

the red flannel festival



Box 43, Cedar Springs, MI 49319

Phone (616) 696-2662

Fax (616) 696-8413

July 18, 2008

TO: Cedar Springs Area Non-Profit Organizations

FR: Red Flannel Festival Board of Directors

RE: NEW 2008 **COMMUNITY SHARE PROGRAM** & Application

The Red Flannel Festival is only a few months away! The Board of Directors and Chairpersons are working hard to ensure the success of the 69th 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 to announce the very first **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 brand new **COMMUNITY SHARE PROGRAM**, please complete the enclosed form and return it to the Festival Office on or before **August 30, 2008**.

Assignments and notification will be made by September 10, 2008. If your organization is selected, you'll be responsible for providing 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 2008 fee structure is calculated by multiplying the number of people working by the total number of hours worked:

10-25 hours	\$100
26-40 hours	\$175
41-55 hours	\$225
56-70 hours	\$300
71-85 hours	\$400
86-100 hours	\$500
101-115 hours	\$600
116-130 hours	\$700

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.

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.

Warm Red Flannel Regards,



Michele Tracy Andres
President
Red Flannel Festival Board of Directors

**RED FLANNEL FESTIVAL
COMMUNITY SHARE PROGRAM**
FESTIVAL DATES SEPT. 27 & 28; OCT. 3 & 4

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# _____

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*

Queen Pageant	Sept. 27	5-9 pm
Teen Dance	Sept. 27	5-11 pm
Chili Cook off	Sept. 27	9 am - 1 pm
Grand Parade	Oct. 4	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 AUGUST 30, 2008

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