



**2010 COMMUNITY WORKING GRANTS
GENERAL & PARADE**



CHRISTOPHER STREET WEST COMMUNITY WORKING GRANTS PROGRAM 2010 OVERVIEW AND GUIDELINES

PROGRAM DESCRIPTION

Christopher Street West, Inc. (CSW) depends on volunteers to staff the many positions necessary to produce the LA LGBT Pride celebration each year. These volunteers are just that – volunteers; their time is donated to CSW - a California 501 (c)3 non-profit organization.

To supplement CSW's volunteer base, the Community Working Grants Program (CWGP) serves the dual purpose of:

1. Providing additional volunteers to assist CSW in staffing specific volunteer positions in producing the LGBT Pride celebration, and
2. Supporting the community by returning money via donation to the non-profit organizations that provide volunteers and service.

The CWGP program does not provide for flat donations to just any non-profit. The non-profit organization must serve the above two criteria, as well as meet the following eligibility criteria.

ELIGIBILITY

Any non-profit organization can participate, recognizing that the organization will be providing volunteers to further CSW's mission and help produce the LGBT PRIDE celebration. Any non-profit that functions as a member of a parent non-profit organization may participate, as long as the parent organization meets the non-profit status requirement. **Evidence of 501(c)3 non-profit status must be provided to CSW.**

EXCLUSIONS

CSW depends on and welcomes volunteers from "for-profit" organizations, but these organizations may not participate in the CWGP program. Their volunteers are considered CSW volunteers.

Exhibitors that schedule volunteers to staff their booth(s) or any event or function not specifically run, administered, or sponsored by CSW may not participate in the CWGP program. For further clarification, please consult with the Volunteer Relations chairperson(s) for confirmation of which volunteer positions are eligible for the CWGP.

CONTRACT REQUIREMENTS

All organizations wishing to participate in the CWGP must submit an application, which is available on CSW's website – LAPRIDE.org – which details:

- Number of volunteers being provided by the organization
- General shift times
- Total number of hours committed to assist CSW

CSW will try to accommodate date and time preferences but cannot guarantee shift availability.

CSW will review and notify the organization if accepted into the CWGP. CSW reserves the right to deny the participation of any organization. Reasons for declination may include volunteer needs or past or present performance. CSW's decision is final. Any grievances may be submitted in writing to the Board of Director's and addressed under that policy.

CSW presumes that any non-profit participating in the CWGP has taken measures to screen their volunteers. It is our desire to better ensure the safety of everyone at the event.

CONTRACT REQUIREMENTS

1. The non-profit organization must provide a minimum of four (4) volunteers.
2. Each volunteer is required to complete a four- (4) hour shift minimum.





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- continued -

3. 90% of the organization's volunteer shifts must be completed in order to receive their CWGP donation. This must be verified by signed time cards after the event. In the event that the organization does not meet the 90% requirement, CSW may cancel or adjust the donation at CSW's discretion.
4. Individuals who volunteer must be at least 18 years of age for most positions. A few limited opportunities are available for volunteers aged 14-17. No individual under 14 may volunteer under the CWGP, due to job responsibilities and insurance restrictions. Please refer to CSW's current "Volunteer Position Descriptions" for specifics on job functions and age restrictions found on the CSW Website.
5. Any volunteer position listed on CSW Volunteer Sign-Up Form is available towards the CWGP. Exhibitor volunteers are not included under the CWGP.
6. One final list of volunteers must be submitted by the organization to CSW via e-mail (volunteer@lapride.org) on or before 5:00 p.m. of the Friday which is ONE WEEK PRIOR to the celebration. No volunteer lists will be accepted after that time, and no additional volunteers will be allowed inclusion in the CWGP unless they are replacing a previously scheduled volunteer who couldn't attend.

CONTRACT APPROVAL

Each organization will be required to sign and return the application. This agreement will specify the terms of the agreement with CSW, per the above criteria.

The application must be approved by both parties PRIOR to event commencement. Any organization that begins work without an approved CWGP risks forfeiture of respective volunteer hours.

EXPECTATIONS OF INDIVIDUAL VOLUNTEERS

CSW reserves the right to terminate or cancel any volunteer shift or position at any time. In the event that CSW must terminate a volunteer's shift due to any of the following reasons, CSW reserves the right to adjust the organization's donation accordingly.

1. Sobriety, due to any use of alcohol or illegal substance, before or during any volunteer shift. Consumption of alcohol during any volunteer shift is strictly forbidden.
2. Work performance
3. Returning time cards at the end of the shift to a supervisor or to the volunteer compound
4. Unacceptable or disruptive behavior
5. Acceptable attire (volunteers are CSW representatives during their shifts):
 - Volunteer t-shirt as provided by CSW
 - Garments that completely cover the genitals and buttocks
 - Comfortable footwear

Each volunteer must check-in at Volunteer Relations 15 minutes before the beginning of their shift, and check out at the end of their shift. The shift does not begin time-wise until the volunteer is situated at their respective volunteer location. The volunteer must have their time card approved by their supervisor, which will clearly be designated by CSW. The shift beginning and ending times must be clearly noted on the timecard. Volunteers who work in multiple locations or on multiple days must check in and out with Volunteer Relations at the beginning and ending of each shift. The Volunteer Relations Chairperson (or their designate) will review and approve each time card as it is turned in. Your organizations' donations will then be calculated from the proper approved time cards. There will be no exceptions.

COMMUNITY WORKING GRANTS DONATIONS

Shortly after the event, CSW will determine the number of volunteer hours and donations. CSW calculates this based on approved time cards that have been collected. It is important that you make your volunteers aware that they must get their time cards filled out with a starting and ending time as well as the signature of CSW's approved designates. Any disputes should be brought to the attention of the CSW Finance Committee. Distribution of donations typically takes place during the Volunteer Appreciation Party held shortly after the event. Your organization must provide the name of the person who is to receive the check at the volunteer party or else it will be mailed to you. Checks received at the volunteer party will be verified by the signature of your organization's designate.





CHRISTOPHER STREET WEST
COMMUNITY WORKING GRANTS PROGRAM
2010 APPLICATION

Organization Name: _____

Contact Name: _____

Mailing Address: _____

Phone: _____ FAX: _____

Email: _____ Date: _____

On behalf of my organization, I acknowledge that I have received a copy of CSW's Community Working Grants Program Policy, and that this policy governs our organization's volunteer participation in the Los Angeles LGBT PRIDE celebration.

Authorized Signature: _____

TOTAL NUMBER OF VOLUNTEERS THAT YOUR ORGANIZATION WILL PROVIDE

Volunteers must be 18 to participate in the CSW Community Volunteer Grants Program. Please do NOT overestimate, as CSW relies upon the accuracy of your estimate. CSW presumes that you or your organization has sufficiently screened the volunteers you are supplying.

INDICATE NUMBER HERE _____

Please certify by signing here: _____

Date _____

READ CAREFULLY

In addition to this form, your application must include

- The **VOLUNTEER SHIFTS WORKSHEET**. Please indicate the number of volunteers per shift, preferred shifts, and desired positions on the enclosed chart. We particularly need help late on Saturday and all day Sunday. All shifts/positions are subject to approval by CSW. We will try to accommodate your date and time preferences but cannot guarantee shift availability.
- Evidence of your 501(c)3 non-profit status: a copy of one letter from the California Franchise Tax Board or the Internal Revenue Service is ideal documentation.

You will be asked to:

- Submit to CSW a typed list of volunteers names (first and last), phone numbers and/or email addresses, also the shifts to which they have been assigned. Please email your list to volunteer@lapride.org when you turn in your volunteer information. **Final volunteer lists are due to CSW no later than June 4, 2010. Absolutely no exceptions.**
- Sign and return this Community Working Grants Program (CWGP) Application (this page and the next page only.) *It is important that you do not overestimate the number of volunteers that your organization can provide. The CWGP Application stipulates that participating organizations must fill at least 90% of their volunteer shifts in order to receive their donation.*

Return this form and the VOLUNTEER SHIFTS WORKSHEET to CSW no later than June 4, 2010.





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2010 VOLUNTEER SHIFTS WORKSHEET**

Please arrive 1/2 hour before the shift starts for check-in and location placement. Your shift does not officially begin until you have checked in at Volunteer Relations.

Fill in shifts with the number of volunteers to be provided. See our website for a list of Volunteer Opportunities at LAPRIDE.org.

OASIS OF PRIDE (Substance Free area) Ages 16 - 24 only

Saturday, June 12 11:30am – 4:00pm _____ 3:30pm – 8:00pm _____
Sunday, June 13 10:30am – 6:00pm _____ 2:30pm – 10:00pm _____

PARADE

Sunday, June 13 ONLY

Set-up 4:30am – 8:30am _____ 7:00am – 12:00 noon _____
Monitors 8:00am – 2:00pm _____ Breakdown 10:00am – 3:30pm _____

SAFETY

Saturday, June 12

Bag Checkers 2:30pm – 7:00pm _____ 6:30pm – 11:00pm _____
Ticket Takers 2:30pm – 7:00pm _____ 6:30pm – 11:00pm _____
Safety Monitor 2:30pm – 7:00pm _____ 6:30pm – 11:00pm _____

Sunday, June 13

Bag Checkers 1:00pm – 5:00pm _____ 4:00pm – 8:00pm _____ 6:00pm – 10:00pm _____
Ticket Takers 1:00pm – 5:00pm _____ 4:00pm – 8:00pm _____ 6:00pm – 10:00pm _____
Safety Monitor 1:00pm – 5:00pm _____ 4:00pm – 8:00pm _____ 6:00pm – 10:00pm _____

VOLUNTEER RELATIONS

Saturday, June 12

8:00am – 12:00 noon _____ 12:00 noon – 4:00pm _____ 4:00pm – 8:00pm _____ 8:00pm – 11:00pm _____

Sunday, June 13

7:00am – 11:00 noon** _____ 10:00am – 2:00pm _____ 2:00pm – 6:00pm _____ 6:00pm – 10:00pm _____

** This shift may involve checking in Parade volunteers at parade start and not at the volunteer compound.

