



June 17, 2006

<h2 style="margin: 0;">2006 Non-Profit Organization Application</h2>
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Name of Organization:	
Contact Person:	
Type of Organization:	
Contact Phone Number (s):	
Mailing Address:	
Email Address:	
Special Needs (if any):	
Table and chair needs:	One card table and 2 folding chairs are available for your use. Please indicate if you need these: Yes <input type="checkbox"/> No <input type="checkbox"/>

If you are interested in participating in Super Saturday's Community Group area, return this completed and signed application coversheet along with the following required information. Incomplete applications may not be reviewed for approval.

Give a **brief** written explanation of your organization's:

1. Mission statement or purpose
2. Plans for a table at Super Saturday
3. Sample or brief description of display materials, graphics, photographs, or items desired to be sold

As an appointed representative of the non-profit community group named on this application, I understand the guidelines described and acknowledge that our participation requires strict adherence. I also understand that if my organization violates any of these guidelines we could be asked to leave the campus.

Signed: _____ Date: _____

Print your name: _____

Your Position in the organization: _____





June 17, 2006

To: Non-Profit Community Organizations

Evergreen thanks the community by hosting Washington's biggest one-day festival on June 17th from 10-6. It is our way of celebrating the end of the school year and the coming of summer. It is always a fun-filled day, complete with continuous entertainment, special events, exotic food, and of course wonderful community members.

Annual invitations for free participation extends to qualified non-profit organizations for this event. The enclosed application will be reviewed for approval of participation in this event. The Super Saturday committee uses your completed application and the guidelines found on the reverse side of this sheet in determining who will participate. These guidelines describe the conditions of the space, expectations, and types of activities allowed.

Because there are a limited number of spaces available, please return your completed application as soon as possible. To allow time to make final preparations for the event we will begin reviewing applications April 25. You will be contacted in early May with participation information.

Thank you for your interest in participating in Super Saturday! Feel free to call me with any questions or concerns you may have. I hope to see you there.

Send your application to:

Andrea Seabert & Sylvie McGee
seaberta@evergreen.edu
Bldg A301
The Evergreen State College
2700 Evergreen Parkway NW
Olympia, WA 98505

Phone: (360) 867-5113

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Community Organization Guidelines

The policy guidelines listed below are based on Evergreen values and feedback received from festival participants over the years.

- The Super Saturday Committee has final authority on decisions regarding participation of non-profit community groups.
- Participation is restricted to non-profit community service organizations offering an open membership.
- Booths must be set up and vehicles cleared by 9:30 AM the morning of the event.
- Booths must be continuously staffed from the event opening (10:00 AM) to closing (6:00 PM). Early breakdown of booths will not be allowed.
- All display materials, graphics, photographs, or sale items must be appropriate for families and young children.
- If participants are interested in sales during the event, they are required to contact the Community Groups chair in advance.
- The anticipation of crowds requires that all participants remain within their designated areas during the event.
- Keep in mind that the booth spaces encircle a “round” rough-textured concrete building on a brick walking surface. It will not be permitted to adhere anything to the building surface nor possible to stake anything into the ground. Given the weather in the Olympia area a canopy or tent is highly advised for protection from the sun or rain.
- Careful attention to the guidelines is important as violations can be grounds for banning a community group either on the day of the event or from future Super Saturday events.

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Super ★
SATURDAY
at evergreen

June 17, 2006

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The Evergreen State College ★ Super Saturday ★ 2700 Evergreen Parkway NW ★ Olympia WA 98505 ★ 360.867.6001 ★ supersaturday@evergreen.edu