

## CENTRAL OREGON POLAR PLUNGE MANAGER - DUTIES & RESPONSIBILITIES

Attached to and by reference made a part of Independent Contractor Agreement  
between Contractor and Company "SOOR"

**Scope of Services** The primary responsibilities of the Contractor are as follows (but not limited to):

**Revenue Generation:** Contractor should expect to spend approximately 75% of their time on revenue generation by recruiting participants and teams, sponsorship sales, and in-kind budget relief, with the following goals and objectives:

- Registrations and peer-to-peer fundraising
  - Increase number of teams registered in local market
  - Increase number of participants registered in local market through:
    - Local outreach events and booth at community fairs
    - Distribution of Plunge posters, flyers, and rack cards in local community
    - Listing local Plunge on events calendars, clubs, and social groups
  - Increase funds raised through registrations and peer-to-peer fundraising in local market and increase the average amount generated by each participant in local market through:
    - Welcome calls/email and goal setting with each participant
    - Welcome calls/email and goal setting with each team captain
    - Regular check-in calls and fundraising milestone calls
    - Thank you calls for goals reached
    - Host fundraising workshops for local participants (minimum 2)
- Sponsorships
  - Generate local sponsorship (defined as sponsors that only participate in one market versus statewide sponsors who participate in all Plunges) revenue through renewals, upsells, and new partnerships done in collaboration with Director of Partnerships with all documentation provided to SOOR
  - Sponsorships need to align with approved pricing and benefits set by the Company
  - Corporate sponsors must be compliant with the payment terms to receive agreed upon benefits
  - Hard costs associated with or incurred because of a sponsorship need to be approved by Company
  - Contractor must provide timely and accurate communication regarding sponsorship deliverables to Company and sponsor representatives
  - Total campaign revenue goal (registrations + peer-to-peer fundraising + sponsorships) will be determined within each local market
  - Use reporting using tools required by Special Olympics Oregon

**Community Impact & Polar Plunge Committee:** Contractor will act as a representative of Company and the Polar Plunge brand in the local market, which should consume about 15% of their time, through the following activities:

- Recruit, manage, and grow volunteer fundraising committee comprised of community leaders
- Promote Special Olympics Oregon and the Polar Plunge brand in the local market by creating local media partnerships, engaging local businesses, and through local social and digital media promotions – media relations in local market done in collaboration with Director of Partnership and need to fall within approved local market budget
- Engage local business and government leaders to solicit their support in promoting or actively participating in Polar Plunge
- Recruit day of event volunteers, with help of Company’s volunteer coordinator and planning committee
- Ensure timely and accurate communication is provided to all stakeholders
- Attend all Plunge events including committee meetings, pre-event registration, and the Polar Plunge event

**Logistics:** Working alongside Hood to Coast to coordinate and manage the execution of all aspects of the event, which should consume about 10% of the time and would include but not be limited to:

- Operations, participant registration, event check-in, and vendor partnerships:
  - Vendor contracts and scheduling
  - Execution of sponsorship deliverables per agreements
  - Pre-event check-in
  - Venue layout that best serves crowd management and attendee experience
  - Manage post-event tasks, including but not limited to:
    - Scheduling and attending post-event wrap-up meeting
    - Managing budget
    - Wrapping up all communication with committee, vendors, and sponsors
    - Thank you notes written to sponsors, team captains, highest fundraisers, vendors, and committee members

**Fees, Compensation, and Terms:**

- Contract term: August 1, 2022 – March 31, 2023
  - Contractor will be paid \$900 monthly fee during this term
- Prior to August 1, 2022:
  - Contractor may perform work that is pre-approved by Company, not to exceed 10 hours per week
  - Contractor will be paid \$25/hour for work performed out of the contract term
- Bonus opportunities for Contractor
  - New sponsorship bonus
    - Contractor will receive a 10% bonus for new net sponsorship revenue in year one of the contract
    - New sponsorship is defined as a partner that has never sponsored Special Olympics Oregon or has had a 3-year lapse in engagement
    - Bonus will be paid at end of Contractor term
  - Fundraising goal exceeded bonus
    - Contractor will receive a 10% bonus for all net revenue that exceeds the local market revenue goal

- For example: If local market revenue goal is \$60,000 and that market raises \$64,000, Contractor will be paid 10% of the \$4,000 (\$400)
- Bonus will be paid at end of Contractor term

### **CENTRAL OREGON POLAR PLUNGE MANAGER - EXPENSE REIMBURSEMENT**

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#### **Expense Reimbursement Policy**

The following are expenses that will be reimbursed by the Company:

- Office supplies, copies, postage, and shipping
- Documented business mileage will be reimbursed at .585 cents per mile
- Entertainment of prospective event supporters or participants, within budget constraints and reasonable customary non-profit standards (requires approval)

#### **Invoicing and Expense Reimbursement Process**

The process for submitting invoices and expense reimbursements is as follows:

- Contractor will submit invoices on or about a week before the last day of each month for payment as described below
- Contractor will be paid within fourteen (14) business days of the invoice date for services rendered
- Expense reports should be submitted to Company for approval, on a monthly or semi-monthly basis
- Expense reimbursements will be made within ten (10) calendar days of receipt
- No taxes or deductions are taken out of these payments
  - Contractor will receive a copy of IRS form 1099-MISC in a timely manner (on or before the last day of January following the year of engagement)
  - Contractor to provide a current W-9