

**The Rotary Club of Estes Park  
PO Box 1226  
Estes Park, CO 80517**

## **32<sup>nd</sup> Annual Rotary Duck Race Festival - Call for Charitable Organizations**

The 2019 Duck Race Festival was a great success. Over \$135,000 was raised through duck adoptions. Thanks to all the organizations who participated by selling adoptions, hosting a booth at George Hicks Riverside Plaza and supporting the event. The 2019 race awarded almost 300 prizes, including a grand prize of \$5,000 cash!

**The 2020 Rotary Duck Race Festival will take place Saturday May 2, 2020.**

In order to be considered as a Participating Organization, please complete and return the attached form no later than Tuesday, December 31, 2019.

Qualifying organizations will have their names listed on the Adoption Form and will be eligible to share in the monies raised based on the Adoptions they sell. Please complete and return the attached form indicating your interest in participating this year. Be sure to name **a contact person with an e-mail address** who will be working with our committee on Adoption Form Distribution & Instructions Night, returning funds received, picking up more Adoption Forms, and helping with publicity and volunteer assistance for the Race. This person will be our sole point of contact with your organization, so please choose carefully.

**Organizations will be selected based on the following criteria:**

1. Previous adherence to expectations of being involved in the Duck Race.
2. Having a local presence and be of benefit to the local community. Organizations and associations may either hold a valid 501c3 or 501c4 tax status with the U.S. Internal Revenue Service or are deemed to benefit the local community.
3. Agreeing to sell a minimum of \$400 in Adoption Forms.

**Additionally:**

1. Participating organizations must select one person as a point of contact for the duration of the event. Responsibilities include but are not limited to: attending Adoption Form Distribution and Instructions Night, being the point of contact for your organization regarding form distribution, delivering forms and money to Duck Central in a timely manner, assisting Duck Race personnel with expanded social marketing, providing volunteers for race day booth at Riverside Plaza, if applicable. Your organization may assign additional duties.
4. Organizations are strongly encouraged to participate in race day activities at Riverside Plaza, to promote the festival atmosphere of the event. Participating organizations can provide staff at a booth to share information about their organization, sell adoption forms, and offer an interactive activity for event attendees. You may partner with another participating organization in offering an activity. Please mark your calendar for this event!
5. The Duck Race success depends on volunteers working in several areas, including duck security during the race, merchant prize collection, poster distribution, assistance at Duck Central, prize board assistance, starting line and finish line assistance, etc. Not all volunteer needs are on race day. At least one volunteer from each participating organization would be greatly appreciated! Contact [bigduck@epduckrace.org](mailto:bigduck@epduckrace.org) for more information.
6. **Application deadline is December 31, 2019. Applications received after this date will not be considered.**

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PO Box 1226  
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**32<sup>nd</sup> Annual Rotary Duck Race Festival Application for Participation**

**Application deadline: Tuesday, December 31, 2019. Applications received after this date will not be considered.**

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Local Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Participating organizations agree to comply with the following criteria:**

1. Previous adherence to expectations of being involved in the Duck Race.
2. Have a local presence and provide a benefit to the local community. Organizations and associations may either hold a valid 501c3 or 501c4 tax status with the Internal Revenue Service or are deemed to benefit the local community.
3. Agree to sell a minimum of \$400 in duck adoptions.
4. Strongly encouraged to participate in Race Day activities at Riverside Plaza to promote the festival atmosphere of the event; including but not limited to staffing a booth to share information about your organization, selling duck adoptions, and offering an interactive activity for the event attendees. (Booth sign-up information will be sent to your contact person at a later date. You may partner with another participating organization in offering an activity. Please mark your calendars for May 2, 2020.)
5. Provide one person responsible for being the point of contact between the Duck Race Committee and your organization. Duties include: attending Adoption Form Distribution & Instructions Night, distributing adoption forms to your organization, delivering completed adoptions and money to Duck Central in a timely manner, assisting the Duck Race Committee with the expanded social marketing campaign for your organization, providing volunteers for your booth on Race Day, if applicable. Your organization may assign additional duties.
6. Encouraging those in your organization to volunteer for the Duck Race either prior to or the day of the race.

Signature: \_\_\_\_\_

Printed Name \_\_\_\_\_

Position with Organization \_\_\_\_\_

**2020 ROTARY DUCK RACE FESTIVAL APPLICATION (continued)**

**PLEASE COMPLETE AND RETURN BY TUESDAY, DECEMBER 31, 2019**

**How will your organization benefit the Estes Valley in 2020? Please be specific and detailed. Your information will be used in our print and social marketing efforts on your behalf. (Attach a separate page if needed.)**

## SOCIAL MARKETING

We will include your organization in our social marketing efforts, with the aim of increasing the sale of Adoption Forms.

**Our organization is willing to incorporate marketing messages for the Duck Race Festival into our social media efforts?**

Yes\_\_\_

No\_\_\_

Thank you so much for applying to be a participating organization for the 2020 Duck Race. You will be notified concerning your acceptance by Feb.1. We look forward to helping your raise funds for your organization.

Larry Williams  
Duck Race Organizations Chairman  
(970)586-3295 OR (419)566-4001  
[Lwilli5442@yahoo.com](mailto:Lwilli5442@yahoo.com)

Karen Thompson  
2020 Big Duck  
970-590-9942  
[bigduck@epduckrace.org](mailto:bigduck@epduckrace.org)

**BEFORE DECEMBER 31,2019,**

**E-MAIL COMPLETED APPLICATION TO**

**[Lwilli5442@yahoo.com](mailto:Lwilli5442@yahoo.com)**

**OR**

**MAIL APPLICATION TO**

**Estes Park Duck Race  
PO Box 1226  
Estes Park, CO 80517**

**Applications received after December 31, 2019  
will not be considered.**