



CHRISTMAS AT PANTHER CREEK 2024
NOVEMBER 29 – JANUARY 1
5:15 PM – 9:30 PM

GUIDELINES:

- Each agency is responsible for working their total number of assigned nights.
- Nightly, arrive no later than 5:15 pm and plan to stay until 9:30 pm.
- Sunday - Thursday, a minimum of 2 workers shall be present and Friday & Saturday, a minimum of 3 workers shall be present.
- Workers must be at least 15 years old with one adult OVER THE AGE OF 21 always present.
- Nightly, each agency is required to provide adequate change. (Suggestion: \$200 in \$5 bills).
- As this time of year is typically cold, dress in layers as collecting money cannot be done from inside of the ticket booth.
- Food, drinks, and clean-up will be the nightly responsibility of the participating agency.
- Nightly, the collection booth will be unlocked and relocked by a Daviess County Fiscal Court Parks & Recreation employee.
- Prepare and dress for the weather. Although a warm area shall be provided, please don't assume that you will be able to collect fees from inside.
- Although not required, nightly shift rotations are recommended.
- Soliciting additional contributions for your agency ***is strictly prohibited***. However, if someone is inclined to make a supplementary donation towards Christmas at Panther Creek, please accept it and deposit it with the daily deposit.
- Some community organizations will distribute "FREE" paper passes to their employees to attend Christmas at Panther Creek. These organizations will be billed for all received passes. Paper passes shall be submitted with all other monies.

- All monies and paper passes shall be submitted daily to the Daviess County Fiscal Court Parks & Recreation Administrative Office at **WKU-O 4821 New Hartford Road, Owensboro, KY 42303**, Monday – Friday between 8:00 A.M. and Noon.
- Prior to daily deliveries, all monies and passes shall be counted and recorded on the Agency Collections Record and Delivery form, see below. (Please have all cash deposits facing the same direction.)
- IF YOU ARE UNABLE TO COVER AN ASSIGNED NIGHT... **PLEASE CALL US AS SOON AS POSSIBLE** SO WE MAY PROVIDE SOMEONE TO COLLECT MONEY. NOTE, IF THIS OCCURS, YOUR AGENCY WILL BE INELIGIBLE TO RECEIVE THAT NIGHT’S PROCEEDS.

LOCATION:

Christmas at Panther Creek (Park)
 5160 Wayne Bridge Road
 Owensboro, KY 42303

EMERGENCY PHONE NUMBERS:

- Panther Creek Park 270-316-6995
- Parks & Rec. Director Ross Leigh 270-316-4091
- Events Coordinator Jenni Warren 270-685-6142

Participating agencies shall receive their portion of this fundraiser during a January 2024 Daviess County Fiscal Court meeting on a date yet to be determined.

Questions asked after we met:

Are we allowed to pass out agency information flyers?

- Yes

Are we allowed to pass out candy?

- Yes

Participation Dates/Agency:

1. Fri. 11/29 – Fri. 12/5
2. Fri. 12/6 – Sat. 12/12
3. Fri. 12/13 – Sun. 12/19
4. Fri. 12/20 – Mon. 12/26
5. Fri. 12/27 – Mon. 1/1/2025

**CHRISTMAS AT PANTHER CREEK 2024
AGENCY COLLECTIONS RECORD AND DELIVERY**

Participating Agency: _____

Agency Contact/Phone #: _____

COLLECTION DELIVERY DATE: _____

Total Cash Delivered: \$ _____

Total Passes Delivered: _____

Delivered by: _____

Signed: _____

Date: _____

To be completed by office staff:

Total Cash Received: \$ _____

Total Passes Received: _____

Received by: _____

Signed: _____

Date: _____