



2010 Festival Volunteer Program
Please return by June 15, 2010

MEMORANDUM OF UNDERSTANDING

This is a Memorandum of Understanding between

_____ ("Us/We"), a San Luis Obispo County nonprofit organization that has been accepted to participate in the 2010 Festival Volunteer Program, and MORRO BAY HARBOR FESTIVAL, INC. ("HFI"), a community-benefit nonprofit corporation, that is the sponsor of the 29th annual Morro Bay Harbor Festival for the weekend of October 2nd and 3rd, 2010.

We agree to furnish volunteers to staff our job assignment pending mutual approval of the assignment to be distributed at Captains' Orientation.

And, in addition to the specifics of our assignment, we agree to the following:

- To assign a Crew Captain(s) to supervise our group's volunteers during assigned hours of the Festival operations. (Unless your group is located in a single place, the Captain should NOT be a worker unless one of your workers fails to show up).
- To attend any mandatory orientation meetings conducted by Harbor Festival Representatives.
- To have your volunteers wear the Harbor Festival's official Volunteer T-shirt and Volunteer badge while on duty (unless otherwise authorized). It is your responsibility to hand out t-shirts and badges BEFORE the event. Volunteers will not be able to get into the festival without their volunteer t-shirt and badge. Please hand out your Volunteer t-shirts and badges at least five days before the event. Do Not hand them out during the festival as this creates more problems at the volunteer gate. Replacement t-shirts can be purchased from the Festival at a cost of **\$6.00 per T-shirt.**

- **Hand in Badges/Lanyards when the Festival is over.** There will be a box located at the Volunteer Gate. The box will be clearly marked Volunteer Badges and the volunteers can turn them in when their shift is over. Please communicate this to all of your nonprofit members. If they are working both days hold onto them until Sunday. (Your group's benefit will be reduced if we do not receive the lanyards/badge holders back at a cost of \$1.50 each)
- **Have your volunteers fill out a Morro Bay Harbor Festival Individual Volunteer form** and hand in all forms back to the Volunteer Coordinator at the Individual Captain's meeting scheduled for the month of August. If you are unable to provide Individual Volunteer forms by August prior arrangements **must be** made. You need to contact the Volunteer Coordinator to schedule a time to hand in the forms. **This needs to be done no later than September 27, 2010.**
- To **be responsible for Volunteer recruitment, Sign-Ins/Outs and Verification of Hours.** (Your group's benefit will be reduced if you do not provide the required number of volunteers working the assigned hours.) Sign In/Sign Out sheets will be provided for each group. **You must make sure your Sign In/Sign Out Sheet is at the Volunteer Booth at the end of each day. The clipboard and sign in/out sheet can either be with the Captain/Co-Captain or left at the Volunteer Booth. If it gets lost though you are ultimately responsible for it. These sheets MUST be filled out daily or you will not receive credit for hours worked at the festival.**
- To monitor **that no alcoholic beverage is consumed by volunteers during their working hours at the Festival.** Any violation of this could result in a forfeiture of this and future assignments. Nonprofit groups' who violate this rule will also be docked in pay and may not be able to participate in future festivals.

- If you are responsible to pour alcohol at the Morro Bay Harbor Festival **you must make sure the person that you are giving alcohol to has a wristband and ID.** If they do not have both then you **MAY NOT** serve alcohol to them. It is against ABC policy to serve alcohol to someone underage. **Not only will the Morro Bay Harbor Festival face a fine but the individual pouring will get one as well. Check ID!!** You **MAY NOT** serve alcohol to a patron who is obviously intoxicated.
- **If your group has a sub-group working within your group** then you must provide the name of the group and the number of workers. They **MUST** have their volunteer shirts, which is your responsibility to hand out, **BEFORE** they enter the festival.
- To have the Captain **provide necessary and adequate reports to Morro Bay Harbor Festival Incorporated** in a timely manner regarding any mishap/accident involving volunteers.

Morro Bay Harbor Festival, Inc. agrees to:

- Conduct **Orientations** for Volunteer Captains.
- Provide HFI staff or board **support, materials, and supplies** as appropriate for the assignment.
- Provide official **Festival volunteer T-shirts**, at the cost of **\$6.00 per shirt**, in the quantity indicated on the Crew T-shirt Order Form. Shirts may be paid for in advance of the Festival, or deducted from group's earnings afterward.
- Equitably **distribute designated funds** including any bonus monies from this year's Harbor Festival to all groups furnishing volunteers. Awarding checks to each participating group, within 30 days after the Festival, unless instructed, by that group, to reinvest their share of the profits in the Morro Bay Harbor Festival, Inc.
- To have your group's volunteers **promote the use of the free shuttle service** by riding it themselves to the Festival site and by encouraging its use among your friends and associates who may be prospective festival attendees.

*****Please return this form as soon as possible because all jobs will be assigned as applications are returned.*****

SIGNED: David Owens DATE: _____

David Owens, Executive Director
Morro Bay Harbor Festival, Inc.

SIGNED: _____ DATE: _____
Director of Nonprofit

SIGNED: _____ DATE: _____
Crew Captain

FOR: _____
Organization

We would like to donate our organization's proceeds back to the Festival.