



## **Brunswick Executive Airport – August 26-28, 2011**

### **2011 Nonprofit Organization Volunteer Process**

Thank you for your interest in participating in the Great State of Maine Air Show & Business Aviation Expo. We look forward to supporting your efforts within the community. The Air Show anticipates the need for up to 20 nonprofit organizations to staff concession booths during the air show. Applicants should expect to be notified of the status of their request no later than May 2011.

#### Expectations for Organizations:

Organizations staffing concession booths will be required to provide 10 volunteers to cover 8 hour shift for two days. Organizations staffing parking and trash/recycling duties should be able to provide at least 25 volunteers to cover 8 hour shifts during the event. All volunteers will be given breaks and will be provided with a lunch during the event. Donations will be made to participating organizations based on number of volunteer hours provided.

Due to the nature of this event, volunteer duties can be physically demanding. All organizations will be required to ensure that their volunteers are fully capable of performing the assigned duties. Please note in your application if special accommodations are required for your volunteers.

#### Guidelines for Application:

Please follow the provided numbered outline in preparing your application. No more than 4 pages (minimum 12 pt. type) will be accepted. Any pages following page 4 will be removed prior to evaluation. No binders please.

Submit application to:

Great State of Maine Air Show

Attn: Air Show Committee

5450 Fitch Ave.

Brunswick, ME 04011

**All Applications must be postmarked no later than April 30th, 2011.** Applications may also be emailed as a PDF document to [info@greatstateofmaineairshow.us](mailto:info@greatstateofmaineairshow.us) no later than 5pm on April 30<sup>th</sup>, 2011. Questions may be directed to the Air Show Director at 207-725-9701.

Request Outline:

1. Name of Organization.
2. Name of Director.
3. Organization contact information: Name, Title, Address, Phone, Fax, Email, Website, Region Served, Non-profit status.
4. Your agency's mission and goals.
5. How will the use of the funds benefit your organization and the community?
6. Describe your organization's history (if any) in participating in events similar to the Great State of Maine Air Show & Business Aviation Expo.
7. Describe your plan to acknowledge the Great State of Maine Air Show as a funds contributor.
8. Will you give the Great State of Maine Air Show & Business Aviation Expo permission to use your organization name and logo (if applicable) in Air Show marketing materials?

**Due Date: April 30th, 2011**

Great State of Maine Air Show & Business Aviation Expo

Attn: Air Show Committee

5450 Fitch Ave.

Brunswick, ME 04011

**Special Note:**

The Air Show Director will host a Question & Answer session for organizations interested in submitting a Nonprofit Organization Volunteer Application. This session will take place at 12:00 noon on April 19<sup>th</sup>, 2011 in building 27 on Naval Air Station Brunswick. Organizations are not required to attend this session in order to submit an application.