



## Charity Registration FAQ

### **What groups/charities are eligible?**

Qualified organizations include federal, state, and local governments (including school districts) and 501(c)(3) organizations organized and operated only for charitable, religious, educational, scientific, or literary purposes, or for the prevention of cruelty to children or animals.

### **Who can complete the volunteer form?**

Any representative from the group may complete the form. For school groups (or other groups with volunteers under 18 years of age) we ask that the representative be a group leader or staff advisor. This allows us to remain in contact with the group as the children graduate.

### **Does our group need to fill out the form every year?**

We ask that groups update their information every year. If nothing changes, only an authorized signature is needed.

### **Can our group volunteer at multiple events during the year?**

Absolutely! Volunteer groups can volunteer at as many Madison Festivals events as they are able. Even one volunteer working for a charity can make a difference!

### **What kinds of shifts are available?**

Madison Festivals events need over 4,000 volunteers in one year to fill shifts at our events. Positions include event set-up and tear-down, grounds maintenance, packet and t-shirt pick-up, and refrigerated truck supervision. Volunteers are also needed to staff beverage stands (Taste of Madison) and water stations (Madison Marathon and Run Madtown).

### **What can you tell me about volunteering at water stations and beverage stands?**

Throughout the year, Madison Festivals provides space and product for 34 water stations, 10 beer stands, 8 soda stands, 4 wine stands, and 4 malted beverage stands. At all times, water stations need 20 people (or more). Beer stands must have 12, soda and malted beverage stands must have 6, and wine stands need 3 people (beer, soda, malted, and wine stands cannot have more than this number).

- Water stations are first offered to groups who have staffed a station in past years; any remaining stations are offered to new groups.
- Groups who are interested in working a beverage stand must be able to commit to staffing the stand for at least one day (Taste groups can staff stand for one day or the entire weekend).

### **We have a group with a lot of young people. What can we do?**

All volunteers must be at least 14; some jobs allow children 10+, with the supervision of a parent or guardian. Young volunteers can sign up to work as grounds maintenance crew or refrigerated truck supervisors. Volunteers 8 and older can work at water stations with parent or guardian supervision. Age restrictions vary by position, so please check the position descriptions.

### **How long is a typical shift?**

Shift times for all positions average 3.5-4 hours in length. In an effort to avoid too much turnover in higher responsibility positions, some positions require longer shift times (5 hours).

### **How are volunteers paid?**

Water Stations and Beverage Stands are paid flat rates based upon how many people are required, and length of time spent working. These amounts are determined by the Volunteer Manager and Madison Festivals board of directors. Volunteers working general positions are paid \$9 per hour worked. Each volunteer must check-in and check-out so that hours are recorded accurately.

### **What dates do I need to be aware of for each event?**

A timeline of key dates is included in this document.

### **Can our group members volunteer together?**

Sure! In addition to beverage stands or water stations, groups can also reserve general shifts for their members. These shifts require 5-20 people. Shifts are reserved for specific groups until 3 weeks prior to the event, at which time any remaining spots are returned to general sign-up (beverage stand and water station shifts remain reserved).

**Please contact the volunteer manager with any further questions.**



## Key Dates

### RUN MADTOWN

Middle of Feb.: Group shifts, water station locations sent to group leaders; requests begin

End of Feb.: Group shift and water station location requests due by 5:00pm

March 5: Water station locations assigned to groups, group shifts assigned; registration opens

April 13: Water station groups must have 50% of volunteers signed up online

April 27: Water station groups must have 75% of volunteers signed up online

May 8: Any remaining volunteer spots in reserved shifts return to general sign-up

May 10: Volunteers invited to attend one of two general volunteer orientations

**May Date TBD: Mandatory Volunteer Training via zoom.**

May 29: RUN MADTOWN

### TASTE OF MADISON

End of May: Registration forms due for groups wishing to staff a beverage stand; stand types/locations and group shifts issued; requests begin

June 6: Stand type/location and group shift requests due by 5:00pm

June 13: Groups notified of stand type, group shifts; registration opens

July 11: Safe alcohol certificate holder elected for each shift; MFI notified of decision; holder begins online certification course (if needed)

July 18: Beverage stands must have 50% of volunteers PER SHIFT signed up online; **failure to meet this deadline will result in forfeiture of stand**

August 1: Groups notified of assigned stand location; beverage stand groups must have 75% of volunteers PER SHIFT signed up online

August 15: Online safe alcohol certification course completed

August 17: Beverage stand shift leads and safe alcohol certificate holders REQUIRED to attend beverage stand orientation

August 21: Volunteers invited to attend one of two general volunteer orientations

August 21: Any remaining volunteer spots in reserved shifts return to general sign-up August

August, Date TBD – **Mandatory Beverage Stand Training** - Beverage stand shift leads and safe

alcohol certificate holders REQUIRED to attend beverage stand orientation

Beverage stands must have 90% of volunteers PER SHIFT signed up online

September 3-4: TASTE OF MADISON

### MADISON MARATHON

End of August: Group shifts, water station locations sent to group leaders; requests begin

Begin of Sept.: Group shift and water station location requests due by 5:00pm

Begin of Sept: Water station locations assigned to groups, group shifts assigned; registration opens

Begin of Oct.: Water station groups must have 50% of volunteers signed up online

October 10: Water station groups must have 75% of volunteers signed up online

October 18: Volunteers invited to attend one of two general volunteer orientations

October 25: Water station lead (or elected representative) must attend one of two station orientations

October 21: Any remaining volunteer spots in reserved shifts return to general sign-up

**October Date TBD: Mandatory Volunteer Training via zoom.**

November 13: MADISON MARATHON