

2018-19 OREGON COUNTRY FAIR BUDGET HANDBOOK

This is the beginning of a two-year budget cycle. As such, coordinators must submit Crew Budget Request forms for both 2018 and 2019. If your budget request is unchanged from last year, simply notify the Budget Committee at BudgetCommittee@oregoncountryfair.org and we will request an identical budget. If you are requesting changes, please fill out and return a budget request form for each year.

Your budget request must be submitted by October 09, 2017. If we do not receive a request by this date, we will use your approved budget from last year as your request. If you need an extension contact Shane or Crystalyn prior to October 9, 2017.

Completed budget request forms may be submitted either through email or direct mail to the OCF office.

Budget Committee
Oregon Country Fair
442 Lawrence Street
Eugene OR 97401
Email: budgetcommittee@oregoncountryfair.org

Please do not send request forms directly to your Budget Liaison or Treasurer.

Your completed Budget Request Form should include the following:

- The 3-page Budget Request for 2018 and 2019
- Your crew schedule with food voucher allocation
- Cover sheet explaining increase requests - This is optional but will increase our ability to recommend your request to the Board

We will have our usual January coordinators' potluck before the budgets go to the Board for approval. Stay tuned for the date. If you have not heard from your budget liaison before then, the potluck is an opportunity to hear what the budget committee plans to recommend to the board. The Budget Committee will present operating budgets to the Board on January 29, 2018 (date not yet confirmed). The board will vote that night on the budgets.

Guide to Budget Request Form:

Provide the name, phone and email address of the crew coordinator or team leader to contact with any questions about the budget. Teams are groups that have not been made into crews by the board, but operate as a budget entity (for example GOTV, survey and Elders).

Coordinator Expense Reimbursement

Coordinator expense reimbursement is meant to offset some of the costs coordinators and crews incur as volunteers. Crews can divide the total among coordinators as they choose, but may not be reimbursed for more than the maximum for their crew size. Office staff will provide reimbursement and mileage forms to you. Request or copy as many as you need.

The minimum expense reimbursement total is \$250 and the maximum is \$1000. See the chart below to determine your coordinator expense allocation.

Coordinator Expense Lookup - locate column with number of crew and row with number of coordinators

Number of Coordinators	Number of Crew & Trade passes		
	1-50	51-100	101+
1	250	250	250
2	500	500	500
3	500	750	750
4+	500	750	1000

Eligible Coordinator Expenses – Please read this carefully to ensure you are able to be reimbursed correctly

- Mileage for Fair-related business. In order to be reimbursed, you must keep a log of your mileage that includes where you drove, for what purpose and how many miles were driven. Mileage will be reimbursed at a Board set rate. THE FAIR DOES NOT REIMBURSE FOR GAS RECEIPTS. Please use the mileage form that office staff provides.
Exception: For crews that have designated “runners” (Construction/QM), mileage should be included in the Supplies & Services budget, not Coordinator Expense. If your crew has runner needs, reach out to QM.
- Snacks for work parties and other meeting expenses
- Childcare for required fair meetings or required crew work parties.
- Special crew appreciation items including things such as t-shirt printing, laminates, or water bottles.

Expenses listed above should not be charged to Supplies & Services. Personal items such as coolers, tents, chairs and tools or equipment that do not remain in the Fair’s possession are not eligible for reimbursement. NO REIMBURSEMENTS WILL BE ISSUED WITHOUT RECEIPTS. You may be reimbursed any time before September 30. OCF will not purchase or reimburse for alcohol.

Food Vouchers

The food voucher system is the OCF’s way of providing meals for crews that schedule shifts during from noon Thursday through noon Monday on the weekend of the event. A volunteer may receive a *maximum* of one food voucher per event shift hour and no more than eight food vouchers per day for the four day period. Food vouchers are NOT PAY; they are one way we feed Fair volunteers during the event. Please remind your crew about the hospitality food and showers that are available to crew members, their SOs, entertainers, and teens during the fair.

For crews that volunteer during the event, most crew members receive about 16 food vouchers over the course of the weekend. Your budget request should include a coherent shift schedule, outlining crew shifts that are necessary for event operations. You may submit the document you use to track food vouchers and shifts in place of the form within the budget request, providing it is easily understandable. We understand that crews perform a wide variety of functions that are essential volunteer shifts.

If your crew has volunteer shifts before noon Thursday prefair, or after noon on Monday post-Fair, do not include them in your food voucher count. Meals during this time are provided by Main Camp

Food vouchers are worth \$3.00 each. They are redeemable only on the OCF site and only for food or sauna entry, not for crafts. They are redeemable from Thursday noon to Monday noon the week of the fair. They are not redeemable at the Saturday Market.

It is a coordinator’s responsibility to inform crews that food vouchers are not redeemable for cash at any time for any reason. Coordinators may not trade food vouchers for cash, extra shirts, wristbands, or SOPs.

Entertainment crews: please list crew and entertainer food vouchers separately, in the space provided on the form.

COORDINATOR FOOD VOUCHER POLICY

The budget committee allocates up to 32 food vouchers for coordinators, depending on crew size. See the chart below to determine the maximum allotment of coordinator food vouchers for your crew.

Coordinator Food Voucher Lookup - locate column with number of crew and row with number of coordinators to determine the maximum number of coordinator food voucher eligibility

Number of Coordinators	Number of Crew & Trade passes		
	1-50	51-100	101+
1	32	32	32
2	64	64	64
3	64	96	96
4+	64	96	128

Supplies and Services

Supplies and services are items crews need to perform their volunteer roles. There are three categories in this section:

- Supplies
- Contracts and Services
- Rental Equipment

Please itemize each of these three categories in your budget request. Refer to your transaction report for help in establishing line item totals. Supplies include general administrative costs such as phone calls and office supplies.

A costly one-time purchase should be treated as a capital project request and not included in Supplies and Services.

Coordinators, not crew members, are authorized to spend budgeted money. **If you have not requested and been approved for an expenditure on your budget, you are not authorized to spend the Fair's money.** If you spend money out-of-pocket for supplies and services you must have a receipt to be reimbursed.

Supplies and Service funds cannot be used to purchase S.O. passes, vehicle stickers, or alcohol.

Credentials

Wristbands - everyone over 10 years of age must wear an OCF issued wristband or photo ID, to be on site after 7pm during the event. See the current guidelines for all pass prices.

Wristband Categories:

- **Crew wristbands** are issued to volunteers and requested on the budget form. See volunteer hour requirements below.
- **Trade wristbands:** some crews use these for services provided to the fair. Entertainer passes are in this category. **Trade wristbands do not come with t-shirts or SOPs.** Food vouchers or vehicle stickers are considered on a case-by-case basis.
- **Wristbands to sell** are used primarily by the entertainment crews, elders, Community Village and Energy Park. **Wristbands to sell do not come with staff t-shirts.**
- **Teen/Youth wristbands** are required for all youth ages 11–18, who are not on Teen Crew or other full crew member. Youth passes are for ages 11-12. Teen passes are for ages 13–18. **New this year:** We will not be tracking the number of Teen or Youth passes as part of your budget request. We will be monitoring the number of passes sold. You must still purchase wristbands through your coordinator as usual. Every Teen/Youth on a crew list must provide their date of birth and the full name and crew affiliation of the adult responsible for them. No Teen/Youth passes will be issued without this info. Teen/Youth passes do not come with vehicle stickers, t-shirts or food vouchers. Youth and teen passes are purchased passes.
- **SOP wristband** numbers will be calculated at 75% of crew numbers. All SOP wristbands are purchased passes. **SOP wristbands cannot be purchased with Crew budget funds from any category.**

If you are requesting increases in any of the first three Wristband categories, you will need to talk to your Budget Committee liaison, and may be asked to attend a Budget Committee meeting.

T-shirts

Oregon Country Fair staff t-shirts are given to wristbanded volunteers who serve in an authorized fair position a minimum number of hours to help put on the Fair. The general requirement is 20 hours during the event, 50 hours during Main Camp, 10 hours/month August-May or some combination of the above. The budget committee recognizes that each crew has its own criteria for determining qualifications for crew status and those criteria extend beyond the Budget Committee minimum hours. Volunteers during the event must attend humanistic intervention training. It is up to coordinators to inform their crews of this expectation.

Volunteers are not eligible to receive more than one t-shirt. Your t-shirt request should be equal to or less than your crew wristband number. If requesting extra shirts, please explain who and what they are for.

Vehicle Stickers

Vehicle stickers allow volunteers to park their cars in the OCF lots overnight. Vehicle stickers will be calculated at 50% of crew, vendor or entertainer wristbands and are not available to SOPs. Entertainment crews get an

allotment of complimentary vehicles stickers for entertainers; any additional vehicle stickers are purchased at crew prices. Entertainer Vehicle stickers to sell are allocated 1 vehicle sticker for every 4 passes. As parking is extremely limited, encourage your crew to carpool, ride the worker shuttle buses and park off-site.

There are four types of vehicle stickers:

- Regular Staff/Vendor Vehicle Stickers
- Far Side Staff/Vendor vehicle sticker
- Emergency Vehicle Stickers (EVS)
- Service Vehicle Stickers (SVS)

If your crew member needs access to restricted areas for service delivery or security purposes, please request the Service Vehicle Sticker (SVS). Emergency Vehicle Stickers (EVS) are very limited and are for fire or medical emergencies.

Entertainment crews: List the vehicle sticker for your crews and entertainers separately (see forms).

Please attach a list of who (person or position) will use each SVS or EVS. We need more information this year to support requests for Service or Emergency Vehicle Stickers.

South Miss Piggy's stickers will continue to be handled separately. Only those people previously approved for camping on the Far Side may request Far Side stickers. No increases to Far Side sticker requests will be considered.

Day Passes

A day pass does not entitle people to either a vehicle sticker or free parking on the Fair site. Encourage day pass people to ride the free LTD bus or the Worker shuttle bus. Please indicate at the bottom of the back page who the day passes will go to, and why.

Peach Pass

Peach passes are complimentary passes given out for services and for community relations. Peach passes allow free access to the Fair for one specific day only.

Worker Day Pass

There are two types of Worker Day Passes, one for use during the three days of the event and one for the Wednesday and Thursday prior. Each pass provides one-day access to the site beginning at 7 a.m. and ending with the sweep. Worker Day Passes are used for entertainers, speakers, booth workers, or service providers who need access before the Fair is open to the public. If requesting worker day passes, please explain to your budget liaison why they are necessary for your crew's operation.

V.I.P. Passes

The V.I.P. is given as trade for services and to neighbors and community partners. This pass allows access only during the time the Fair is open to the public. The VIP pass is good any one day of the fair. We are asking crews to look carefully at their VIP requests and use Peach passes whenever possible.

Capital Projects

For a costly, one-time project, request a Capital Project Proposal cover sheet from the fair office, or send a request to budgetcommittee@oregoncountryfair.org. Submit the proposal by **January 31**. Capital projects are approved at the March Board meeting.

Thank you for your careful stewardship of our shared resources!

Careful budgeting is one of a coordinator's primary responsibilities. We know this is a lot of information to keep track of, and this is one of the reasons each crew has a budget liaison. Please call them with questions and concerns. By working together, we can continue to do more for our family and community, care for our land and resources, and realize our dreams for the future while ensuring the Fair's financial stability.

THANK YOU FOR ALL YOU DO FOR THE FAIR!