



# Guidelines for Participation in the 2019 Volunteer Fair & Giving Day

Thank you so much for your participation in this year's 2019 Volunteer Fair and Giving Day. Here are some guidelines and other information for this year's event that has a giving component, new to the Fair this year. We are excited to partner with Community Foundation of Southern New Mexico (CFSNM) and United Way of Southwest New Mexico (UWSNM) to provide this added benefit to your organization for your participation.

1. Open slots for the event will be filled on a first-come, first-serve basis. Those organizations who attempt to register after all slots have been filled will be placed on a waiting list in the order in which they registered. If a registered organization cannot attend, please contact the organizers up until the event so that waiting organizations can take that place.
2. All participating organizations (with the exception of city-sponsored programs) can receive donations on the day of the event. (A 501c3 support organization such as the Friends of the Library can receive donations on behalf of a city program).
3. Donations that go towards the matching funds goals **must be made at the event during the 9:00-1:00 time frame.** Check and monetary donations can be accepted in provided buckets at each organization booth. Credit/Debit card donations will be accepted at both the CFSNM and UWSNM booths and tracked for each organization. Children can give to your organization by utilizing tokens provided at the event. Each token represents a \$5 donation.
4. Periodic totals from each organization will be collected each hour of the event for a "Totals Announcement" each hour that will highlight the total numbers of interested volunteers and total amount of money raised.
5. Monetary totals for each organization will be tracked and monitored by CFSNM and UWSNM. Matching dollars up to \$500 for each eligible 501c3 organization will be administered and distributed by CFSNM and UWSNM. **The City of Las Cruces is not distributing any funds to any participating organization and is not responsible for the tracking or administering of these funds.**
6. Participating organizations must bring their own canopy, table, and chair as these will not be provided. Weights can be used to hold down the canopies in the case of wind or inclement weather. However, **sandbags are prohibited at the Plaza de Las Cruces.** Water jugs, bricks, stones, or dumbbell weights are suggested.
7. Participating organizations are able to begin set-up on April 6th as early as 7:30AM, but must be set up by the beginning of event at 9:00AM. All organizations are encouraged to stay until the end of the event at 1:00PM.
8. Organizations will be notified the evening before the event if there is any cancellation due to inclement weather.
9. Organizations are encouraged to send out instructions to your donors and volunteers on how to give at this event. A template message and assigned space will be emailed out to organizations at least two weeks prior to event.

