



February 12, 2016

TO: Cedar Springs Area Non-Profit Organizations

FR: Red Flannel Festival Board of Directors

RE: 2016 **COMMUNITY SHARE PROGRAM** & Application

The Red Flannel Festival is proud the annual Community Share Program last year donated over \$5,000 working in partnership with area local non-profits! The Board of Directors and Chairpersons are working hard to ensure the success of the 77th Red Flannel celebration.

The Festival's success and growth has been phenomenal! Our staffing demands will outnumber our volunteers, and we are turning to you, the non-profit community, for assistance. We are proud and excited we have been able to donate almost \$55,000 to non-profits in the area with our **COMMUNITY SHARE PROGRAM!**

As a completely volunteer, independent non-profit organization, the Festival is keenly aware of the challenge organizations face in fundraising. Our mission is to encourage collaboration and positive economic growth for ALL of the area's non-profit organizations.

If your non-profit organization is interested in participating in this exciting **COMMUNITY SHARE PROGRAM**, please complete the enclosed form and return it to the Festival Office on or before ***May 1, 2016***.

Assignments and notification will be made by June 30, 2016, on a first-come, first-served basis. If your organization is selected, you'll be responsible for ***providing leadership*** from your organization, your members with all information sent to you, scheduling your volunteers and staying in contact with the Event Chairperson. If your group is not selected initially, the application will be kept on file for any adjustments.



The 2016 fee structure is calculated by multiplying the number of people working by the total number of hours worked.

10-25 hours	\$150
26-40 hours	\$225
41-55 hours	\$275
56-70 hours	\$350
71-85 hours	\$450
86-100 hours	\$550
101-115 hours	\$650
116-130 hours	\$750

The final amount your group receives will be determined after the completion of your work assignment. Red Flannel Festival Chairpersons will report the actual number of people and hours worked by your organization. In November, checks will be distributed based on these calculations. ***Be certain to submit your time ASAP after Red Flannel Day to [treasurer@redflannelfestival.org](mailto:treasurer@redflannelfestival.org).***

The Red Flannel Festival is committed to **the success of area non-profit groups** and looks forward to collaborating with your organization in the inaugural Red Flannel Festival **COMMUNITY SHARE PROGRAM!**

If you have any questions, please contact the Festival office at 696-2662 or email [president@redflannelfestival.org](mailto:president@redflannelfestival.org).

Warm Red Flannel Regards,

Michele Tracy  
President  
Red Flannel Festival Board of Directors



**RED FLANNEL FESTIVAL  
COMMUNITY SHARE PROGRAM**  
FESTIVAL DATES, OCT 4 & 5 2013

Group Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Email Address \_\_\_\_\_

Address, City, State & Zip \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_ (Cell) \_\_\_\_\_

**NON-PROFIT ORGANIZATION INFORMATION**

What is your purpose/mission? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fiscal Year \_\_\_\_\_ Annual Budget \_\_\_\_\_ Tax Exempt ID# \_\_\_\_\_

Must be a Federally Registered Non-Profit \_\_\_\_\_ yes/no

Number of full time/part time staff \_\_\_\_\_ Total number of volunteers \_\_\_\_\_

*Projected number of volunteers – please be as accurate as possible. Group placements  
will be determined by numbers given below.*

12-18 years of age \_\_\_\_\_ Over 18 years of age \_\_\_\_\_

***PLEASE COMPLETE PAGE 2 OF APPLICATION***



## RED FLANNEL FESTIVAL COMMUNITY SHARE PROGRAM

*Please indicate the activities your non-profit is interested in!  
These are requests only, final events will be assigned by Festival*

5K Run	Sept. 24	7 am - 11 am
Set Up/Clean Up	Oct. 1	7 am - 11 am
Queen Pageant	Sept. 24	5-9 pm
Children's Parade	Oct. 1	2 pm - 5 pm
Arts & Craft Fair	Oct. 1	7 am - 3 pm
Grand Parade	Oct. 1	11 am - 3 pm

Describe the type of work your organization would be interested in doing:

Describe the type of work your organization would NOT be interested in doing:

Please list the dates and times your organization would NOT be able to work:

**APPLICATIONS MUST BE RECEIVED BY MAY 1, 2016**  
Complete and return, along with copy of non-profit IRS letter to:  
**COMMUNITY SHARE PROGRAM**  
Red Flannel Festival  
PO Box 43  
Cedar Springs, Michigan 49319  
Email to [president@redflannelfestival.org](mailto:president@redflannelfestival.org)