



## **20<sup>th</sup> Annual Colorado Dragon Boat Festival Non Profit Partners Operations Manual July 23-24, 2022**

### **Non-Profit Partners**

The Colorado Dragon Boat Festival's Non-Profit Partner Vending (NPPV) program invites non-profit organizations representing a variety of missions and causes to earn money for their organization by supplying volunteers to work a designated booth selling festival items. Non-Profit Partners apply and, depending on openings, are assigned by the CDBF Beverage Manager to one of the following four areas of festival sales operations: Beer, Pepsi, Snow Cones or Merchandise Management.

### **Non-Profit Partners Chairs (Volunteers)**

This position coordinates, manages and serves as the liaison between the non-profit groups and the CDBF. Responsibilities include coordinating the application process, selection of Non Profit Partners, and training each group for their onsite duties. The NPPV Chairs will work with the Production Manager and Vendor Coordinator on placement of NPPV vending booths, ordering supplies, etc. The NPPV Chair will be onsite to assist with set-up, inventory, and management of each NPPV vending booth.

### **Qualities Include:**

- Self-starter who has the ability to delegate, motivate and mentor
- Responsible and reliable and has good organizational and planning skills with knowledge of project management processes
- Ability to take tasks from conception to execution without supervision
- Keen understanding of Asian American Pacific Islander (AAPI) cultures and communities and the ability to treat all communities fairly for the betterment of the whole. Previous experience in leadership or management role a plus
- Keen awareness of and sensitivity to cross-cultural diversity and inclusiveness
- Ability to work with a wide variety of stakeholders from Executive Director, Operations Manager, Operations Committee, festival contractors, Board of Directors to AAPI community and Non-Profit leaders
- Demonstrated ability to manage strategically, juggle daily work requirements and unanticipated demands while making progress on long-term goals
- Prior knowledge of food/beverage management and health code a plus
- Willingness and ability to attend 85% of Operating Committee meetings from January to August

**Non-Profit Partner Goals:**

- Support AAPI (Asian American Pacific Islander) non-profits and local organizations that contribute to the AAPI community by giving them a chance to be a CDBF NPPV and raise money through commission on beverage sales
- Promote the NPPV widely to make this one of the best fundraising opportunities
- Cycle in new non-profit group each year
- Maintain great sales all day, both days
- Train NPPV Booth Managers thoroughly to ensure smooth operations

**Responsibilities:**

- Attend Operations Committee Meetings
- Work with CDBF Media team to prepare and disseminate information/applications to area non-profits regarding opportunities to fundraise at the festival
- Schedule and facilitate NPPV training meeting
- Work with Production Manager to order supplies and product for each booth (snow cone cups and syrup, radios, cleaning supplies, etc.)
- Work with Operations Manager to coordinate festival merchandise booth (pick up product, inventory, train booth staff on selling)
- Work with Vendor Coordinator on booth placement of Coca Cola and snow cone booths within each food court and placement of merchandise booth within the marketplace
- Meet or exceed 2019 cost savings for production and NPPV operations including but not limited to equipment rental, supplies, etc.
- Assist the Festival staff and production team with set up and tear down onsite Friday-Sunday of the Festival
- Coordinate with Production for placement of NPPV name and pricing signage on each NPPV booth
- Design inventory checklists (for merchandise, snow cone equipment, Coca Cola products, and Coors products) and booth staff sign in/out sheets

## 2022 Non-Profit Partners Schedule

Task:	Assigned to	Timeline/schedule:
• Outreach to community groups and scout out new AAPI non-profit groups		Year round
• Attend 85% Operating Committee meetings (55-60 hours)		Jan-August
• Personal assignments (100+ hours)		Jan-August
• Write up application and database requirements for web site	x	Jan
• Submit final budget	x	Jan
• Application launched on website	x	Feb
• Update NPPV contract/LOA (lawyer must check it)	x	Feb
• Check area web content for accuracy		Mar-Aug
• Maintain application data and create contact list		Mar-Aug
• Applications close		April 15 <sup>th</sup>
• Schedule selection meeting with ED		April
• Create selection committee voting pages (with non-profit missions, history, years in operation, tie to AAPI community, years at a CDBF NPP, if applicable)		April
• Send out acceptance (e-mail) / denial (letter) notice		By end of April
• Send selected non-profit bios/photos to Media Team for publishing on website		By end of April
• Inventory storage for area needs		May
• Meet with Production to go over supply/equipment order , booth placement, and waste water barrels		May
• Submit equipment needs (tables, chairs, tablecloths, snow cone machines, radios, golf cart, tarps, waste water barrels, etc.)		By end of May
• Submit content for program book		June 1 <sup>st</sup>
• Order snow cone cups (large and small sizes, if needed), syrup (look at last year's invoice to determine quantities), and straws/spoons (if needed)		June
• Submit volunteer needs to Volunteer Manager		June
• Send out contracts with booth assignments and ensure all are returned signed before festival (best to print off an extra copy for the training meeting for group leads to sign there)		June
• Proofread festival program booklet		July 1 <sup>st</sup>
• Finalize signage needs of non-profit names and send to Pepsi (for Pepsi and Snow Cone vendors)		July 1 <sup>st</sup>
• Conduct training meeting with NPPs		July
• Proofread website content after program book goes to press		July
• Take inventory of bins and purchase missing materials so bins are complete: <ul style="list-style-type: none"> <li>• Rags (will need to buy more (once set for each day – since they get thrown out)</li> <li>• Bleach</li> <li>• Hand soap &amp; Sanitizer</li> <li>• 2.5 jug of water with spout on bottom (will need to purchase new)</li> <li>• 1 bucket</li> <li>• Paper towels</li> <li>• Gloves</li> </ul>		July
• Create log book to track Coors inventory		July
• Set-up festival area		Friday noon
• Work with Production Manager to update final equipment and supply budget		7-14 days post festival
• Document lessons learned from committee, performers, emcees, volunteers		7-14 days post festival
• Work with staff in crafting NPPV survey		7-14 days post festival

## 2022 Non-Profit Partners Onsite Schedule: July 23<sup>rd</sup> - July 24<sup>th</sup>

Task:	Assigned to	Timeline:
• Arrive at Quartermaster		8:00am
• Go through merchandise inventory		8:00am
• Pick up golf cart and deliver merchandise to merch booth and deliver snow cone cups and syrups to snow cone booths and set up		8:15am
• Return to Quartermaster and double check bins to make sure they are complete and ready for pickup by Booth Manager		8:45am
• Booth Managers will come to Quartermaster to pick up their radio, bins, and NPP name signs		9:00am
• Once all Booth Managers have checked in, swing by each booth to make sure they are set up and that everything is up to code (the health inspector will be by at some point to check and make sure the wash stations are set up correctly, waste water barrels are in place, people handling snow cones are wearing gloves, and that snow cone cups and syrup are off the floor)		9:30am
• Assist with radioing Finance for starting bank cash drop-off (if it has not already been done by the Booth Manager)		10:00am
• Assist merchandise booth in setting up and doing another inventory of product		10:00am
• Keep checking in on all booths at least twice each day		All Day
• At end of day, help merchandise booth break down, do final inventory, and cash pick-up. Transport merchandise back to quartermaster in golf cart		End of day
• Assist Coca Cola and snow cone booths with transporting bins back to Quartermaster if needed		End of day
• Ensure final cash pick-up has been done and that stations are clean		End of day
• Cover exposed Coca Cola product with tarps (Coca Cola's team will help)		End of day