

# DRAWDOWN REQUEST FORM

## KLAMATH COUNTY TOURISM GRANT PROGRAM

Please complete and submit this form to the Tourism Grant Coordinator at the address listed below to receive your grant funds. 20% of the grant is withheld until the final report is submitted.

Klamath Country Squares Amount of Award: \$ 679.00  
Name of Organization  
PO Box 1968  
Address  
Klamath Falls, OR 97601  
City, State, Zip  
Sandy Marks or Cece Glidewell Doty De Garmo  
Contact Person 541-883-2903 or 541-892-2383 541 273-2927  
Phone Number  
Potato Festival -40th Annual Square Dance Festival  
Title of Project

Balance of Award: \$ \_\_\_\_\_  
Drawdown Requested: \$ ( \_\_\_\_\_ )  
Remaining: \$ \_\_\_\_\_

I/We, the administrator(s) of this project, certify that the attached invoices are accurate and that our project did receive the services/supplies being billed in accordance with the provisions of the Tourism Grant program.

Doty De Garmo treasurer Oct 26 '15  
Signature Title Date

Attach documentation of the expenses to justify your request: (documentation could include copies of bills, invoices, canceled checks, receipts, etc.) The amount requested must equal or exceed your documentation.

- ✓ All or a portion of the awarded grant funds may be drawn down, as necessary.
- ✓ Checks will be issued according to the County's usual Accounts Payable schedule.
- ✓ Please contact the Klamath County Finance Office at 541-883-4202 with any questions.

Remit to:  
Klamath County Finance  
305 Main Street  
Klamath Falls, OR 97601

\*\*\*\*\*  
**\*\* Customer Copy \*\***  
**The Vine Restaurant**  
**Tab: 14**  
 Sue 10/3/2015 5:58 PM

October 3, 2015-Grants Pass, OR  
 Dance Exp \$10.00  
 Fuel: 210 mi \$56.00  
 Lodging: Elec Only RV \$15.00  
 The Vine \$33.45  
 \$114.45

Transaction # 137912  
 Visa  
 Amount \$29.45

MURPHY'S COUNTRY VILLA  
 4419 HOMEDALE ROAD  
 KLAMATH FALL OR 97603

TIP: 4.00  
 TOTAL: 37.45

DATE: 10/02/15 TIME: 18:07  
 MERCHANT ID: JO41155506002

CREDIT CARD  
 VISA SALE

Pilot #391  
 1600 E Pine Street  
 Central Point OR  
 97602

CARD# \*\*\*\*\*0553  
 EXPIRATION DATE \*\*/\*\*  
 SEQ: 535154  
 APPROVAL CODE: 170773  
 ENTRY METHOD: SWIPED

Invoice # 50785  
 Date 10/04/15  
 Time 12:28  
 Auth # 162759

PRODUCT QTY PRICE AMOUNT  
 GEN MERCHANT 46.18  
 TOTAL AMOUNT: \$46.18

Pump Gallons Price  
 04 16.894 \$ 2.179

Product Amount  
 Unleaded \$ 36.81

Total Sale \$ 36.81

SALE - Card Swiped

APPROVED 170773

THANKS FOR YOUR BUSINESS

CUSTOMER COPY

Thank You For  
 Choosing Pilot  
 Please Come Again

Glidwell  
 10/3/15 - m PD  
 10/4/15 - Out

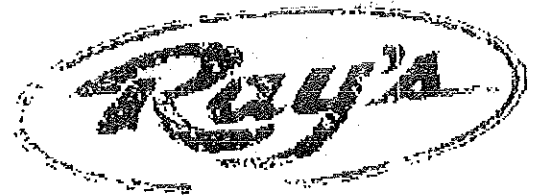
JOSEPHINE  
 COUNTY  
 FAIRGROUNDS  
 FENCE



This pass must be  
 placed in full site

R V P A R R K  
 (with handwritten notes: 10/3/15, Elec, only)

September 20, 2015-Milwaukie, OR  
 Dance Exp \$10.00  
 Fuel: 460 mi \$122.00  
 Lodging: Donation Elec Only RV \$10.00  
 Ray's Food Mart \$6.38  
 Hometown Buffet \$20.96  
**\$169.34**



48067 Hwy 58  
 Oakridge, OR 97463  
 (541) 782-4283

XXXXXX0553  
 SPAIN (01) 91 2015  
 (01) 75 570

Bank ID: 1340  
 Merchant ID: 000014110940  
 Term ID: 005  
 Clerk ID: 1

**Sale**

XXXXXXXXXXXX0553  
 VISA

Entry Method: Swiped

**Total: \$ 20.96**

09/19/15 09:16:03  
 Inv #: 000001 Appr Code: 121277  
 Acquired: Online Batch#: 262001  
 Retrieval Ref. #: 28531227

47762 HWY. 58  
 OAKRIDGE, OR 97463

**OAKRIDGE CHEVRON**  
 00304013  
 47762 HWY. 58  
 OAKRIDGE, OR  
 09/20/2015 366683718  
 05:16:46 PM

XXXXXXXXXXXX0553  
 VISA  
 INVOICE E/1317886  
 AUTH 121047

**PUMP# 1**  
**UNLEAD REG CR18.873G**  
**PRICE/GAL \$2.699**  
**FUEL TOTAL \$ 50.94**  
**CREDIT \$ 50.94**

Learn how to  
 EARN REWARDS  
 with a Chevron  
 or Texaco  
 Credit Card  
 See application  
 for details

THANK YOU!  
 PLEASE COME AGAIN.

Pilot 05404  
 09/17 11:09 97  
 Milwaukie Falls OR 976  
 (541) 684-0400  
**Invoice # 41456**  
**Date 09/18/15**  
**Time 18:06**  
**Auth # 140433**

UI  
 Acct#  
 #####0553

**Pump Gallons Price**  
 14 19.692 \$ 2.539

**Product Amount**  
 Unleaded \$ 50.00

**Total Sale \$ 50.00**

**SALE - Card Swiped**

Thank You For  
 Choosing Pilot  
 Please Come Again

Safeway  
 10530 SE 42nd Ave.  
 Milwaukie, OR,  
 97222  
 STORE NO: 2690

XXXXXXXXXX9437  
 VISA  
 Appr # :154573  
 Trans # :Purchase  
 Inv # : 91438249  
 Pump # : 5-REG  
 Vol : 12.866G  
 Price/G: \$2.379  
 Total: \$30.61

DATE : 09/20/15  
 TIME : 07:49:16 AM

You saved today by  
 using your Debit Card

THANK YOU  
 ASK FOR OUR SPECIALS !

Purchase \$ 6.38 PIN Used  
 Debit Card #SXXXXXXXXXX0553  
 Auth # 195022 Payment from primary  
 Lane # 02 Cashier # 126  
 09/18/15 20:52 Ref/Seq # 023039  
 EPS Sequence # 023089

RESERS POTATOES \$2.99 F  
 RAY'S SAVED YOU 0.70  
 GF BLUEBERRY WAFFLES \$3.39 F

**BALANCE DUE \$6.38**  
 Debit Card \$6.38  
 [S] \*\*\*\*\*0553  
 Auth Code = 195022

YOU COULD HAVE SAVED \$0.00  
 Total number of items sold = 2  
 CHANGE \$0.00

WELCOME TO  
 JACKSONS  
 STORE #112  
 541.741.0293

DATE 09/19/15 10:14  
 PUMP # 03  
 SERVICE LEVEL: SELF  
 PRODUCT: REGUNL  
 GALLONS: 20.263  
 PRICE/G: \$ 2.699  
 FULL SALE \$ 54.69  
 XXXXXXXXXXXXX0553  
 Stn# 00091321  
 VISA  
 Inv# 2180615  
 Auth# 111115

Learn how to  
 EARN REWARDS  
 with a Chevron  
 or Texaco  
 Credit Card  
 See application  
 for details

CHEVRON  
 WITH TEXACO  
 TOP TIER FUEL  
 THANK YOU!

Track your expenses...

- Clothing
- Food
- Credit Card
- Utilities
- Entertainment
- Insurance
- Transportation
- Mortgage
- Other: \_\_\_\_\_

TAX-DEDUCTIBLE ITEM

2023

Oct 17  
 Leave Cooper  
 One hundred twenty five  
 Auto Post

BALANCE FORWARD	
THIS ITEM	125.00
BALANCE	
DEPOSIT	
OTHER	
BALANCE FORWARD	



For added security, your name and account number do not appear on this copy.

NOT NEGOTIABLE

Track your expenses...

- Clothing
- Food
- Credit Card
- Utilities
- Entertainment
- Insurance
- Transportation
- Mortgage
- Other: \_\_\_\_\_

TAX-DEDUCTIBLE ITEM

2024

Oct 17  
 Ron Hines  
 Three hundred  
 Auto Post

BALANCE FORWARD	
THIS ITEM	300.00
BALANCE	
DEPOSIT	
OTHER	
BALANCE FORWARD	



For added security, your name and account number do not appear on this copy.

NOT NEGOTIABLE

Klamath County Tourism Grant  
Sponsorship - Final Report

Please provide the following information and submit with your final drawdown request. 20% of the grant is withheld until we receive the final report.

Potato Festival-Sqaure Dance Festival  
Title of Project / Funds Awarded  
Klamath Country Squares  
Name of Organization  
Sandy Marks or Cece Glidewell or Doty DeGarmo  
Contact Person  
PO Box 1968  
Address  
Klamath Falls, OR 97601  
City, State, Zip  
541-883-2903 or 541-892-2383 or 541 273-2927  
Phone Number

October 17 and 18 2015  
Date of Event/Project

Submit Report to:  
Tourism Grant Coordinator  
Klamath County Finance  
305 Main Street  
Klamath Falls, OR 97601  
541-883-4202

Please see the attached document for answers to the questions:

1. For an event, provide a detailed list of all marketing materials and an electronic version of the material on a CD. (Including audio or video recordings.) For an infrastructure project, provide photographic evidence of the project (before and after pictures), design and supportive materials on a CD.
  2. Where did you spend marketing dollars? *other dances around the state*
  3. What part of your marketing efforts were most successful and least successful? For infrastructure projects, what parts of your project were most successful and least successful? *going to other dances*
- Event Applicants Only:
4. How many people from out-of-county attended? *20 > 112 Free admin mailings*
  5. How did you determine how many people from out-of-county attended? Explain why this is an accurate measurement of the out-of-county attendees? *sign in sheets*

By signing this you are agreeing that you have paid all bills accrued through this process; as well as agreeing that the Logo Usage Agreement is now terminated.

Doty DeGarmo  
Signature

Oct. 26, 15  
Date

Doty DeGarmo Treasurer  
Printed Name and Title

Project Budget

Klamath Country Squares 2015 Potato Festival

	Committed	Pending	Total	Actual	Comments/Explanations
<b>INCOME</b>					
Tourism Grant Request		679	679		
Cash Revenues -					
Source: registrations		1500	1500		\$30 registration fee x50 registrations
Source: KCs	250		250	291.50	club money set aside for marketing Potato Festival
Source:					
Total Cash Revenues	250	2179	2429	-	
In-Kind Revenues:					
Source:	1300		1300		from club members
Source:					
Source:					
Total In-Kind Revenues	-	-	-	-	
Total Revenue	1550	2179	3729	291.50	
<b>EXPENSES</b>					
Cash Expenses -					
Personnel costs-caller	500		500	360.00	
Personel Costs-cuer	250		250	155.00	
Marketing costs		679	679	283.79	estimated marketing cost
Rentals-Triad School	175		175	110.00	
Other: refreshments	80	-	80	-	
Other:					
Other:					
Other:					
Total Cash Expenses	1005	679	1684	908.79	
In-Kind Expenses					
Labor	1300		1300		10 members/13 hrs ea@10 per hour
Marketing costs					
Other:					
Other:					
Other:					
Total In-Kind Expenses	1300	-	1300	-	
Total Expenses	2305	679	2984	-	
Net Income<Expense>			745	-	

**NOTES**

# *K.C. Squares 40<sup>th</sup> Annual Potato Festival*

October 16<sup>th</sup> & 17<sup>th</sup>, 2015



## *Friday Schedule*

Friday Evening Dance: \$5.00 per person

7:30-8:00 Pre-Rounds

8:00-10:00 Mainstream w/Plus tips

**Larry (Roxanne) Sprout Calling**

**Sarge(Cece) Gildewell Cueing**

Larry and Sarge are from Klamath Falls and call and cue for the KC Squares.



## *Saturday Schedule*

**Ray Holmes Calling**

**Dave Cooper Cueing**

Ray Holmes, a new face and voice to Potato Festival, comes to us from San Diego. In addition to calling and teaching in California and Arizona for many years, he has called in Hawaii, Mexico, Canada, and on cruise ships.

Dave Cooper, a Potato Festival favorite, travels down from Prineville.

11:00 a.m. Merrill Potato Festival Parade (in Merrill)

1:30-3:00 p.m. Round Workshop-donation-@ Triad School

3:15-4:45 p.m. APD Workshop-donation-@ Triad School

5:15 pm No-Host Dinner @ 2720 Washburn Way, Meeting Room,

Asia Buffet (Asian & American Food) [asiabuffetklamathfalls.com](http://asiabuffetklamathfalls.com)

**Saturday Evening Dance- \$7.00 per person**

7:30-8:00pm Pre-rounds @ Triad School

8:00-10:30pm Introductions & Mainstream Dance w/Plus tips

For more Information

Doty 541-273-2927 Helen 541-884-6042 Sue 541-798-5317 or [kcsquares@aol.com](mailto:kcsquares@aol.com)

KC Squares PO Box 1968 Klamath Falls, OR 97601

*Klamath Country Squares*

Klamath County Finance  
Tourism Grant Program  
305 Main St.  
Klamath Falls, OR 97601

Attached is the Klamath Country Squares grant request.

The Klamath Country Squares is a not-for-profit corporation who raises revenue to cover operating expenses through membership fees, dance admission fees and an annual Festival the 3<sup>rd</sup> weekend of October.

This year is our 40<sup>th</sup> Annual Festival. We have engaged a caller from Southern California and a cuer from the Central Oregon area who we hope will be a bigger draw for dancers to our area.

We have been hosting the Potato Festival Square and Round Dance Festival for the past 39 years. Some years have been more profitable than others. Unfortunately, over the years with the number of dancers dwindling we have made less money to cover our expenses. With the dwindling funds we have less money to spend on marketing. We are applying for this grant money in order to boost our marketing budget with the hope that we can increase the number of dancers who come to our festival.

We hope that you will consider our Grant request favorably.

Thank You

Members of the Klamath County Squares

*Sandy Marks* *Doty LeGunn*  
*Cece Glidewell*



**SPONSORSHIP TOURISM GRANT APPLICATION**

Title of Project: 2015 Potato Festival Square Dance Festival \_\_\_\_\_

Funds Requested: \$679.00 \_\_\_\_\_

Organization Applying: Klamath Country Squares \_\_\_\_\_

Contact Person: ~~Sandra Marke & Cece Glidewell~~ Doty DeGarmo \_\_\_\_\_  
541 273-2927

Phone Number: 541-883-2903 or 541-892-2383 \_\_\_\_\_

Email Address: ~~sclamar@charter.net~~ or cvogelleid@hotmail.com \_\_\_\_\_  
ddegarmo2@aol.com

Mailing Address: PO Box 1968 Klamath Falls OR 97601 \_\_\_\_\_

Web Site Address: TBD/ Klamath County Squares is on Facebook \_\_\_\_\_

**Brief Description of Project including date, time and location:**

Potato Festival is an annual Square and Round dance hosted by the Klamath Country Square Dance Club. It is held the third weekend in October. This year that is the 16<sup>th</sup> and 17<sup>th</sup> of October. We invite a Caller and Cuer from out of town to call and cue the dance. We send Flyers to the other clubs in Oregon and California, inviting them to our Festival and telling them who will be calling and cueing the dance. The flyers include a pre-registration form and the times and date of the workshops and dances .The Festival will be held at Triad School, 2450 Summers Lane, Friday evening and various times on Saturday

The undersigned, as proposer, declares that he/she has carefully examined the requirements of the Klamath County Tourism Grant Application packet and agrees, if the application is funded, that proposer will enter into an agreement with Klamath County to furnish the services as specified, in accordance with the grant application attached.

Signature of Applicant ~~Sandy Marks~~ *Willy DeGarmo* Date 4/29/15

If the applicant is requesting funds on behalf of another organization, the application must be approved by that organization.

Signature of Organization KC Squares By *Toco Gidewoff* Date 4/29/15

## **PROJECT DESCRIPTION**

1. Provide a detailed description of the project and activities.

The project is a 2 day square and round dance festival with square and round dancing.

The Friday night dance will be from 7:30 to 10:00 with per Rounds Starting at 7:30 and the Square dance at 8:00. Saturday afternoon there will be workshops and Saturday night more Dancing from 7:30 to 10:30..

## **PROJECT GOALS**

2. How many out of county visitors do you expect to attract to the project? How will you track the number of out of county visitors versus the number of locals?

In the past few years we have attracted as many as 50-60 dancers from Oregon and California. We will have a sign-in sheet that will ask for the dancers name and which club he/she belong to. In that way we can tell where they are from..

## **QUALIFICATIONS OF APPLICANT**

3. Describe your organization/project management team. How are these individuals qualified to lead this project?

The organization /project team is made up of square and round dancers who have been dancing for a number of years and who have been helping organize this Festival/Dance in the past.

4. Describe your team's experience in operating past or similar projects.

The officers and members of the club have been organizing this festival for the past 39 years.

## **PROJECT PLAN**

5. How will you give credit to Klamath County for its support in our event or project?

We will add a byline on the Festival Flyer stating that the Klamath County Tourism grant program provided partial funding