

# 2019 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

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## 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 or DOH permit? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate more days than July 8-Aug 16? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate daily longer than 8am-12pm? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Would you like this site to be considered for the Camp 2.0 pilot? \_\_\_\_\_ YES \_\_\_\_\_ NO

**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 or DOH permit? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate more days than July 8-Aug 16? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate daily longer than 8am-12pm? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Would you like this site to be considered for the  
Camp 2.0 pilot? \_\_\_\_\_ YES \_\_\_\_\_ NO

**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 or DOH permit? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate more days than July 8-Aug 16? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate daily longer than 8am-12pm? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Would you like this site to be considered for the  
Camp 2.0 pilot? \_\_\_\_\_ YES \_\_\_\_\_ NO

**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 or DOH permit? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate more days than July 8-Aug 16? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate daily longer than 8am-12pm? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Would you like this site to be considered for the  
Camp 2.0 pilot? \_\_\_\_\_ YES \_\_\_\_\_ NO

**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 or DOH permit? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate more days than July 8-Aug 16? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Will this site operate daily longer than 8am-12pm? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ UNDECIDED

Would you like this site to be considered for the  
Camp 2.0 pilot? \_\_\_\_\_ YES \_\_\_\_\_ NO

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### **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. Specify how you would meet requirements for academics, youth development activities, meals and field trips. Additionally, how would you group students?
  3. Academics (8 points) – Describe your academic programming. Address how you would make academics fun and engaging, ensure students maintain/improve their reading and math 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 (8 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 (8 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. 2018 Retrospective (8 points) – Describe how you plan to make improvements in areas identified in your 2018 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.
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## **PART IV – SUPPORTING DOCUMENTS**

Please include the following in your application (templates/examples provided at [www.sayyesbuffalo.org/summer2019](http://www.sayyesbuffalo.org/summer2019)):

- 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 insurance
- Certificate of Workers' Compensation Insurance/Waiver form
- Program budget (on required template)
- 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.