age of 18 must have a signed NCF Waiver from a parent or guardian to work his or her shifts.
- Each individual participant from your group must check in at the Volunteer Central Tent prior to **every** shift (if working in the Festival Open Space.) Or, if your group is working an event off-site (outside of the open space) each individual must check in with the Event Director or assigned volunteer liaison prior to every shift.
- Have fun and enjoy yourselves at the Festival!

How do we apply?

- Fill out the 2012 Community Share Group Program Application.
- **Return the completed Application no later than Friday, March 2, 2012.**
- You may fax the application to (231) 947-7435 or mail it to us.
- Your group will be notified via email on Monday, May 7th if it has been chosen to participate in the program, and your group will be given its assignment(s) at this time.
- Once selected, your group will be given a unique code and instructions on how to access our Web-based Volunteer Portal. Each member of your group must register in the Volunteer Portal and schedule his or herself in the assigned shift locations.

- The leader of your group will be responsible for occasional direct communication with the Operations and Volunteer Manager, Festival Interns, and/or Event Director for your event assignments.

How and When do we receive our donation for the hours we performed?

- The final payment amount your group receives will be determined after the completion of your work assignment(s).
- Your payment is calculated by multiplying the total number of people that have individually checked-in and worked at the location specified (off-site or open space) by the total number of actual hours worked based on job assignment(s).
- All actual working group numbers and hours are then reported to the NCF Operations and Volunteer Manager.
- **Checks will be mailed to your organization in late September 2012** based on these numbers.
- **PLEASE NOTE:** Every member of your group must individually “Check In” at Volunteer Central (if working an open-space event) OR with the Event Director (if working an event located off-site) *before* every shift, as this is what determines the overall payment to your group. Members who do not check in will not be credited for work hours.

Tier assignment breakdown and payment schedule is as follows:

**Tier 1
Assignments**

Grounds Crew, Green Team (Waste/Recycling); Parade Clean-Up; Parade Barricades; Parking Attendants; Commemorative Pin Sellers

**Tier 2
Assignments**

Bay Side Music Stage Ticket Taking; Bingo Tent (must be 21 and over); Concessions; Festival Greeters; Souvenir Tent;

Payment is calculated by multiplying the total number of people working in your group by the total number of actual hours worked based on job assignment(s)

2011 Fee Schedule

<i>Hours Worked</i>		Tier 1	Tier 2
45-55	hours	\$300	\$220
56-66	hours	\$325	\$265
67-77	hours	\$350	\$290
78-88	hours	\$375	\$320
89-99	hours	\$400	\$350
100-125	hours	\$425	\$375
126-150	hours	\$475	\$425
151-175	hours	\$550	\$475
176-200	hours	\$675	\$525
201-225	hours	\$750	\$575

- Example: *Group of 10 people work the Green Team Waste/Recycling -
10 people individually working (2) 4-hour shifts or 8 hours total
per person
Tier 1 payment: $10 \times 8 = 80\text{hrs}$: Total Payment = \$375*

The National Cherry Festival looks forward to working, once again, with the Grand Traverse community through our Community Share Group Program at another great Festival.

Please contact the Festival office at (231) 947-4230 if you have any questions regarding the program.

We look forward to seeing you soon!

Best wishes,

Jennifer Parlette
Operations and Volunteer Manager