

## **2023 OREGON COUNTRY FAIR BUDGET HANDBOOK**

This year will be a one-year budget cycle. The Budget Committee will only be reviewing budget requests submitted for this year only.

Communications with the Budget Committee can be made through either email or direct mail to the OCF office.

**Budget Committee**  
**Oregon Country Fair**  
**442 Lawrence Street**  
**Eugene OR 97401**  
**Email: [budgetcommittee@oregoncountryfair.org](mailto:budgetcommittee@oregoncountryfair.org)**

There are updates to the Budget Liaison list. The updated list will be sent to Coordinators.

We will have a January coordinators' meeting before the budgets go to the Board for approval. It is scheduled for Wednesday, January 18<sup>th</sup> from 6p-8p. This will likely be a hybrid meeting where you can attend in-person or via Zoom. If you have not heard from your budget liaison before then, the January meeting 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 Monday, January 30, 2023. 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 Management Team, 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 can be reimbursed correctly

- Mileage for Fair-related business. 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. That rate will be stated on the mileage reimbursement form. 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. OCF will not purchase or reimburse for alcohol.

#### Reimbursement Process

Reimbursement requests must be accompanied by receipts for the purchases made. You can send the form and receipts by email to [norma@oregoncountryfair.org](mailto:norma@oregoncountryfair.org) or submit by postal mail or in person. If emailing, please send PDFs of each receipt. They can be all sent in the same email, but PDFs are preferred over JPEGs or in zip files. We will try our best to issue your check within a week of receipt of the request and receipts, but very busy times (right before or after the Fair) may mean a slightly longer wait. Thank you for your patience. You may be reimbursed any time before September 30.

#### Food Vouchers

The food voucher system is OCF’s way of providing meals for crews that schedule shifts during the Fair 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. Hospitality was started to contribute to feeding volunteers and entertainers during the event; stay tuned for possible changes to this program. Please remind your crew about the 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 of Pre-fair, 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 Kitchen.

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 weekend of the fair.

It is a coordinator’s responsibility to inform crews that food vouchers are not redeemable for cash at any time for any reason, except as change when paying for food. 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. Rental equipment will usually be ordered by staff. Please check with your staff liaison to determine if they will procure it for you.

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

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 12 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** passes are required for all youth ages 13–18, who are not on Teen Crew or other full crew member. We will not be tracking the number of Teen 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 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 passes will be issued without this info. Teen passes do not come with vehicle stickers, t-shirts or food vouchers. 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.** Payments for unused SOP wristbands are not refundable.

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 fewer than your crew wristband number. If requesting extra shirts, please explain who and what they are for.

## **Vehicle Stickers**

Vehicle stickers allow fair family to park their cars in the OCF lots overnight. Vehicle stickers will be allocated at a percentage of the crew, entertainment and vendor wristbands. While we have not yet determined the exact percentage and sticker type allocation, there will be at least the same amount of vehicle stickers as was available in 2022.

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 one vehicle sticker for every four passes. As parking is limited, encourage your crew to carpool or ride the worker shuttle buses and park off-site.

We may have parking in Outer Limits. Management is still determining if we will have an additional sticker for that lot.

There are multiple types of vehicle stickers:

- Onsite Crew/Entertainers/Vendor Vehicle Stickers
- Far Side Crew/Vendor vehicle sticker
- Emergency Vehicle Stickers (EVS)
- Service Vehicle Stickers (SVS)
- Oversized Vehicle Sticker (OVS)

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**

Day Passes do 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.

## **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. Pass**

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**

A capital project must be \$2000 or more to qualify. One-time purchases that don't fit into a crew budget that are smaller than this, can be vetted by staff to come out of a contingency budget. You can request a Capital Project form from your staff liaison or find it on the .net site under Coordinators. Please submit the completed form to your staff liaison 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!***