

## **Guidelines to Volunteer for the Trail of Lights**

The City of Ada and the Trail of Lights Committee are accepting applications for non-profit organizations to Work the Trail of Lights November 25 thru December 31, 2019. In return, the non-profit organization will receive 20% of the profits of the donations accepted on the evening that your work. We are only accepting the **first 30 non-profit organizations** that submit their application to the City of Ada.

Fill out the application to sign up your non-profit organization to be in a lottery to work the donation booth for The Trail of Lights at Wintersmith Park. By registering your organization, you are agreeing to send a representative to a lottery drawing on **November 12 at 6:00 p.m. at Pontotoc Technology Center at 601 W. 33<sup>rd</sup> in Ada in Room 410. Come in Entrance C.** At that meeting each organization will randomly draw to work a specific night at the park. Each organization will have the opportunity to work at least one night during the holiday season before December 26. Your organization can sign up to work more than one night, (one guaranteed from November 25-December 25. Each non-profit organization will work a 3 ½ hour shift for one evening. There must be at least 2 adults (18 years or older) present during each shift. The Trail of Lights is scheduled to be open during the time period November 25 thru December 31 from 6:00 to 9:30. Each non-profit organization will receive 20% of the gate that is collected on the night in which your organization works. Checks will be distributed at a later date in January.

If your organization volunteers to sign up for the lottery to work the Trail of Lights, you are agreeing to work the night that is randomly drawn. A representative from each organization must be present at the lottery on November 12 at 6:00 p.m. at the Ada Chamber of Commerce or your organization forfeits the opportunity to work. On the night of the lottery, if your organization and another organization wants to trade nights, it must be done on the night of the lottery and the Ada Chamber of Commerce must be notified that evening. Otherwise, all organizations must work on the night that they draw. If you fail to work the night that is drawn, your organization will forfeit any opportunity to work in the future.

**Application Form for Non-Profit Organizations in  
Ada and the Surrounding Area  
To Work the Trail of Lights at Wintersmith Park**

Name of Non-Profit Organization \_\_\_\_\_

Please Print

Primary Contact Person: \_\_\_\_\_

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

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

Primary Phone No. \_\_\_\_\_ Secondary Phone No: \_\_\_\_\_

Secondary Contact Person: \_\_\_\_\_

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

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

Primary Phone No. \_\_\_\_\_ Secondary Phone No: \_\_\_\_\_

Yes, our organization would like to be considered to work more than one night.

Our organization would like to only work one evening.

By signing this agreement, I understand the terms of the lottery and the commitment to have the Non-Profit Organization that I am representing work on the designated evenings that are assigned. Otherwise, we will forfeit any opportunity to work in the future.

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

\_\_\_\_\_  
Signature

**WE ARE LIMITED IN THE NUMBER OF NON-PROFIT ORGANIZATIONS THAT WE CAN ACCEPT. AT THIS TIME, WE ARE ONLY ACCEPTING THE **FIRST 30** APPLICATIONS THAT RETURN THEIR FORM. Please complete this form and return to:**

**City Hall**

**231 South Townsend – Ada OK**

**ALL FORMS MUST BE SUBMITTED BY **FRIDAY, NOVEMBER 8** at **5:00 p.m.****