

2017 VAIL ROTARY DUCK RACE INFORMATION PACKET FOR NON-PROFIT PARTNERS

1. **Sharing of proceeds for sale of duck adoptions by non-profit organizations.**

- a. 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)
- b. All funds will be turned in to Rotary; Rotary will cut a check for each non-profit.
- c. All day-of-race sales at the Rotary tables go entirely to the Vail Rotary Club.
- d. The proceeds from sales of any toy souvenir ducks go entirely to the Vail Rotary Club.

2. **Collection of Proceeds.**

- a. 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.
- b. Forms and sales proceeds will be collected weekly by appointment.
- c. When you have funds to turn in or need additional adoption papers call Mike Glass at 970-390-2911.
- d. Final collections will be made on Thursday, August 31st. Please have all paperwork and monies turned in by this date.

3. **Volunteer Requirements.**

- a. Non-profit partners are **required to assist the Vail Rotary Club on Sunday, September 3rd, 2017.**
- b. On Race Day (Sept. 3rd) each non-profit must provide a minimum of 2 people and at least 1 person per \$1,000 or increment of \$1000 raised FOR your non-profit.

4. **Sales Venues.**

- a. 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.
- b. Each non-profit organization is responsible for scheduling your own shifts.
- c. You will need to provide your own table and chairs.
- d. Each non-profit must make its own arrangements with any other venues for selling ducks.
- e. Village Market in Edwards will allow duck sales. Coordinate with Mike Wodlinger, Edwards Rotary. Any other venues are up to the individual Non-Profits.

5. **Communication & Questions:**

- a. Questions regarding money collections should go to Mike Glass – 970-390-2911.
- b. All other questions or problems should be addressed to Travis Yoakum, nonprofit liaison at yoakumt@hotmail.com or vailduckrace@gmail.com .

DIRECTIONS FOR FILLING OUT DUCK ADOPTION PAPERS

1. PRINT all information.
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 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 CHARITABLE FOUNDATION OF VAIL/EAGLE ROTARY.
 - c. For credit card purchases: Circle the NAME OF CARD/ Write the CARD NUMBER AND EXPIRATION DATE **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). Point your clientele, friends and family to an easy way to buy ducks, have a chance to win \$1 Million, and support your organization.