

# 2018 VAIL ROTARY CLUB DUCK RACE

## Colorado's Duck Race

Labor Day Weekend - Sunday, Sept. 2nd 2018, 10:00am to 4:00pm - Vail Village The Gore Creek Promenade

# NONPROFIT SALES PARTNER AGREEMENT

**Name of Nonprofit or Organization**

**Name of Individual or Contact**

**Mailing Address**

**Email & Phone Number**

**Name of Rotarian**

The 2018 Rotary Duck Race presented by NEED SPONSOR has a Special Lucky Duck sponsored by NEED SPONSOR that could provide the winner with a \$1,000,000 prize!

Odds of Winning \$1,000,000: SCA Promotions preselects a winning number for one duck out of every 3,000 ducks in the race. If the duck that crosses the finish line first is marked with that number, the lucky duck adopter wins the \$1,000,000. The odds of winning are 1:3000. The \$1,000,000 prize is paid in 40 annual payments of \$25,000 without interest.

Because of this huge prize, the Vail Rotary must account for all of the sales form trifolds. All forms have a sequential number printed on the section of the form that are printed. Sales Partners are required to turn in the completed section of ALL sales forms completed **and** ALL of the incomplete sales trifolds they have been issued. Money received must match the amounts marked on all of the completed sales forms.

Your organization should have an individual who will be responsible to control and account for all the sale form trifolds. You will be given a laminated sales sheet that your sales people can have in hand to help with their sales rather than handling the sales form trifold. Non-Profits are encouraged to create a page online and request and track donations via our online website at: [www.vailduckrace.com](http://www.vailduckrace.com).

You have been issued Sequentially Numbered Sales Forms: \_\_\_\_\_ through: \_\_\_\_\_  
(These numbers have nothing to do with how numbers are assigned to the ducks.)

By signing this form you are stating that you will return ALL sales forms, complete or incomplete with the numbers listed above by the date required with matching funds.

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Vail Rotary Club - PO Box 2083 - Vail CO 81658 - [VailDuckRace@gmail.com](mailto:VailDuckRace@gmail.com)**

# Nonprofit Expectations on Race Day Sunday, September 2nd 2018

-  Nonprofit partners are **REQUIRED** to assist the Vail Rotary Club on: **Sunday, September 2nd, 2018**
-  Each nonprofit **MUST** provide a minimum of 2 people and at least 1 person per \$1,000 raised **FOR** your nonprofit
-  Volunteers must be at least 12 years of age or older & accompanied by an adult
-  Leave all dogs & pets at home
-  Arrive 15 minutes before your shift begins to receive your assignment & posting
-  Be prepared to volunteer a minimum of 3 hours or longer and stay for the duration of your shift
-  Sign in and out with the volunteer coordinator
-  Bring a water bottle
-  Wear sunscreen & proper sun protection to be outside for the duration of the race. Shade may not be available
-  **ALL** Adoption Trifold Forms **MUST** be turned in by Friday, August 24th

(Rotarian Volunteers need ample time to manually enter all nonprofit paper entries into website for tracking)

**ALL Monies raised on Race Day belong to the  
Vail Rotary Club**

## 2018 VAIL ROTARY DUCK RACE

### INFORMATION PACKET FOR NONPROFIT PARTNERS

#### Sharing of proceeds for sale of duck adoptions by non-profit organizations

- 🐥 The sale proceeds split is 60% to the non-profit; 40% to the Vail Rotary Club, **based on total dollars collected.** (NOT on total number of ducks sold)
- 🐥 All funds will be turned in to The Vail Rotary Club - Rotary will cut a check for each nonprofit.
- 🐥 All day-of-race sales at the Rotary tables go entirely to the Vail Rotary Club.
- 🐥 The proceeds from sales of any toy souvenir ducks go entirely to the Vail Rotary Club.

#### Collection of Proceeds

- 🐥 Adoption papers will be numbered this year. The numbers of the papers you pick up will be recorded. All paperwork must be turned back in, whether or not the adoption papers have been used. (See attached Sales Partner Agreement.)
- 🐥 Forms and sales proceeds will be collected weekly by appointment.
- 🐥 When you have funds to turn in or need additional adoption papers contact:  
**Nonprofit Coordinator - Travis Yoakum - 402-689-8011 [yoakumt@hotmail.com](mailto:yoakumt@hotmail.com)**  
**Accounting - Mike Glass: 970-390-2911**
- 🐥 Final collections will be made on Friday, August 24th 2018. Please have all paperwork and monies turned in by this date so Rotary Volunteers have ample time to enter all nonprofit numbers into the online system for tracking & numbering.

#### Volunteer Requirements

- 🐥 Nonprofit partners are **REQUIRED to assist the Vail Rotary Club on: Sunday, September 2nd, 2018.**
- 🐥 On Race Day (Sept. 2nd 2018) each nonprofit must provide a minimum of 2 people and at least 1 person per \$1,000 or increment of \$1000 raised FOR your nonprofit.

#### Sales Venues

- 🐥 City Markets in Avon, Vail and Eagle are willing to let our non-profits sell ducks at these stores. To register, you will need to stop by the Service Desks in each of those stores, pick up and fill out their Solicitation Request Forms. Each store has its own protocol as to how they deal with it from there.
- 🐥 Each nonprofit organization is responsible for scheduling your own shifts.
- 🐥 You will need to provide your own table and chairs.
- 🐥 Each nonprofit must make its own arrangements with any other venues for selling ducks.
- 🐥 Village Market in Edwards will allow duck sales. contact Mike Wodlinger, Edwards Rotary.
- 🐥 Any other venues are up to the individual Nonprofits.

#### Communication & Questions:

- 🐥 Questions regarding money collections should go to Mike Glass – 970-390-2911
- 🐥 All other questions or problems should be addressed to:  
**Nonprofit Coordinator - Travis Yoakum - 402-689-8011 [yoakumt@hotmail.com](mailto:yoakumt@hotmail.com)**  
 or Leah O'Brien 970-331-4010 - at [vailduckrace@gmail.com](mailto:vailduckrace@gmail.com)

## DIRECTIONS FOR FILLING OUT DUCK ADOPTION PAPERS

1. PRINT all information - MUST BE LEGIBLE.
2. Insert the NAME OF YOUR ORGANIZATION on the first line of the form in order to get credit for the sale.
3. Be sure that the NAME, TELEPHONE NUMBER and EMAIL ADDRESS of the purchaser are legible. *This is the way we will attempt to contact winners in addition to publishing a list of winners in the Vail Daily and announcing winners the day of the race.*
4. Write the NUMBER of ducks and the DONATION AMOUNT in the blank spaces in the middle paragraph of the form.
5. CHECK THE APPROPRIATE BOX indicating the number of ducks and the purchase price.
6. PAYMENT
  - a. Mark the box next to “check” for checks, or circle the word “cash.”
  - b. Checks must be made out to the **VAIL/EAGLE CHARITABLE ROTARY FOUNDATION**.
  - c. For credit card purchases: Circle the NAME OF CARD/ Write the CARD NUMBER, EXPIRATION DATE, CVC, & ZIP **AND DOUBLE CHECK** / get the purchaser’s SIGNATURE (credit cannot be given if the card information is correct or unreadable).
8. IMPORTANT
  - a. Attach the cash or check to each purchase form by paper clip.
  - b. DO NOT STAPLE.
  - c. Count and total the number of ducks sold and total cash each time funds and slips are turned in.
9. RECEIPT PAGE
  - a. Tear off and give to the purchaser.
  - b. You may write in the amount of the donation and initial it.
  - c. *Duck numbers are assigned to each donation form by computer and are not available at the time of purchase.*
10. TURN IN ALL ADOPTION PAPERS, **WHETHER SOLD OR NOT**. ALL PAPERS ARE NUMBERED AND WE NEED TO ACCOUNT FOR EACH AND EVERY ONE!!
11. SIGN YOUR ORGANIZATION UP TO SELL DUCKS ON OUR NEW WEBSITE ([www.duckracevail.com](http://www.duckracevail.com)). Point your clientele, friends and family to an easy way to buy ducks, have a chance to win \$1 Million, and support your organization.

### Contact Information:

website: [www.vailduckrace.com](http://www.vailduckrace.com)

email: [vailduckrace@gmail.com](mailto:vailduckrace@gmail.com)

Head Duck: Leah O’Brien - 970-331-4010

**Nonprofit Coordinator - Travis Yoakum - 402-689-8011**

## **Nonprofit - How to Join Vail Duck Race Through Our Website**

### **HOW TO BECOME / SIGN UP AS A NONPROFIT PARTNER ONLINE**

1. Visit [vailduckrace.com](http://vailduckrace.com) website
2. Click the tab to 'Join This Event' and create your nonprofit profile.
3. Fill out your nonprofits information, goal amount and agree to the terms and conditions.
4. Upload logo or nonprofit photo to your team profile photo

Your request to be set up with an account will be sent to our site administrator, who will then send you our 'Nonprofit Agreement Form' that must be filled out, signed and returned to us at [vailduckrace@gmail.com](mailto:vailduckrace@gmail.com)

Your Nonprofit Packet, Agreement Forms & Duck Sales Forms must be picked up from Travis Yoakum at the WECMRD Field House. [yoakumt@hotmail.com](mailto:yoakumt@hotmail.com) #402-689-8011

Once your 'Nonprofit Agreement Form' is returned to us, your account will be confirmed, you will receive an email letting you know you are now live and can begin taking donations online.

All credit card donations are to be entered directly through your nonprofit website portal, [vailduckrace.com](http://vailduckrace.com). This allows for better tracking, real time fundraising for your organization and limits your liability for compromised credit cards.

**Cash and Check Donations** are accepted through our Duck Adoption Paper Forms and **MUST** be turned in weekly for entry and tracking.

Paper Adoption Forms can be picked up at:  
WECMRD - Travis Yoakum #402-689-8011

**Offline cash and Check Donations** are to be turned into:

Alpine Bank - Solaris Building, Vail  
C/O Mike Glass #970-748-5740

Cash and check donations must match the corresponding amount selected on each adoption form that is turned in. A 'Duck Adoption Accounting Reconciliation Form' listing all corresponding donations and monies collected must be filled out and returned with matching adoption forms every time they are delivered to Alpine Bank.

Be sure to note which nonprofit account to credit your cash/check donation when delivery them for deposit to Alpine Bank, Vail. All cash/check (offline) donations will be manually entered into your fundraising duck portal with your donor's contact information and monies credited to your non-profit account.

We are excited to have you as a nonprofit partner with Vail Rotary for the 2017 Vail Duck Race. Please email or call Travis Yoakum with any questions and to arrange a time to pick up your Duck Adoption Papers & your 2018 Nonprofit Packet.