

Olney Days Request for Partnership  
**Management of Games 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. The Sandy Spring Volunteer Fire Department Auxiliary runs games for young children (preschool to young elementary school). Olney Civic Fund runs Minute to Win It style games for older children (middle to high school) and adults. Participants purchase a wrist band for unlimited play of 25 different games. Each game lasts one minute which is what makes them challenging, producing approximately 6 winners per hour per game. The unlimited play wristbands give participants the ability to practice by playing the games over and over until they figure out the trick (or get lucky) and win in one minute.

**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. Organizations must have at least one volunteer per game (minimum 25), 2 volunteers for wristband sales, 2 volunteers for prize distribution plus 6 adults for oversight. Before the event, an OCF Representative will meet the group in advance of April 27 at a time mutually agreed to by both organizations for training on the games. This activity will take approximately 2 hours and should include most of the volunteers that your group will use at the event. The training could take place at a regular meeting for your organization. There should be no need for additional support from OCF on the day of the event. Thus at a minimum need 30 student volunteers and 6 adults volunteers (plus additional volunteers to provide substitutions if desired) present from 2:30 - 8:30 pm.

**Requirements**

Olney Civic Fund will provide all materials needed for the games, including tents, signage, layout, tables, wristbands, and prizes. The organization responding to this RFP will need to set up the games by 2:30 pm and provide sufficient supervision to oversee the activities until the last games are played at 8:15 pm. This gives 15 minutes to pack up the materials before the fireworks start at 8:30/8:45 pm.

**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**

The organization will receive the first \$1000 in revenue after expenses (prizes and table rental) and then share revenue with Olney Civic Fund 50/50. Party in the Park is a rain or shine event, and most of the games are under tents so the games will not be cancelled.

**Questions**

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

**Application**

Return attached application form by December 30, 2023 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 2024.

## Application to Manage Games 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.

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](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 2024.