



## **CHARITABLE DONATION PROGRAM**

The South Florida Super Bowl Host Committee would like to invite all charitable organizations in the South Florida community to experience the Super Bowl like never before. This year when members or supporters of your charitable organization volunteer for designated Super Bowl and Pro Bowl events, the South Florida Super Bowl Host Committee will in return make a donation to your organization.

The South Florida Super Bowl Host Committee is committed to engaging the South Florida community in hosting Pro Bowl 2010 and Super Bowl XLIV. By getting your charitable organization to volunteer as a group, it is another way to show your commitment to the South Florida community and the economic impact these games bring.

Everyone volunteering as a group with your charitable organization will receive the same perks as our Ambassadors. Your group members will be provided a complimentary uniform to be worn during their shifts and they will be entered to win a Host Committee prize pack consisting of Pro Bowl tickets, Super Bowl and Pro Bowl merchandise and much more!

Participation in the program is easy. The information contained in this packet is designed to walk you through the process. Should you have any questions regarding this program, please contact our office via the contact information listed below.

Walann Reed, Group Services Coordinator  
South Florida Super Bowl Host Committee  
Volunteer Services Department  
2269 Dan Marino Blvd.  
Miami Gardens, FL 33056  
P: 305.614.7569  
F: 305.614.7567  
[wreed@SouthFloridaSuperBowl.com](mailto:wreed@SouthFloridaSuperBowl.com)

Please visit our website at [www.SouthFloridaSuperBowl.com](http://www.SouthFloridaSuperBowl.com) for general information about the Ambassador program.



## **CHARITABLE DONATION PROGRAM**

### **CRITERIA**

Your charitable organization must meet the following criteria in order to participate. Should you feel that your charitable organization meets these requirements, please proceed to the enrollment procedures.

- Must be a Charitable Organization as outlined by IRS code 501 (c) 3.
- Must be able to provide proof of your IRS code 501 (c) 3 status in order to be eligible to receive funds through this program.

### **ENROLLMENT PROCEDURES**

Once the above listed criterion is met, you must follow the procedures below to enroll in the program. After you have completed the enrollment procedures, you will be notified via email of your official enrollment in this program.

- Fill out the attached forms to register as a Charitable Organization (Charitable Donation Program Agreement and Charitable Organization Contact Form)
- Submit proof of your Charitable Organizations IRS code 501 (c) 3 status.
- Submit preliminary Group Member List; final list must be submitted by November 30, 2009.
- Groups must have at least 20 members. Remember each member **MUST** work a minimum of 2 five-hour shifts
- If a group has less than 20 members but at least 10 members each person **MUST** work a minimum of 4 five-hour shifts to qualify for this program.
- All Group Members must complete an individual Ambassador Application which is available online at [www.SouthFloridaSuperBowl.com](http://www.SouthFloridaSuperBowl.com).

### **PROGRAM DEADLINES**

- Open enrollment begins October 1, 2009.
- The deadline to create a group is October 30, 2009. This deadline will not be extended.
- The Host Committee reserves the right to close the program earlier should the program limits be exceeded at an early date.
- All Group Members must be at least 18 years of age by November 30, 2009.
- Your complete Group Member List must be submitted no later than November 30, 2009. All members must be listed on your Group Member List in order for their worked shifts to qualify.
- All Group Members must complete an individual Ambassador Application by November 30, 2009.



## CHARITABLE DONATION PROGRAM

### GENERAL VOLUNTEER REQUIREMENTS

- You must provide the Host Committee with your complete Group Member List by November 30, 2009 (Preliminary Group Member List by October 30, 2009).
- All Group Members must be at least 18 years of age by November 30, 2009.
- All Group Members must register online individually by November 30, 2009.
- Group Members must check in and check out with Host Committee representative to ensure credit for completed shifts.
- Group Member completed shifts can only qualify for one group. For example you cannot have your completed shifts count towards two charitable organizations.
- Each Group Member is required to complete at least 2 five-hour shifts (4 five-hour shifts if the group has less than 20 members). If one Group Member does not complete their requisite number of shifts, then this person will not count toward your group volunteer totals. **No exceptions.** (For example we will not count 2 Group Members that each complete one shift as one person who completed 2 shifts.)

### QUALIFYING SHIFTS

- Qualifying shifts must be completed between January 26, 2010 and February 8, 2010. No exceptions.
- At least one shift for each group member must be at an airport. Ambassadors can choose from the following airports: Miami International Airport, Fort Lauderdale-Hollywood International Airport, or Palm Beach International Airport. No exceptions.
- You may work with our Groups Coordinator to ensure that your Group Members' schedules comply with the requirements.

**There will be no exceptions to the above listed requirements. Failure to comply with the above listed terms will disqualify your organization from the program.**



## CHARITABLE DONATION PROGRAM

### DONATION TIERS

Outlined below is the amount your group can receive based on completing the minimum 2 shifts or completing 4 shifts per group member. There are only **two** donation levels. To qualify for the first donation level, each Group Member must complete at least 2 five-hour shifts. To qualify for the second donation level, each Group Member must complete at least 4 five-hour shifts. **There are no additional reward levels.**

Group Size	2 Shifts	4 Shifts
<20	0	\$250
20-100	\$250	\$500
101-250	\$500	\$1,000
251-500	\$1,000	\$2,000
501-1000	\$2,000	\$4,000
1001+	\$4,000	\$8,000

### DONATION PAYMENT PROCEDURES

- Completion of shifts will be verified February 10 – 12, 2009.
- Charitable Organizations satisfying all program requirements will be notified the week of February 15, 2009.
- Donations will be mailed approximately 3 – 4 weeks after notification.



## CHARITABLE DONATION PROGRAM

### CHARITABLE DONATION PROGRAM CHECKLIST

- Enrolled in program between October 1, 2009 and October 30, 2009.
- Completed and submitted all program enrollment forms.
  - Charitable Donation Program Agreement (in office by 10/30)
  - Charitable Organization Contact Form (in office by 10/30)
  - Group Member List (preliminary list due 10/30, final list 11/30)
- Submitted proof of 501 (C) 3 status by October 30, 2009.
- Received notification of program acceptance.
- Each Group Member registered online by November 30, 2009.
- Submitted final Group Member List by November 30, 2009
- Each group member attended an Ambassador training session by December 5, 2009.
- Each group member picked up their uniform and shift instructions between January 16-23, 2010.
- Each group member completed a minimum of 2 five-hour shifts between January 26, 2010 and February 8, 2010. (4 five-hour shifts if group has less than 20 members)
- At least one shift for each group member was an airport location.



## CHARITABLE DONATION PROGRAM

# Charitable Donation Program Agreement

Charitable Organization: \_\_\_\_\_

I have read the Charitable Donation Program's packet and understand and agree to the rules and regulations of receiving a donation to my charity from the South Florida Super Bowl Host Committee. I understand that if my charity fails to comply with any of the requirements, my charity may not receive a donation through this program.

I understand that in order to be considered for the program my organization must be a Charitable Organization as outlined by IRS code 501 (c) 3 and proof of my IRS code 501 (c) 3 status must be provided to the South Florida Super Bowl Host Committee by October 30, 2009. I understand that the members of my organization must work a minimum of 2 five-hour shifts and that at least one shift must be at an airport location. I understand that if my group has less than 20 members they must each work a minimum of 4 five-hour shifts to qualify for the donation.

I understand that a complete member list of my charity's volunteers must be submitted to the Host Committee no later than November 30, 2009. I understand that in order for an Ambassador to count towards one of the members of my charity they must be listed on my member list, register individually online, and complete at least 2 five-hour shifts (4 five-hour shifts if less than 20 members). I understand that qualifying shifts must take place between January 26, 2010 and February 8, 2010 in order to count towards the Charitable Donation Program. I understand that if any of my group members do not fulfill the general requirements of an Ambassador, said member completed shifts will not count toward my organization's requirements under the Charitable Donation Program.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
(Please Print) Last First MI

\_\_\_\_\_  
Contact Number Email Address



## CHARITABLE DONATION PROGRAM

# Charitable Organization Contact Form

Thank you for your interest in volunteering your organization with Pro Bowl 2010 and Super Bowl XLIV! We are extremely excited to be working with you. After completing the Charitable Donation Program Agreement and this Contact form, we ask that you please create a Microsoft Word or Excel document with the names and e-mail addresses of the members of your organization interested in volunteering. All three documents (Contact Form, Agreement, and Member List) should be faxed or emailed to the Volunteer Services Department, contact information provided below, by October 30, 2009. Should you have any questions, please do not hesitate to contact us.

Walann Reed

wreed@SouthFloridaSuperBowl.com

Phone: 305.614.7569 Fax: 305.614.7567

Organization: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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