



## Tips for Charity Call for Applications

**Downtown Boise seeks applications from nonprofit organizations for its Tips for Charity Program to provide bar volunteers for the 36<sup>th</sup> season of the Alive After 5 Concert Series to be held on The Grove Plaza in June, July, and August 2023.**

What your nonprofit will provide:

- A minimum of 24 volunteers per event as detailed in the chart below. We encourage you to recruit more than the minimum number of volunteers per event so that you have alternates to replace any no-shows.
  - Volunteers must be twenty-one (21) or older.
  - Volunteers must check in no later than 4:30pm and work until 8:30pm.
  - Each volunteer will be required to sign a liability release form holding Downtown Boise Association and Downtown Boise Foundation harmless.
  - Customer service is paramount. Volunteers must be committed to providing quick and friendly service to attendees each week.
  - Volunteers should wear your nonprofit’s own branded t-shirts / merchandise whenever possible. Show off who you are – it’s a huge audience!
  - Volunteers must be flexible to work whatever duty assigned. Accommodations will be made to make duties comfortable and accessible; notice is requested.
  
- A lead coordinator from your nonprofit that works with Downtown Boise managing volunteers on site each week. Ideally this will be the same person for all events, but not required.

Number of Volunteers	Title	Duties
20	Beverage Specialists	Sell alcoholic or non-alcoholic products; verify with every sale that purchaser is wearing a wristband indicating they are of legal age to consume alcohol. Assist with cash and credit sales and event information.
4	ID Checkers & Wristbands	Check IDs and wrist-band attendees; if not needed, will help in other roles.
<b>24</b>	<b>Minimum Volunteers per Event</b>	

### What Downtown Boise will provide:

- An estimated 4,000 attendees at each event who will get to know your nonprofit organization.
- Tips collected during events will be counted by Downtown Boise staff and a check totaling all bar tips for combined events worked will be provided to your nonprofit organization within two weeks of your last event.
- A booth space at each event to the coordinating Tips for Charity nonprofit organization, should the option be taken.
- Weekly on-site training for all volunteers, taking place promptly at 4:40pm.
- Your nonprofit's logo will appear on the Alive After 5 webpage linking back to your website.
- Select Downtown Boise social media posts about events will recognize your nonprofit.

### Selection process:

- Applications are due via email, mail, or hand delivery no later than 4pm MST February 17<sup>th</sup>, 2023.
- Downtown Boise staff will promptly compile applications and send them to the selection committee for review.
- Downtown Boise's selection committee will choose two nonprofit organizations to serve for 3-4 events each in exchange for bar tips.
- Selected nonprofit organizations will be notified no later than March 17<sup>th</sup>, 2023.

### To apply:

Submit a letter of application to Downtown Boise via email, mail, or hand delivery no later than **4pm MST February 17<sup>th</sup>, 2023** that includes the following:

- Name, address, and website address of organization.
- Contact information including lead coordinator(s) name, email, and cell phone number.
- Organization's mission and a brief background.
- Nonprofit designation (i.e., 501(c)3) and IRS Form W9.
- Your commitment to providing the minimum number of volunteers and a lead coordinator for each event, per details outlined on page one.
- Note any Wednesdays in June, July, or August 2023 that your organization would not be available and if you would prefer three or four consecutive events.
- Tell us how your organization's selection for the Tips for Charity Program will benefit our local community and how you will promote your presence at Alive After 5. Include if and how you would utilize the optional booth space provided at each event.

Submit your letter of application to:

Downtown Boise  
Attn: Sierra Padilla Huitt  
816 W Bannock St, Ste 310  
Boise, ID 83702  
[shuitt@downtownboise.org](mailto:shuitt@downtownboise.org)



We look forward to a successful season of Alive After 5 and the opportunity to provide your organization with funding and publicity. If you have any additional questions, contact Sierra at 208.616.1052.

*\*The health and safety of our community remains our top priority, all 2023 events dependent on local COVID-19 guidelines.*