

Old Home Day Board of Directors Meeting Agenda

Friday, April 17, 2026; 9:30 a.m.

Sunnycrest Conference Room, Londonderry Town Hall, 268B Mammoth Road

I. CALL TO ORDER

II. ORGANIZATIONAL MEETING

1. Election of Officers: President, Vice-President, Secretary, Treasurer
2. Meeting Schedule for April and May
 1. Board of Directors meeting schedule
 2. General Committee meeting schedule - draft invitation list

Documents:

[2025-10-06 Town of Londonderry Old Home Day Committee Charge.pdf](#)
[2025-11-05 Articles of Agreement Signed.pdf](#)
[Cert. of Existence -Londonderry Old Home Day Committee.pdf](#)

III. NEW BUSINESS

A. REVIEW OF DRAFT BYLAWS

Documents:

[2026-04-07 Final Draft Bylaws.pdf](#)

B. REVIEW OF OLD HOME DAY 2026 DATES & PAST SCHEDULE OF EVENTS

1. 2026 Old Home Day dates: Wednesday, August 12, 2026 through Saturday, August 15, 2026
2. Discuss 2026 Schedule of Events & approve events with consensus
3. List any potential additions / amendments / changes for review at the next meeting

Documents:

[Schedule 2025 - rev 8.1.pdf](#)

C. DISCUSSION AND SELECTION OF 2026 OLD HOME DAY THEME

D. REVIEW 2025 SPONSORSHIP & REGISTRATION FORMS AND APPROVE 2026 COLLATERAL

Documents:

[2025 Old Home Day Sponsorship Form.pdf](#)
[2025 Old Home Day Friday Food Truck.pdf](#)
[2025 Old Home Day Saturday Events.pdf](#)

E. REVIEW AND APPROVAL OF FIREWORKS BID

Documents:

[2026 Fireworks Bid Package DRAFT.pdf](#)

IV. FINANCIAL UPDATE

A. REVIEW OF 2025 REVENUE AND EXPENSES

1. 2025
 - a. Booth Revenue: \$7,030
 - b. Food Truck Revenue: \$800
 - c. Sponsor Revenue: \$11,430
2. 2024
 1. Booth Revenue: \$6,085
 2. Food Truck Revenue: \$900
 3. Sponsor Revenue: \$18,650

Documents:

[OHD Historical Finances for 2026.pdf](#)
[2023 Sponsors.pdf](#)
[2024 Sponsors.pdf](#)
[2025 Sponsors.pdf](#)

B. 2026 PROJECTED BASELINE EXPENSES

Documents:

[2026 Projected Expenses.pdf](#)

V. OLD BUSINESS

A. STATUS UPDATE ON 501(C)(3) AND NH CHARITABLE TRUST REGISTRATION

Documents:

[2025-10-10 OHDC Establishment Checklist.pdf](#)

Londonderry Old Home Day Committee Charge

1. Establishment

The Town Council hereby convenes the Londonderry Old Home Day Committee (heretofore called "Committee"), per the membership outlined below, to plan, organize and run the Town's annual Old Home Day celebration, held on the third Saturday in August. The Committee shall be constituted as a nonprofit, tax-exempt 501(c)(3) organization. The Town Manager is authorized to take all actions necessary to form such organization and obtain such recognition by the New Hampshire Secretary of State and the Internal Revenue Service.

2. Membership

The Committee shall include:

- One (1) Town Councilor (appointed by Council Chair on an annual basis)
- Four (4) members-at-large appointed by the Town Council to staggered three (3) year terms
 - ◆ Members must be residents of Londonderry
 - ◆ Members may not be related to each other by blood or marriage

Support shall be provided by the following members of Town staff:

- A member of the Recreation Department staff
- A member of the Town Manager's office Administrative staff

3. Purpose and Duties

The Committee shall:

- a. Perform all duties and responsibilities required of a nonprofit and / or tax-exempt organization by State and Federal law, including but not limited to preparing and filing all necessary reports and ensuring that all Committee business is conducted in compliance with the limits of said laws.
- b. Establish the schedule of events for duration of the Old Home Day celebration.
- c. Work with Town Recreation staff to secure appropriate facilities for the events and organize athletic activities.
- d. Work with Town Manager's office Administrative staff to determine safety needs, liaise with Public Safety, contract any fireworks / illumination services, and ensure compliance with all Municipal code and legal requirements.
- e. Solicit sponsorships, vendor fees, and registration fees sufficient to support the event's budget.
- f. Publicize all information necessary to recruit participants and advertise the event.
- g. Maintain financial responsibility for all funds for Old Home Day in compliance with the organization's Articles of Agreement and communicate all financial activity to the Finance Department.
- h. Maintain a permanent file of such information necessary to ease the planning and execution of the event in future years.
- i. Recruit and oversee volunteers to lead and staff the event as needed.

- j. Provide the Town Council with periodic updates on the status of the Old Home Day event and organization.

4. **Public Access Requirements**

In accordance with RSA 91-A, the Committee shall:

- a. Provide public notice of all meetings at least 24 hours in advance, posted in two public locations (including the Town's website).
- b. Conduct meetings open to the public and allow audio/visual recording.
- c. Keep minutes listing the start and end time of meetings, members present, attendees, subjects discussed, motions, votes, and the name of the person taking minutes, which are to be made available for public inspection within five business days.
- d. Limit nonpublic sessions to RSA 91-A enumerated purposes, with appropriate motions and roll-call votes.
- e. Ensure all documents and records, including electronic communications and draft materials circulated during meetings, are retained and available as "governmental records" under RSA 91-A.
- f. Avoid decision-making outside of duly noticed public meetings, including sequential communications or email, in compliance with RSA 91-A:2-a.

5. **Town Council Duties**

The Town Council shall:

- a. Within 60 days of the passage of this Resolution, appoint members to the Committee.
- b. Fill vacancies as they arise ensuring membership always complies with the State requirements for a nonprofit organization's Board of Directors.

6. **Town Manager Duties**

The Town Manager shall:

- a. Provide necessary staff support, meeting coordination, and resources.
- b. Ensure procedural compliance with RSA 91-A regarding meetings and records.
- c. Monitor Committee progress and report any delays or significant obstacles to the Town Council.

7. **Work Product**

The Committee shall put on the annual Old Home Day celebration on an annual basis, of a duration determined by the Committee, that must include at a minimum the third Saturday in August. The Committee shall exist until such time as the Town Council deems it inactive.

8. **Effective Date**

This Resolution shall be effective immediately upon adoption.

State of New Hampshire

Recording fee: \$25.00
Use black print or type.

Form NP-1
RSA 292:2

ARTICLES OF AGREEMENT OF A NEW HAMPSHIRE NONPROFIT CORPORATION

THE UNDERSIGNED, being persons of lawful age, associate under the provisions of the New Hampshire Revised Statutes Annotated, Chapter 292 by the following articles:

FIRST: The name of the corporation shall be Londonderry Old Home Day Committee

SECOND: The object/purpose for which this corporation is established is:

charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code in compliance with RSA 292:1 XV. The corporation's specific purpose is to plan, organize, publicize, and conduct Londonderry's annual Old Home Day celebration and related community events; to recruit and manage volunteers; to raise and manage funds through sponsorships, donations, vendor and registration fees; and to collaborate with the Town of Londonderry and others to ensure a safe, accessible, and high quality public event that strengthens community life. No part of the net earnings of the corporation shall inure to the benefit of any private shareholder or individual; the corporation shall not carry on propaganda or otherwise attempt to influence legislation except to an insubstantial extent; and the corporation shall not participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

THIRD: The provisions for establishing membership and participation in the corporation are:

The corporation shall have no statutory "members" within the meaning of RSA 292; governance is vested in a Board of Directors. Participation by volunteers, sponsors, vendors, and the public is encouraged consistent with policies adopted by the Board. The Board shall consist of not fewer than five voting directors, none of whom are of the same immediate family or related by blood or marriage, in compliance with RSA 292:6-a. Directors are appointed by the Londonderry Town Council as provided in the Town's establishing resolution and serve staggered terms as set forth in said resolution.

FOURTH: The provisions for disposition of the corporate assets in the event of dissolution of the corporation including the prioritization of rights of shareholders and members to corporate assets are:

Upon the dissolution of the corporation, after paying or making provision for the payment of all liabilities, all assets shall be distributed to the Town of Londonderry, New Hampshire, to be used exclusively for public purposes consistent with the charitable purposes of this corporation. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in accordance with RSA 292 and applicable law.

FIFTH: The New Hampshire principal address at which the business of this corporation is to be carried on is

268B Mammoth Road; Londonderry, NH 03053

(no. & street)

(city/town)

(state)

(zip code)

Principal Mailing Address (if different):

(no. & street)

(city/town)

(state)

(zip code)

Business Email: OldHomeDay@londonderrynh.gov

Please check if you would prefer to receive the courtesy Nonprofit Report Reminder by email.

SIXTH: The amount of capital stock, if any, or the number of shares or membership certificates, if any, and provisions for retirement, reacquisition and redemption of those shares or certificates are:
None. The corporation has no capital stock, shares, or membership certificates.

SEVENTH: Provision eliminating or limiting the personal liability of a director, an officer or both, to the corporation or its shareholders for monetary damages for breach of fiduciary duty as a director, an officer or both is (Note 1)

To the fullest extent permitted by RSA 292:2, V-a, no director or officer shall be personally liable to the corporation for monetary damages for breach of fiduciary duty as a director or officer, except for: (1) any breach of the duty of loyalty; (2) acts or omissions not in good faith or which involve intentional misconduct or knowing violation of law; or (3) any transaction from which the director or officer derived an improper personal benefit.

EIGHTH: Signatures and post office address of each of the persons associating together to form the corporation: (Note 2)

<u>Signature and Name</u>	<u>Post Office Address</u>
1.  _____ Signature	12 Quincy Road _____ Street
Ronald Dunn _____ Name (please print)	Londonderry, NH 03053 _____ City/Town State Zip
2.  _____ Signature	73 Old Nashua Road Unit 41 _____ Street
Schwan Faber _____ Name (please print)	Londonderry, NH 03053 _____ City/Town State Zip
3.  _____ Signature	6 Manasquan Circle _____ Street
Edward Combes _____ Name (please print)	Londonderry, NH 03053 _____ City/Town State Zip
4.  _____ Signature	8 O'Connell Drive _____ Street
Daniel Bouchard _____ Name (please print)	Londonderry, NH 03053 _____ City/Town State Zip
5.  _____ Signature	118 Hardy Road _____ Street
Debra Paul _____ Name (please print)	Londonderry, NH 03053 _____ City/Town State Zip

- Notes: 1. If no provision eliminating or limiting personal liability, insert "NONE".
2. At least five signatures are required.

DISCLAIMER: All documents filed with the Corporation Division become public records and will be available for public inspection in either tangible or electronic form.

Mailing Address - Corporation Division, NH Dept. of State, 107 N Main St, Rm 204, Concord, NH 03301-4989
Physical Location - State House Annex, 3rd Floor, Rm 317, 25 Capitol St, Concord, NH



State of New Hampshire

Department of State



LONDONDERRY OLD HOME DAY COMMITTEE
Town of Londonderry
268 B Mammoth Rd
Londonderry, NH 03053



State of New Hampshire

Department of State



11/24/2025 4:30:00 PM

Town of Londonderry
268 B Mammoth Rd
Londonderry, NH, 03053, USA

Enclosed is the acknowledgment copy of your creation filing. It acknowledges this office's receipt and filing of your documents.

Any nonprofit organization that 1) will be applying to the IRS to be a 501(c)(3) organization and/or 2) will solicit donations or distribute funds in the state of N.H. and/or 3) is formed for any purpose enumerated in RSA 7:21, II is required to register with and report to the Attorney General, Charitable Trusts Unit, NH Department of Justice, 33 Capitol St, Concord, NH 03301 (603) 271-3658.

Subsequent to filing with the secretary of state a copy of the document must be filed in the office of the clerk of the town in which the business address of the corporation is located.

Your organization is required to file a Non-Profit report and pay a \$25.00 filing fee every fifth year (i.e. 2015, 2020) due by December 31st of the filing year. As a courtesy our office will send a reminder notice in January of the filing year by mail or email. Non-Profit reports may be filed on-line or downloaded from our website at <https://quickstart.sos.nh.gov/online>.

If you are unable to obtain a report through our website, you should contact this office to request one.

Please Note: It is your organization's responsibility to obtain a report and submit for filing prior to December 31st of the filing year.

Failure to file the non-profit reports and/or fees will result in the administrative dissolution or suspension of the non-profit organization.

Should you have any questions, you may contact the Corporation Division at the phone number or email address below. Please reference your Business ID Number when contacting our office.

Sincerely,
Corporation Division

Business ID: **1013644**
Filing No: **7353901**

State of New Hampshire
Department of State

CERTIFICATE OF EXISTENCE
OF
LONDONDERRY OLD HOME DAY COMMITTEE

This is to certify that **LONDONDERRY OLD HOME DAY COMMITTEE** is registered in this office as a **New Hampshire Nonprofit Corporation** to transact business in New Hampshire on 11/24/2025 4:30:00 PM.

Business ID: 1013644



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 24th day of November A.D. 2025.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

State of New Hampshire

Filed
Date Filed : 11/24/2025 04:30:00 PM
Effective Date : 11/24/2025 04:30:00 PM
Filing # : 7353901 Pages : 2
Business ID : 1013644
David M. Scanlan
Secretary of State
State of New Hampshire

Recording fee: \$25.00
Use black print or type.

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FOURTH: The provisions for disposition of the corporate assets in the event of dissolution of the corporation including the prioritization of rights of shareholders and members to corporate assets are:
Upon the dissolution of the corporation, after paying or making provision for the payment of all liabilities, all assets shall be distributed to the Town of Londonderry, New Hampshire, to be used exclusively for public purposes consistent with the charitable purposes of this corporation. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction in accordance with RSA 292 and applicable law.

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Principal Mailing Address (if different): _____
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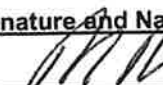
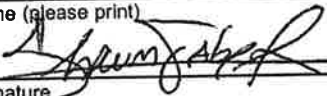
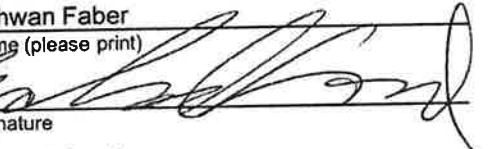

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None. The corporation has no capital stock, shares, or membership certificates.

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Physical Location - State House Annex, 3rd Floor, Rm 317, 25 Capitol St, Concord, NH



State of New Hampshire

Department of State



Work Order #: 20250130125262

Receipt Date/Time: 12/01/2025 11:50:33 AM

Payer Information:

Town of Londonderry
268 B Mammoth Rd
Londonderry, NH, 03053, USA

Filer Information:

Town of Londonderry
268 B Mammoth Rd
Londonderry, NH, 03053, USA

Payer Customer ID: 389664

Filer Customer ID: 389664

Payment Information:

Date	Payment Type	Payment Reference	Authorization #	Payment Status	Payment Amount
12/01/2025 11:50:19 AM	Check	Check#: 10422	N/A	Paid	\$25.00
Total Payment Received:					\$25.00

Transaction Description:

Transaction #	Description	Reference Information
20250130125262-001	Business Formation - Domestic Nonprofit Corporation	LONDONDERRY OLD HOME DAY COMMITTEE

Transaction Information:

Date Received	Transaction #	Processing Status	Invoice Status	Amount
11/24/2025 04:30:00 PM	20250130125262-001	Accepted	Paid	\$25.00
Total				\$25.00

Drawdown Account Balance:	\$0.00	Total Due:	\$0.00
Credit Account Balance:	\$0.00	Total Refunded:	\$0.00
		Total Change To Credit Account Balance:	\$0.00

BYLAWS OF THE LONDONDERRY OLD HOME DAY COMMITTEE
A Londonderry New Hampshire Nonprofit Organization

ARTICLE I — NAME AND PURPOSE

Section 1. Name

The name of the organization shall be **Londonderry Old Home Day Committee**.

Section 2. Purpose

The Committee is organized exclusively for charitable and community purposes under RSA 292 and Section 501(c)(3) of the Internal Revenue Code. Its primary mission is to:

1. Plan, organize, and execute the annual **Londonderry Old Home Day** celebration.
2. Preserve and promote community traditions, civic engagement, and local history.
3. Coordinate volunteers, sponsors, vendors, and community partners.
4. Support safe, family-friendly programming that benefits the residents of Londonderry, NH.

Section 3. Non-Discrimination

The Committee shall not discriminate on the basis of race, color, religion, gender, age, national origin, disability, sexual orientation, or any other protected class.

ARTICLE II — BOARD OF DIRECTORS

Section 1. Authority

The Board of Directors (“the Board”) is the governing body of the committee and is responsible for policy, oversight, and strategic direction.

Section 2. Composition

The Board shall consist of **5 Directors**, including the town council liaison.

Section 3. Terms

Directors shall serve **three-year terms**, staggered. The committee shall include:

- One (1) Town Council liaison (appointed by Council Chair, on an annual basis)
- Four (4) members-at-large appointed by Town Council to staggered three (3) year terms
- Members must be residents of Londonderry
- Members may not be related to each other by blood or marriage

Section 4. Duties

The Board shall:

1. Approve the annual Old Home Day program and budget.
2. Oversee finances, fundraising, and sponsorships.
3. Recruit and support volunteers.
4. Maintain partnerships with the Town of Londonderry.
5. Create, maintain, and follow all bylaws.
6. Ensure compliance with state and federal nonprofit regulations.
7. Maintain compliance with NH RSA 91-A and all applicable subsections.

- Provide public notice of all meetings at least 24 hours in advance, posted in two public locations (including the Town’s website).
- Conduct meetings open to the public and allow audio/visual recording.
- Ensure all documents and records, including electronic communications and draft materials circulated during meetings, are retained and available as “government records” under RSA 91-A.
- Avoid decision making outside of duly noticed public meetings, including sequential communications or email in compliance with RSA 91-A:2-a.
- Incorporate and adhere to any future revisions of RSA 91-A as they occur.

Section 5. Meetings

The Board shall meet at least **10 times per year**, with additional meetings as needed during event planning season.

- Meetings once a month in September, October, November, and January.
- Meetings 1-2 times a month in February and March, or more as needed.
- Meetings 2 Times in April and May, or more as needed.
- Meetings 2-4 Times in June, or more as needed.
- Bi-Weekly check-ins and 3-6 meetings scheduled as needed in July and August.

Virtual and hybrid meetings of the full Board shall be permitted provided all such meetings adhere to the provisions of 91-A for public access and procedural requirements.

Section 6. Quorum

A quorum shall consist of **a simple majority** of directors.

Section 7. Removal

A director may be removed by a two-thirds vote of the Board for misconduct, non-participation, or actions contrary to the mission.

- A majority of the board may request the Town Council liaison be changed due to non-participation, misconduct, or actions contrary to the mission.

ARTICLE III — OFFICERS

Section 1. Officers

The officers of the committee shall be:

- **President**
- **Vice President**
- **Secretary**
- **Treasurer**
- **Town Council Liaison**

The offices of Vice President, Secretary, and Treasurer may be combined or duties shared as agreed upon by the Board.

Section 2. Duties

President

- Provides leadership and presides over meetings.
- Oversee committees and event planning.
- Recruit and oversee volunteers to lead and staff the event as needed.

Vice President

- Assists the President and acts in their absence.
- Coordinates volunteer recruitment and committee operations
- Manages communications and public notices.

Secretary

- Maintains meeting minutes, records, and organizational documents. Minutes include listing the start and end time of meetings, members present, attendees, subjects discussed, motions, votes, and the name of the person taking minutes, which are to be made available for public inspection within 5 business days.

Treasurer

- Oversees finances, banking, and reporting monitored by the town.
- Prepares annual budgets and financial statements.
- Ensures compliance with state and federal filings.

Town Council Liaison

- Serves as primary liaison with the Town of Londonderry.
 - Liaison will provide periodic updates on the status of the Old Home Day events and organization to the Town Council.
- Serves on this board for one-year increments, or unless election terms dictate otherwise. The Town Council chair will designate this representative.
- Liaison must have active role during Old Home Day meetings, event planning, and event facilitation.
- Liaison will participate in the Saturday set up, break down, and clean up, when applicable.

Section 3. Election and Terms

Officers shall be elected annually by the Board of Directors.

ARTICLE IV — MEMBERSHIP

Section 1. Membership Eligibility

Membership is open to any resident, business, or organization that supports the mission of Old Home Day.

Section 2. Voting Members

Voting members shall consist of individuals who:

1. Attend at least four (4) meetings per year, and
2. Volunteer or contribute to the planning or execution of Old Home Day in accordance with its mission.

Section 3. Rights and Responsibilities

Members may vote, serve on a planning team, and participate in event facilitation. Members are expected to uphold the mission and act in the best interest of the committee and in the best interests of the Londonderry community.

ARTICLE V — PLANNING TEAMS

Section 1. Standing Planning Teams

The following planning teams may be established:

1. **Parade Planning Team**
2. **Baby Contest Planning Team**
3. **Logistics & Safety Planning Team**
4. **Color Run Planning Team**
5. **Food Truck Alley Planning Team**
6. **Senior Night Planning Team**
7. **Volunteer Coordination Planning Team**
8. **Sponsorship & Fundraising Planning Team**
9. **Marketing & Communications Planning Team**

Section 2. Planning Team Authority

Planning teams may make recommendations but cannot take action without Board approval. Each planning team will be assigned a Chair from the Board of Directors, assigned by the President or by board agreement. Some planning teams may be delegated to Town staff by mutual agreement of the Board and the Town Manager. Planning teams shall communicate and work collaboratively where their missions overlap.

ARTICLE VI — FINANCES

Section 1. Fiscal Year

The fiscal year shall align with the Town of Londonderry’s fiscal year unless otherwise determined.

Section 2. Budget

The Board shall approve an annual budget for Old Home Day in accordance with the Town budget and elections.

Section 3. Expenditures

All expenditures must be authorized by the Board Treasurer and approved according to Board policy.

Section 4. Dissolution

Upon dissolution, all assets shall be transferred to the **Town of Londonderry** or another qualified 501(c)(3) organization supporting community events.

ARTICLE VII — RELATIONSHIP WITH THE TOWN OF LONDONDERRY

1. The committee shall work collaboratively with Town staff for safety, logistics, and permitting.
2. The Town will provide support services from the following departments:
 - Police/Fire/DPW
 - A member of the Recreation Department staff
 - A member of the Town Manager’s Office administrative staff
 - Finance and Human Resources Department as needed for compliance
3. The committee shall maintain open communication with the Town Council and Town Manager.

4. The Town Council will fill vacancies as they arise ensuring membership always complies with the State requirements for a nonprofit organization's Board of Directors.
5. The committee operates independently but in partnership with the Town.

ARTICLE VIII — AMENDMENTS

These bylaws may be amended by a **two-thirds vote** of the Board at any regular or special meeting, provided notice of the proposed amendment is given at least **seven days** in advance.

MISSION STATEMENT

Londonderry Old Home Day Committee

The Londonderry Old Home Day Committee celebrates community, tradition, and civic pride by planning and hosting the annual Old Home Day celebration. Londonderry has held an Old Home Day celebration annually since the inception of the event in 1899 by Governor Frank Rollins. We are a Town volunteer-led committee working alongside each other to bring residents, families, businesses, and organizations together to honor Londonderry's heritage, strengthen community connections, and create a welcoming, family-friendly event that reflects the spirit and values of our town. We are committed to volunteerism, collaboration, and preserving the traditions that make Londonderry a vibrant and unified community.

Code of Ethics

Londonderry Old Home Day Committee — Code of Ethics

Purpose

To ensure all board members, volunteers, and participants uphold the highest standards of integrity, professionalism, and community spirit.

Ethical Standards

All representatives of the committee agree to:

1. **Act with honesty and integrity** in all dealings.
2. **Treat all individuals with respect**, regardless of background or beliefs.
3. **Avoid conflicts of interest** and disclose any potential conflicts.
4. **Use resources responsibly** and only for organizational purposes.
5. **Maintain confidentiality** when handling sensitive information.
6. **Promote safety** and follow all event protocols.
7. **Represent the committee positively** in public and online.
8. **Refrain from harassment, discrimination, or inappropriate behavior.**
9. **Adhere to the Town of Londonderry Code of Ethics.**

Violations

Violations may result in removal from volunteer roles or the Board.

OLD HOME DAY 2025

Schedule of Events

<i>Date</i>	<i>Start</i>	<i>End</i>	<i>Event</i>	<i>Location</i>	<i>Event Lead</i>	<i>Notes</i>	<i>ALERT?</i>
Wed 8/13/25	16:00	18:30	Senior Picnic	Rev. Morrison Pavilion & Parking Lot	I. Arndt	Set-up starts at 14:00	Yes
	19:00	20:30	Concert on the Common: Studio Two	Town Common	J. Lee & S. Lee		Yes
Thur 8/14/25	17:00	18:30	Color Run	Town Common & Town Forest	D. Cole		No
	19:30	22:30	LPA Movie Night	Town Common	R. Buker	Time to be confirmed	No
Fri 8/15/25	12:30	13:30	Home Run Derby	Lafa Fields	D. Cole		No
	15:00	18:00	Softball Tournament	Lafa Fields	D. Cole		No
	18:00	21:00	Food Truck Festival	Londonderry High School	K. Hildonen	Set-up starts at 15:30	Yes
	18:00	21:00	The Legion Beer Pavilion	Rev. Morrison Meetinghouse	P. Misiaszek		No
	21:15		Fireworks Show	Londonderry High School	B. Johnson	Set-up starts at 12:00	Yes
Sat 8/16/25	08:30	09:30	Baby Contest	Town Common Bandstand	M. Harrison		No
	10:15	11:30	Parade	Mammoth Road	S. Dente	Line-up starts 8:30	Yes
	11:00	15:00	Morrison House Museum Encampment	Londonderry Historical Society	L. Green		No
	11:00	15:00	Touch-A-Truck & Vintage Car Lineup	Orchard Christian Church	K. Esposito		No
	11:30	16:00	Booths on the Common & Beer Tents	Town Common & Rev. Morrison Mtghse	K. Hildonen/D. Cole	Set-up Fri 12:00-15:00; Sat 7:00-8:00	Yes
	18:30	21:30	Boot Scootin' Boogie & Brewfest	Lafa Fields/Nelson Field	J. Mortimer	Set-up Friday night	No



2025 Londonderry Old Home Day Sponsorship Information

Londonderry's annual Old Home Day celebration is a four-day event to be held **August 13-16, 2025**. This year, the Town is observing the 126th anniversary of the creation of New Hampshire's Old Home Day tradition, and Londonderry is proud to be one of the few communities in the state who have observed this tradition since its inception in 1899. We are excited to invite you and your business/organization to be a part of this year's Old Home Day. Sponsorships are crucial to the success of Old Home Day. We are grateful for the groups who support us year after year and hope you will consider becoming one.

Our Old Home Day events are a unique and valuable opportunity to gain exposure for your products and services. **Last year, our events were attended by more than 17,000 people from Londonderry and surrounding communities and reached an audience more than 4x that size on our website and social media.** Your participation demonstrates your commitment to continuing Londonderry's Old Home Day tradition and supporting the Town's largest event.

BRONZE – \$150

- Recognition on the Old Home Day Facebook page and on the Old Home Day page on the Town website

SILVER – \$250

- All benefits of Bronze sponsorship
- Business/organization name listed on Saturday's events & map brochure
- Entry into a drawing where one winner will receive Platinum-level benefits (*sponsorship must be received by June 30 to be eligible*)

GOLD – \$500

- All benefits of Silver sponsorship
- Business/organization name listed in all promotional materials for Old Home Day 2025
- A guaranteed booth space on the Town Common with electricity for Saturday's event
- Special thank you call-out on the Old Home Day Facebook page in July

PLATINUM – \$1000

- All benefits of Gold sponsorship
- A prime location at the beginning of the parade, should you choose to participate, as well as a special shout-out by the announcer
- Business logo featured in all promotional materials for Old Home Day
- Business logo featured prominently in posters on the bandstand on the Town Common on Saturday
- Business logo and link featured on the Old Home Day page on the Town website

PREMIERE – \$2500 or more (*limited number available*)

- All benefits of Platinum sponsorship
- Business logo featured on Old Home Day t-shirts provided to volunteers and sold to the public
- Business logo and shout-out in Londonderry Town Lantern
- Named sponsorship of a designated event (such as the 18+ activities area, softball tournament, senior bingo & barbecue, kids zone, etc.)
- Reserved seats for four in a designated VIP viewing area at Friday's Fireworks & Food Truck Alley



2025 Londonderry Old Home Day Sponsorship Registration Form

Business/Organization Name:

Business/Organization Address:

Contact Name:

Contact Phone:

Email:

Alternate Email:

DONATION LEVEL: (please check one)

Bronze

Silver

Gold

Platinum

Premiere

**If requesting a Premiere level sponsorship, please reach out to OldHomeDay@londonderrynh.gov before submitting this form*

PARADE INFORMATION (All levels are eligible to participate; Platinum and Premiere receive guaranteed early placement)

Yes, we will participate

Number of vehicles: (max 2)

Approximate number of marchers:

Using Music/Sound?

Yes

No

Parade Contact:

Parade Contact Email:

Parade Contact Cell:

Not sure if we will participate (we will contact you in July to confirm)

No, we will not participate

BOOTH INFORMATION (Gold and above)

Yes, we will have a booth

Will you have food?

Yes

No

Description of Booth Display:

Aside from food vendors, all booths must provide family-friendly games, activities, prizes, entertainment, and/or giveaways (company swag alone is not sufficient). Sponsors may sell products/services provided this requirement is met. The purpose of this is to ensure a small-town, family-friendly atmosphere and to make sure that there are plenty of things for children and families to engage with on the Common and at the Lions Hall. Please see the 2025 Saturday Registration Form for full details and guidelines.

If selling something, please describe:

Please make checks payable to **Town of Londonderry – Old Home Day**. Please register by July 11, 2025 in order to maximize your public recognition for being a sponsor. You may return this form via mail or in person by dropping it off to Kirsten Hildonen, Administrative Support Coordinator, second floor of Town Hall next to Public Works & Engineering.

Mailing Address: Town of Londonderry - Old Home Day
268B Mammoth Road
Londonderry, NH 03053

Tax ID number: 02-6000499

Thank you in advance for your generous donation. If you have any questions or concerns, please reach out to us at OldHomeDay@londonderrynh.gov or (603) 432-1100 x153.



2025 Londonderry Old Home Day Friday Food Truck Alley Registration Form

Name of Food/Truck Business:

Please provide your truck or cart's name EXACTLY as you would like it published in promotional materials

Business Website:

Contact Name:

Email:

Contact Phone:

Day-of Cell Phone:

Length of Truck/Cart:

Total Space Needed:

Description of what you will sell (please be as detailed as possible):

Would you describe your offerings as:

Sweet

Savory

Both

Please give a one-sentence (25 words or less) description for promotional materials:

Submitting an application DOES NOT guarantee acceptance into Food Truck Alley. Applications will be reviewed and you will receive notification of our decision. Detailed information will be provided once your application is accepted. All State of New Hampshire licensing and food protection provisions apply. All participants are required to provide proof of insurance prior to the event; failure to do this will result in cancellation of your registration without refund.

The cost per spot (up to 25') is \$100. Your spot is not reserved until we receive this payment.

Please make checks payable to Town of Londonderry – Old Home Day. All registrations must be received and complete by **July 25, 2025**. You may return this form via mail or in person by dropping it off to Kirsten Hildonen, Administrative Support Coordinator, second floor of Town Hall next to Public Works & Engineering.

Mailing Address: Town of Londonderry – Old Home Day
268B Mammoth Road
Londonderry, NH 03053

If you have any questions or concerns, please reach out to us at OldHomeDay@londonderrynh.gov or (603) 432-1100 x153.



2025 Londonderry Old Home Day Saturday Events Registration Form

Please provide your contact information and indicate which events (parade and/or booth) you intend to participate in.

Name of Organization/Business:

Please provide your name EXACTLY as you would like it published in promotional materials

Website:

Contact Name:

Email:

Contact Phone:

PARADE REGISTRATION

Number of vehicles: *(max 2)*

Type of vehicle(s):

Approximate number of marchers:

Using Music/Sound?

Yes

No

Parade Contact:

Parade Contact Email:

Parade Contact Cell:

**Politicians, candidates for office, and political organizations should reach out to OldHomeDay@londonderrynh.gov before registering.*

BOOTH REGISTRATION

Description of Booth Display & Activities:

Aside from food vendors, all booths must provide family-friendly games, activities, prizes, entertainment, and/or giveaways (company swag alone is not sufficient). Sponsors may sell products/services provided this requirement is met. The purpose of this is to ensure a small-town, family-friendly atmosphere and to make sure that there are plenty of things for children and families to engage with on the Common and at the Lions Hall.

Will you have food?

Yes

No

Are you selling anything?

Yes

No

If selling something, please describe:

Are you a registered non-profit?

Yes

No

Are you based in Londonderry or a Londonderry resident?

Yes

No

Do you need electricity?

Yes

No

Did you participate in 2024?

Yes

No

**If yes, would you like a similar placement? Please include any other placement requests here.
(Requests are not guaranteed to be accommodated.)**

See next page for fee schedule & policies

BOOTH FEE SCHEDULE

NON-PROFIT ORGANIZATIONS

BUSINESS & COMMERCIAL

Description	Booth	Electric	Description	Booth	Electric
Local community organization – no sales	\$25.00	\$5.00	Business/Commercial – no sales	\$200.00	\$10.00
Local community organization – food sales	\$75.00	\$5.00	Business/Commercial – food sales	\$250.00	\$10.00
Local community organization – sales of merchandise, memberships, or games/ activities for a charge	\$120.00	\$5.00	Artist Alley <i>(Includes visual arts, musicians, and writers. Artist MUST be present in person and everything for sale must have been created by the artist.)</i>	\$50.00	\$5.00

**There is no cost for parade participation*

REGISTRATION FEE CALCULATION

of booths X booth rate + electricity, if needed = TOTAL:

Submitting an application DOES NOT guarantee acceptance for the parade or a booth. Applications will be reviewed and you will receive notification of our decision. Detailed information will be provided once your application is accepted.

Please make checks payable to Town of Londonderry – Old Home Day. Payment is due at the time of application. All registrations must be received and complete by **July 18, 2025**. You may return this form via mail or in person by dropping it off to Kirsten Hildonen, Administrative Support Coordinator, second floor of Town Hall next to Public Works & Engineering.

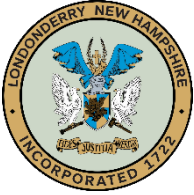
Mailing Address: Town of Londonderry – Old Home Day
268B Mammoth Road
Londonderry, NH 03053

If you have any questions or concerns, please reach out to us at OldHomeDay@londonderrynh.gov or (603) 432-1100 x153.

PARADE GUIDELINES: The parade lineup is determined by the Town and all decisions of the Parade Coordinator are final. Participants in the parade **MUST** be able to arrive for check-in and lineup between 7:45 am - 9:00 am. Lineup locations will be distributed in early August. All floats with children **MUST** have spotters. **All applications must be received in full by July 18, 2025; late applications will not be accepted.** The parade starts promptly at 10:15 am.

BOOTH GUIDELINES: There are approximately 65-80 rental spaces available and **they always sell out**. Each booth is allocated 10' x 10'; groups requiring more space must reserve multiple booths. Groups are responsible for providing their own canopies, tables, chairs, and extension cords. Canopies are not required but are **HIGHLY** encouraged to protect from both sun and rain. Priority is given to local non-profit and civic organizations, then local businesses, before other for-profit groups. The Town of Londonderry retains the exclusive right to reject any and all applications so as to maintain the integrity of this family-friendly community celebration. **BOOTHS ARE NOT RESERVED FROM YEAR TO YEAR; you MUST submit a new application for 2025.** Booths must be open from 11:30 am to 4:00 pm.

We expect more than 12,000 people to visit Londonderry on Saturday, so please plan accordingly. Set-up is permitted on Friday, August 15 from 12:00 pm - 5:00 pm, and Saturday, August 16 before 8:30 am. Setup outside of these times is not possible due to the timing of other events. **All applications must be received in full by July 18, 2025; late applications will not be accepted.**



Town of Londonderry, New Hampshire

268B Mammoth Road • Londonderry, NH 03053

(603) 432-1100 • londonderrynh.gov

The Town of Londonderry, New Hampshire is seeking bids from qualified vendors for a fireworks display during the Town's annual Old Home Day celebration on Friday, August 14, 2026 (with a rain date of Sunday, August 16, 2026).

INSTRUCTIONS TO BIDDERS

All bids shall be submitted to the Londonderry Finance Department in a sealed envelope clearly marked "Old Home Day Fireworks Bid" and addressed as follows:

Town of Londonderry
Finance Department
Attention: Fireworks Bid
268B Mammoth Road
Londonderry, NH 03053

Bids will be accepted until 3:00 pm on Thursday, May 28, 2026. There will be no public opening. No bid can be withdrawn for a period of sixty (60) days.

Bids must be submitted in the format provided and must address the items specified in the bid package. Sealed bids / estimates are required for review and selection for the Old Home Day fireworks display contract as outlined in the attached detailed specification / bid sheet.

The Town of Londonderry may reject any or all of the bids on any basis and without disclosure of a reason. The Town reserves the right to waive any formalities and informalities in the bids received, and to accept any bid which, in its opinion, may be deemed in the best interest of the Town. Bids will not be accepted from any proposer who is considered either suspended or debarred from doing business with the Federal Government, and is listed as ineligible on the System for Award Management (SAM) website.

Bidders who require any additional information upon which to base their bid should contact Director of Administrative Services Kirsten Hildonen at 603-432-1100 ext. 153 or at khildonen@londonderrynh.gov.



Town of Londonderry, New Hampshire

268B Mammoth Road • Londonderry, NH 03053

(603) 432-1100 • londonderrynh.gov

SCOPE OF SERVICES

The Town of Londonderry, New Hampshire is accepting sealed bids / proposals for its annual Old Home Day fireworks display to take place on Friday, August 14, 2026 with a rain date of Sunday, August 16, 2026. In the event of inclement weather resulting in the cancellation of the display for both dates, the Town stipulates and demands that it will not incur any cancellation fees.

This proposal is designed for a budget not to exceed \$25,000.00. Bidders may also choose to propose a multi-year proposal for the Town's consideration for future Old Home Day events. The show will be launched from Field #12 (soccer practice field), located behind Londonderry High School, 295 Mammoth Road, Londonderry. Additional options will be reviewed with selected vendor to assure proper adherence to local and state guidelines.

All vendor submissions must include an itemized / detailed list of proposed fireworks by program segment, size of the fireworks, size and number of shells, and name / description of the fireworks. In addition, prospective vendors are also required to complete the attached sheet breaking down the numbers of proposed shells. The show must comply with all State requirements regulating fireworks displays (SAF-C 5000, Display Fireworks Rules) and compliance will be verified by the Londonderry Division Chief of Fire Prevention / State Fire Marshal office.

Non-explosive materials may be delivered to the site at any point on the day of the show, **but no combustible materials shall be delivered to the site prior to noon**. Please note that due to site / distance restrictions, 8" shells are not permissible as part of the display. The shells shall consist of 3" minimum and 6" maximum in size. The discharge site shall be surveyed and all debris shall be picked up at sunrise and findings reported to Londonderry Fire Department at 603-432-1124. The site shall be returned to the same condition as it was prior to the display and all debris shall be removed from the site no later than the morning after the display.

Proposal Alternate #1 – Additional \$5,000 and \$10,000 thresholds

Bidders may submit additional information as to what additional product could be supplied if the budget were to increase to \$30,000 or \$35,000 with the understanding that this increase is not guaranteed. The decision to increase the budget would be made by **July 3, 2026**. Please indicate in the narrative for this alternate any discounts or package thresholds that would be reached under this alternate that would not apply at the original budgeted amount of \$25,000.



Town of Londonderry, New Hampshire

268B Mammoth Road • Londonderry, NH 03053

(603) 432-1100 • londonderrynh.gov

CRITERIA FOR EVALUATION

The RFP evaluation criteria listed below summarize the items to be considered when evaluating the submitted bids/proposals. Awards will be based on the results of the evaluation process.

1. Qualifications and experience of the firm in relation to comparable municipal and / or corporate displays of similar size.
2. Qualifications and experience of key personnel and technicians involved with the launch / coordination.
3. The size of the proposed show; the number and size of the shells will have bearing.
4. Ability to meet the Town's display date (August 14 or 16) without any additional fee and / or surcharge should the display have to be cancelled due to inclement weather.
5. Previous experience with the Town of Londonderry, New Hampshire.
6. Recommendations from previous clients; references from other municipalities.
7. Responsiveness of the proposal submission.

PROPOSAL / BID INCLUSIONS

All proposals must include the following:

- A resume / overview of the company's accomplishments, previous / current clients and corresponding displays.
- A detailed outline of services to be rendered, including the program, number and sizes of the shells, and outline of the technical crew and their responsibilities relative to set-up, breakdown, etc.
- Certificate of liability insurance coverage.
- Include any additional supplemental information that demonstrates your qualifications for this work / event.

All bids must be sealed and returned **by 3:00 p.m. on May 28, 2026** to:

Town of Londonderry
Finance Department
Attention: Fireworks Bid
268B Mammoth Road
Londonderry, NH 03053



Town of Londonderry, New Hampshire

268B Mammoth Road • Londonderry, NH 03053

(603) 432-1100 • londonderrynh.gov

TOWN OF LONDONDERRY, NEW HAMPSHIRE

Old Home Day Fireworks Display

2025 BID SHEET

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE: _____ Cell: _____

E-MAIL: _____

- Number of 3" shells included in proposed display: _____
- Number of 4" shells included in proposed display: _____
- Number of 5" shells included in proposed display: _____
- Number of 6" shells included in proposed display: _____

NOTES:

AUTHORIZED SIGNATURE

DATE

(Printed/Typed Name and Title)

Old Home Day Historical Financials

	February	Raised	Spent	Appropriation
2026	\$7,855.38			\$10,150
2025	\$5,076.88	\$19,425.00	\$25,427.30	\$10,150
2024	\$11,947.08	\$29,948.05	\$46,988.25	\$10,150
2023	\$26,163.04	\$22,030.00	\$45,365.96	\$10,150
2022	\$31,732.68	\$16,350.00	\$32,069.64	\$10,150
2021	\$37,151.59	\$15,896.99	\$31,456.84	\$10,150
2020	\$22,938.19	\$4,250.00	\$186.60	\$10,150
2019	\$23,960.57	\$23,460.00	\$36,182.38	\$10,150
2018	\$20,664.63	\$19,636.68	\$26,490.74	\$10,150
2017	\$18,416.62	\$21,145.00	\$22,846.99	\$5,150
2016	\$13,608.08	\$20,380.57	\$21,721.63	\$5,150
2015	\$10,631.16	\$24,760.00	\$26,858.08	\$5,150
2014	\$12,503.47	\$15,991.19	\$23,013.50	\$5,150
2013	\$15,236.91	\$25,520.00	\$28,253.44	\$6,650
2012	\$14,045.27	\$19,435.56	\$23,043.92	\$6,650
2011	\$13,436.78	\$20,510.00	\$26,551.51	\$6,650
2010	\$10,492.48	\$19,670.00	\$23,725.70	\$7,000
2009	\$5,585.89	\$21,545.00	\$23,638.41	\$7,000

<u>Business Name</u>	<u>Level</u>	<u>Amount</u>	<u>Parade?</u>	<u>Booth?</u>
Bauchman's Towing	Platinum	\$250	Yes	Yes
Berkshire Hathaway HomeServices Verani Realty	Platinum	\$1,000	No	Yes
Calpine Coporation	Platinum	\$1,000	No	No
Continental Paving, Inc.	Platinum	\$1,000	No	No
Never Back Down	Platinum	\$1,000	Yes	Yes
Shady Hill Greenhouses & Nursery	Platinum		No	No
Spindel Eye Associates	Platinum	\$1,000	No	Yes
USA Insulation	Platinum	\$1,000	Yes	Yes
WIN Waste Innovations	Platinum	\$1,000	Yes	Yes
Amanda Butler - Infinity Realty	Gold	\$500	No	No
Londonderry Freezer Warehouse	Gold	\$500	No	No
Londonderry Hannaford	Gold	\$700	No	No
Shaw's Star Market	Gold	\$500	No	Yes
Sit Means Sit Dog Training	Gold	\$500	Yes	No
St. Mary's Bank	Gold	\$500	No	Yes
The Real School of Music	Gold	\$500	No	Yes
Ahern & Nichols Family Dentistry	Silver	\$250	No	No
Orchard Christian Fellowship	Silver	\$250	No	Yes
Peabody Funeral Homes	Silver	\$250	No	No
Tinkham Realty	Silver	\$250	No	No

<u>Business Name</u>	<u>Level</u>	<u>Amount</u>	<u>Parade?</u>	<u>Booth?</u>
Recovery International	Bronze	\$150	no	yes
Convention of States Action	Silver	\$250	no	yes
Peabody Funeral Homes	Silver	\$250	no	no
Bauchman's Towing	Silver	\$250	yes	no
Orchard Kids Preschool	Silver	\$250	maybe	yes
All Energy Solar	Gold	\$500	no	yes
DW Russell Fine Art and Photography LLC	Gold	\$500	maybe	yes
RE/MAX Innovative Properties	Gold	\$500	no	yes
Berkshire Hathaway HomeServices Verani Realty	Gold	\$500	maybe	yes
The Real School of Music	Gold	\$500	no	yes
Sit Means Sit Dog Training	Gold	\$500	yes	yes
Great American Subs	Gold	\$500	no	yes
Orchard Christian Fellowship	Gold	\$500	maybe	yes
3 Degrees Infrared Sauna Studio	Gold	\$500	no	yes
Renewal by Andersen	Gold	\$500	maybe	yes
Londonderry Freezer Warehouse, LLC.	Platinum	\$500	no	no
Herc Rentals, Inc	Gold	in-kind	no	no
Timeless Treats	Gold	in-kind	no	yes
603 Brewery	Gold	n/a	no	yes
Bellavance Beverage Company	Gold	\$500	yes	yes
USA Insulation	Gold	\$500	yes	yes
Crossroads Animal Hospital	Platinum	\$1,000	maybe	yes
Chris Bright for Congress	Platinum	\$1,000	yes	yes
Continental Paving, Inc.	Platinum	\$1,000	no	no
Calpine Corporation	Platinum	\$1,000	no	no
Hannafords	Platinum	in-kind		
Shady Hill Greenhouses & Nursery	Platinum	in-kind		
Spindel Eye Associates	Platinum	\$1,000	no	yes
Woodmont Commons	Platinum	\$1,000	no	no
St. Mary's Bank	Premiere	\$2,500	no	yes
WIN Waste Innovations	Premiere	in-kind	yes	maybe
Londonderry Lions Club	Premiere	\$2,500		yes

<u>Business Name</u>	<u>Level</u>	<u>Amount</u>	<u>Parade?</u>	<u>Booth?</u>
Derry Kenpo Karate	Bronze	\$150	Yes	Yes
False Alias Music	Silver	\$250	Yes	Yes
Peabody Funeral Homes of Derry & Londonderry	Silver	\$250	No	No
NH Academie of Dance	Silver	In-kind	No	Yes
Orchard Christian Fellowship	Gold	\$250	Maybe	Yes
Bellavance Beverage Co.	Gold	\$500	Yes	Yes
DW Russell Fine Art & Photography LLC	Gold	\$500	No	Yes
NH Driving Academy	Gold	\$500	No	Yes
Southern New Hampshire Health	Gold	\$500	Maybe	Yes
USA Insulation		\$500		
Hannaford	Platinum	In-kind	No	Yes
Herc Rental	Gold	In-kind	No	No
Timeless Treats	Gold	In-kind	No	
Calpine	Platinum	\$1,000	No	No
Continental Paving, Inc.	Platinum	\$1,000	No	No
Ivybrook Academy Londonderry	Platinum	\$1,000	Maybe	Yes
Shady Hill Greenhouses & Nursery	Platinum	In-kind	No	No
Rotary Club of Londonderry NH	Premiere	\$2,500	No	Yes
603 Brewery	Premiere	In-kind	No	Yes
St. Mary's Bank	Premiere	\$2,500	No	Yes

<u>Date</u>	<u>Vendor</u>	<u>Purpose</u>	<u>W9 on file</u>	<u>Amount</u>	<u>Total</u>
	Alverine High School	Parade	Yes	\$ 2,000.00	\$ 2,000.00
	Londonderry High School	Parade	Yes	\$ 1,000.00	\$ 3,000.00
	NHPA Pipes & Drums	Parade	Yes	\$ 1,750.00	\$ 4,750.00
	First New Hampshire Regiment	Parade	Yes	\$ 500.00	\$ 5,250.00
	Hudson American Legion Band	Bandstand	Yes	\$ 600.00	\$ 5,850.00
	C2 Vehicles	Golf Carts	Yes	\$ 2,160.00	\$ 8,010.00
	Grand Rental Station	Tent/Tables/Chairs	Yes	\$ 3,482.05	\$ 11,492.05
	Triangle Portable Services	Portable Toilets	Yes	\$ 2,695.00	\$ 14,187.05
	Embroidery Creations	T-shirts	Yes	\$ 2,452.30	\$ 16,639.35
	MXM Productions	Sound	Yes	\$ 2,000.00	\$ 18,639.35
	Roaming Railroad	Trains	Yes	\$ 5,200.00	\$ 23,839.35
	Oriental Trading Company	Prizes	n/a	\$ 107.92	\$ 23,947.27
	UFO Rentals	Inflatable Games	n/a	\$ 571.65	\$ 24,518.92
	Dispatch Services	Radios	Yes	\$ 225.00	\$ 24,743.92
	Staples	Banner	n/a	\$ 106.95	\$ 24,850.87
	Amazon/Walmart - LSC	Supplies	n/a	\$ 362.23	\$ 25,213.10
	Etsy	Sash	n/a	\$ 32.00	\$ 25,245.10
	Peacock Powder	Color Run	n/a	\$ 203.99	\$ 25,449.09
	Lafa - umpires	Softball	n/a	\$ 300.00	\$ 25,749.09
					\$ 25,749.09

A) Authority and name

- Town Council has adopted Resolution 2025-21 and the accompanying charge that promises RSA 91-A practices and a 5-member board.
- Confirm legal name availability with the Secretary of State; make sure it's distinguishable.

B) Incorporate in New Hampshire

- Draft Articles on Form NP-1 with IRS-compliant purpose and dissolution clauses. Fee is \$25.
- Line up at least five incorporators to sign NP-1.
- File NP-1 with the NH Secretary of State and pay the fee. After the state accepts it, file a copy with the clerk of the town or city where the corporation's mailing address is located.

C) Organize the nonprofit

- Hold the organizational board meeting. Elect officers, set fiscal year, adopt banking resolutions.
- Adopt bylaws and a conflict-of-interest policy that meets RSA 7:19-a expectations.
- Make sure the board meets RSA 292:6-a: at least 5 voting directors, not related by blood or marriage; no employee as board chair.
- Adopt a simple Right-to-Know procedure so meetings, notices, and minutes match the Town's charge.
- Approve a short MOU with the Town to spell out roles, facility use, insurance, and records handling.

D) Get the EIN and bank set up

- Apply for the EIN **after** legal formation, using the IRS site.
- Open a bank account; adopt internal controls for deposits, disbursements, and dual-signature thresholds.

E) Register with the NH Attorney General (Charitable Trusts Unit)

- File initial **NHCT-11** registration online or by mail; include Articles, bylaws, board list, EIN, and budget.
- Calendar your **NHCT-12 annual report** deadline tied to your fiscal year end. Larger orgs have financial statement thresholds; read the CTU guide.

F) Apply for IRS 501(c)(3)

- Decide your path: **Form 1023-EZ** if eligible (generally under \$50k receipts and under \$250k assets, plus the worksheet), otherwise the long **Form 1023**.
- File on Pay.gov and pay the user fee: \$275 for 1023-EZ; \$600 for 1023.
- In the application, request public-charity status under 509(a)(1)/170(b)(1)(A)(vi) based on broad public and governmental support.

G) Ongoing state compliance

- File the **NH Nonprofit Report** with the Secretary of State every five years. For corporations under RSA 292, the 2025 Nonprofit Report is due by **December 31, 2025**; then again in years ending in 0 or 5.
- Keep CTU **NHCT-12** annual reports current. Late filings can mean penalties.

H) Ongoing federal compliance

- File the IRS **Form 990-series** annually (990, 990-EZ, or 990-N, depending on size).
- Keep your organizing documents and bylaws updated.

I) Event-specific compliance for Old Home Day

- If you run raffles, get a local permit under RSA 287-A from the Selectmen or their designee. Don't sell tickets before the permit.
- If you run games of chance (casino night, poker), get the proper licensing through the Lottery Commission under RSA 287-D.
- Lock insurance, safety plans, and contracts with vendors and public safety in line with the Town's charge.