

# A G R E E M E N T

## REQUIREMENTS AND GENERAL INFORMATION FOR CHRISTMAS IN THE PARK PARTICIPANTS

1. The Community Assistance Council agrees to meet all terms of this agreement as a participating organization in the 2017 Christmas In The Park event. This organization will collect contributions on:  

November 27, 2017
2. The organization agrees to provide 6 to 10 employees/organization volunteers to work the evening assigned by the County. Failure to work with the minimum number of 6 workers for less than 4 1/2 hours will result in forfeiture of sharing in the funds collected and your organization will not be eligible to participate in future years. If teen volunteers are utilized, they must be accompanied by no less than 6 responsible adults (no exceptions please).
3. As compensation for services provided, the organization will be paid a portion of the net proceeds of the event, in an amount not to exceed \$1,000.00. If in the County's sole discretion, the organization provides services which do not meet its obligations under paragraph 2, the County may reduce the organization's share.
4. The organization agrees the volunteer workers will be affiliated with the organization. One organization will not be allowed to work for another organization.
5. The hours to be worked will be from 5:15 p.m. until 10:00 P.M. Sunday through Thursday, and 11:00 P.M. Friday and Saturday at Longview Lake Campground. Orientation will start promptly at 5:15 P.M. and all workers for that evening must be present. Christmas In The Park will run from November 22 through December 31, 2017.
6. A warming hut and restrooms will be provided at the exhibit site by the County.
7. Organizational representatives are responsible for passing out candy provided by the Parks and Recreation Department to each exiting vehicle on the evening assigned.
8. Organizational workers are responsible for collecting donations from exiting vehicles and turning over all collections and remaining candy to the Park Ranger Staff at the conclusion of the evening.



9. Cancellations must be made before, but not later than 10:00 A.M., of the day before the assigned date. Please contact the Ranger's Station at 503-4890 should your organization have an emergency and have to cancel. There are no dates for rescheduling. Cancellations will prevent the organization from sharing in the funds collected. NO "REMINDER" TELEPHONE CALLS WILL BE MADE BY JACKSON COUNTY PARKS & RECREATION TO THE ORGANIZATIONS. THIS AGREEMENT IS YOUR NOTICE.

10. Jackson County Parks & Recreation cannot reassign your contracted night. The organization is responsible for the night on the contract. The Parks Department will not reschedule you to another night. If the party cannot commit to the contracted night an organization member must call the Parks Department and let them know they will not be able to fulfill the contract and mail the contract back to the Parks Department unsigned. Once the call is made and noted the Parks Department will administrate another lottery to fill the vacant spot.

11. Jackson County is responsible for counting the money and issuing a check to the participating organizations.

12. All moneys received by participating non-profit organizations must be used in programs that directly benefit and provide services to residents of Jackson County. The moneys we receive will be used to provide food for our food pantry to our members and help out individuals not fortunate

13. Applications must be signed by an authorized officer of the organization, preferably the President or Chairperson.

14. Checks will be mailed to each organization meeting all the above requirements by February 1, 2018.

\*\*\*\*\*

I have read and understand the above agreement and regulations. I agree, as the authorized organization representative on behalf of the Organization to the terms as set forth by the Jackson County Parks & Recreation Department.

[Signature]  
Signature

[Title]  
Title

7-20-18  
Date

2370077  
Organization Non-Profit ID Number

Organization Contact Person: Diana Alexander

Phone Number: 503 489 3623  
503 549 9522

Work  
Home (please provide)

**Christmas in the Park  
Res. 19627**

APPROVED AS TO FORM:

  
\_\_\_\_\_  
W. Stephen Nixon  
County Counselor

JACKSON COUNTY, MISSOURI

By:   
\_\_\_\_\_  
Frank White, Jr.  
County Executive

ATTEST:

  
\_\_\_\_\_  
Mary Jo Spino  
Clerk of the Legislature

**REVENUE CERTIFICATE**

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this contract is chargeable, and a cash balance otherwise unencumbered in the treasury from which payment is to be made, each sufficient to meet the obligation of \$1,000.00 which is hereby authorized.

11/15/17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Chief Financial Officer  
Account Number: 300 1670 56790  
16702017 006