



Homer Community Festival

June 23 - 26, 2022

Beer Tent

Volunteer Organization Information Packet



**HOMER COMMUNITY FESTIVAL COMMITTEE
GUIDELINES FOR SELECTING VOLUNTEER ORGANIZATIONS
FOR THE HOMER COMMUNITY FESTIVAL BEER TENT**

Please note that this document is not an official policy of the Village of Homer Glen. These guidelines were created for use by the Homer Community Festival Committee to assist in the fair assignment of community organizations to beer tent volunteer shifts. As money raised during this event can be quite impactful to organizations, the Committee is responsible for setting fair and achievable guidelines for selection purposes. The Committee reserves the right to make changes or exceptions to this procedure as it deems necessary. If you have any questions regarding this policy or the event, please contact Debbie Stevens at dstevens@homerglenil.org or by phone at 708-966-0059..

The Homer Community Festival Committee is accepting applications from organizations who wish to raise money for their organization by managing beer tent operations at the event. Organizations will be responsible for stocking of beer (unloading from a refrigerated truck), beer sales, and assisting with beer tent clean up during and after the event. In exchange, all tips earned by said organizations are considered the profit of the organization. The organization also has the ability to raise additional funds during the event through merchandise sales and raffles at the approval and discretion from the Committee.

Interested organizations should meet the requirements listed in the policy and application for organizations. The deadline for submission of applications is April 5. The Committee will review applications at the Committee meeting on April 6, and those organizations who have provided a completed application and qualify will be assigned a day and time slot for serving in the Beer Tent. If all of the time slots have not been filled at the meeting on April 6, applications will continue to be accepted until all time slots are filled.

The Committee strongly suggests that organizations who have not volunteered in the Beer Tent in previous years to apply for the early time slot on Saturday or on Sunday. Organizations that have served in previous years will have an advantage for selection to cover the busiest shifts. Please keep in mind that the number of volunteers needed varies by each day, as event hours and crowd vary. Your organization must be able to meet the minimum requirement for the number of volunteers for the day they are applying.

Please note that volunteers from your organization MAY NOT CONSUME ALCOHOL while volunteering on your organization's behalf. Anyone found in violation of this will be removed from service immediately, and your organization may be prohibited from participating in future events.

ELIGIBILITY

1. **The services provided by the organization's general operations must benefit and provide direct service to the Homer Community (Homer Glen and Homer Township).** If your organization does not primarily service the Homer Community in its general operations, an itemization of the services and number of Homer Glen and Homer Township residents served or impacted by your organization must be provided.
2. Organization must be **not-for-profit or charitable in nature.** Organizations must be non-sectarian and apolitical in nature and missions; unless they can demonstrate that the service they provide is available to the public without discrimination, regardless of any affiliation.
3. **A list of volunteers must be provided at the Volunteer Organization meeting** to be held no later than June 20, 2022. Volunteers must be over the age of 21 to serve (volunteers under 21 may be used to assist in cleaning up the area, but all registered volunteers must be at least 21 years of age).
4. **Organizations must have at least two volunteers who are BASSET certified,** or are willing to take the BASSET course and provide certification prior to the date assigned to work. If you have individuals that would like BASSET training, a class will be offered at the Village Hall on May 21, 2022. Registration for the class is required.
5. Any organization which is accepted but unable to volunteer for any reason must notify the committee ASAP, before the event takes place. If said organization does not provide the required notice to cancel, that organization may become ineligible for participation in future events.

MINIMUM/RECOMMENDED REQUIREMENTS

Thursday: 10-15 volunteers over the age of 21 to serve and assist in beer tent clean up.

Friday: 20 volunteers over the age of 21 to serve, three volunteers (can be under 21) to assist in beer tent clean up.

Saturday: 20-25 volunteers over the age of 21 to serve, three volunteers (can be under 21) to assist in beer tent clean up.

Sunday: 5-10 volunteers over the age of 21 to serve and assist in beer tent clean up.



HOMER COMMUNITY FESTIVAL 2022
APPLICATION FOR BEER TENT VOLUNTEER ORGANIZATIONS

Please complete the following application in its entirety. Incomplete applications may result in disqualification. If more space is required please attach additional pages. Feel free to include additional supporting documents.

Name of the organization: _____

Website (if applicable): _____

Organization contact representative: _____

Phone Number: _____

Email: _____

Alternate organization contact name: _____

Phone Number: _____

Email: _____

Please indicate your preference and availability for the shifts below. Indicate first choice, second choice, third, unavailable, etc. We cannot guarantee these preferences will be accommodated. Shifts and times for the actual event are subject to change from what is listed.

- _____ Thursday, June 23, 4:30-Midnight
- _____ Friday, June 24, 4:30-Midnight
- _____ Saturday, June 25, 1:30-7 p.m.
- _____ Saturday, June 25, 6:30-Midnight
- _____ Sunday, June 26, 1:30-8:00 p.m.

Description type of organization (not-for-profit, tax exempt, 501(c)(3), community service, etc.):

Describe the purpose/mission of the organization:

What specific programming, project, or activity will funds raised from volunteering at the Homer Community Festival be used towards, and how will that benefit the Village of Homer Glen and Homer Township residents?

Has the organization been involved in serving in the beer tent at the Homer Community Festival in previous years? Other local fests? Please list events and years.

I, (please print name) _____ am an authorized member of the aforementioned organization, and acknowledge that all information above is true and accurate to the best of my knowledge. I have received a copy of the guidelines and eligibility information from the Homer Community Festival committee and understand that this application does not guarantee that my organization will be chosen to serve in the beer tent at the community festival.

Signature: _____ Date: _____

Submit application form to ssteilen@homerglenil.org by April 1, 2022.