



2024 Volunteer Grant Program Application

Festival Dates and Operating Hours: Friday, June 14, 5-10 PM; Saturday, June 15 and Sunday, June 16, Noon-10 PM

Festival Location: Lincoln/Irving Park/Damen

Festival Website: www.Ribfest-Chicago.com

Email completed forms to info@northcenterchamber.com or drop off at the Northcenter Chamber Office at 4054 N. Lincoln Ave. Shifts are assigned on a first-come, first-served basis, so please submit this form at your earliest convenience.

Applicants must provide all requested information. To participate in the program and qualify for a cash grant, your nonprofit organization must be located in Northcenter or primarily serve the Northcenter community.

Applicants may select a maximum of 2 shifts to fill. Upon receipt of this form. Please let us know which shift/s you are applying for and we will confirm with you shortly afterward so you can begin signing up volunteers. Applications are due May 16 and will be processed and shifts assigned in order of receipt. Applications received after May 16 will be processed based on shifts that are still available.

Please provide your volunteers with page 3 of this form to complete and return to you. All individual volunteer forms are due by May 16 and must be included with this application. Please advise your volunteers which shifts you have selected. Each volunteer will be emailed a confirmation with the shift day and time requested in your grant, or if multiple shifts requested, to state which shift they want to work.

ORGANIZATION CONTACT INFORMATION (Please type or print legibly)

Organization _____

Official Contact (President, Chairman, Executive Director, etc.) _____

Address _____ City _____ State _____ Zip _____

Phone _____ Website _____

Email Address (required) _____

Grant check made payable to (if different from above) _____

VOLUNTEER COORDINATOR CONTACT INFORMATION

Contact Name _____

Address _____ City _____ State _____ Zip _____

Phone _____ Website _____

Email Address (required) _____

ABOUT THE ORGANIZATION

What year was the organization founded? _____

Has your organization participated in a prior Ribfest Volunteer Grant? Yes No

Specifically describe how the organization intends to utilize the cash grant:

HOSTED BY



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HOW THE ORGANIZATION CAN PARTICIPATE

What is the estimated number of adult volunteers (over 21) that your organization can commit? _____

What is the estimated number of youth volunteers (under 21) that your organization can commit? _____

Of the available shifts, please choose the preferred time slot(s) that can be filled with 30 volunteers (a maximum of two (2) shifts are allowed per organization).

Each shift requires: Gate—Captains (2 adults) and support staff (4-5) at each of the four entrances;
Beverage Tent—Beverage staff (6-8 adults); Family Area/VIP Area—staff (8-10).

Mark your preferred shift selection(s) with an "X". In the case your preferred shift(s) may be taken, please rank your alternative shift choices from most favorable (1) to least favorable (6/7), or leave any shifts you do not want blank.

____ Friday Early Shift	____ Friday Mid Shift	____ Friday Late Shift
____ Saturday Early Shift	____ Saturday Mid Shift	____ Saturday Late Shift
____ Sunday Early Shift	____ Sunday Mid Shift	____ Sunday Late Shift

SHIFT INFORMATION

Friday, June 14	Friday Early	Friday Mid	Friday Late
EVENT SET UP	(1) NOON—4:00 PM	(2) 3:00—7:00 PM	
GATE		(3) 4:00—7:30 PM	(4) 7:00—10:00 PM
BEVERAGE		(5) 4:30—7:30 PM	(6) 7:15—10:15 PM
FAMILY AREA/VIP AREA		(7) 4:00—7:00 PM	(8) 6:30—9:30 PM
Saturday, June 15	Saturday Early	Saturday Mid	Saturday Late
GATE	(9) 11:00—3:00 PM	(10) 2:30—6:30 PM	(11) 6:00—10:00 PM
BEVERAGE	(12) 11:30—3:00 PM	(13) 2:45—6:45 PM	(14) 6:30—10:15 PM
FAMILY AREA /VIP AREA	(15) 11:30—2:30 PM	(16) 2:15—5:30 PM	(17) 5:15—8:30 PM
Sunday, June 16	Sunday Early	Sunday Mid	Sunday Late
GATE	(18) 11:00—3:00 PM	(19) 2:30—6:30 PM	(20) 6:00—10:00 PM
BEVERAGE	(21) 11:30—3:00 PM	(22) 2:45—6:45 PM	(23) 6:30—10:15 PM
FAMILY AREA/VIP AREA	(24) 11:30—2:30 PM	(25) 2:15—5:30 PM	(26) 5:15—8:30 PM
EVENT TEAR DOWN			(27) 8:00—11:00 PM

Completed by (printed name) _____ Date _____

Signature _____



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CONTACT INFORMATION

Name _____

Address _____ City _____ State _____ Zip _____

Phone (Day) _____ (Night) _____

Email (required) _____ Are you over 21 Yes No

Organization/company affiliated with _____

I would like to work with (friend/relative/partner) _____ T-shirt size: _____

PLEASE NOTE: All volunteers must provide a photo copy of a valid ID with the Volunteer Registration form.

VOLUNTEER RULES AND GUIDELINES

GENERAL

- All Ribfest participants and their employees are expected to serve as a positive representation of the community and at no time should there be any illegal activities taking place at the festival. Any volunteer found in violation of these rules can be immediately removed from the festival and prosecuted at the Chamber's discretion.
- Due to attempted theft at a previous festival, Ribfest Chicago has been forced to implement an additional security measure. All volunteers must provide a photo copy of a valid ID with the Volunteer Registration form.
- Mistreatment of event staff or volunteers will not be tolerated. NCC reserves the right to remove any individual/company from the event.
- This event will be photographed and videotaped. By participating in this event you hereby consent to the use of your likeness or image in those photographs or video for future promotional consideration by Ribfest Chicago and the Northcenter Chamber of Commerce.

- No back-to-back shifts are allowed.
- Event organizers reserve the right at all times during the festival to assign volunteers to roles and locations as needed.
- Volunteers will not be allowed to drink alcoholic beverages while on duty. Water is available to volunteers during their shift.
- Anyone suspected of theft will be immediately removed from their post and, if appropriate, prosecuted to the full extent of the law.

SHIFT DUTIES

- GATE: accept entrance donations (handling cash, making change), hand out schedule and donation stickers, interact with festival attendees, requires standing for the entire shift (Gate Captains must be 21+)
- BEVERAGE: check IDs and provide wristbands for persons 21 and over (21+); pour and hand out beverages, accept tickets for beverages (21+)
- FAMILY AREA/VIP AREA: check wristbands for all entrants, or direct them where to buy one, keep the area clean

ON-SITE REQUIREMENTS

- Volunteers must check in at the Event Headquarters tent when they arrive at the festival. The Northcenter Chamber of Commerce will provide volunteers with a T-shirt when they sign in for the start of their first shift. Volunteers will only be issued one t-shirt which should be worn for every shift worked. There are no on-site changing facilities. For festival security purposes, the NCC restroom is NOT available to volunteers.
- Volunteers in the Beverage Tent and working as Gate Captains must be 21 or older. NO exceptions!
- Upon completion of each shift, volunteers must sign out at the Event Headquarters tents. Volunteers will be given a voucher for food and/or drinks.
- Volunteers are asked to arrive for their shift 15 minutes early for a briefing of their duties, assignment to their post and a smooth transition. Volunteers for the first shifts on Saturday and Sunday are not required to arrive earlier than 10:30 AM if working the Gate or 11:00 AM for all other positions.

LIABILITY LIMITATIONS

- NCC and Special Events Management employees, related festival providers and participating sponsors shall NOT be responsible for any injury, loss or damage that may occur to the volunteer or property thereof, during this contract. The volunteer signing this contract expressly releases all of the aforementioned from any and all claims from such loss, damage or injury.
- I acknowledge that I have read, understand and will comply with the rules and guidelines as set forth.

VOLUNTEER SIGNATURE

DATE