

Olney Days  
Request for Proposal  
**Volunteer Break Area at Party in the Park**  
Questions: Barbara Falcigno, 301-332-4554

**Issue to Address**

Olney Days Party in the Park will be held on Saturday, April 29, 2023 in Olney Manor Park (16601 Georgia Ave, Olney, MD). Olney Civic Fund (OCF) anticipates over 6,000 people will attend the event. There are approximately 200 volunteers who work the event and OCF wants to provide a break area for these volunteers between the hours of 1:00 pm and 6:00 pm.

**OCF's Vision**

OCF envisions that an organization from the Olney area with an ample volunteer base will set up tables and chairs and nourishment station. The organization will have the leadership structure and sufficient youth and adults to execute set up, operation, and take down with no additional support from OCF except direction on where the Volunteer Break Area will be located and how the volunteers will be identified.

**Requirements**

The station must be set up and ready to use by 1:00 pm on event day. OCF will provide tables and chairs for volunteer area that the organization will set up. OCF will reimburse the cost of food, beverages, utensils, and supplies up to \$1000.

The organization must provide the food/beverage preparation area, and equipment needed to prepare and store food, and any needed shelter over that area. The organization will develop a menu for a balanced meal (refer to USDA My Plate guidelines) which will be approved by the Olney Days Planning Committee. The organization will staff the event to assure a steady supply of food, safe food storage and handling, and cleaning of tables between uses.

At 6:00, the nourishment station will end. Open cases of beverages and snack foods will be left out for volunteers. Any unopened dry goods or returnable items will be returned and deducted from the reimbursable amount. Any non-returnable items will be left for OCF.

**Donation**

A donation of \$1500 will be made from Olney Civic Fund to the recipient organization for your participation in this event.

**Application**

Return attached application form by December 30, 2022 to [OlneyDays@OlneyCivicFund.org](mailto: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.

# Application to Manage Volunteer Break Area at Olney Days Party in the Park

Name of Organization:

Mission of Organization and its impact in or around Olney:

Website (if applicable):

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 of leaders in two planning meetings with OCF and sufficient participation of your membership at the Olney Days activity? Attach a list of the names of volunteers (indicate adults and youth) who will work the event on April 29, 2023.

Describe events this organization has done in the past that have mobilized your membership, especially events similar to this one. OCF wants to understand how this organization has been able to successfully complete tasks requiring a large number of volunteers.

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 to [OlneyDays@OlneyCivicFund.org](mailto:OlneyDays@OlneyCivicFund.org)