

Olney Days Request for Partnership
Management of Games for Olney Days 2025

Issue to Address

Olney Days Party in the Park will be held in Olney Manor Park on Saturday, May 3, 2025. The Sandy Spring Volunteer Fire Department Auxiliary runs games for young children (preschool to young elementary school). The issue to address is activities/games designed for middle/high school students.

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. OCF is seeking proposals to what the activity/games are. In the past groups have rented carnival style games (e.g. whack a mole) and charged per play. For the past two years groups have run Minute to Win It style games. In this scenario, participants purchase a wrist band for unlimited play of 15-20 different games. Each game lasts one minute which is what makes them challenging. 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.

If a group wishes to run Minute to Win It games, Olney Civic Fund can provide the game materials and instruction on how to play each prior Olney Days Party in the Park. A group would need a minimum of 20 student volunteers and 5 adults to run the games at the event (May 3, 2025 from 2:30 – 8:30). If a group wished to propose a different activity/games then a description and number of people needed should be in the response.

Requirements

The group chosen will need to be able to be set up by 2:30 pm and provide sufficient supervision to oversee the activities until 8:15 pm. This gives 15 minutes to pack up the materials before the fireworks start at 8:30/8:45 pm. The activity must fit within 60 linear feet (three 10 by 20 ft tents).

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 (any rentals and prizes) and then share revenue with Olney Civic Fund 50/50. This donation is unrestricted. Party in the Park is a rain or shine event, and the games can be under tents so the activity/games will not be cancelled.

Questions

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

Application

Return attached application form by January 17, 2025 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 2025.

Application to Manage Games at Olney Days Party in the Park 2025

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:

What activity/games does your group propose and what would be the cost structure (tickets/wrist bands, prizes)?

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 May 3, 2025.

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 January 17, 2025 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 2025.