

Olney Days Request for Partnership
Fun on the Field Management for Olney Days 2024

Issue to Address

Olney Days Party in the Park will be held in Olney Manor Park on Saturday, April 27, 2024 and has activities called Fun on the Field which are free to participate. These activities include running the baseball bases (timed), soccer balls with small goals, cones, can jam, tug of war, frisbees, and similar activities. To keep everyone safe and all the equipment returned, this area needs supervision and encouragement to play in a positive way.

Olney Civic Fund's Vision

Olney Civic Fund (OCF) envisions that an organization from the Olney area with ample volunteers and adult leadership will respond. On the day of the event, the organization will have the leadership structure and sufficient youth and adults to execute supervision of Fun on the Field with no additional support from OCF. Before Olney Days weekend, an OCF representative will walk the site with the organization's leadership to review the supplies and activities.

Requirements

Olney Civic Fund will provide all material needed for Fun on the Field before the event. The organization will need to bring and set up the materials on the field by 2:30 pm and provide sufficient supervision to oversee the activities until 8:00 pm. This gives 30 minutes to clear people from the field and pack up the materials before the fireworks start at 8:30/8:45 pm. At a minimum there will need to be 3 adult and 12 student volunteers present from 2:30 - 8:30 pm.

Questions

OCF will answer questions about this Request for Partnership through OlneyDays@OlneyCivicFund.org or call Barbara Falcigno at 301-332-4554

Insurance

A Certificate of Insurance (COI) listing Olney Civic Fund as an additional insured is required. All participating volunteers must have a signed waiver holding Olney Civic Fund harmless (if needed, Olney Civic Fund can provide the waiver). For MCPS groups, the school system can provide the COI and Olney Civic Fund can connect you to the right person.

Donation

A donation of \$1,000 will be made from Olney Civic Fund to the recipient organization for participation in this event.

Party in the Park is a rain or shine event. However, if the field is wet from rain (can even be rain from the day before), the Parks Department may close the field which would cancel all the Fun on the Field activities. If this was to happen, the donation to the organization will be reduced to \$250 and the organization will provide 4 volunteers for Party in the Park, at least 2 of them adults.

Application

Return attached application form by December 30, 2023 to OlneyDays@OlneyCivicFund.org or by mail to Olney Civic Fund, PO Box 661, Olney, MD 20830. A decision will be made by the end of January 2024.

Application to Manage Fun on the Field at Olney Days Party in the Park 2024

Name of Organization:

Mission of Organization and its impact on the greater Olney Community:

Name of contact person:

Email of contact person:

Cell phone number of contact person:

Is the organization a 501c3 non-profit (this is not required)?

Number of adult volunteers in the organization:

Number of youth volunteers in the organization:

How will your organization assure that you will have sufficient participation during Olney Days weekend?

Attach a list of the names of volunteers who will work the event on April 27, 2024.

Describe events this organization has done in the past that have mobilized your membership. We want to understand how this organization has been able to successfully complete tasks overseeing a large number of volunteers and people.

The criteria to evaluate the proposals will first look at ability to successfully fulfill the requirements and then mission of organization and its impact in/or around Olney. Return application form by December 30, 2023 to OlneyDays@OlneyCivicFund.org or by mail to Olney Civic Fund, PO Box 661, Olney, MD 20830. A decision will be made by the end of January 2024.