

**2024 - 2025  
CURWOOD FESTIVAL**



**CHAIRMAN GUIDELINES**

**NOTE: ALL volunteers including Chairmen and Co-Chairs are requested to complete a Curwood Volunteer Info Sheet and Waiver of Liability Form (These are located in the digital Redbook ... should you need printed copies, you can pick them up at the office ... call ahead so they can be ready for you)**

## ORGANIZATION

- 1. Meetings** – You and/or your co-chair(s) are required to attend the monthly board meetings to voice concerns or gain approval for miscellaneous things.
- 2. Co-Chairperson** – Each committee must have a listed chairmen and co-chairmen in the office. Your co-chair should be in the know about the event in case you cannot execute your event on Curwood weekend. Co-chairs are a great back-up support system! The trick is to choose someone whom you know could get the job done in your absence. Please select someone other than your spouse/significant other as well. If one of you is unavailable, it's usually a good chance that you both will be!
- 3. Board Liaison** – Each committee chairman will be assigned a board liaison. The liaison will serve as your contact to the board. Please utilize your liaison as much as you can. They are there to lend an ear, bounce ideas around and help you out.
- 4. Event Planning** – All the planning is in your hands with Board approval. Having responsible committee members working with you should relieve the stresses of planning. Any materials are also up to you as far as design, colors, etc. Please feel free to use the office copy machine whenever you can for flyers, brochures, programs, etc. **NOTE: Please make sure office receives electronic copies of all forms.**
- 5. Festival Logos** – The Curwood Festival, Inc. logo (castle encircled) is a registered trademark. Any company reproducing this logo must have permission to use that logo. "Owosso is Curwood Country" is registered to us, as is the "Man in bathing suit with woman on his arm" logo for the Mr. Owosso Contest. We like to support the local businesses that support us. You may get with the Curwood Office Manager on who we usually use, but please check around to get the best deal!
- 6. Mailings** – Any mass mailings can be organized in your home but **must be mailed from the office** so we can keep track of postage. The office also has plenty of workspace if you would like to put them together there instead of at home. **You are more than welcome to use the office, but please do NOT expect the office manager to do it for you!!!** Again, **please send out your applications as far in advance as possible!** This gives us a better chance as a festival to bring in crowd favorites for various events, and it avoids the last minute stressful rushing to get things done. Other festivals actually have deadlines on their applications as of the first of the New Year—six months in advance of their event!

## FORMS

- 1. Applications** – We should have a copy of previous year's applications in your folder if you need to reference them. **Applications must include the following "Waiver and Release" statement: "In consideration of your accepting this entry form I hereby for myself, my heirs, executors, and assignees waive and release all rights and claims for damage I may have against the Curwood Festival (name of your event),**

***the sponsors of this event, its agents, representatives, successors, and volunteers for any injuries or damages suffered by me while traveling to, from, or participating in this event.*** Contact the office for language to be used for youth. Please turn in all completed applications at the end of the year so that we can maintain an accurate tracking of your event. We also have many other materials you may need such as contracts, acceptance/rejection letters, etc. **It is strongly recommended that you back up everything for your event and turn a cd/disk into the office for safe keeping in case of an emergency.** Your files may also be e-mailed to [office@curwoodfestival.com](mailto:office@curwoodfestival.com), which will make it easier to post on our website. Please send out applications as early as possible to allow for a good response on your event. People plan their schedules early for the summer, so be sure to catch them early! January is a good time to mail them out! **Our goal is to have all applications posted to the website by the 1<sup>st</sup> of January.**

2. **Contracts** – *All contracts over \$500 or multi-year contracts must be approved and signed by the Curwood Festival Board of Directors or its designated representative. The original of any signed contract must be turned into the Curwood office immediately following signing.* A copy will be made for your event file.
3. **Curwood Office Forms** – Every chair should have all the necessary forms in this book. Please take notes of deadlines, and be sure to hand them in on time!!! Even if the form does not apply to you, please just check the N/A on the form and turn it in so that we have it on file.
4. **Event Cash Count** – Complete this form and turn all monies into the Curwood office directly following your event. The office will sign for monies turned in and deliver to treasurer for deposit.
5. **Incident Report** – This form is required by our insurance carrier and needs to be completed and turned into the Curwood office directly following the incident. Please familiarize yourself with this form as all lines need to be completed. You might want to make additional copies to have on hand should more than one incident occur during your event.
6. **Michigan Sales & Use Tax Certificate** – The festival is a 501c.4 organization and exempt from paying sales tax. Some businesses may require you to provide a copy of the Michigan Department of Treasury form 3372. For your convenience, we have filled in all the necessary information. All you will need to do is fill-in the business name, sign and date as you provide them to the vendor. You may have several transactions, so be sure to make extra copies. Please make sure festival office has a copy of each one.
7. **Request for Funds** – These sheets must be filled out for every purchase made with the receipt(s) attached. **Receipts must be turned in within 15 days of the date of purchase.** Once given to the treasurer, you will be reimbursed. Large purchases must be board-approved. We also prefer to use local vendors whenever possible for purchases. Be sure to keep a copy so you can figure the expense into your budget for next year. **Please make sure that your vendors are aware that all invoicing for the 2024 - 2025 festival must be received at the Curwood office no later than June 30, 2025 or risk being held for payment for Board review. Payment will not be made if not accompanied by this signed form.**

8. **W-9 Form Taxpayer Identification Number and Certificate** – Any individual, partnership, corporation, company or association that receives payment over \$600 must complete this form providing their social security number for individuals or for all others their employer identification number or taxpayer identification number.

## SPONSORSHIP/FUNDRAISING

1. **Fundraising** – All fundraising events must be approved by the Curwood Festival Board of Directors.
2. **In-Kind Donations** – Many businesses will give an “in-kind” donation of services or merchandise in lieu of money. In kind donations are just as important as monetary sponsors, so please be sure to recognize them. Be sure that they are included on your sponsor list that is turned in for all advertising for the festival so we can ensure they receive accurate recognition for their donation. **In-kind donors must provide a dated invoice itemizing product(s) or service(s), the dollar value, and a notation of which committee the product or services were donated to. The invoice must also be marked donated with no balance due. If an invoice is not available, the required information may be provided on company letterhead.**
3. **Sponsorship** – We have had better success every year with each committee obtaining several sponsors on your own. Please double check in the office before approaching a potential sponsor to ensure that we do not ‘double dip’ and lose them completely. Sponsor packets will be mailed in December to many of the businesses in the Owosso area and have requested the business or individual to choose which event they would like to sponsor. Because of this, we have already received some donations that individual chairmen usually get themselves. So please, be sure to ask the office first before venturing out! If you are able, try to find *at least* a partial sponsorship for your event. Make sure you include your sponsor(s) on any material associated with your event, including signage, flyers, posters, programs, news releases, etc. **All sponsor names must be turned into the office by March 1, to guarantee inclusion in the schedule of events and other marketing materials. Any sponsors you get after this date run the risk of not being listed in the brochures/ads!!**

## ADVERTISING/MARKETING/PROMOTION

1. **Press Release/Publicity** – Any paid advertising must be shown on your preliminary budget and approved by the Curwood Festival Board. There are many no cost sources of publicity available to events. You may contact the Argus Press (989) 723-5136 or [argusnews@charterinternet.com](mailto:argusnews@charterinternet.com), or Tri-County Citizen (989) 341-4806 or [tccnews@mihomepaper.com](mailto:tccnews@mihomepaper.com) just to name a couple of locals. All you need is to type up the “5 W’s (Who, What, When, Where, Why) and any contact information that they may need to get in touch with you. You can run as many releases as needed to generate interest in your event...just plan out early when the article should be running in the papers and also be sure the Curwood office receives a copy at least one week in advance of going to print.
2. **Website** – <http://www.curwoodfestival.com> is the official Curwood Festival website. **The event chairmen will provide electronic copies of applications (6 months prior to event), winner results (within one week of end of event), and articles (one week in advance of going to print) related to their event which will be forwarded by the**

**Curwood Festival Office Manager to the Curwood Festival Webmaster for posting to the Curwood Festival website. Board approval is required for posting of Curwood Festival related information to any other website or blog.**

- 3. Social Media** - Curwood Festival utilizes Facebook as the official source of festival social media. Additional forms of social media may be added at any time. The event chairmen should provide electronic copies of any promotional announcements, photos, or other information that they would like shared via social media to [office@curwoodfestival.com](mailto:office@curwoodfestival.com). The Marketing Committee has the ability to create "events" through the Facebook page which can be used as a form of free advertisement around the time of Festival. Requests for Curwood Events on Facebook need to be submitted no less than one month prior to the event date. When the event is created, the chairman will be notified. Additionally, chairmen are invited to join the "Curwood Festival Committee" group on Facebook as a means to keep in contact with the Board, Office Manager, and other committee chairs throughout the year. If you need assistance locating or joining the group, please let us know at [office@curwoodfestival.com](mailto:office@curwoodfestival.com).

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The festival wouldn't be where we are today without our chairs, co-chairs, committees, and our generous sponsors. We are all here because we believe in the good of the festival and what it does for our community. Please encourage your friends and family to get involved with your event or with others that interest them.

Please feel free to contact the office or a board member if you have any questions. Open communication lines are the success of our event and what makes it easy to work for all of us in the long run!

**Have a great year, and thank you for being a part of our Festival family!!!**

# PROCEDURES FOR DISCIPLINARY ACTION AND DISMISSAL OF VOLUNTEERS

**BACKGROUND** - Volunteers are an invaluable resource to Curwood Festival Inc. Inc. and our primary aim is to encourage and support their contribution to our festival. However, it is also recognized that there may be times when a volunteer needs to be counseled, disciplined and perhaps dismissed.

We undertake to handle such situations in a professional manner, ensuring communication between our festival and the volunteer is clear, fair, objective and remains within the policy outlined below.

Throughout the process our board will reflect on its own operations as well as those of the festival and will consider the circumstances, actions and behavior leading to the situation. The following questions will guide this process:

- Have the roles, values and expectations of the organization been clearly communicated to the volunteer and subsequently reinforced during prior conversations regarding the volunteer's performance?
- Are there any other factors that may be contributing to the volunteer's poor performance (e.g. learning difficulties or language barriers)?
- Has the volunteer been reminded of expected codes of conduct and consequences for breaches?
- Has the volunteer received training/mentoring and or coaching to improve performance?
- Has a verbal and written warning been given to the volunteer explaining that any further non-compliance will result in suspension or termination of the volunteering opportunity?
- Did the volunteer have the opportunity to respond to prior verbal and written warnings?

**PURPOSE** - This document outlines a policy and procedure for disciplinary measures and dismissal. It aims to provide a clear and fair structure that is understandable to both management and volunteers.

The policy includes an appeals mechanism to ensure a 'right of reply' to a volunteer who has been disciplined. This is further complemented by Curwood Festival Inc.'s grievance and dispute resolution policy and procedure, which may be used in a situation where a volunteer believes they have not been fairly heard or that the Procedures for Disciplinary Action and Dismissal of Volunteers has not been adequately followed.

## **POLICY**

1. The procedure for disciplinary action is a three-step process which includes:
  1. First formal notice in writing
  2. Second formal notice in writing
  3. Notice to the volunteer of dismissal from duties.
2. For issues that are considered minor a conversation with the volunteer may be appropriate; however this will not be considered part of the formal disciplinary action (although it may be referred to in later action).
3. Written notice will include details of the issue and, where feasible, evidence in a case where the disciplinary measure has been instigated by a complaint, it may be appropriate to include a copy (with identification removed) or extract of this complaint.

4. Further disciplinary actions, such as a suspension of volunteer duties for a period of time, may also be appropriate. In such cases these actions will be included with the formal notice in writing.
5. Every effort will be taken to ensure that that notice of a disciplinary measure, whether formal or informal, will be given at an appropriate time.
6. Notice of disciplinary measure will be given by a designated (staff / board member)
7. Volunteers will be provided an appeal against the action. This may take the form of a meeting with the appropriate (staff / board member) or a representation in person and/or in writing to the board.
8. The volunteer may bring a representative to any such meeting.
9. Should an appeal result in a change of the disciplinary action, or removal of it, this will be confirmed in writing to the volunteer.
10. Conduct which may lead to disciplinary action includes, but is not limited to:
  1. Poor timekeeping and unreliability
  2. Not following pre-existing festival rules and policies
  3. Engaging in acts which may breach festival rules and policies
  4. Inappropriate handling or use of festival equipment or other property
  5. Rudeness or hostility towards other volunteers or staff members
  6. Intoxication through alcohol or other substances during working hours
  7. Publicly bringing Curwood Festival Inc. into disgrace
11. Some conduct may be equal to 'gross misconduct', in this instance a volunteer may be dismissed without prior warning
12. Conduct which may be classed a gross misconduct include, but is not limited to:
  1. Verbal or physical harassment of any other volunteer, employee, member or guest of Curwood Festival Inc. Inc., particularly in respect of race, sex or religion
  2. Willful damage to or theft of property belonging to Curwood Festival Inc. Inc. or other volunteer, employee, member or guest of Curwood Festival Inc. Inc.
  3. Falsifications of any of the organization records for personal gain
  4. Commercial misrepresentation of Curwood Festival Inc.