



Charity Registration FAQ

What groups/charities are eligible?

Qualified organizations include federal, state, and local governments (including school districts) and 501(c)(3) organizations organized and operated only for charitable, religious, educational, scientific, or literary purposes, or for the prevention of cruelty to children or animals.

Who can complete the volunteer form?

Any representative from the group may complete the form. For school groups (or other groups with volunteers under 18 years of age) we ask that the representative be a group leader or staff advisor. This allows us to remain in contact with the group as the children graduate.

Does our group need to fill out the form every year?

We ask that groups update their information every year. If nothing changes, only an authorized signature is needed.

Can our group volunteer at multiple events during the year?

Absolutely! Volunteer groups can volunteer at as many Madison Festivals events as they are able. Even one volunteer working for a charity can make a difference!

What kinds of shifts are available?

Madison Festivals events need over 4,000 volunteers in one year to fill shifts at our events. Positions include event set-up and tear-down, grounds maintenance, packet and t-shirt pick-up, and refrigerated truck supervision. Volunteers are also needed to staff beverage stands (Taste of Madison) and water stations (Madison Marathon).

What can you tell me about volunteering at water stations and beverage stands?

Throughout the year, Madison Festivals provides space and product for 34 water stations, 10 beer stands, 8 soda stands, 4 wine stands, and 4 malted beverage stands. At all times, water stations need 20 people (or more), beer stands must have 12, soda and malted beverage stands must have 6, and wine stands need 3 people (beer, soda, malted, and wine stands cannot have more than this number).

Water stations are first offered to groups who have staffed a station in past years, any remaining stations are offered to new groups.

Groups who are interested in working a beverage stand must be able to commit to staffing the stand for at least one day (Taste groups can staff stand for one day or the entire weekend).

We have a group with a lot of young people. What can we do?

All volunteers must be at least 14; some jobs allow children 10+, with the supervision of a parent or guardian. Young volunteers can sign up to work as grounds maintenance crew, refrigerated truck supervisors, or volunteer parking garage attendant. Volunteers 8 and older can work at water stations with parent or guardian supervision. Age restrictions vary by position, so please check the position descriptions.

How long is a typical shift?

Shift times for all positions average 3.5-4 hours in length. In an effort to avoid too much turnover in higher responsibility positions, some positions require longer shift times (5 hours).

How are volunteers paid?

Water Stations and Beverage Stands are paid flat rates based upon how many people are required, and length of time spent working. These amounts are determined by the Volunteer Manager and Madison Festivals board of directors. Volunteers working general positions are paid \$9 per hour worked. Each volunteer must check-in and check-out so that hours are recorded accurately.

What dates do I need to be aware of for each event?

A timeline of key dates is included in this document.

Can our group members volunteer together?

Sure! In addition to beverage stands or water stations, groups can also reserve general shifts for their members. These shifts require 5-20 people. Shifts are reserved for specific groups until 3 weeks prior to the event, at which time any remaining spots are returned to general sign-up (beverage stand and water station shifts remain reserved).

What if we have additional questions?

Please feel free to contact the volunteer manager with any further questions.



Key Dates

SPRING MADISON MARATHON

- February 13: Group shifts, water station locations sent to group leaders; requests begin
- February 20: Group shift and water station location requests due by 5:00pm
- February 27: Water station locations assigned to groups, group shifts assigned; registration opens
- April 10: Water station groups must have 50% of volunteers signed up online
- April 27: Water station groups must have 75% of volunteers signed up online
- May 5: Volunteers invited to attend one of two general volunteer orientations
- May 7: Water station lead (or elected representative) must attend one of two station orientations
- May 8: Any remaining volunteer spots in reserved shifts return to general sign-up
- May 12: Water station lead (or elected representative) must attend one of two station orientations
- May 14: Volunteers invited to attend one of two general volunteer orientations
- May 22-24: SPRING MADISON MARATHON

TASTE OF MADISON

- May 29: Registration forms due for groups wishing to staff a beverage stand; stand types/locations and group shifts issued; requests begin
- June 5: Stand type/location and group shift requests due by 5:00pm
- June 12: Groups notified of stand type, group shifts; registration opens
- July 10: Safe alcohol certificate holder elected for each shift; MFI notified of decision; holder begins online certification course (if needed)
- July 17: Beverage stands must have 50% of volunteers PER SHIFT signed up online; **failure to meet this deadline will result in forfeiture of stand**
- July 31: Groups notified of assigned stand location; beverage stand groups must have 75% of volunteers PER SHIFT signed up online
- August 14: Online safe alcohol certification course completed
- August 18: Beverage stand shift leads and safe alcohol certificate holders REQUIRED to attend one of two beverage stand orientations
- August 20: Volunteers invited to attend one of two general volunteer orientations
- August 21: Any remaining volunteer spots in reserved shifts return to general sign-up
- August 25: Volunteers invited to attend one of two general volunteer orientations
- August 27: Beverage stand shift leads and safe alcohol certificate holders REQUIRED to attend one of two beverage stand orientations
- Beverage stands must have 90% of volunteers PER SHIFT signed up online
- September 5-6: TASTE OF MADISON

FALL MADISON MARATHON

- July 10: Group shifts, water station locations sent to group leaders; requests begin
- July 17: Group shift and water station location requests due by 5:00pm
- July 24: Water station locations assigned to groups, group shifts assigned; registration opens
- September 25: Water station groups must have 50% of volunteers signed up online
- October 9: Water station groups must have 75% of volunteers signed up online
- October 20: Volunteers invited to attend one of two general volunteer orientations
- October 22: Water station lead (or elected representative) must attend one of two station orientations
- October 23: Any remaining volunteer spots in reserved shifts return to general sign-up
- October 27: Water station lead (or elected representative) must attend one of two station orientations
- October 29: Volunteers invited to attend one of two general volunteer orientations
- November 6-8: FALL MADISON MARATHON