



Phoenix Pride Beverage Program Guidelines

This program creates opportunities for eligible metropolitan Phoenix LGBT-focused 501(c)(3) or (4)* non-profit organizations (ORGs) to provide specific beverage volunteer services for designated Phoenix Pride events in return for credits translatable to charitable donations from Phoenix Pride. Total charitable donations to any participating ORG under this program for a designated event may be capped at Phoenix Pride's discretion. Such a cap shall be disclosed prior to an ORG's participation.

Eligibility shall be based upon a number of criteria. Applicants shall be willing and capable:

- To provide adequate volunteer coverage to cover necessary event beverage services (In the case of the annual Festival specifically, a minimum of 30 volunteers per day shall be required);
- Upon application approval, must send two (2) individuals to complete Alcohol Service Training as mandated by the State of Arizona at the ORG's expense. These trained individuals shall be responsible for training and supervising the ORG-provided beverage volunteers at the designated event.
- To provide public acknowledgement, via monthly newsletter, press-release, e-news, website, or other such appropriate news venues, about the ORG's participation in the *Phoenix Pride Partnership Program – Beverage Program* and any donation amount received.
- Other criteria shall also be weighed such as:
 - Prior participation in the Phoenix Pride Volunteer Program;
 - Prior participation and specific areas worked in the Phoenix Pride Beverage Program (**The five (5) beverage zone positions at the annual Festival shall be regularly rotated to allow equitable volunteer opportunities for varying ORGs in the community**);
- How the applicant has and shall serve and enhance the metropolitan Phoenix LGBT community.

To apply for participation in a designated Phoenix Pride event, applicants shall submit the following:

1. A completed Beverage Program Application
2. A copy of the applicant's current 501(c)(3) or (4) IRS determination letter*
3. A copy of the applicant's most recent 990 filing
4. A letter explaining:
 - a. Volunteer coverage capability;
 - b. How the applicant currently has and shall serve the metro Phoenix LGBT community and how the funds generated from this program shall be used to enhance the community.

**An applicant that has filed for 501(c)(3) or (4) status but has yet to receive IRS determination may also be eligible and shall submit a copy of their IRS-receipted 1023 application as a substitute for a determination letter copy.*

All documentation shall be submitted to the Phoenix Pride Executive Director or the designated event's Beverage Manager no later than 30 days prior to the designated event, except in the case of the annual Festival when the deadline shall be December 31st prior to the applicable Festival. Eligibility and program participation shall be determined and disclosed no later than 2 weeks prior to event, except in the case of the annual Festival when determination and disclosure shall occur no later than January 31st prior to the applicable Festival.

Upon approval of application, each ORG shall, no later than two (2) weeks prior to the event:

1. Sign a Beverage Program Agreement outlining the details of the ORG's responsibilities at the designated event;
2. Provide proof of required Alcohol Service Training when volunteer services require serving alcohol.

An ORG's charitable credits shall be determined by the number of alcohol beverage tickets collected at the designated event by ORG volunteers.

Phoenix Pride shall present a donation check to all participating ORGs based on charitable credits earned from February through May at the Pride Awards Gala held the following June. All donations for other charitable credits earned under this program shall be paid within 60 days of beverage volunteer services being provided.