

Thurston Youth WIN! | Application & Agreement



APPLICATION PROCEDURE

- ❖ Complete this application and agree to the terms and conditions.
- ❖ Return completed application packet to:
Ann Marie Pearce, Thurston Youth WIN! Program Coordinator
Thurston County Government, Water Planning Department
Mail: 2000 Lakeridge Dr. SW, Bldg. 4, RM 100, Olympia, WA 98502 or
Email: ann.marie.pearce@co.thurston.wa.us

APPLICATION PACKET CHECKLIST

TO APPLY: Submit a completed application packet at least 30 days prior to your proposed project date. County staff will not consider incomplete packets. A complete application packet includes these items:

- ❖ A completed *Thurston Youth WIN!* Project Application Form
- ❖ A signed *Thurston Youth WIN!* Project Agreement Form
- ❖ A signed *Thurston Youth WIN!* Project Guidelines Form
- ❖ A signed *Thurston Youth WIN!* Project Safety Guidelines Form
- ❖ A current Certificate of Liability Insurance for your organization evidencing the following minimum coverage and limits:
 - General Liability limits of no less than \$1,000,000 per occurrence
 - Coverage to include all participants, activities and locations relative to the terms of the project agreement.
 - Worker Compensation Coverage as required by the State of Washington for any participant who is an employee of the Grantee.

PROJECT ASSIGNMENT, SCHEDULING, & CANCELLATION

Thurston County will evaluate applications in the order they are received. County staff will notify all applicants of their project application status by email and will approve a maximum of ten projects in 2019.

After receiving a *Thurston Youth WIN!* project award notification, youth group representatives must contact the County's Youth WIN! Program Coordinator to schedule and/or confirm their project date within 30 days. Projects must be completed **by November 30, 2019**, unless the County grants an extension. Once projects are scheduled, youth groups may not request to reschedule.

The County's Program Coordinator will email instructions for each project to successful applicants, including directions to project site. County staff will instruct youth groups and/or their representatives on safety, handling debris, and proper use and care of County equipment. Youth groups must provide appropriate levels of adult supervision during the entire project (see **General Project Guidelines** on page 7).

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PROJECT AND GROUP SELECTION

Thurston County will evaluate applications based on several factors including project feasibility, relevance to stormwater issues, benefit and visibility to the community, and youth leadership opportunities. County staff will notify applicants of the status of their application within 30 days of receipt of their application.

SAFETY REPRESENTATIVE

One adult per youth group must serve as the Safety Representative. **The Safety Representative MUST be present at the project site during the entire time of the project.** The Safety Representative is responsible for collecting Waiver of Liability forms for all participants (youth and adults) and for overseeing safe working conditions and practices. The Safety Representative must ensure on the day of the project that at least one adult from the youth group has a Red Cross or Industrial First Aid certification and provides a first aid kit for the duration of the project.

WAIVER OF LIABILITY FORMS & SIGNATURES

The County will provide Waiver of Liability forms in advance of the project date via email and printed forms on the day of the project. **ALL volunteers (YOUTH AND ADULTS) must complete a SEPARATE waiver form PRIOR to the commencement of the project.** The Safety Representative must submit all signed Waiver of Liability forms to County staff before the project work begins. All youth participants must have a waiver form signed by a parent or legal guardian in order to participate.

PROJECT COMPLETION

Before the project work begins, each youth and adult participant must sign in on the Project Participant form. Upon completion of the project, the youth group representative must: sign out on the Project Participant form, sign the Project Stipend form, and return all forms and equipment to the County's Thurston Youth WIN! Program Coordinator. To receive payment, youth groups must do the following:

- ❖ Sign and provide to the County Waiver of Liability forms for all youth and adult participants prior to project work start
- ❖ Ensure all youth and adult participants sign in and out on the Project Participant form
- ❖ Complete a minimum of 40 hours of service for the entire group
- ❖ Ensure 8 to 20 youth volunteers participate in the group project, and adults provide supervision with a maximum youth to adult ratio of 4:1
- ❖ Ensure that at least one adult has Red Cross or Industrial First Aid certification and makes a first aid kit available for the duration of the project
- ❖ Complete project by November 30, 2019

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PROJECT APPLICATION

Sponsoring Organization:		Email:			
Organization's Mission/Goal:		Is this organization certified as non-profit, tax exempt, under section 501(c)(3) of the Internal Revenue Code (all answers acceptable)? Yes _____ No _____ Unknown _____			
Is your group based in Thurston County? Yes _____ No _____		Do the majority of your youth group participants reside in Thurston County? Yes _____ No _____			
Contact Person:		Day Telephone:		Evening Telephone:	
Safety Person (if different):		Day Telephone:		Evening Telephone:	
Mailing Address:		City		State	Zip
How many members will participate from each age group?	<u>Ages 10 - 13</u>	<u>Ages 13-15</u>	<u>Ages 15-18</u>	<u>Total Youth</u>	<u>Total Adults</u>

PROPOSED PROJECTS

Indicate which projects from the attached *Thurston Youth WIN!* project list (page 4) that your group is interested in completing in order of preference and, if applicable, identify the proposed project date below. The County may not be able to approve your first choice. You may also propose a project not on the project list that addresses stormwater and/or water-related natural resource issues in unincorporated Thurston County, however County staff may need more than 30 days to consider and approve suggested projects.

Preferred Project Selections

Proposed Project Date(s)

- | | | |
|----|--|--|
| 1. | | |
| 2. | | |
| 3. | | |

Organizational Representative Signature

Date

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PROJECT LIST

PROJECT	LOCATION	YOUNGEST AGE	EQUIPMENT/SUPPLIES	POSSIBLE PROJECT DATES(S)
Help maintain neighborhood stormwater ponds (i.e., removing invasive plants, removing debris)	TBD	10	Wear sturdy shoes/boots. Gloves and hand tools provided.	TBD
Help maintain native plants (i.e., removing invasive plants, protecting natives, mulching, etc.)	TBD	10	Wear sturdy shoes/boots. Gloves and hand tools provided.	flexible
Pet waste station installation and outreach (i.e., install signs/stations, hand out brochures in neighborhoods, etc.)	TBD	10	Wear sturdy shoes/boots. Gloves, hand tools, and materials provided.	Flexible
Conducting community outreach and surveys/questionnaires	Thurston County fair, Run Like a Dog event, off-leash dog park, Nisqually Watershed Festival, McLane Creek Nature Trail in Fall	8	Data collection and outreach materials provided.	Varies
"Dump no Waste" storm drain marker installation	Various neighborhoods	8	Materials provided.	Flexible

**Groups may propose a project not on this Project List that addresses stormwater and/or water-related natural resource issues in unincorporated Thurston County, however County staff may need more than 30 days to consider and approve suggested projects.*

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PROJECT AGREEMENT

THIS AGREEMENT between the Thurston County, herein after referred to as "the County," and _____ hereinafter referred to as the "Grantee."

(Organization's Name – check will be made out to this name)

(Organization's Mailing Address including Zip Code)

WHEREAS, the County wishes to encourage and assist youth organizations or groups in meeting their mission and goals while providing community service projects that enhance the local communities and natural resources for the citizens of Thurston County.

In consideration of the mutual benefits and covenants contained herein, the parties agree as follows:

1. The Grantee has the appropriate training and agrees to provide and supervise the members of the youth organization. The Grantee shall provide **the adult to youth supervision ratio as required in the Project Guidelines** (page 7) and 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 certification and will have a first aid kit available when working on the project. **There shall be a minimum of eight youth participants per group willing to work a minimum total of 40 hours** to be eligible for the maximum grant of \$400. Adult participation will not exceed one adult per four youth in any one group. Any work performed by additional adults will not count toward the 40 hours total minimum.
2. The grant award will be reduced by 50% if the Grantee's group fails to meet the minimum "eight-youth" criteria the day of the project or completes less than 40 hours total volunteer time. In addition, the Grantee's organization will be placed on probation for one year. Probation means that the County would consider, at its discretion, a *Thurston Youth WIN!* Project Application submitted by Grantee's organization during the probationary period only if an insufficient number of groups submit applications during the following program cycle.
3. The County will provide instructions, equipment and necessary tools (no power equipment will be used) and supplies, including safety vests that the youth group organization cannot reasonably provide. The Grantee and its members will use these materials only as intended and will be returned intact and in good working condition.
4. Following training by County staff, the Grantee will train each participant in applicable safety rules, including thorough training contained in the attached guidelines. The County reserves the right to exclude individuals from participating in the project at any time if the County determines that they are not sufficiently responsible or willing to abide by the safety guidelines or use appropriate care and caution.
5. The Grantee's group participants will work only in the locations identified by the County.
6. The Grantee agrees to complete all work in the manner and time frame set forth by the County.

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7. The Grantee will complete and return the **Thurston Youth WIN! Project Participant Form** showing hours worked by all participants.
8. The Grantee will hold Thurston County harmless from all claims of every kind and character arising out of or in any way connected with the project for the County. **WAIVERS OF LIABILITY WILL BE SIGNED FOR EACH PARTICIPANT (YOUTH AND ADULT) PRIOR to commencement of work.**
9. It is understood that the Grantee is an independent contractor and is not an agent of Thurston County, and all personnel used by the Grantee in connection with the project proposed by this agreement shall be volunteers of the Grantee and not Thurston County, and shall have no claim against the County for compensation or other benefits available to the employees of Thurston County government.
10. The County will pay to the Grantee for the project proposed under this agreement for the period of the 2019 *Thurston Youth WIN! Program*, a sum not to exceed \$400, to be paid upon successful completion and approval of the proposed work and submittal of a signed **Thurston Youth WIN! Project Stipend** form.
11. The final decision in resolving any dispute arising between the Grantee and the County will rest with Thurston County government.
12. The Grantee verifies that the majority of its youth participants live in Thurston County. (Names and addresses may be requested for verification.)
13. The Grantee's group must complete projects for the 2019 *Thurston Youth WIN! Program* funding cycle by November 30, 2019, unless the County grants permission for an extension in writing.

SIGNED this _____ day of _____, 2019

GRANTEE

Thurston County

Organizational Representative

County Representative

Reviewed & Approved by Thurston County Staff	Date	Project Selected	Project Date
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Project Guidelines

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

- _____ Read the entire application packet. Proper procedures will be enforced—call if you have questions.
- _____ Successful groups will provide a minimum of eight youth participants that meet all age requirements. Grant award will be reduced by 50% if less than eight youth participate in the project.
- _____ A group must provide a total of 40 hours (youth and adults) service to receive the full grant award of \$400. Grant award will be reduced by 50% if less than 40 hours are completed.
- _____ Minimum supervision ratio: every youth group must be closely supervised. **One adult for every five youth participants ages 15 and under.** One adult per six youth participants aged 16-18 is allowed. Supervision is the responsibility of the Grantee organization. An adult is defined as a person 21 years of age or older. Individuals aged 18-20 who are trained/certified volunteer leaders of grantee organization may qualify as adult leaders.
- _____ Maximum supervision ratio: one adult per four youths; (with exception noted in line above) any work done by additional adults will not count toward the 40 hours total minimum.
- _____ **Waiver of Liability** forms must be completed **prior** to the day of the project or on day of, prior to work starting. Every youth **and** adult participant must submit a signed Waiver of Liability form **prior** to performing work.
- _____ Fill out and turn in a **Vendor Form** (blank forms can be provided by the County) to the County's Thurston Youth WIN! Program Coordinator prior to the project date (unless a Vendor Form is on file at the County for your youth group with current contact information).
- _____ Grantee must complete the accepted *Thurston Youth WIN!* project by November 30, 2019.
- _____ The Organization Representative who signs the **Thurston Youth WIN! Project Safety Guidelines** Form (below) **must** be present on their group's project day. This person is responsible for ensuring that **Waiver of Liability** forms 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 (e.g., designated safety representative) has completed a Red Cross or Industrial First Aid program certification and has a valid current card.
- _____ Grantee must provide a first aid kit on site for the duration of the project.

I have reviewed and understand the above information, as well as agree to abide by the conditions of the **Thurston Youth WIN! Project Agreement** and **Project Safety Guidelines**.

Youth Organizational Representative Signature

Date

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Project Safety Guidelines

Thurston County will make every effort to assign community service projects that can be completed safely. To help ensure the safety of participants, the Safety Representative must discuss relevant Project Safety Guidelines 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 provided safety vests at all times (this is a Washington State requirement), and place provided safety cones along right-of-way work area.
- 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.
- e. Assign one adult the role of watching for traffic and alerting members of oncoming traffic.

2. Prepare appropriately:

- a. If you feel a member of your group cannot work safely due to their age or abilities, please talk with County staff for further instructions on your specific project.
- b. Require the use of appropriate shoes and gloves as needed. Shoes should be sturdy and closed toed—no sandals or flip flops. The County will provide work gloves, but participants may bring their own leather or canvas work gloves.
- c. Discuss the possibility of finding materials that could have blood or other potentially infectious materials (for example syringes) and use proper precautions to avoid touching these items. Inform the Thurston Youth WIN! Program Coordinator and leave the item in place for the appropriate Thurston County contact to pick up.
- d. Discuss how to use and store tools safely when not in use. Keep sharp points (e.g., 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 unless it is part of the job site.
- b. Act responsibly.

If you have questions, please contact the Thurston Youth WIN! Program Coordinator, Ann Marie Pearce at (360)754-3355 x 6857 or ann.marie.pearce@co.thurston.wa.us

I have reviewed and understand the above information, as well as agree to abide by the conditions of the **Thurston Youth WIN! Program Agreement and Program Guidelines.**

Organizational Safety Representative Signature

Date