Guidelines to Volunteer for the Trail of Lights

The City of Ada and the Trail of Lights Committee are accepting applications for non-profit organizations to Work the Trail of Lights November 23 thru December 31, 2015. In return, the non-profit organization will receive 20% of the profits of the donations accepted on the evening that your work. At the time, we are only accepting the first 31 non-profit organizations that submit their application to the City of Ada.

Fill out the application to sign up your non-profit organization to be in a lottery to work the donation booth for The Trail of Lights at Wintersmith Park. By registering your organization, you are agreeing to send a representative to a lottery drawing on November 9 at 6:00 p.m. at the Ada Chamber of Commerce located at 209 West Main Street in Ada. At that meeting each organization will be randomly drawn to work a specific night at the park. Each organization will have the opportunity to work at least one night during the holiday season before December 26. The Trail of Lights Committee will work the opening night on November 22. Your organization can sign up to work more than one night, (one guaranteed from November 23-December 25 and the second night would be December 26-thru December 31). Each non-profit organization will work a 4-hour shift for one evening. There must be at least 2 adults (18 years or older) present during each shift. The Trail of Lights is scheduled to be open during the time period November 22 thru December 31 from 6:00 to 10:00. Each non-profit organization will receive 20% of the gate that is collected on the night in which your organization works. Checks will be distributed at a later date in January.

If your organization volunteers to sign up for the lottery to work the Trail of Lights, you are agreeing to work the night that is randomly drawn. A representative from each organization must be present at the lottery on November 9 at 6:00 p.m. at the Ada Chamber of Commerce or your organization forfeits the opportunity to work. On the night of the lottery, if your organization and another organization wants to trade nights, it must be done on the night of the lottery and the Ada Chamber of Commerce must be notified that evening. Otherwise, all organizations must work on the night that they draw. If you fail to work the night that is drawn, your organization will forfeit any opportunity to work in the future.

Application Form for Non-Profit Organizations in Ada and the Surrounding Area

To Work the Trail of Lights at Wintersmith Park

Name of Non-Profit Organization_____

Please Print

Primary Contact Person: _____

Mailing Address:_____

Email:_____

Primary Phone No._____Secondary Phone No:_____

Secondary Contact Person: _____

Mailing Address:_____

Email:_____

Primary Phone No._____Secondary Phone No:_____

- ☐ Yes, our organization would like to be considered to work more than one night.
- ☐ Our organization would like to only work one evening.

By signing this agreement, I understand the terms of the lottery and the commitment to have the Non-Profit Organization that I am representing work on the designated evenings that are assigned. Otherwise, we will forfeit any opportunity to work in the future.

_____ _____

Name of Organization Signature

WE ARE LIMITED IN THE NUMBER OF NON-PROFIT ORGANIZATIONS THAT WE CAN ACCEPT. AT THIS TIME, WE ARE ONLY ACCEPTING THE FIRST 31 APPLICATIONS THAT RETURN THEIR FORM. Please complete this form and return to:

City Hall

231 South Townsend – Ada OK

ALL FORMS MUST BE SUBMITTED BY FRIDAY, NOVEMBER 4 at 5:00 p.m.