

2018 Say Yes Summer Camp Partner Application

PART I – ORGANIZATIONAL INFORMATION

Organization name: _____

Administrative address: _____
(street) (city) (state) (zip code)

Your organization's Tax ID number: _____
Please note your organization must be a 501(c)(3) organization to participate in this initiative

Your organization is a: _____ Community-based organization _____ Faith-based organization
Please note all Summer Camp programming must be secular

Contact name: _____ Title: _____

Office phone: _____ Cell phone: _____

Email address: _____

Does your organization currently have a School Aged Child Care License? _____ YES _____ NO

Is your organization applying for Erie County Primetime funding? _____ YES _____ NO

PART II – SITE INFORMATION

Please complete the following regarding sites you propose to run in partnership with Say Yes.

SITE #1 NAME: _____

Address: _____
(street) (city) (state) (zip code)

Is this your organization's space? _____ YES _____ NO
If "NO," you must provide a rental agreement with this application

How many students do you propose to serve at this site? _____

Will you provide your own SACC _____ YES _____ NO _____ UNDECIDED
license or DOH permit?

Will this site operate longer than _____ YES _____ NO _____ UNDECIDED
8am-12pm, July 9-Aug 17?

If "YES," what will the daily hours be? _____

If "YES," what dates will the camp start and end? _____

If "YES," what will the fees be for extended program? _____

SITE #2 NAME (if applicable): _____

Address: _____
(street) (city) (state) (zip code)

Is this your organization's space? _____ YES _____ NO
If "NO," you must provide a rental agreement with this application

How many students do you propose to serve at this site? _____

Will you provide your own SACC _____ YES _____ NO _____ UNDECIDED
license or DOH permit?

Will this site operate longer than _____ YES _____ NO _____ UNDECIDED
8am-12pm, July 9-Aug 17?

If "YES," what will the daily hours be? _____

If "YES," what dates will the camp start and end? _____

If "YES," what will the fees be for extended program? _____

SITE #3 NAME (if applicable): _____

Address: _____
(street) (city) (state) (zip code)

Is this your organization's space? _____ YES _____ NO
If "NO," you must provide a rental agreement with this application

How many students do you propose to serve at this site? _____

Will you provide your own SACC _____ YES _____ NO _____ UNDECIDED
license or DOH permit?

Will this site operate longer than _____ YES _____ NO _____ UNDECIDED
8am-12pm, July 9-Aug 17?

If "YES," what will the daily hours be? _____

If "YES," what dates will the camp start and end? _____

If "YES," what will the fees be for extended program? _____

SITE #4 NAME (if applicable): _____

Address: _____
(street) (city) (state) (zip code)

Is this your organization's space? _____ YES _____ NO
If "NO," you must provide a rental agreement with this application

How many students do you propose to serve at this site? _____

Will you provide your own SACC _____ YES _____ NO _____ UNDECIDED
license or DOH permit?

Will this site operate longer than _____ YES _____ NO _____ UNDECIDED
8am-12pm, July 9-Aug 17?

If "YES," what will the daily hours be? _____

If "YES," what dates will the camp start and end? _____

If "YES," what will the fees be for extended program? _____

SITE #5 NAME (if applicable): _____

Address: _____
(street) (city) (state) (zip code)

Is this your organization's space? _____ YES _____ NO
If "NO," you must provide a rental agreement with this application

How many students do you propose to serve at this site? _____

Will you provide your own SACC _____ YES _____ NO _____ UNDECIDED
license or DOH permit?

Will this site operate longer than _____ YES _____ NO _____ UNDECIDED
8am-12pm, July 9-Aug 17?

If "YES," what will the daily hours be? _____

If "YES," what dates will the camp start and end? _____

If "YES," what will the fees be for extended program? _____

PART III – PROGRAM NARRATIVE

Please provide a 3-5 page narrative on your proposed Summer Camp. Include the following sections:

1. Past experience (4 points) – Describe your organization’s experience operating summer camps and/or other extended learning time programs (eg after school programs). Highlight the impact of these programs and how they have prepared you to run the proposed camp site(s).
 2. Schedule (4 points) – Provide a weekly schedule for your camp(s). If you plan to operate full day, provide a full day schedule. If your full day plans are contingent upon Primetime, provide both half and full day schedules. Specify how you would meet requirements for academics, youth development activities, meals and field trips. Additionally, how would you group students?
 3. Academics (4 points) – Describe your academic programming. Address how you would make academics fun and engaging, ensure students maintain/improve their reading skills, and maximize student participation in Mayor Brown’s “Reading Rules!” reading challenge. Additionally, how would you track student participation in the reading challenge?
 4. Attendance (4 points) – Describe your plan for maximizing student attendance. Address how you would ensure high average daily attendance and avoid “no show” students.
 5. Program space (4 points) – Describe the space(s) in which you plan to operate your camp(s). Discuss how the space is conducive to the programming you plan to implement.
 6. Staffing (4 points) – Describe how you plan to staff your camp, from administrative personnel down to direct service staff. Discuss the qualifications required for each staff category. If these staff are not currently hired, what is your plan for recruiting them? Do you plan to have any additional support staff (e.g. Mayor Summer Youth)?
 7. Student recruitment (4 points) – Describe your plan for enrolling the number of students you propose to serve at your site.
 8. Family engagement (4 points) – Describe how you will engage students’ families leading up to camp and throughout the duration of camp.
 9. 2017 Retrospective (4 points) – Describe how you plan to make improvements in areas identified in your 2017 Summer Camp site review(s). If you were not a site in 2017, describe how you plan to overcome the challenge many new sites face in running a high-quality program their first year.
-

PART IV – SUPPORTING DOCUMENTS

Please include the following in your application (templates/examples provided at www.sayyesbuffalo.org/summer2018):

- Safety Plan (on required template) – one for each site*
- Site floor plans with evacuation routes for each site*
- Summer Camp staffing chart*
- Summer Camp Activity Questionnaire – one for each site*
- BPS Summer Lunch Application and Sponsor/Site Agreement – one for each site**
- 501(c)(3) IRS Determination Letter
- Certificate of Liability and Workers Compensation Insurance/Waiver form
- W-9 form (if you are a new partner)
- Rental agreement (if applicable) – one for each site

*If a site plans to provide their own SACC license or DOH permit, these forms are NOT required.

**If a site plans to provide their own meals, this form is NOT required.