LACEY YOUTH GROUPS WIN! PROGRAM
(Work Involvement Now!)

Please return completed documents to:
City of Lacey
Public Affairs Department
420 College Street S.E.
Lacey, WA  98503

If you have questions about the Lacey WIN! Program, please call
Lacey Public Affairs Office
Jenny Bauersfeld, DA III
(360) 491-3214

Applications Due by 5:00 p.m. on March 29, 2013
IMPORTANT INFORMATION FOR THE SPRING 2013 WIN! CYCLE

Project Assignment and Scheduling

- Extended project timeline – service projects must be completed by August 31, 2013.
- If your group does not receive their project date at orientation, the project representative will need to call their group’s City contact to schedule their project no later than April 19, 2013. However, we encourage your group to schedule their project within two weeks or as soon as possible.
- You MUST be able to provide your own transportation to and from the work site of your assigned project. The city will not provide transportation for your group.

Cancellation Policy

- Once a group has committed to a date for a WIN! project, they will not be allowed to cancel and re-schedule. Work will be completed rain or shine!

WIN! Program Guidelines Form

- Included with application packet – initial next to each item indicating that you understand the expectations of the program for successful completion of the assigned project. In addition, the form must be signed at the bottom and returned with the completed application packet.

Safety Training Form

- Included with application packet – form must be signed and returned with completed application packet.

Fall WIN! Cycle

- There will not be a fall WIN! Cycle for 2013.
Spring 2013 Checklist
Work Involvement Now! (WIN!)

☐ **To Apply:** Submit a complete application packet on or before the closing date of March 29, 2013 at 5:00 p.m. A complete application packet includes:
   - A completed Lacey Youth Group WIN! Application.
   - A signed Lacey Youth Group WIN! Program Agreement.
   - A signed Lacey Youth Group WIN! Program Guidelines Form
   - A signed Lacey Youth Group WIN! Program Safety Training Form
   - A current certificate of liability insurance.

   **Please note:** Incomplete packets will not be accepted.

☐ **Participant Selection:** Groups will be notified on the status of their application during the week of April 1 – April 5, 2013.

☐ **Select a Safety Representative:** Select at least one adult from your group to serve as the Safety Representative. **This representative MUST be present on the day the project is completed.** This person will be responsible for overseeing safe working conditions and practices and collecting waivers for project participants.

☐ **Project Assignment and Scheduling:** Pick up your project assignment, contact information, and waiver of liability forms for participants at the Public Affairs Department by appointment prior to April 12, 2013. Call your project contact immediately to schedule your project. **Project must be scheduled no later than April 19, 2013.**

☐ **Collect Waiver Signatures:** ALL volunteers (YOUTH AND ADULTS) must complete a SEPARATE waiver form PRIOR to the day of the project. On your project day, any additional students will need to submit a waiver PRIOR to beginning work that day.

☐ **Project Completion:** On the day of the project, present your project folder to the City representative with completed waivers. The Public Affairs Department will process the necessary paperwork for grant payment. Refer to WIN! Program Agreement for details.
   - Waivers signed and turned in prior to project start
   - 40 hours minimum service completed
   - 8 to 20 youth with a maximum youth to adult ratio of 2:1
   - WIN! cycle must be completed by August 31, 2013
CITY OF LACEY
WIN! PROGRAM APPLICATION

<table>
<thead>
<tr>
<th>Sponsoring Organization:</th>
<th>Email:</th>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Contact Person:</th>
<th>Day Telephone:</th>
<th>Evening Telephone:</th>
</tr>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Mailing Address:</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
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<tbody>
<tr>
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Is this organization certified as non-profit, tax exempt, under section 501(c)(3) of the Internal Revenue Code?
Yes ________ No ________ Unknown ________

What is the purpose of the organization? ________
________________________________________________________________________________________

What will the funds be used for? ____________
________________________________________________________________________________________

Local chair or leader of the organization, if different from contact person above:
Name: _____________________________________
Telephone: _________________________________

How many members will participate from each age group?
Age 10 ________
Ages 11-13 ________
Ages 14-15 ________
Ages 16-18 ________
Total Youth _______

How many members attend North Thurston Schools or private schools in the Lacey area?
________________________________________________________________________________________

Is your group based in the Lacey area or does it benefit Lacey area youth?
Yes ________ No ________

Does the majority of the project participants reside in Lacey or attend North Thurston Public Schools?
Yes ________ No ________

Mandatory Safety Training for Safety Representatives:
Select at least one adult from your group to serve as the Safety Representative. This representative MUST be present on the day the project is completed. This person will be responsible for overseeing safe working conditions and practices and collecting waivers for project participants. The Safety Representative must review orientation materials and Safety Training information at the Public Affairs Department by appointment prior to April 12, 2013.

Project Selections (Select three projects from the attached WIN! Program Project List in which your group would be interested in completing and, if applicable, identify the project date):

<table>
<thead>
<tr>
<th>Project Selections</th>
<th>Project Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. __________________</td>
<td>________________</td>
</tr>
<tr>
<td>2. __________________</td>
<td>________________</td>
</tr>
<tr>
<td>3. __________________</td>
<td>________________</td>
</tr>
</tbody>
</table>

Grantee Signature (Organizational Representative) __________________ Date ___________________

Please submit Program Application, Program Agreement, proof of liability insurance, and the Program Guidelines and Safety Training forms by March 29, 2013.
An instruction sheet for each project will be provided. City staff will discuss training, safety issues, how debris is to be handled, and care of equipment, if provided by the City. Supervision will be provided by adults with applying organization.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>LOCATION</th>
<th>YOUNGEST AGE</th>
<th>EQUIPMENT/ SUPPLIES</th>
<th>PROJECT DATE(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pull ivy, water native trees and shrubs, spread chips around base of plants</td>
<td>Lake Lois Habitat Reserve</td>
<td>14</td>
<td>Participants need to wear sturdy shoes and gloves. Groups need to provide the following tools: pruning shears or loppers</td>
<td>9:00 am - noon Saturday, Apr 13</td>
</tr>
<tr>
<td>Lacey Spring Fun Fair</td>
<td>St. Martin’s Pavilion</td>
<td>14</td>
<td>Shifts available to help at the kids crafts tables and also help with set up and take down before and after the event—the entire group must split up shifts until you have met your collective hour’s requirements. Your group can meet your hour’s requirements by having 2 youth and 1 adult per shift. Each person will end up working two to three 1 hour shifts, or 2-3 total hours each. Free T-shirts provided by all WIN youth!</td>
<td>Saturday, May 18 Sunday, May 19</td>
</tr>
<tr>
<td>Spread wood chips on trail, cut blackberries, weed tree wells, spread chips, and litter pick up</td>
<td>Woodland Creek Community Park/Woodland Trail (National Trails Day)</td>
<td>10</td>
<td>Participants need to wear sturdy shoes and gloves. Groups need to provide the following tools: rakes and wheelbarrows.</td>
<td>9 – 11:00 a.m. Saturday, June 1</td>
</tr>
<tr>
<td>Painting fire hydrants</td>
<td>Throughout Lacey</td>
<td>14</td>
<td>Wire brush, paint brush, paint, rubber gloves, goggles</td>
<td>Between mid-May and mid-August</td>
</tr>
<tr>
<td>Cut alder saplings and pull weeds</td>
<td>College Stormwater Facility and Woodland Creek Trail</td>
<td>10</td>
<td>Sturdy shoes and gloves; all other tools provided</td>
<td>To be determined</td>
</tr>
<tr>
<td>Mulching trees at existing planting site</td>
<td>Woodland Creek Community Park</td>
<td>10</td>
<td>Use wheel barrows to place mulch around trees and shrubs and create new trails between the trees</td>
<td>To be determined</td>
</tr>
<tr>
<td>Pull Scotch broom</td>
<td>Regional Athletic Complex and various Lacey Stormwater Facilities</td>
<td>12</td>
<td>Sturdy shoes and gloves; all other tools provided</td>
<td>To be determined</td>
</tr>
<tr>
<td>Spread gravel along blacktop paths</td>
<td>Wonderwood Park</td>
<td>10</td>
<td>Dress for weather, gloves</td>
<td>To be determined</td>
</tr>
<tr>
<td>Spread woodchip</td>
<td>Rainier Vista Park</td>
<td>10</td>
<td>Dress for weather, gloves</td>
<td>To be determined</td>
</tr>
<tr>
<td>Spread pea gravel along beach</td>
<td>Long Lake Park</td>
<td>10</td>
<td>Dress for weather, gloves</td>
<td>To be completed by May 22.</td>
</tr>
<tr>
<td>Pull invasive plants and spread wood chips</td>
<td>Wonderwood Park (Earth Day)</td>
<td>12</td>
<td>Participants need to wear sturdy shoes and gloves, and rain gear.</td>
<td>9 – 12:00 p.m. Saturday, April 20</td>
</tr>
</tbody>
</table>
LACEY YOUTH GROUPS WIN! PROGRAM AGREEMENT
(WORK INVOLVEMENT NOW!)

THIS AGREEMENT between the City of Lacey, a municipal corporation, herein after referred to as the "City," and _____________________________ (Organization’s Name – Check will be made out to this name)

__________________________________________________________ hereinafter referred to as the "Grantee."

(Organization’s Mailing Address including Zip Code)

WHEREAS, the City wishes to encourage and assist youth organizations or groups to meet their positive goals while also completing beneficial community projects for the citizens of Lacey; and

WHEREAS, the Grantee has the equipment and adult and youth participants who, with appropriate training by the City, will be able to accomplish the following project:

(Shaded area to be completed by the City)

Project: ___________________________________________________
__________________________________________________________

1. The Grantee agrees to provide and supervise the members of the youth organization. The Grantee, which shall provide at least one adult for every four youth ages 15 and under and one adult for every six youth ages 16 through 18, will ensure the safety of the participants. (The ages of work group will be appropriate to the task as shown on the list of projects.) At least one of the adult supervisors assisting with this project has completed a Red Cross or Industrial First Aid class and will have a first aid kit available when working on the project. There shall be a minimum of 8 youth participants per group willing to work a minimum of 40 hours to be eligible for the maximum grant of $300. Adult participation will not exceed one adult per two youth in any one group. (Any work performed by additional adults will not count toward the 40 hour minimum for recipient.) If less than 40 hours are completed, the grant award will be cut in half and the Grantee’s organization will be placed on probation for one year. In addition, if the Grantee’s group fails to meet the minimum “8-youth” criteria the day of the project, the grant will be reduced by half and the Grantee’s organization will be placed on probation for one year. Probation means that WIN! applications submitted by Grantee’s organization during the probationary period will only be selected for a project if an insufficient number of groups submit applications.

2. The City of Lacey will provide instructions, equipment, and minimum supplies which the youth group organization cannot reasonably provide. These materials will be used only as intended and will be returned intact and in good working condition.

3. Following training by City staff, the Grantee will train each participant in pedestrian and applicable safety rules, including thorough training in the attached guidelines. The Grantee will evaluate all participants to determine if they are responsible individuals who will abide by the safety guidelines and use care and caution while participating in the project.
4. The volunteers of the organization will work only in the locations identified by the City of Lacey.

5. The Grantee agrees to complete all work in the manner and time frame set forth by the City and report in writing the completed project.

6. The Grantee will return the Project Participant List showing hours worked by all participants.

7. The Grantee will hold the City harmless from all claims of every kind and character arising out of or in any way connected with the project for the City. **APPLICATION AND WAIVERS OF LIABILITY WILL BE SIGNED FOR EACH PARTICIPANT (YOUTH AND ADULT) PRIOR TO COMMENCEMENT OF THE PROJECT.**

8. It is understood that the Grantee is an independent contractor and is not an agent of the City, and all personnel used by the Grantee in connection with the project proposed by this agreement shall be volunteers of the Grantee and not the City, and shall have no claim against the City for compensation or other benefits available to the employees of the City.

9. The City will pay to the Grantee for the project proposed under this agreement for the period of the Spring 2013 WIN! Program, a sum not to exceed $300, to be paid upon successful completion and acceptance of the proposed work.

10. The final decision in resolving any dispute arising between the Grantee and the City will rest with the City.

11. Applicant verifies that the majority of participants live in the City of Lacey or the North Thurston School District boundaries.

12. Projects for the Spring 2013 WIN! funding cycle will be completed by August 31, 2013 unless permission for an extension date is given in writing by the project contact at the City of Lacey.

EXECUTED this _____________ day of ________________, 20____.

CITY OF LACEY     GRANTEE

___________________________________  ____________________________________
City Representative Organizational Representative
WIN! Program Guidelines Form

Please initial next to each item and sign below as indicated:

_____ The representative who signs the **WIN! Program Safety Form** must be present on their group’s project day. This person is responsible for insuring that waivers of liability are signed and submitted for each participant (youth and adult) prior to commencement of the project.

_____ At least one of the adult supervisors assisting with this project has completed a Red Cross or Industrial First Aid class and will have a first aid kit available when working on the project.

_____ Read the entire application packet - proper procedures will be enforced - call if you have questions.

_____ Minimum of 8 youth participants (who must be at least 10 years old).

_____ A group must work a total of 40 hours to receive full grant award of $300. (Grant award will be reduced by ½ if less than 40 hours are completed)

_____ Minimum supervision ratio: every youth group must be closely supervised (**ONE adult for every FOUR youth ages 15 and under and ONE adult for every SIX youth ages 16 through 18**). This supervision shall be the responsibility of the applicant organization. An adult is defined as a person 21 years of age or older.

_____ Maximum supervision ratio: one adult per two youth; any work done by additional adults will not count toward 40 hours.

_____ Waivers are to be completed prior to the day of the project. On the day of the project, last minute participants must complete a waiver form before beginning work. (Waivers must be submitted for youth and adult participants prior to performing work.)

_____ **Upon completion of project, fill out the participant list and then give the project folder to city contact person** (Lori Flemm, Rick Hood, Erin Keith, Cindy Ruh or other staff). Verify all items are enclosed or payment will be delayed.

_____ Service projects must be completed by August 31, 2013.

_____ Call to schedule your project **AS SOON AS POSSIBLE** - 72 hrs minimum notice, please. Projects must be scheduled no later than April 19, 2013.

_____ **Confirm** signatures on contract.

I have reviewed and understand the above information, as well as agree to abide by the conditions of the Program Agreement and general program guidelines.

____________________________________  _______________________
Organization Safety Representative Signature Date
WIN! PROGRAM
SAFETY TRAINING

Although we have tried to assign work projects that can be completed safely, there are a number of concerns that must be discussed with your group before beginning your project.

1. **If assigned to work in the Right-of-Way, obey all traffic and pedestrian rules:**
   a. Stay on the sidewalk and out of the road as much as possible.
   b. Cross only at cross walks and when traffic has stopped.
   c. If you will be in the public right-of-way, wear the City-provided safety vest at all times - this is a State requirement.
   d. Drivers are not expecting to see you or your group, so each group member must be aware that they are responsible for their own safety.

2. **Other information:**
   a. If you feel a member of your group cannot work safely because of their age or abilities, please talk with the City employee who will be providing further instructions on your specific project.
   b. Encourage the use of appropriate shoes and gloves as needed. Shoes should be sturdy and closed toed - no sandals or flip flops. Latex gloves will be provided by the City, but you may want to encourage people to bring their own leather or canvas work gloves.
   c. Discuss the possibility of finding materials that could have blood or other potentially infectious materials (syringes and/or prophylactics), and use proper precautions to avoid touching these items. Inform the City contact person and leave the item for them to pick up.
   d. Store tools safely when not in use. Keep sharp points (rake tines, hoes, shovels) pointed down and keep handles out of walkways.

3. **Be aware of the public and their perception of your work:**
   a. Stay out of private yards.
   b. Act responsibly.

**IF YOU HAVE QUESTIONS, PLEASE CONTACT THE CITY AT 491-3214.**

I have reviewed and understand the above information, as well as agree to abide by the conditions of the Program Agreement and general program guidelines. I further understand that waivers of liability must be signed and submitted for each participant (youth and adult) prior to commencement of the project.

___________________________________  ___________________
Organizational Safety Representative Signature  Date