

Lights of the Northwoods (LONW)

Final 2019 Event Grant Guidelines

These guidelines apply to non-profit volunteer groups helping LONW in setting up and taking down lights and displays on Nov 16, Nov 30, Dec 30, and Jan 4, and participating as a group in our daily Christmas Events on Dec 13, 14, 15, 20, 21, 22 + optional days of Dec 23 and Dec 24.

Funds available for distribution each day will be either \$500 or 50% of the day's collections, whichever is less. No monetary compensation will be provided to individuals or groups that help LONW with putting up/taking down/maintenance of lights and displays. The Volunteer and Event Management Committee will explore other means to recognize the efforts of such groups of 5 or more qualified workers that help LONW in these types of activities. For the six days of the Christmas Event (and two optional days if implemented), any group furnishing 10 or more qualified workers for a given day will be designated as the day's "Sponsoring Group" and receive the entire \$500. If a day has no sponsoring group, then that day's \$500 will be proportionated among groups furnishing 5 or more qualified workers with LONW automatically being one of that day's volunteer groups. Any area food pantry that participates as a group in a daily event, and qualifies as the day's "Sponsoring Group", will also be entitled to all of the food and items donated at the day's event. Qualified workers are defined as individuals willing and able to complete work assigned to them as part of event activities. Also, all workers assigned to traffic control functions must be 18 years or older. A list of these event activities is listed below.

In addition to the monetary benefits described above, all non-profit groups meeting participation requirements will be featured in that day's event advertisements as well as recognized at the entrance to the pavilion. The LONW also recognizes the efforts of non-profit high school groups in supporting event activities. Since "age" often restricts use of these resources, the Board reserves the right to compensate their efforts based on the impact they have on a day's activities.

For the 6-day Christmas Event, qualifying activities include:

- Up to 4 workers to help with collection of food and donations, 3 on road and 1 at trailhead,
- Conducting traffic control functions at the intersections of Thayer and Rose (1), Messer and Rose (2), Rose and Evergreen (1), Lakeshore and Rose, and parking lot traffic control (2-3), Messer and Hodag Park Drive (1) and the drive exist at W.Monico and Thayer (1).

Once these minimum levels of activities are met, the daily event coordinator will provide additional assignments for work at pavilion and as enhancement to staffing for the above qualifying activities.

Groups will be given a list of responsibilities for each of the intersections listed above under traffic control functions.

For putting up and taking down lights and displays, groups will be assigned a zone to complete various tasks (laying cords, unrolling lights, stringing lights up trees and within branches, and setting up displays per instructions and/or under supervision of crew leader for task or zone. Take down involves light and display retrieval, some sorting functions, loading them into available truck/trailer and storing equipment at Quality Collision.

Local business, corporations, and other for-profit groups are also encouraged to participate in the above activities as a group. Such groups will NOT qualify for monetary reimbursement but will be featured in that day's event advertisements as well as recognized for their contributions to the daily event at the entrance to the pavilion. Those groups wishing to become the day's "Sponsoring Group" will receive prominent recognition as worked out between the group, the Christmas Event Coordinator, and our Marketing/Publicity/Solicitation Committee.