



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 600 volunteers to fill shifts at the Madison Marathon. Positions include event set-up and tear-down, packet and t-shirt pick-up, and water stations.

What can you tell me about volunteering at water stations?

At the Madison Marathon, Madison Festivals provides space and product for 14 water stations. At all times, water stations need 20 people (or more).

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

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. 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. To avoid too much turnover in higher responsibility positions, some positions require longer shift times (5 hours).

How are volunteers paid?

Water Stations 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 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 (water station shifts remain reserved).

Please contact the volunteer manager with any further questions.



Key Dates

MADISON MARATHON

Begin of August: Group shifts, water station locations sent to group leaders; requests begin

Begin of Sept.: Group shift and water station location requests due by 5:00pm

Begin of Sept: Water station locations assigned to groups; group shifts assigned; volunteer registration opens

Begin of Oct.: Water station groups must have 50% of volunteers signed up online

October 15: Water station groups must have 75% of volunteers signed up online

October 22: Any remaining volunteer spots in reserved shifts return to general sign up

October 26: Water station lead (or elected representative) must attend one of two station orientations

- Date TBD

October 27: Water station lead (or elected representative) must attend one of two station orientations- Date TBD

November 14: MADISON MARATHON