

PLUNGE FOR POLIO ERADICATION – JUMPER PROCEDURES – 3/2/18

I. Recruiting Process

1. Mike and Al responsible for filling the 20 jumper goal
2. AFTER confirmed signup (see below) Mike will call each jumper to try to help them be successful with their fundraising (See fundraising process below)

II. Jumper Signup/Registration Process

1. Jumpers interested in securing a place in the 20 guaranteed jumper list with assigned jump times will need to follow the following process:
 - a. Indicate interest to one of the steering committee to get on the “preliminary list”. Recruiting member will send the “Jumper Procedures” and “Donor Control Sheet” to the jumper. (See attached)
 - b. Jumper will call Skydive Harbor Springs at 231-242-8822, and sign up as one of the Rotary Jumpers for Sunday, June 3 (need not actually be a Rotarian) and pay a \$50 deposit plus \$9 booking fee. The ~~\$170~~ ~~\$179~~ remainder of the jump fee will be paid at Charlevoix Airport immediately before the jump.
 - c. After signup and payment, the jumper should call the recruiting member of the committee and confirm that a) they are paid and that b) they commit to raising the \$1000 in donations for polio eradication.
 - d. Recruiter will inform the steering committee “Preliminary Status” changed to “Paid and Pledged” status. This “Paid and Pledged” status listing is the only official list of registered jumpers.
 - e. The target for the Paid and Pledged list is 20 jumpers. We will accept 22 should that be necessary in the eyes of the Committee Chair. Signups will be open until the target is reached. Any unpaid jumpers on the “Preliminary list” at that time will be notified and the 2 extra jumper capacity will be made available to any of them who move immediately to change their status. After 22 “Paid and Pledged” jumpers, registrations will be closed.

III. Jumper Donation Collection Responsibilities

1. Jumpers will be responsible for contacting donors, recording donations and payments on their personal “Donor Control Sheet”, insuring that the completed DCS is sent in according to the instructions in (e) below and finally, insuring that their donor’s pledges are sent to The Rotary Foundation.
 - a. Jumpers: note that all donations should be recorded before the jump date. While late donations certainly will be accepted, the \$1000 pledge should be substantively filled by the jump date. Jumpers will be asked on jump day to report their donation pledge total before their jump.
 - b. Insure that any donation, electronic or personal check is a) payable to The Rotary Foundation and b) is directed to be credited to PolioPlus or Polio Eradication.
 - c. Donations can be made any time after committing to a donation but before June 20, 2018, please

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- d. Donations may be sent to The Rotary Foundation using either of the two following procedures:
 - i. **Electronic payments** for the donated amount may be made by going to www.endpolionow.org , clicking on the “Donate” button on the top right of the landing page and following the prompts for payment by credit card. (The same donation opportunity is possible by using the Skydive to Eradicate Polio Face Book Link for payment.) Send a copy of the donation confirmation to your jumper who will enter “Paid” on their Donation Control Sheet.
 - ii. **Personal checks** for the donated amount can be sent to The Traverse City Rotary Club, ATTN, Skydive for Polio, 202 E. Grandview Parkway, Traverse City, MI 49684. Checks should be made payable to The Rotary Foundation with PolioPlus noted in the memo section. Donor should tell their Jumper they have completed the personal check option and the Jumper will record this on their Donor Control Sheet.
- e. **Jumpers are responsible to insure all donations have been paid** using one of the above two methods, duly recorded on their Donor Control Sheet and when the DCS is completed, send it to Al Bonney, 12586 Center Rd, Traverse City, MI 49686 before June 25, 2018.
2. **Any questions or problems with collection or sending payment** should be directed immediately to Al Bonney at rotaryal6290@gmail.com or 231-223-4064.

IV. Jumper Responsibilities

1. Any infraction of any of these responsibilities will cause immediate termination of jump status with no opportunity for return of payments. Chairman decisions are final.
2. Jumpers may not consume alcohol within 8 hours prior to their assigned jump time or actual jump time whichever is sooner.
3. Jumpers will follow all instructions from their tandem skydive instructor and abide by all safety rules, suggestions and good sense while on the drop zone or immediate area.
4. Jumpers will fill out and abide by all waivers and instructions as stipulated by the Skydive Harbor Springs Organization.

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