



# 2019 Volunteer Grant Program Application

**Festival Dates and Operating Hours:** Thursday, September 27, 5-10PM, Friday, September 28, 2PM-12AM, Saturday, September 29, 12PM-12AM, & Sunday, September 30, 12PM-5PM

**Festival Location:** Main Street, Manteno **Festival Website:** [www.mantenchamber.com](http://www.mantenchamber.com)

Mail forms to Manteno Chamber, Attn: Oktoberfest Grant PO Box 577 Manteno, IL 60950. Shifts are assigned on a first-come, first-served basis, so please submit at your earliest convenience.

Applicants must provide all requested information. To participate in the program and qualify for a cash grant, your nonprofit organization must be located in Manteno or primarily serve the Manteno community.

Applicants may select a maximum of 2 shifts to fill, provided that the shifts are still available when the committee receives this form. Applications received by **September 9, 2019** will be processed and shifts assigned in order of receipt by the Oktoberfest Committee. For all forms received after September 9, 2019, a second round of processing will occur on September 16, 2019 and all remaining shifts will be assigned on that date.

## ORGANIZATION CONTACT INFORMATION (Please type or print legibly)

Organization \_\_\_\_\_

Official Contact (President, Chairman, Executive Director, etc) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

Email Address (required) \_\_\_\_\_

Grant check made payable to (if different from above) \_\_\_\_\_

## VOLUNTEER COORDINATOR CONTACT INFORMATION

Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

Email Address (required) \_\_\_\_\_

## ABOUT THE ORGANIZATION

What year was the organization founded? \_\_\_\_\_

Has your organization participated in volunteering for Oktoberfest in previous years? \_\_\_ Yes \_\_\_ No

Specifically describe how the organization intends to utilize the cash grant:

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## HOW THE ORGANIZATION CAN PARTICIPATE

What is the estimated number of adult volunteers (over 21) that your organization can commit? \_\_\_\_\_

What is the estimated number of youth volunteers (under 21) that your organization can commit? \_\_\_\_\_

Of the twelve (12) available shifts, please choose which time slot(s) are preferred and can be filled (a maximum of four (4) shifts are allowed per organization).

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If we are in need of more volunteers in the 2<sup>nd</sup> round, we will reach out to assign more shifts. If working the beer tent, participants must be at least 21 years of age.

## SHIFT INFORMATION

<b>Thursday, Sept 26</b>	<input type="checkbox"/> Thursday Early	<input type="checkbox"/> Thursday Mid	<input type="checkbox"/> Thursday Late
SETUP	(1) 10am-12pm		
SETUP	(2) 10am-12pm		
WELCOME TENT		(2) 5pm-7:30pm	
CUSTODIAL/General		(2) 5pm-7:30pm	
CUSTODIAL/Beer Tent			(4) 7:30pm-10:00pm
<b>Friday, Sept 27</b>	<input type="checkbox"/> Friday Early	<input type="checkbox"/> Friday Mid	<input type="checkbox"/> Friday Late
SETUP	(5) 5am-7am		
CUSTODIAL/General		(2) 1:30pm-3:30pm	
WELCOME TENT		(2) 2:00pm-5:00pm	
CUSTODIAL/General		(4) 2:30pm-5:00pm	
CUSTODIAL/General		(4) 5pm-7:30pm	
CUSTODIAL/Beer Tent			(6) 7:30pm-9:30pm
CUSTODIAL/Beer Tent			(6) 9:30pm-11:30pm
<b>Saturday, Sept 28</b>	<input type="checkbox"/> Saturday Early	<input type="checkbox"/> Saturday Mid	<input type="checkbox"/> Saturday Late
SETUP	(11) 5am-7am		
WELCOME TENT		(2) 12pm-2:20pm	
CUSTODIAL/General		(2) 12pm-2:30pm	
CUSTODIAL/General		(2) 2:30pm-5pm	
PARADE		(25) 4:30pm-7pm	
CUSTODIAL/General		(2) 5pm-7:30pm	
CUSTODIAL/Beer Tent			(8-10) 7:30pm-9:30pm
CUSTODIAL/Beer Tent			(8-10) 9:30pm-11pm
CUSTODIAL/Beer Tent			(4) 10:30pm-12:30am
<b>Sunday, Sept 29</b>	<input type="checkbox"/> Sunday Early	<input type="checkbox"/> Sunday Mid	<input type="checkbox"/> Sunday Late
SETUP	(18) 5am-7am		
PARADE CLEANUP	(19) 9am-11am		
WELCOME TENT		(2) 12pm-2:20pm	
CUSTODIAL/General		(2) 12pm-2:30pm	
CUSTODIAL/General		(2) 2:30-5pm	
CUSTODIAL-Tear down			(20 kids & 8 adults) 4:30-6:30pm

In the event that your preferred shift selections(s) is already taken, please rank the following shift choices from most (1) to least (8) favorable, or leave blank any shifts you do not want.

____ Thursday Early Shift	____ Thursday Mid Shift	____ Thursday Late Shift
____ Friday Early Shift	____ Friday Mid Shift	____ Friday Late Shift
____ Saturday Early Shift	____ Saturday Mid Shift	____ Saturday Late Shift
____ Sunday Early Shift	____ Sunday Mid Shift	____ Sunday Late Shift

Completed by (printed name) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_