

CITY OF KINGSVILLE EVENT BENEFICIARY GUIDELINES

1. IN ORDER TO QUALIFY FOR NON-PROFIT BENEFICIARY STATUS, ENTITY MUST BE A 501(C)3 NON-PROFIT AND AGREE TO ALL CITY GUIDELINES AS OUTLINED IN BENEFICIARY CONTRACT. NON-PROFITS MUST SHOWCASE FIVE YEARS OF OPERATION BENEFITING THE COMMUNITY OF KINGSVILLE AND/OR KLEBERG COUNTY.
2. THE NON-PROFIT MUST PROVIDE ADEQUATE VOLUNTEER STAFF AS DECIDED BY THE HOTEL OCCUPANCY ADVISORY BOARD. VOLUNTEERS WILL ASSIST WITH VARIOUS EVENT NEEDS TO INCLUDE SPONSOR SOLICITATION, EVENT MATERIAL PREPARATION, EVENT PROMOTION AND EXECUTION AND OTHER DUTIES AS ASSIGNED. *SEE SAMPLE OF TYPICAL VOLUNTEER STAFFING NEEDS.*
3. THE CITY OF KINGSVILLE HOTEL OCCUPANCY BOARD HAS THE FINAL DECISION-MAKING AUTHORITY FOR SELECTING BENEFITING NON-PROFIT.
4. THE CITY HAS SOLE DISCRETION OF FINAL EVENT DECISIONS.
5. NON-PROFIT BENEFICIARY MUST WORK CLOSELY WITH CITY STAFF TO COLLECT SPONSORSHIP FUNDS AND PROCESS CHECKS FOR EVENT-RELATED EXPENSES IN A TIMELY FASHION.

MONTHLY WINE WALK BENEFICIARY APPLICATION

Date: _____

Organization Information

Name of Organization: _____

Address: _____

City, State, Zip: _____

Contact Name: _____ Contact Phone Number: _____

Web Site Address _____

501c3 Date Establishment Date: _____ Tax ID #: _____

NON-PROFIT MUST BE ESTABLISHED FOR A MINIMUM OF FIVE YEARS

Communities Served: _____

Purpose of your organization: _____

Staff Size: _____ Volunteers Available: _____

Previous Ranch Hand Weekend or Monthly Wine Walk beneficiary?: _____

Is Non-Profit Organizing/Hosting Any Event During City Event Timeframe?: _____

Will Non-Profit Simultaneously Solicit For Non-City Event Sponsors During City Event Timeframe? _____

Non-Profit Point of Contact for Finances: _____

Average Turn Around Time for Check Processing: _____

Any Promotional Black Out Dates?: _____

IE. DAY OF GIVING BANS NON-PROFITS FROM PROMOTING EVENTS DURING THEIR CAMPAIGN

Please Submit no later than 4/5/2024:

Tourism Advisory Board
c/o Kingsville Visitors Center
1501 N. Hwy 77
Kingsville, TX 78363

ELIGIBLE NON-PROFIT FINALISTS WILL BE GIVEN THE OPPORTUNITY TO PRESENT THEIR BENEFICIARY REQUEST TO THE HOTEL OCCUPANCY TAX ADVISORY BOARD FOR SELECTION.

Edit existing signup sheet

Change the boxes below to modify this signup sheet.

Click the big "Finished" button when you're all done. Minimize use of special characters: () # [] ? etc. [?]

Title:

Monthly Wine Walk 2024-2025

Details:

Monthly Wine Walk

What	When (optional)	People needed [?]	Credits [?] (optional)	
Solicitation of Sponsorship Funds	Starting upon non-profit b	10		+ -
Solicitation of Passport Ads	Starting upon non-profit b	10		+ -
Passport assembly	1 week prior to events	4		+ -
Event Set-up prior to Wine Walk	Saturday, TBD	4		+ -
Passport Sales process & photos at Train De	Saturday, TBD	4		+ -

Eg. Make cookies; staff cash register; hand out flyers

Eg. 8am to 10pm; Sun, Jul 21st; Thursday & Friday

Finished

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