



SAN RAFAEL
THE CITY WITH A MISSION

**PICKLEWEED ADVISORY COMMITTEE
AGENDA**

**Wednesday, July 7, 2021
7:00 P.M.**

Via Zoom

Watch Online (Public): <https://tinyurl.com/PWAC-2021-07-07>

Telephone: (669)900-9128

Meeting ID: 950 5173 5161

CALL TO ORDER

- Pledge of Allegiance
- Roll Call
- Member Introductions and Background
- Message from Mayor Kate

AGENDA AMENDMENTS

MINUTES

1. Review and approve regular meeting minutes of December 9, 2020
2. Review and approve special meeting minutes of June 22, 2021

MEETING OPEN TO THE PUBLIC

3. Public Comment from the audience regarding items not listed on the agenda. *Speakers are encouraged to limit comments to 3 minutes.*

MATTERS BEFORE THE COMMITTEE

If necessary to assure completion of the following items, the Chairperson may establish time limits for the presentations by individual speakers.

4. Co-Sponsorship Applications and Final Reports
 - A. DrawBridge: Weekly Expressive Art Group
 - B. Parent Services Project: Aprendiendo Juntos
 - C. Scouts BSA: Troop 2000
5. Review Proposed Revisions to the Albert J. Boro Community Center Community Use Policy

COMMITTEE REPORTS AND COMMENTS

6. Other brief reports on any meetings or community events attended by the Committee members.

STAFF COMMENTS

7. Events of Interest

NEXT REGULAR MEETING: October 6, 2021

ADJOURNMENT

Notice

Any records relating to an agenda item, received by a majority or more of the Committee less than 72 hours before the meeting, shall be available for inspection at the Albert J. Boro Community Center, 50 Canal Street, San Rafael, CA 94901, and placed with other agenda-related materials on the table at the Committee meeting prior to the meeting. American Sign Language interpreters and assistive listening devices may be requested by calling (415) 485-3198 (TDD) or (415) 485-3077 (voice) at least 72 hours in advance. Copies of documents are available in accessible formats upon request. Public transportation is available through Golden Gate Transit. Paratransit is available by calling Whistlestop Wheels at (415) 454-0964. To allow individuals with environmental illness or multiple chemical sensitivity to attend the meeting/hearing, individuals are requested to refrain from wearing scented products.



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Teléfono: (669)900-9128
ID de reunión: 950 5173 5161**

Llamar a Orden

- Juramento a la bandera de Estados Unidos
- Llamada de lista
- Presentaciones y antecedentes de los miembros
- Mensaje de Alcaldesa Kate

Enmiendas de Agenda

MINUTOS

1. Revisar y aprobar minutos regulares de la junta de Diciembre 9, 2020
2. Revisar y aprobar minutos regulares de la junta de Junio 22, 2021

REUNIÓN ABIERTA AL PÚBLICO

3. Comentario público de la audiencia sobre temas que esta incluidos en la agenda. *Se sugiere que los comentarios se limiten a 3 minutos.*

ASUNTOS ANTE EL COMITÉ

Si es necesario para asegurar que se completen los siguientes puntos, el encargado puede establecer límites de tiempo para las presentaciones de cada comentaristas individuales.

4. Solicitudes de compatrocinio y reportes finales.
 - A. DrawBridge: Grupo semanal de artes expresivo
 - B. Proyecto de servicios para padres: Aprendiendo Juntos
 - C. Scouts BSA: Troop 2000
5. Revisar las revisiones propuestas a la Política de uso comunitario Albert J. Boro

REPORTES Y COMENTARIOS DEL COMITÉ

6. Otros informes breves sobre reuniones o eventos comunitarios al que haiga asistido los miembros del Comité.

COMENTARIOS DEL PERSONAL

7. Eventos de interés

PROXIMA REUNION: Octubre 6, 2021

APLAZAMIENTO

Aviso

Cualquier registro relacionado con un elemento de la agenda, recibido por un mayoreo o más del Comité en menos de 72 horas antes la reunión, será disponible para inspección en el Centro Comunitario Albert J. Boro, 50 Canal Street, San Rafael, CA 94901, y colocado con otros materiales relacionados con la agenda en la mesa en la reunión del Comité antes de la reunión. Interpretes de Lenguaje de Señas Americano y aparatos de asistencia auditiva pueden ser pedidos llamando al (415) 485-3198 (TDD) o al (415) 485-3077 (voz) con 72 horas de avance. Copias de documentos son disponibles en forma accesible a pedido. Transportación publica es disponible por Golden Gate Transit. Paratransit es disponible llamando a Whistlestop Wheels al (415) 454-0964. Para permitir a individuales con enfermedades ambiental o sensibilidad a químicos múltiples asistir a la reunión/audiencia, les pedimos que abstengan de usar productos con aroma.



Online via Zoom (Public): <https://tinyurl.com/pickleweed-2020-12-09>
Telephone: (669)900-9128
Meeting ID: 868 1025 0446

CALL TO ORDER/

Chair/Staff Steve Mason called the special meeting to order at 7:08 p.m.

Roll Call

Members Present:

Salvador Avalos
Jenny Broering
Janet Tanchez
Louise Yost
Jairo Ceballos

Members Absent:

Lieu Phan

P & R Commissioner Present:

None

Staff Present:

Susan Andrade-Wax, Library and Recreation Director
Steve Mason, Senior Recreation Supervisor
Becky Ordin, Senior Administrative Assistant

AGENDA AMENDMENTS

None

MINUTES

1. Member Yost motioned to accept the Pickleweed Advisory Committee Minutes for the meeting date of March 4, 2020. Member Broering seconded the motion.

AYES: Members: Avalos, Broering, Tanchez, Yost, Ceballos
NOES: None
ABSENT: Phan

MEETING OPEN TO THE PUBLIC

2. Introductions/Awards/Recognitions/Presentations

Introduction of Library & Recreation Director Susan Andrade-Wax

3. Public Comment from the audience regarding items not listed on the agenda

None

MATTERS BEFORE THE COMMITTEE

4. Review of 2021 Pickleweed Advisory Committee Meeting Schedule

Members reviewed scheduled meeting dates for 2021. Mason added that due to the proximity of the December 2020 special meeting to the scheduled January 6, 2021 meeting, the fact that the City will be closed down for two weeks at the end of the month, the Center’s programming limitations due to COVID, and that the City Clerk and City Council will need to fill the upcoming three vacancies on the Committee, the January 2021 will likely be cancelled.

COMMITTEE REPORTS AND COMMENTS

5. Other brief reports on any meetings or community events attended by Committee members.

A. General Plan 2040 Update

As the Pickleweed Advisory Committee representative to the General Plan 2040 Committee, Committee Member Broering provided an update on General Plan 2040 Committee’s progress.

STAFF COMMENTS

6. Events of Interest

A. Verbal Summary of Albert J. Boro Community Center Operations During COVID-19

Mason provided a verbal update on various roles the Albert J. Boro Community Center and its staff have played during the pandemic.

ADJOURNMENT

Chair Mason adjourned the meeting at 7:50 PM

APPROVED THIS _____ DAY OF _____, 2021

STEVE MASON, Senior Recreation Supervisor



Watch on Zoom:

<https://tinyurl.com/PWAB-2021-06-22>

Telephone: (669) 900-9128

Meeting ID: 936 9674 8772

CALL TO ORDER

Chair Mason called the meeting to order at 7:05 p.m.

ROLL CALL

Present: Chair Mason
Member Palacios
Member Sprageu
Member Tanchez
Member Vasquez
Member Yost (arrived 7:08)

Absent: Member Avalos, Member Cabellos, Park & Recreation Representative Reisinger

Also Present: Susan Andrade-Wax, Library & Recreation Director
Catherine Quffa, Assistant Library & Recreation Director
Becky Ordin, Senior Administrative Assistant

SPECIAL PRESENTATION

1. Presentation Regarding the Proposed Library and Recreation Fee Update and the Proposed Changes to Fees at the Boro Community Center, Pickleweed Park, and Field

Library and Recreation Director, Susan Andrade-Wax introduced Assistant Library and Recreation Director Catherine Quffa who presented the proposed Library and Recreation fee update and the specific proposed changes to Albert J. Boro Community Center, Pickleweed Park, and Pickleweed Field fees.

Staff responded to questions from the Committee Members

ADJOURNMENT

Chair Mason adjourned the meeting at 7:50 p.m.

BECKY ORDIN, Senior Administrative Assistant

APPROVED THIS ____ DAY OF _____, 2021

SUSAN ANDRADE-WAX, Library & Recreation Director



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**July 7, 2021
Item #4.A**

TITLE: DrawBridge- Weekly Expressive Art Groups

SUMMARY

Since 2013, DrawBridge has been offering their Weekly Expressive Art Groups program for homeless, low-income and underserved children at the Albert J. Boro Community Center. The program at the Center offers a safe, supportive environment where youth ages four to 18 can use art to work through the complex emotions associated with poverty and family challenges.

The term of the proposed art program is from September 13, 2021 through August 29, 2022. The applicant is requesting a full fee-waiver, valued at \$1,380.00 for use of the Art Room on Mondays from 3:30 pm to 5:30 pm, excluding holidays.

Per the Co-Sponsorship guidelines for renewal applications, a Final Report of the program's previous co-sponsored use is included with the application for the Pickleweed Advisory Committee's review.

RECOMMENDATION

It is recommended that the Pickleweed Advisory Committee grant a fee reduction or waiver for use of the Albert J. Boro Community Center Art Room on Monday afternoons.

BACKGROUND

DrawBridge has been offering their Weekly Expressive Art Groups at the Albert J. Boro Community Center since 2013. The City, through the Pickleweed Advisory Committee, has been fully co-sponsoring the rental of the room for the program since 2017. The activity fits well in the Center, especially in the Art Room, and appears to have a core following of children that truly look forward to the program.

DISCUSSION

While the Pickleweed Advisory Committee reviews the Co-sponsorship Application and Final Report, DrawBridge staff will be present to provide a program overview and support their application which is before the Committee. Committee members will then have opportunity to ask questions of DrawBridge staff.

The Pickleweed Advisory Committee has the authority to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with additional information, or reject the co-sponsorship application all together.

FISCAL IMPACT

The resident/non-profit value of the rental totals \$1,380.00. A fee reduction or waiver would potentially result in lost revenue to the City should a paying program be interested in using the Art Room at that time.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. Use Agreement Application 2021
2. Final/Interim Program Report
3. Project Budget 2021 - 2022
4. Attendance Form Sample
5. Program Evaluation Forms and Sample Responses

Section I-About the Applicant Agency

Date Submitted: 2021 Revision Dates (if applicable): _____

Title of Program: DrawBridge Weekly Expressive Art Groups

Co-sponsoring agency or individual: _____

Address: [REDACTED]

Telephone: [REDACTED] Ext. _____

Email: info@drawbridge.org

Website: www.drawbridge.org

Non-Profit 501c3 Number: [REDACTED]

Principal contacts:

Name: Tracy Bays-Boothe, Executive Director Phone: [REDACTED] Email: tracy@drawbridge.org

Is this a first time program at Pickleweed? Yes No

If no, start date of original program: 2013 Location: Art Room

Most recently approved final report must be attached.

Section II-About the Program

General Statement about the Program. Provide a background statement or statement of the problem that describes the challenges, behaviors or issues you hope to resolve or improve

DrawBridge is a San Francisco Bay Area nonprofit that provides weekly expressive arts programs for children who are underserved, low-income, or experiencing homelessness. Providing nurturing art experiences and quality art supplies, DrawBridge's programs are always free to the families we serve.

DrawBridge's trained facilitators provide children and youth ages 4 to 18 the safe space to build community, process stress, and explore difficult emotions through creative expression. DrawBridge's programs offer children a fun, supportive environment to work at their own pace and explore playful creativity that is so important to healthy development and emotional well-being.

Proposed Start Date: September 13, 2021 Proposed End Date: August 29, 2022

Number participants estimated: Prior to the pandemic, an average 40 children attended over 220 times.
Maximum number estimated: For the coming year, DrawBridge hopes to engage 50 children, attending at least 450 times total.

Target age group: DrawBridge programs are open to children ages 4-18 but the majority of participants are 6-13 year olds.

Requested Rooms:

- | | | |
|---|--|--|
| <input type="checkbox"/> Classroom # | <input type="checkbox"/> Community Room | <input checked="" type="checkbox"/> Art Room |
| <input type="checkbox"/> Teen Activity Room | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Playing Field # | <input type="checkbox"/> Picnic Area |

Days and Times Requested:

Day: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time: 3:35-5:30 pm each Monday, excluding holidays

Fee Reduction Request

- 25% 50% 75% 100%

OFFICE USE ONLY: Monetary value of fee waiver request: \$ 1,380.00

Will there be a charge to participants? Yes _____ No

If so, what will the fee be? _____ How will the proceeds be used?

Describe your community outreach plan and how you will advertise:

Flyers and notices will be provided on site to encourage attendance. In addition, this fall DrawBridge will increase marketing efforts of programs through social media channels and regional event calendar updates. Parents of children previously involved will receive text notification of start date.

In what languages will your marketing materials be distributed?

- English Spanish Vietnamese Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

1. To provide a weekly art group that helps children develop a sense of group cohesiveness, compassion, creativity, and self-worth.
2. To provide an outlet for the creative emotional expression for children which may not be regularly available in other settings.
3. To serve 50 or more unduplicated young people from a variety of backgrounds, who will attend the group 450 times or more.

Measurement for Outcome

1. Children will be offered encouragement, non-judgmental respect, and compassion each time they attend a group. Creative exploration will be fostered as well as their enjoyment of the process, promoting feelings of self-worth. Collaborative learning and encouragement of others will be modeled by facilitators and encouraged with the group. Qualitative feedback will be gathered from children, facilitators, volunteers, and site staff around these outcomes.
2. Short and long-term qualitative measurements of wellbeing will be gathered including anecdotal feedback, observations, and opportunities for self-reporting. DrawBridge will solicit evaluations and document feedback from children and their caregivers.
3. Success will also be measured by the number of individual children served as well as the number of child visits to DrawBridge groups at each site.

Measurements:

How do you plan to track attendance? Attach a copy of your form.

Participants sign in as they arrive, and facilitators check lists during each group. Attendance information is submitted monthly to DrawBridge through an online attendance portal in which facilitators upload information on each group. A screen shot of DrawBridge's attendance form and online facilitator portal is attached.

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

Children are asked about their experience and feelings about DrawBridge programs. Caregivers are asked what they notice about their children after participating in DrawBridge programs. Samples from the most recent caregiver and participant surveys are included as an attachment. Observations, program feedback, and testimonials are also gathered from volunteers and facilitators.

What other forms or measurement tools will you use? Attach copy.

In addition, facilitators and partner site coordinators will be invited to participate in qualitative post-program evaluations to identify successes, opportunities for improvement, and provide testimonials. These surveys are in production and will be launched later in the year after on-site programs have resumed.

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Kathleen Keating, Art Group Facilitator, [REDACTED]

Section V Partners and Support

List partners and any cash or in kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind
We do not receive direct funds for this group.		

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

- Application Form
- Program Budget
- Outcome Statement Form (included in application)
- Community Outreach Plan (included in application)
- Attendance Reporting Requirements
- Program Evaluation Form
- Final (or Interim) Report (Renewals Only – included in this application)

ALBERT J. BORO COMMUNITY CENTER FINAL or INTERIM PROGRAM REPORT FOR CO-SPONSORED PROGRAMS

(Use as many pages as necessary to address the required elements. Please number each one.)

PROGRAM NAME:

DrawBridge Weekly Expressive Art Groups

Report prepared by:

Name: Tracy Bays-Boothe Title: Executive Director

Final Report Interim Report/Renewal Program

Date submitted: June 2021

Date program completed: June 2021

A. Outcomes: List each numbered outcome from your application and describe your success in meeting each outcome.

1. To provide a weekly art group that helps children develop a sense of group cohesiveness, compassion, self-discipline, and self-worth.
2. To provide an outlet for emotional expression which may not be available to them in any other environment.
3. To serve 50 or more unduplicated young people from a variety of backgrounds, will attend the group 450 times or more.

With an anticipated start date of July 2020 and proposed end date of June 2021, DrawBridge's previous request for co-sponsored programs at the Albert J. Boro Community Center and Library was unfortunately put on hold in March 2020 as in-person programs across the region and country came to a halt due to the Covid-19 pandemic. This impacted not only DrawBridge programs at the Boro Community Center, but almost 30 sites across seven counties that our organization serves each year.

When faced with such challenges, DrawBridge swiftly pivoted to online and virtual programs to connect children with creativity despite distance and has since distributed over 750 individual art kits and

ongoing supplies to children at partner sites across the Bay Area. Now, as communities begin to reopen, DrawBridge is preparing to safely re-launch on-site programming at the Albert J. Boro Community Center with an estimated start date of September 2021.

B. Measurements: Describe the measurements and evaluation strategies you used for each outcome, and provide a summary or actual data analysis. Attach relevant documents for each outcome and measurement strategy.

As DrawBridge prepares to begin on-site programs again in August of this year, we also plan to continue to offer virtual programming if requested by partner sites. While virtual DrawBridge programs were not possible at the Boro Community Center over the past year, DrawBridge is planning a full evaluation of virtual experiences to better inform all ongoing program offerings in the future.

C. Success: If you did not succeed in meeting your objectives, tell us why you think that happened, and what strategies you employed to change the situation, or are planning to change in the future.

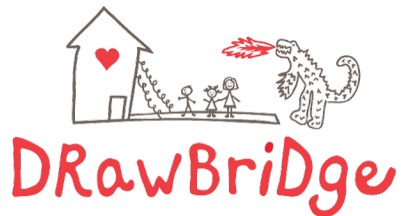
This past pandemic year has clearly illuminated the systemic inequality affecting families who are economically vulnerable or experiencing homelessness. Communities of color in the Bay Area and across the country have been especially impacted. At a critical time when issues of race and access to child care and education are at the center of passionate discourse, children who are underserved or who are experiencing homelessness have endured disproportionate hardships.

DrawBridge's trained facilitators provide such children and youth the safe space to build community, process stress, and explore difficult emotions through creative expression. As Bay Area communities begin to reopen, DrawBridge programs are in demand more than ever.

Utilizing the lessons of the past year, surveys of all our site partners have been issued and DrawBridge will work diligently based on this information to fulfill community needs as we welcome back children and families to the program.

D. Summary: Briefly describe your overall satisfaction with your program and your reasoning, what highlights you would like to bring to the Board's attention, and any general comments about your program.

DrawBridge has offered expressive arts programs to the Canal community for over 25 years. Working in collaboration with site directors and long-time artist and facilitator Kathleen Keating, a San Rafael native, DrawBridge is looking forward to once again offering free expressive on-site arts programs to children at the Albert J. Boro Community Center.



PROGRAM BUDGET, 2020-21

One site, based on 45 sessions per year

Facilitator Stipend	\$2250
Art Supplies and Materials	\$1450
Program Manager	\$1500
Executive Director	\$2000
Accounting	\$900
Insurance	\$175
Facilitator/Staff training	\$200
Storage space	\$75
Volunteer recruitment	\$100
Misc.	\$200
TOTAL	\$8,850

An arts program for homeless children

DrawBridge Online Attendance Forms (completed weekly by Facilitators and DrawBridge Staff)



[About Us](#) • [Our Work](#) • [News](#) • [Ways to Help](#) • [Shop](#)

[Donate Now](#)

Protected: Facilitator Weekly

>>MONTHLY HOURS / ATTENDANCE

Instructions: Click the link above to log monthly attendance information in the Google document; choose the tab with your site location (i.e., Columbia Park, Beale Street, etc.) and fill in all information.

Type and press enter to search.

Recent Posts

[Noted Photographer's New Show Benefits DrawBridge](#)

[DrawBridge Reaches Virtual Summer Camp For July/August](#)

[Field Notes: Successfully Connecting Despite the Distance](#)

[Help Kids Reconnect Through Art](#)

[Meet Tracy Bays-Scottie, the New Executive Director of DrawBridge](#)

LOG YOUR WEEKLY HOURS FOR PAYMENT

Refresh page to get a new weekly form

Facilitator Name *

Email my receipt *

Group Site *

Group Type *

Group Date *

(mm/dd/yyyy)

Number of Kids Attending *

Assistant Name

Assistant Hours

Expenses for Reimbursement (total \$\$)

Expenses Description

You can submit receipts (pdf or jpg) using the "Files" tab on the left.

Add a story, quote or photo below

Your stories spread and help promote DrawBridge

Was there a magic moment in your group this week?

Are you including file attachments? *

Yes

No

File/Photo Upload (Include name with child photos *)

No file chosen

Submit receipts, documents and teaching notes from your group (optional). *When uploading a child's picture please include their first name and first initial of last name (e.g. Julia B).

DrawBridge Program Evaluation Forms and Sample Responses 2020
Albert J. Boro Community Center

Grupo de arte DrawBridge – Preguntas para padres *DrawBridge ArtGroup Questions for Parents*

¿A su hijo le gusta el grupo de arte DrawBridge? *(Does your child like DrawBridge?)*

Si No

¿Su hijo hace amigos en DrawBridge? *(Does your child make friends at DrawBridge?)*

Si No

¿Su hijo está orgulloso de su obra de arte? *(Is your child proud of their artwork?)*

Si No

¿Aprendió su hijo algo nuevo en DrawBridge? *Did your child learn anything new at DrawBridge?*

Si No Si es así, ¿qué? *(If yes, what?)*

¿Cuál es el estado de ánimo de su hijo después de un grupo DrawBridge?

(What is your child's mood after a DrawBridge group?)

Ella es muy feliz de asistir a las clases de arte
y su estado emocional es bueno

¿Cómo beneficia DrawBridge a su hijo, o otros comentarios sobre DrawBridge?

(How does DrawBridge benefit your child, or other comments about DrawBridge?)

la beneficia con su cerebro y la mantiene
ocupado y la ayuda Gracias!

Thank you!

Grupo de arte DrawBridge – Preguntas para padres *DrawBridge ArtGroup Questions for Parents*

¿A su hijo le gusta el grupo de arte DrawBridge? *(Does your child like DrawBridge?)*

Si No

¿Su hijo hace amigos en DrawBridge? *(Does your child make friends at DrawBridge?)*

Si No

¿Su hijo está orgulloso de su obra de arte? *(Is your child proud of their artwork?)*

Si No

¿Aprendió su hijo algo nuevo en DrawBridge? *(Did your child learn anything new at DrawBridge?)*

Si No Si es así, ¿qué? *(If yes, what?)*

Si a desarrollar más su habilidad de cortar.

¿Cuál es el estado de ánimo de su hijo después de un grupo DrawBridge?

(What is your child's mood after a DrawBridge group?)

Se siente feliz y orgulloso del proyecto realizado

¿Cómo beneficia DrawBridge a su hijo, o otros comentarios sobre DrawBridge?

(How does DrawBridge benefit your child, or other comments about DrawBridge?)

Compartimos tiempo juntos, tenemos más comunicación, más confianza, trabajamos en equipo con mi hijo.

Thank you!

Grupo de arte DrawBridge – Preguntas para padres *DrawBridge ArtGroup Questions for Parents*

¿A su hijo le gusta el grupo de arte DrawBridge? *(Does your child like DrawBridge?)*

Si No

¿Su hijo hace amigos en DrawBridge? *(Does your child make friends at DrawBridge?)*

Si No

¿Su hijo está orgulloso de su obra de arte? *(Is your child proud of their artwork?)*

Si No

¿Aprendió su hijo algo nuevo en DrawBridge? *Did your child learn anything new at DrawBridge?*

Si No Si es así, ¿qué? *(If yes, what?)*

learn how to draw

¿Cuál es el estado de ánimo de su hijo después de un grupo DrawBridge?

(What is your child's mood after a DrawBridge group?)

My child is always in a happy mood after Draw Bridge.

¿Cómo beneficia DrawBridge a su hijo, o otros comentarios sobre DrawBridge?

(How does DrawBridge benefit your child, or other comments about DrawBridge?)

Draw Bridge gives my child the opportunity to learn something new every class.

Thank you!

Grupo de arte DrawBridge – Preguntas para padres *DrawBridge ArtGroup Questions for Parents*

¿A su hijo le gusta el grupo de arte DrawBridge? *(Does your child like DrawBridge?)*

Si No

¿Su hijo hace amigos en DrawBridge? *(Does your child make friends at DrawBridge?)*

Si No

¿Su hijo está orgulloso de su obra de arte? *(Is your child proud of their artwork?)*

Si No

¿Aprendió su hijo algo nuevo en DrawBridge? *Did your child learn anything new at DrawBridge?*

Si No Si es así, ¿qué? *(If yes, what?)*

To draw

¿Cuál es el estado de ánimo de su hijo después de un grupo DrawBridge?

(What is your child's mood after a DrawBridge group?)

Happy, proud, excited

¿Cómo beneficia DrawBridge a su hijo, o otros comentarios sobre DrawBridge?

(How does DrawBridge benefit your child, or other comments about DrawBridge?)

A little calm

Thank you!

Grupo de arte DrawBridge – Preguntas para padres *DrawBridge ArtGroup Questions for Parents*

¿A su hijo le gusta el grupo de arte DrawBridge? *(Does your child like DrawBridge?)*

Si No

¿Su hijo hace amigos en DrawBridge? *(Does your child make friends at DrawBridge?)*

Si No

¿Su hijo está orgulloso de su obra de arte? *(Is your child proud of their artwork?)*

Si No

¿Aprendió su hijo algo nuevo en DrawBridge? *Did your child learn anything new at DrawBridge?*

Si No Si es así, ¿qué? *(If yes, what?)*

Como aprender hacer manualidades con papel
a cortar, colorear

¿Cuál es el estado de ánimo de su hijo después de un grupo DrawBridge?

(What is your child's mood after a DrawBridge group?)

Feliz, emocionado con lo que realizo

¿Cómo beneficia DrawBridge a su hijo, o otros comentarios sobre DrawBridge?

(How does DrawBridge benefit your child, or other comments about DrawBridge?)

Que se distrae al venir a DrawBridge
y se emociona con las manualidades que
realiza, y se divierte mucho.

Thank you!

Grupo de arte DrawBridge – Preguntas para padres *DrawBridge ArtGroup Questions for Parents*

¿A su hijo le gusta el grupo de arte DrawBridge? *(Does your child like DrawBridge?)*

Si No

¿Su hijo hace amigos en DrawBridge? *(Does your child make friends at DrawBridge?)*

Si No

¿Su hijo está orgulloso de su obra de arte? *(Is your child proud of their artwork?)*

Si No

¿Aprendió su hijo algo nuevo en DrawBridge? *Did your child learn anything new at DrawBridge?*

Si No Si es así, ¿qué? *(If yes, what?)*

ellos han aprendido colorear y les encanta el programa

¿Cuál es el estado de ánimo de su hijo después de un grupo DrawBridge?

(What is your child's mood after a DrawBridge group?)

porque están muy felices, porque sus mentes están ocupadas en arte

¿Cómo beneficia DrawBridge a su hijo, o otros comentarios sobre DrawBridge?

(How does DrawBridge benefit your child, or other comments about DrawBridge?)

es bueno para que despejen sus mentes y que desarrollen sus mentes, en arte es excelente programa

Thank you!

A-Z

Grupo de arte DrawBridge – Preguntas para padres *DrawBridge ArtGroup Questions for Parents*

¿A su hijo le gusta el grupo de arte DrawBridge? *(Does your child like DrawBridge?)*

Si No *Yes, he does like Draw Bridge.*

¿Su hijo hace amigos en DrawBridge? *(Does your child make friends at DrawBridge?)*

Si No *Yes, he does.*

¿Su hijo está orgulloso de su obra de arte? *(Is your child proud of their artwork?)*

Si No *He is proud.*

¿Aprendió su hijo algo nuevo en DrawBridge? *Did your child learn anything new at DrawBridge?*

Si No **Si es así, ¿qué?** *(If yes, what?)*

+ *Yes, he did.*

- *Sewing*

- *Paper art*

¿Cuál es el estado de ánimo de su hijo después de un grupo DrawBridge?

(What is your child's mood after a DrawBridge group?)

- *He is happy*

¿Cómo beneficia DrawBridge a su hijo, o otros comentarios sobre DrawBridge?

(How does DrawBridge benefit your child, or other comments about DrawBridge?)

- *This class helped my child learn about things
learn a lot of things*

Thank you!

DRAWBRIDGE ART GROUP SURVEY



How old are you?

I am 9 years old.

What do you like about DrawBridge Monday Art Group?

~~_____~~ I like doing art
because I learn how to draw
and when I go to school when
we have art at school every one
loves my drawing because thanks to ^{DrawBridge} art
Group I learn alot!

How do you feel at the end of a Monday Art Group?

~~_____~~ I ~~feel happy~~
I feel happy when art class ends
because I show my family how I
learn at art ~~class~~ and then put
my drawing at my wall in my room
and every morning I see my drawings! 
Thank you!
my
pleasure! 

DRAWBRIDGE ART GROUP SURVEY

How old are you?

11

What do you like about DrawBridge Monday Art Group?

I like that every week we do a new craft.

How do you feel at the end of a Monday Art Group?

Happy to know that next week we
will ~~do~~ do a ~~to~~ new activite

Thank you!

DRAWBRIDGE ART GROUP SURVEY

How old are you?

10

What do you like about DrawBridge Monday Art Group?

Its awesome
I also get to
meet my friends

How do you feel at the end of a Monday Art Group?

sad because I
want 2 hours
of art class

Thank you!

DRAWBRIDGE ART GROUP SURVEY

How old are you?

9

What do you like about DrawBridge Monday Art Group?

I like The Art Group because
we do something different each
week and because of the snacks.

How do you feel at the end of a Monday Art Group?

sad because I like ART
a lot.

Thank you!

✓

DRAWBRIDGE ART GROUP SURVEY

Michelle

How old are you?

11

What do you like about DrawBridge Monday Art Group?

The teachers,
the activities,
the ~~craft~~ stuff
the snacks

How do you feel at the end of a Monday Art Group?

good because I

came!

ps. hungry

Thank you!

your welcome 😊

DRAWBRIDGE ART GROUP SURVEY

Shirley

How old are you?

11

What do you like about DrawBridge Monday Art Group?

The teachers
The activities
And the snacks

How do you feel at the end of a Monday Art Group?

Happy
Good that
came

P.S. Hungry

Thank you!

DRAWBRIDGE ART GROUP SURVEY

How old are you? 5

What do you like about DrawBridge Monday Art Group?

to paint

How do you feel at the end of a Monday Art Group?

happy

Thank you!

DRAWBRIDGE ART GROUP SURVEY

How old are you?

7

What do you like about DrawBridge Monday Art Group?

That it's fun.

I like learning.

I learned to make a unicorn.

How do you feel at the end of a Monday Art Group?

Good in the group.
Sad, because I like doing art.

Thank you!

Abraham
DRAWBRIDGE ART GROUP SURVEY

How old are you? 9

What do you like about DrawBridge Monday Art Group? we
make stuff like, draw, sewing, painting

How do you feel at the end of a Monday Art Group? art
mas I want more-

Thank you!

You Welcome

DRAWBRIDGE ART GROUP SURVEY

How old are you?

7

What do you like about DrawBridge Monday Art Group?

It's fun. I learn how to draw.
I made a ice cream shop.

How do you feel at the end of a Monday Art Group?

Good, happy.

Thank you!



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**July 7, 2021
Item #4.B**

TITLE: Aprendiendo Juntos, Parent Services Project

SUMMARY

Parent Services Project has utilized the Albert J. Boro Community Center for their Aprendiendo Juntos (Learning Together) program since 2007. The program has been co-sponsored by the Pickleweed Advisory Committee and has grown tremendously in attendance over the years, thus reflecting community interest and need.

The developmental playgroup for children 0-5 years old and their parents teaches parenting skills and helps parents strengthen their relationship with their child. In addition to encouraging the healthy development of infants and young children, the program helps build a support network in the community and provides connections to community resources, organizations and programs.

The term of the proposed pre-school age program is from September 8, 2021 through June 4, 2022. Although listed on the co-sponsorship application, the applicant is aware, as in the past, that the Multipurpose Room is not available for co-sponsorship on Fridays and is prepared to pay for the room on that day. Parent Services Project is therefore requesting a full fee-waiver, valued at \$10,050.00 for use of Meeting Room 3 on Wednesdays from 9:30 am to 12:00 pm and the Multipurpose Room from 9:00 am to 2:30 pm, excluding holidays.

Per the Co-Sponsorship guidelines for renewal applications, a Final Report of the program's previous co-sponsored use is included with the application for the Pickleweed Advisory Committee's review.

RECOMMENDATION

It is recommended that the Pickleweed Advisory Committee grant a fee reduction or waiver for use of the Albert J. Boro Community Center on Wednesdays and Thursdays to Parent Services Project.

BACKGROUND

Parent Services Project has been offering their Aprendiendo Juntos at the Albert J. Boro Community Center since October 2007. The City, through the Pickleweed Advisory Committee, has been co-sponsoring the rental since the beginning. The activity fits well in the Center and is well received by the Canal community as evident by the number of participants that attend on a regular basis.

DISCUSSION

While the Pickleweed Advisory Committee reviews the Co-sponsorship Application and Final Report, Parent Services Project staff will be present to provide a program overview and support their application which is before the Committee. Committee members will then have opportunity to ask questions of Parent Services Project staff.

The Pickleweed Advisory Committee has the authority to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with additional information, or reject the co-sponsorship application all together.

FISCAL IMPACT

The resident/non-profit value of the co-sponsorship totals \$10,050.00 (\$1,387.50 for Meeting Room 3 and \$8,662.5 for Multipurpose Room). A fee reduction or waiver would potentially result in lost revenue to the City should a paying program be interested in using either the Meeting Room and the Multipurpose Room at that time. However, being that Parent Services Project conducts the program all three days at the Albert J. Boro Community Center, the City realizes an estimated \$8,662.50 in revenue for the rental of the Multipurpose Room to the program on Fridays.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. Use Agreement Application 2021

2. Final/Interim Program Report
3. Project Budget 2021 - 2022
4. Agency Intake Form 2021
5. AJ and Baby Gym Post Survey May 2021

Section I-About the Applicant Agency

Date Submitted: _____6/25/2021_____ Revision Dates (if applicable) _____

Title of Program: Aprendiendo Juntos, Parent Services Project

Co-sponsoring agency or individual: _____

Address: [REDACTED]

Telephone: [REDACTED]

Email: [REDACTED]

Website: parentservices.org

Non-Profit 501c3 Number: [REDACTED]

Principal contacts:

Name: Balandra Fregoso Phone: [REDACTED] Email: bregoso@parentservices.org

Is this a first time program at Pickleweed? **No**

If no, start date of original program: _____ Location: Al Boro Community Center

Most recently approved final report must be attached.

Section II-About the Program

General Statement about the Program. Provide a background statement or statement of the problem that describes the challenges, behaviors or issues you hope to resolve or improve

Aprendiendo Juntos (Learning Together) is a developmental playgroup for children ages 0-5 years old and their parents. The playgroup teaches parenting skills and helps parents strengthen their relationship with their child(ren). Aprendiendo Juntos (AJ) helps parents, family members and caregivers by providing high quality early experiences for children that are crucial for their development. The playgroup includes developmentally rich play activities, parent support and education that encourages the healthy development of infants and young children. We help isolated families to build a support network in the community and we connect them with community resources, organizations and programs according to their needs and interests.

Proposed Start Date: September 8, 2021 Proposed End Date: June 4, 2022

Number participants estimated:

Two groups on Thursday and two groups on Friday - 15 children and 15 parents per group = 30 people total per group.

10 children and 10 parents on Wednesdays.

Maximum number estimated: 100 children and their parents over 4 playgroups weekly.

The number of participants may increase over time and will primarily be based on public health guidelines, County safety protocol, PSP safety plan and participant feedback.

Target age group: Children ages 0-5 and their parents/caregivers

Requested Rooms:

Wednesday's Only Classroom #?

Community Room Thursday's and Friday's

Art Room

Teen Activity Room

Computer Lab

Kitchen

Gymnasium

Playing Field #

Picnic Area

Days and Times Requested:

Day: **Wednesday** **Thursday** **Friday**

Time:

Wednesday 9:30am-12:00pm.

Thursday 9:00am-2:30pm.

Friday 9:00-2:30pm

Fee Reduction Request

25%

50%

75%

100%

OFFICE USE ONLY: Monetary value of fee waiver request: \$10,050.00 (Wed & Thurs Only)

Will there be a charge to participants? **No X**

If so, what will the fee be? _____ How will the proceeds be used?

None

Describe your community outreach plan and how you will advertise:

The Aprendiendo Juntos Coordinator will distribute flyers and information to the different organizations in San Rafael including WIC, Marin Community Clinic and Canal Alliance. AJ families recruit friends and neighbors through word of mouth and many families from the previous year will return to the playgroup.

In what languages will your marketing materials be distributed?

English

Spanish

Vietnamese

Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

1. Coordinate 5 interactive developmental playgroups for children ages 0-5 and their caregivers, five times per week, 1.5 hours per group.
2. The interactive playgroup will provide school readiness activities that are developmentally appropriate to the children's ages and will provide caregivers with information and resources to support raising children.
3. Families must live in San Rafael and have limited to no access to preschool.

Measurement for Outcome

1. 60 families per year are engaged in weekly developmentally appropriate playgroups including bilingual socialization and learning opportunities for children and families.
2. 100% of children identified without insurance will be connected to resources to become insured by year end.
3. 75% of parents will report new knowledge gained about community resources.
4. 75% of parents will indicate that they have seen improvement in their children's readiness for school.
5. 75% of parents will report that they have built knowledge and skills related to parenting and their children's development.
6. 75% of parents will report increased connection with their child(ren).
7. 75% of parents will report increased connection with other parents.
8. 100% of parent participants' mental health will be assessed on an ongoing basis.
9. Quality, bi-lingual and culturally competent mental health services will be available for all playgroup families who seek support

Measurements:

How do you plan to track attendance? Attach a copy of your form.

The attendance will be tracked by a weekly sign in sheet per playgroup.

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

All participants will complete a pre and post survey

What other forms or measurement tools will you use? Attach copy.

PSP Intake Form

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Cecilia Hudson
[Redacted]
[Redacted]

Section V Partners and Support

List partners and any cash or in kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind
First Five Marin	\$100,731 (projected)	
Bella Vista Foundation	\$50,000 (projected)	
Albert J Boro Community Center		Room Use and support
Jewish Family and Children’s Services		ECMH Consultation

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

Program Budget
Intake Form
Pre and Post Survey

ALBERT J. BORO COMMUNITY CENTER FINAL or INTERIM PROGRAM REPORT FOR CO-SPONSORED PROGRAMS

(Use as many pages as necessary to address the required elements. Please number each one.)

PROGRAM NAME:

Aprendiendo Juntos, Parent Services Project

Report prepared by:

Name: Balandra Fregoso Title: Executive Director

Final Report **Interim Report/Renewal Program**

Date submitted: June 25, 2021

Date program completed: June 4, 2021

A. Outcomes: List each numbered outcome from your application and describe your success in meeting each outcome.

65 families participated in Aprendiendo Juntos this year. Aprendiendo Juntos was delivered virtually through zoom from August 18, 2020 – June 4, 2021. We held over 100 developmental playgroup sessions throughout the year. Playgroup includes developmentally rich play activities, parent support and education that encourages the healthy development of infants and young children.

We reached the following performance measures:

- 65 families engaged in weekly developmentally appropriate playgroup including bilingual socialization and learning opportunities for children and families.
- 100% of participating parents/caregivers reported that AJ has helped them feel better, happier or less stressed.
- 100% of participating parents/caregivers reported that their child has health insurance .
- 100% of participating parents/caregivers reported that they have learned about a new community resource this year.
- 100% of participating parents/caregivers reported that AJ is helping prepare their child for school (preschool or Kindergarten).
- 100% of participating parents/caregivers report knowing what their child should be doing and saying at his or her age.

- 100% of participating parents/caregivers report that AJ has helped them to be able to help their child in school, social settings, interact with other children, become more social, talk more, etc.

Aprendiendo Juntos has a positive reputation in the Canal and families know and trust Parent Services Project. We meet parents where they are at and challenge them to learn new ways of engaging with the community and with their families. They are deeply committed to giving their children a better life. We hire culturally competent staff that have a history of working with families and a passion for social justice. The staff/client connection is a critical component of our success.

B. Measurements: Describe the measurements and evaluation strategies you used for each outcome, and provide a summary or actual data analysis. Attach relevant documents for each outcome and measurement strategy.

PSP conducts pre and post surveys in order to evaluate Aprendiendo Juntos. There are informal parent-coordinator meetings as well as parent-child activities, presentations, workshops and referrals throughout the year to help and support families.

C. Success: If you did not succeed in meeting your objectives, tell us why you think that happened, and what strategies you employed to change the situation, or are planning to change in the future.

Because of COVID-19, we were not able to assess if we reached all of our performance measures however we are confident that overall results were positive. In 2020-21 we went above and beyond to support our playgroup families and our work deepened despite the pandemic restrictions. In June/July 2021 we will offer a four week in person summer program for families with children entering kindergarten in August. We will continue to offer behavioral health support and early childhood mental health consultation through the partnership with JFCS and well as individual brief case management for all playgroup families in need.

D. Summary: Briefly describe your overall satisfaction with your program and your reasoning, what highlights you would like to bring to the Board's attention, and any general comments about your program.

Aprendiendo Juntos was delivered as expected, in the context of COVID, and met PSP's and client's expectations. Because of the pandemic, the office remained closed during the entire 20-21 fiscal year and we offered live zoom developmental playgroups four times per week. In collaboration with JFCS, we offered additional workshops for parents via zoom and WhatsApp on topics such as stress and self-care, community resources, resilience, dealing with anxiety during COVID and helping your children work from home.

Continuously adapting to COVID restrictions and creating engaging virtual content throughout the year with limited video knowledge/training was a challenge. Families needed extra support this year so we checked in regularly and made sure they had the information and resources they needed. While adapting to the pandemic, the PSP team became case managers, therapists, COVID-19 educators, experts in local referrals, state resources and national policies. We found that of the multiple stressors that families were facing, they were most concerned about their finances, housing, and distance learning. We normalized their feelings and assured them that we were here to help. We helped parents

apply for financial assistance, navigate the County rental assistance program, Pandemic-EBT, COVID testing and education as well as digital literacy training and tele-mental health. We shared our parking lot and staff to support the distribution of necessities including Sanzuma food boxes, Little Learners Kits with the Learning Bus, art supplies, early-educational material, books, diapers, wipes, gifts during the holidays, etc.

Aprendiendo Juntos/ Learning Together

Parent Services Project

2021-2022 Budget

	Bella Vista Foundation	First 5 Marin	Total Budget
Revenues			
Bella Vista Foundation	50,000		50,000
Marin First 5 (Secured)		102,733	102,733
TOTAL INCOME	50,000	102,733	152,733
Expenses			
<i>Project Personnel</i>			
Program Director/ Direct Supervision	10,500	3,058	13,558
Family Engagement Specialist	9,000	54,000	63,000
Assistant Coordinator	3,800	3,800	7,600
<i>Subtotal personnel</i>	23,300	60,858	84,158
Fringe/benefits x24%	5,592	14,606	20,198
Total Personnel Costs	28,892	75,464	104,356
<i>Project Operating Expenses</i>			
Rent/Utilities/Janitorial: total program staff/ total agency staff X total agency overhead	7,120	9,043	16,163
Playgroup associated cost to include space rental childcare and props and video equipment for virtual play groups per week		3,673	3,673
Supplies/ Playgroup activities, art supplies, games & materials and refreshments at \$50 per weekly meeting		3,873	3,873
Mental Health Care / intern fee and support	7,200		7,200
Promotores Stipends	1,500	360	1,860
Travel- (Project Personnel)	288	320	608
Subtotal Operating Expenses	16,108	17,269	33,377
Total Personnel & Operating Expenses	45,000	92,733	137,733
Indirect, <i>not to exceed 10% of budget</i>	5,000	10,000	15,000
TOTAL EXPENSES	50,000	102,733	152,733

Initials: _____

Date: _____

Age: _____



Intake Form

Thank you for answering the questions below. Your honest answers are important to us and will be kept confidential.

Type of service requested: _____

1. Have you ever been here before: Yes or No

2. How did you find out about PSP: _____

3. What is your race/ethnicity? _____

4. What language is spoken most often in your home? _____

5. What is your marital status?

Married Partnered Single Divorced

Widowed Separated

6. Did you immigrate to the United States?

Yes No If yes, what is your country of origin? _____

How long have you lived in the US? _____

7. What is your household income per year:

\$0-\$50,000 \$50,001-\$75,000 More than \$75,000

8. What is the number of people living in your household? _____ Adults _____ Children

Age of child:	School:
Age of child:	School:
Age of child:	School:
Age of child:	School:

9. Do you have medical insurance?

10. Staff Notes:

Staff Initials : _____

Initials: _____

Date: _____

Age: _____



Forma de Registro

Gracias por responder a las siguientes preguntas. Sus respuestas son importantes para nosotros y serán confidenciales.

Tipo de Servicio Requerido: _____

1. Ha venido aquí antes: Si o No

2. ¿Cómo escucho de PSP? _____

3. ¿Cuál es su Raza/origen étnico?: _____

4. ¿Qué idioma se hable más a menudo en su casa? _____

5. Estado Marital:

Casado Viviendo Juntos Soltero/a Divorciado/a Viudo/a

Separado/a

6. ¿Usted Inmigró a los Estados Unidos? Sí No

Si la respuesta es sí, ¿cuál es su país de origen? _____

¿Cuánto tiempo usted ha vivido en Estados Unidos? _____

7. ¿Cuál es su ingreso familiar por año?

\$0-\$50,000 \$50,001-\$75,000 más de \$75,000

8. Número de personas que viven en su hogar: _____ Adultos _____ Niños

Edad del niño/a	Escuela
Edad del niño/a	Escuela
Edad del niño/a	Escuela
Edad del niño/a	Escuela

9. ¿Tiene seguro médico?

10. Cometarios del Personal:

¡GRACIAS!

Staff Initials : _____

Initials: _____

Date: _____

Age: _____

Staff Initials : _____

Gracias por participar en AJ y Baby Gym este año. Ayúdenos a mejorar nuestro programa para el próximo año completando esta breve encuesta.



Families lead, kids succeed.

Thank you for participating in AJ and Baby Gym this year. Please help us improve our program for next year by filling out this short survey

AJ and Baby Gym Post Survey May/June 2021

1. Is AJ helping prepare your child for school (Preschool or Kindergarten)?
Esta AJ preparando a tu niño para escuela (pre-escolar o kinder)?

Yes/Si
No

2. Has AJ helped you to be able to help your child in school, social settings, interact with other children, become more social, talk more, etc...?
Le ha ayudado AJ a poder ayudar a su hijo en la escuela en entornos sociales, interactuar con otros niños, ser más social, hablar más?

Yes/Si
No

3. In general, do you feel like you know what your child should be doing and saying at his or her age? **De forma general sientes que sabes lo que tu hijo debería hacer y decir a su edad?**

Yes/Si
No

4. Has AJ helped you feel better, happier or less stressed? **AJ te ayudo a sentirme mejor, feliz o menos estresado?**

Yes/Si
No

5. Does your child have health insurance? **Tu hijo/hija tiene seguro medico?**

Yes/Si
No

6. Have you learned about a new community resource this year?
Te has enterado de algun recurso nuevo de la comunidad este año?

Yes/Si
No

If yes, what resource? **Si es si, cual recurso?** _____

7. Is there anything else you would like to share with us? **Hay algo que te gustaria compartir con nosotros?**



**PICKLEWEED ADVISORY COMMITTEE
AGENDA REPORT**

**July 7, 2021
Item #4.C**

TITLE: Scouts BSA: Troop 2000

SUMMARY

Since forming in 2000, Scouts BSA Troop 2000 (formerly Boy Scouts of America) have been based out of the Albert J. Boro Community Center and support families in San Rafael whose first language is not English and who have limited resources. As stated in their application, “The fundamental goals of the Scouts BSA are adventure, learning, challenges, responsibility, developing self-potential, relating to others, developing values, and contributing to family and society.

The term of the proposed Scout program co-sponsorship is from September 13, 2021 through August 29, 2022. The applicant is requesting a full fee-waiver, valued at \$4,140.00 for use of the Multipurpose Room on Mondays from 7:00 pm to 9:00 pm, excluding holidays.

Per the Co-Sponsorship guidelines for renewal applications, a Final Report of the program’s previous co-sponsored use is included with the application for the Pickleweed Advisory Committee’s review.

RECOMMENDATION

It is recommended that the Pickleweed Advisory Committee grant a fee reduction or waiver for use of the Albert J. Boro Community Center Art Room on Monday afternoons.

BACKGROUND

Troop 2000 has proudly called the Albert J. Boro Community Center and Pickleweed Park home since forming in 2000. The City, through the Pickleweed Advisory Committee, has been fully co-sponsoring the rental of the room for the program since their formation. The activity fits in the Center’s schedule and the Scouts are always agreeable to change rooms or move outside if there is a pressing need to use the

Multipurpose Room for a special meeting or event. Troop 2000 regularly gives back to the Center and the Canal community by volunteering and performing special projects in support of an individual member's Eagle Scout Project. In past years the Scouts have repaired the Centers' back deck, made improvements and repairs to Pickleweed Playground, repaired park signboards, performed project in the Canal Community Garden. We also call on the Troop 2000 to support us with community events and for several years they have assisted with the Día de los Muertos event in keeping procession participants safely in their lane.

DISCUSSION

While the Pickleweed Advisory Committee reviews the Co-sponsorship Application and Final Report, Troop 2000 leaders will be present to provide a program overview and support their application which is before the Committee. Committee members will then have opportunity to ask questions of Scouts BSA staff.

The Pickleweed Advisory Committee has the authority to grant a fee reduction (25%, 50%, 75%, or other), grant a full fee-waiver, reject the application and ask applicant to resubmit with additional information, or reject the co-sponsorship application all together.

FISCAL IMPACT

The resident/non-profit value of the rental totals \$4,140.00. A fee reduction or waiver would potentially result in lost revenue to the City should a paying program be interested in using the Art Room at that time.

ALTERNATIVE ACTION

Any other action as determined by the Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. 2021 Use Agreement Application for Co-Sponsorship Programs
2. Evaluation 2021
3. BS Requirements
4. Troop 2000 Scouts BSA Attendance Sheet

scouts. Scouts come from working parents with busy schedules, sometimes doing two jobs with limited time to support the extracurricular activities of their sons. Developing and participating in service projects that benefit the community are an essential part of scouting program as we instill the value of a “good turn daily”. Albert J. Boro Community center has been home for the Boy Scouts of Troop for many years. Many of the boys and children come from the Canal area and this is the only opportunity for them to have an affordable extracurricular activity in the community. This year due to the COVID 19 emergency, our programs have been closed since mid-March 2020, we reopen the program again in September with all the preventive measures as allowed by the public health authorities. Program happened in open spaces only. We were able to participate in the Red Code contest (first aid competition) in its virtual format, and we did a stencil painting service project in a preschool in Novato.

Proposed Start Date: 9/1/2021 Proposed End Date: 8/31/2022

Number participants estimated: 20 Maximum number estimated: 40

Target age group: youth 11-18 year old

Requested Rooms:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Classroom # | <input checked="" type="checkbox"/> Community Room | <input type="checkbox"/> Art Room |
| <input type="checkbox"/> Teen Activity Room | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Playing Field # | <input type="checkbox"/> Picnic Area |

Days and Times Requested:

Day: **Monday** Tuesday Wednesday Thursday Friday Saturday Sunday

Time: 7 PM to 9 PM

Fee Reduction Request

- 25% 50% 75% 100%

OFFICE USE ONLY: Monetary value of fee waiver request: **\$ 4,140.00**

Will there be a charge to participants? Yes No

If so, what will the fee be? \$33 How will the proceeds be used?

The registration fee to join Scouting is \$33 annually. In addition, there are one-time uniform costs and nominal activity fees that maybe charge by the troop/parent committee.

Describe your community outreach plan and how you will advertise:

The Scouting program is open to all youth in the community regardless of race, gender, religion or special needs. We serve youth of all ethnic backgrounds. We recruit by word of mouth and we have started our own website and are planning to do more marketing via social media. The COVID 19 pandemic has affected our effort in outreach but we are still expecting to reopen soon and invite more boys to join the troop. The leadership of the troop has been in touch with the scouts via phone to check on the status of our members. The Canal neighborhood has been one of the most impacted areas in Marin county with the pandemic, especially the Latinx community.

In what languages will your marketing materials be distributed?

- English Spanish Vietnamese Other

Section III Outcomes and Measurements

List your expected outcome(s) for this program, and how you will measure your progress/success in meeting each outcome. Refer to the applicant guidelines for samples of outcome and measurement statements. Each outcome statement and measurement should be individually numbered.

Outcome Statement

The program offers to expose the participant to three aims: one is growth in moral strength and character, second is participating in citizenship and the third aim is development in the physical, mental and emotional fitness

Measurement for Outcome

The fundamental goals of the scouts BSA are Adventure, learning, challenges, responsibility, developing self-potential, relating to others, developing values and contributing to family and society. All these goals are related to the advancement program that the scout needs to achieve his goals. The measurement would be the earned badges all oriented towards the maximum goal of achieving the highest rank: Eagle Award. (see attached)

Measurements:

How do you plan to track attendance? Attach a copy of your form.

See attached sample attendance form

Client Satisfaction:

What evaluation or survey forms will you use for client satisfaction? Attach copy.

Evaluations are done in monthly sit-down meetings between the Scoutmaster and the parents of the

scouts reviewing the advancement of the scout. (see attached forms)

What other forms or measurement tools will you use? Attach copy.

In addition to the rank advancements, measurement can also be made of the amount of service the Troop provides to the community (San Rafael) and specifically the Canal neighborhood. Also, the amount of participation in Scouting activities is an indicator of success. (see attached lists of service projects and activities)

Section IV Faculty/Leaders

Names, titles and contact information for key faculty/leaders other than listed in Section I

Scoutmaster Willy Coronado [REDACTED]
Asst. Scoutmaster Ted Treat [REDACTED]
[REDACTED]
Committee Chairman Troop 2000 Adriana Ledezma [REDACTED]
Asst. Scout Master Oscar Guardado [REDACTED]

Section V Partners and Support

List partners and any cash or in kind support for this project (Refer to the attached guidelines regarding potential payment of user fees to the Albert J. Boro Community Center.)

Partners	Dollar Amount	Detail In-Kind
n/a	n/a	n/a

Attach a program budget.

Section VI Attachments

List all attachments submitted with this application

1. copy of attendance spread sheet
2. copy of evaluation plan
3. copy of measurement tools for rank advancement and list of activities and service project done in

ALBERT J. BORO

COMMUNITY CENTER FINAL or INTERIM PROGRAM REPORT FOR CO-SPONSORED PROGRAMS

(Use as many pages as necessary to address the required elements. Please number each one.)

PROGRAM NAME:

1. copy of attendance spread sheet
2. copy of evaluation plan
3. copy of measurement tools for rank advancement and list of activities and service project done in

Report prepared by:

Name Oscar Guardado Title Assistant Scout Master

- Final Report Interim Report/Renewal Program

Date submitted: 9/12/2020 resubmitted and updated on 6/30/2021

Date program completed: on going

A. Outcomes: List each numbered outcome from your application and describe your success in meeting each outcome.

We have provided and continue to provide services to boys in Marin County that want to joint scouting. The Scouts BSA is an international organization with a program based in the Scouting Promise and Law, sharing the common goals of adventure, learning personal challenges and responsibility. The program is carried out with adult volunteer leadership and provides a wide range of activities including: planning outings and activities, making new friends from different economic and social backgrounds, prepare the youth with active involvement with community and the nation. The program included young girls in February 2019. We are trying to implement this program recruiting more scouts.

B. Measurements: Describe the measurements and evaluation strategies you used for each outcome, and provide a summary or actual data analysis. Attach relevant documents for each outcome and measurement strategy.

Rank advancement as outlined in the attachments:

Tenderfoot, Second Class, and First Class ranks are oriented toward learning and practicing skills that will help the Scout develop confidence and fitness, challenge his thought processes, introduce him to his responsibilities as a citizen, and prepare him for an exciting and successful Scouting experience.

Requirements for Tenderfoot, Second Class, and First Class may be passed at any time after the Scout badge has been earned

All requirements for Star, Life, and Eagle, except for those related to merit badges, must be fulfilled after the successful completion of a board of review for the previous rank

C. Success: If you did not succeed in meeting your objectives, tell us why you think that happened, and what strategies you employed to change the situation, or are planning to change in the future.

The troop has successfully graduated more than 15 eagle scouts since established in Canal. Currently we are working with the next generation of eagle scouts and recruiting more new members to the troop. We will be active in more activities such as El Día de lo Muertos in its modified version due to the current COVID 19 emergency. We will continue to request support from organizations that value that Scouting brings to our youth.

D. Summary: Briefly describe your overall satisfaction with your program and your reasoning, what highlights you would like to bring to the Board's attention, and any general comments about your program.

The Troop has a legacy of community projects and service to the community including the Albert Boro Community Center and beyond, whether collecting food for the community, cleaning the streets or repairing and maintaining the parks, Troop 2000 has helped in many ways. Despite challenges in transportation the troop has been active and participated in scouting for food, our annually drive to help stock the food bank in November, celebrated our annual Thanksgiving dinner, in December we did our annual fundraising wreath sales and also our Christmas gathering. In January, the troop visited the USS Hornet and stay overnight in this National Historic Museum. The same month the troop participated in the annual first aid and emergency preparedness exercise and contest "Red Code" and finally, before the program was temporarily closed due to the COVID 19, in March, we attended the Klondike competition (snow camp) and were awarded first place. Since reopening the troop participated in virtual events (such as the Red Code) and service projects (painting a preschool).

Evaluation 2021

Outcome Statement

The program offers to expose the participant to three aims: one is growth in moral strength and character, second is participating in citizenship and the third aim is development in the physical, mental and emotional fitness.

Measurement of outcome

We believe we have made a lot of progress in the community with our troop. The fundamental goals of the Boys Scouts are Adventure, learning, challenges, responsibility, developing self-potential, relating to others, developing values and contributing to family and society. The Troop serves boys from 11 to 18 years old in the primarily Hispanic Canal neighborhood of San Rafael. We provide leadership, values, outdoor activities, training, and opportunities otherwise unavailable to our boys. We are making a difference in the community to provide service projects in different areas of Marin. We have made extra efforts to keep the troop united and thru the COVID 19 emergency contacting members to check how they are doing. Recruiting parent leaders has been a challenge for some years, more outreach is needed in this area. We also are actively seeking for a storage site to keep our materials. Since we reopened the program in outdoors spaces only as allowed by the public health authorities, we have been participating in virtual events and service projects keeping the safety measures due to COVID 19.

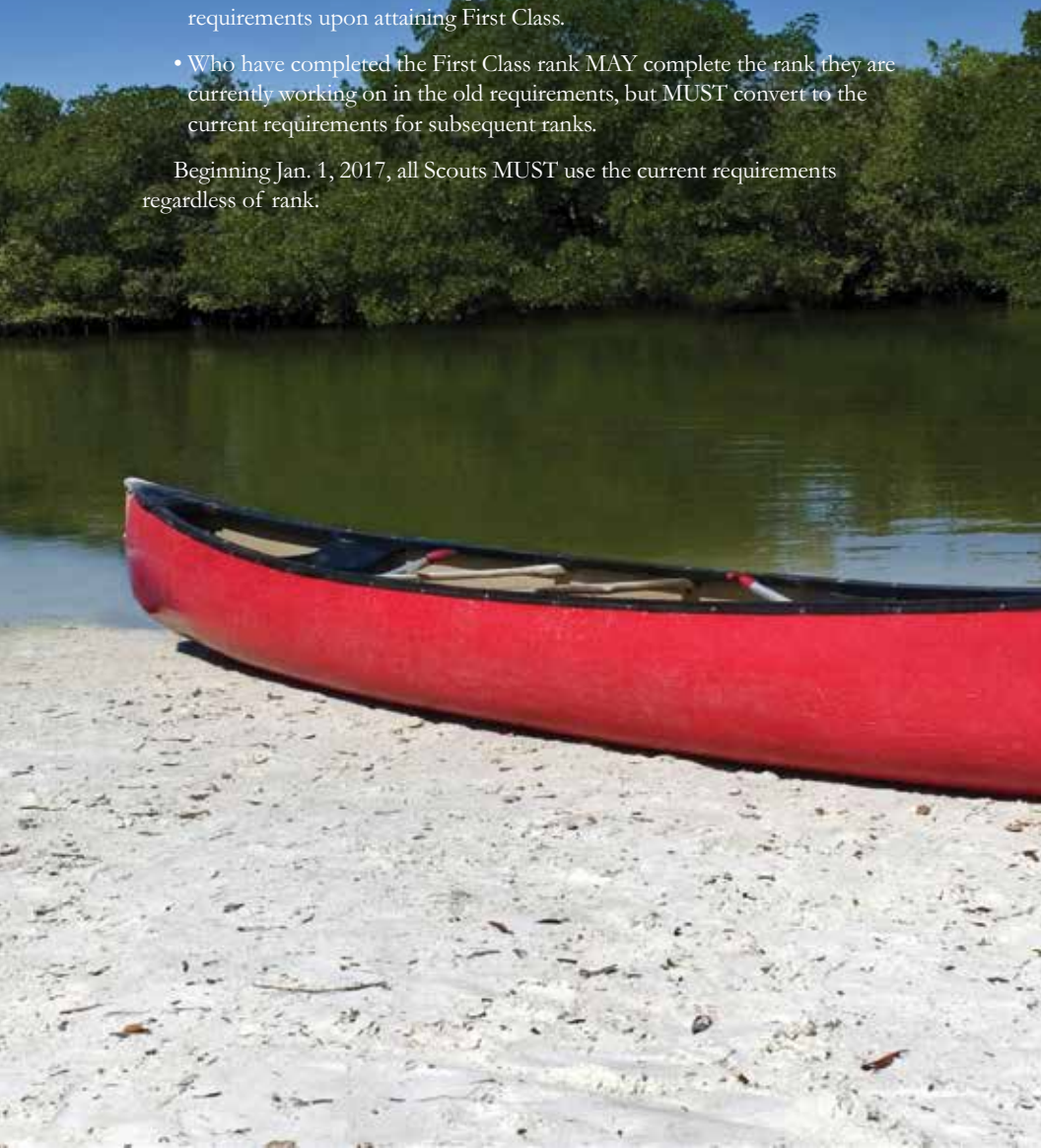
»» BOY SCOUT RANK REQUIREMENTS

The rank requirements in this book are official as of Jan. 1, 2016. Scouts who joined the Boy Scouts of America on or after Jan. 1, 2016, **MUST** follow the rank requirements as printed in this *Boy Scout Handbook* or in the current year's *Boy Scout Requirements* book.

Scouts who joined the BSA prior to Jan. 1, 2016:

- Who are working on the Tenderfoot through First Class ranks **MAY** continue to follow the old requirements, but **MUST** convert to the current requirements upon attaining First Class.
- Who have completed the First Class rank **MAY** complete the rank they are currently working on in the old requirements, but **MUST** convert to the current requirements for subsequent ranks.

Beginning Jan. 1, 2017, all Scouts **MUST** use the current requirements regardless of rank.



SCOUT RANK REQUIREMENTS



All requirements for the Scout rank must be completed as a member of a troop. If you have already completed these requirements as part of the Webelos Scouting Adventure, simply demonstrate your knowledge or skills to your Scoutmaster or other designated leader after joining the troop.

✓		LEADER INITIAL & DATE
	1a. Repeat from memory the Scout Oath, Scout Law, Scout motto, and Scout slogan. In your own words, explain their meaning.	
	1b. Explain what Scout spirit is. Describe some ways you have shown Scout spirit by practicing the Scout Oath, Scout Law, Scout motto, and Scout slogan.	
	1c. Demonstrate the Boy Scout sign, salute, and handshake. Explain when they should be used.	
	1d. Describe the First Class Scout badge and tell what each part stands for. Explain the significance of the First Class Scout badge.	
	1e. Repeat from memory the Outdoor Code. In your own words, explain what the Outdoor Code means to you.	
	1f. Repeat from memory the Pledge of Allegiance. In your own words, explain its meaning.	
	2. After attending at least one Boy Scout troop meeting, do the following:	
	2a. Describe how the Scouts in the troop provide its leadership.	
	2b. Describe the four steps of Boy Scout advancement.	
	2c. Describe what the Boy Scout ranks are and how they are earned.	
	2d. Describe what merit badges are and how they are earned.	
	3a. Explain the patrol method. Describe the types of patrols that are used in your troop.	
	3b. Become familiar with your patrol name, emblem, flag, and yell. Explain how these items create patrol spirit.	
	4a. Show how to tie a square knot, two half-hitches, and a taut-line hitch. Explain how each knot is used.	
	4b. Show the proper care of a rope by learning how to whip and fuse the ends of different kinds of rope.	
	5. Demonstrate your knowledge of pocketknife safety.	
	6. With your parent or guardian, complete the exercises in the pamphlet <i>How to Protect Your Children From Child Abuse: A Parent's Guide</i> and earn the Cyber Chip Award for your grade. ¹	
	7. Since joining the troop and while working on the Scout rank, participate in a Scoutmaster conference.	

Notes: For Varsity Scouts working on Boy Scout requirements, replace "troop" with "team" and "Scoutmaster" with "Varsity Scout Coach."

The requirements for the Scout, Tenderfoot, Second Class, and First Class ranks may be worked on simultaneously; however, these ranks must be earned in sequence.

¹If your family does not have Internet access at home AND you do not have ready Internet access at school or another public place or via a mobile device, the Cyber Chip portion of this requirement may be waived by your Scoutmaster in consultation with your parent or guardian.

Alternative requirements for the Scout rank are available for Scouts with physical or mental disabilities if they meet the criteria listed in the Boy Scout Requirements book.

TENDERFOOT RANK REQUIREMENTS



✓			LEADER INITIAL & DATE
CAMPING AND OUTDOOR ETHICS			
	1a.	Present yourself to your leader, prepared for an overnight camping trip. Show the personal and camping gear you will use. Show the right way to pack and carry it.	
	1b.	Spend at least one night on a patrol or troop campout. Sleep in a tent you have helped pitch.	
	1c.	Tell how you practiced the Outdoor Code on a campout or outing.	
COOKING			
	2a.	On the campout, assist in preparing one of the meals. Tell why it is important for each patrol member to share in meal preparation and cleanup.	
	2b.	While on a campout, demonstrate the appropriate method of safely cleaning items used to prepare, serve, and eat a meal.	
	2c.	Explain the importance of eating together as a patrol.	
TOOLS			
	3a.	Demonstrate a practical use of the square knot.	
	3b.	Demonstrate a practical use of two half-hitches.	
	3c.	Demonstrate a practical use of the taut-line hitch.	
	3d.	Demonstrate proper care, sharpening, and use of the knife, saw, and ax. Describe when each should be used.	
FIRST AID AND NATURE			
	4a.	Show first aid for the following: <ul style="list-style-type: none"> • Simple cuts and scrapes • Blisters on the hand and foot • Minor (thermal/heat) burns or scalds (superficial, or first-degree) • Bites or stings of insects and ticks • Venomous snakebite • Nosebleed • Frostbite and sunburn • Choking 	
	4b.	Describe common poisonous or hazardous plants; identify any that grow in your local area or campsite location. Tell how to treat for exposure to them.	
	4c.	Tell what you can do while on a campout or other outdoor activity to prevent or reduce the occurrence of injuries or exposure listed in Tenderfoot requirements 4a and 4b.	
	4d.	Assemble a personal first-aid kit to carry with you on future campouts and hikes. Tell how each item in the kit would be used.	
HIKING			
	5a.	Explain the importance of the buddy system as it relates to your personal safety on outings and in your neighborhood. Use the buddy system while on a troop or patrol outing.	
	5b.	Describe what to do if you become lost on a hike or campout.	
	5c.	Explain the rules of safe hiking, both on the highway and cross-country, during the day and at night.	

✓			LEADER INITIAL & DATE
FITNESS			
6a.	Record your best in the following tests: <ul style="list-style-type: none"> • Pushups _____ (Record the number done correctly in 60 seconds.) • Situps or curl-ups _____ (Record the number done correctly in 60 seconds.) • Back-saver sit-and-reach _____ (Record the distance stretched.) • 1-mile walk/run _____ (Record the time.) 		
6b.	Develop and describe a plan for improvement in each of the activities listed in Tenderfoot requirement 6a. Keep track of your activity for at least 30 days.		
6c.	Show improvement (of any degree) in each activity listed in Tenderfoot requirement 6a after practicing for 30 days. <ul style="list-style-type: none"> • Pushups _____ (Record the number done correctly in 60 seconds.) • Situps or curl-ups _____ (Record the number done correctly in 60 seconds.) • Back-saver sit-and-reach _____ (Record the distance stretched.) • 1-mile walk/run _____ (Record the time.) 		
CITIZENSHIP			
7a.	Demonstrate how to display, raise, lower, and fold the U.S. flag.		
7b.	Participate in a total of one hour of service in one or more service projects approved by your Scoutmaster. Explain how your service to others relates to the Scout slogan and Scout motto.		
LEADERSHIP			
8.	Describe the steps in Scouting's Teaching EDGE method. Use the Teaching EDGE method to teach another person how to tie the square knot.		
SCOUT SPIRIT			
9.	Demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived four different points of the Scout Law in your everyday life. _____		
10.	While working toward the Tenderfoot rank, and after completing Scout rank requirement 7, participate in a Scoutmaster conference.		
11.	Successfully complete your board of review for the Tenderfoot rank.		

Notes: For Varsity Scouts working on Boy Scout requirements, replace "troop" with "team" and "Scoutmaster" with "Varsity Scout Coach."

The requirements for the Scout, Tenderfoot, Second Class, and First Class ranks may be worked on simultaneously; however, these ranks must be earned in sequence.


Alternative requirements for the Tenderfoot rank are available for Scouts with physical or mental disabilities if they meet the criteria listed in the Boy Scout Requirements book.

SECOND CLASS RANK REQUIREMENTS



✓		LEADER INITIAL & DATE
CAMPING AND OUTDOOR ETHICS		
1a.	Since joining Boy Scouts, participate in five separate troop/patrol activities, at least three of which must be held outdoors. Of the outdoor activities, at least two must include overnight camping. These activities do not include troop or patrol meetings. On campouts, spend the night in a tent that you pitch or other structure that you help erect, such as a lean-to, snow cave, or tepee.	
1b.	Explain the principles of Leave No Trace and tell how you practiced them on a campout or outing. This outing must be different from the one used for Tenderfoot requirement 1c.	
1c.	On one of these campouts, select a location for your patrol site and recommend it to your patrol leader, senior patrol leader, or troop guide. Explain what factors you should consider when choosing a patrol site and where to pitch a tent.	
COOKING AND TOOLS		
2a.	Explain when it is appropriate to use a fire for cooking or other purposes and when it would not be appropriate to do so.	
2b.	Use the tools listed in Tenderfoot requirement 3d to prepare tinder, kindling, and fuel wood for a cooking fire.	
2c.	At an approved outdoor location and time, use the tinder, kindling, and fuel wood from Second Class requirement 2b to demonstrate how to build a fire. Unless prohibited by local fire restrictions, light the fire. After allowing the flames to burn safely for at least two minutes, safely extinguish the flames with minimal impact to the fire site.	
2d.	Explain when it is appropriate to use a lightweight stove and when it is appropriate to use a propane stove. Set up a lightweight stove or propane stove. Light the stove, unless prohibited by local fire restrictions. Describe the safety procedures for using these types of stoves.	
2e.	On one campout, plan and cook one hot breakfast or lunch, selecting foods from MyPlate or the current USDA nutritional model. Explain the importance of good nutrition. Demonstrate how to transport, store, and prepare the foods you selected.	
2f.	Demonstrate tying the sheet bend knot. Describe a situation in which you would use this knot.	
2g.	Demonstrate tying the bowline knot. Describe a situation in which you would use this knot.	
NAVIGATION		
3a.	Demonstrate how a compass works and how to orient a map. Use a map to point out and tell the meaning of five map symbols.	
3b.	Using a compass and map together, take a 5-mile hike (or 10 miles by bike) approved by your adult leader and your parent or guardian. ²	
3c.	Describe some hazards or injuries that you might encounter on your hike and what you can do to help prevent them. ²	
3d.	Demonstrate how to find directions during the day and at night without using a compass or an electronic device.	

²If you use a wheelchair or crutches, or if it is difficult for you to get around, you may substitute "trip" for "hike" in requirement 3b and 3c.

		LEADER INITIAL & DATE
		
NATURE		
4.	Identify or show evidence of at least 10 kinds of wild animals (such as birds, mammals, reptiles, fish, or mollusks) found in your local area or camping location. You may show evidence by tracks, signs, or photographs you have taken.	
AQUATICS		
5a.	Tell what precautions must be taken for a safe swim.	
5b.	Demonstrate your ability to pass the BSA beginner test: Jump feetfirst into water over your head in depth, level off and swim 25 feet on the surface, stop, turn sharply, resume swimming, then return to your starting place. ³	
5c.	Demonstrate water rescue methods by reaching with your arm or leg, by reaching with a suitable object, and by throwing lines and objects. ³	
5d.	Explain why swimming rescues should not be attempted when a reaching or throwing rescue is possible. Explain why and how a rescue swimmer should avoid contact with the victim.	
FIRST AID AND EMERGENCY PREPAREDNESS		
6a.	Demonstrate first aid for the following: <ul style="list-style-type: none"> • Object in the eye • Bite of a warm-blooded animal • Puncture wounds from a splinter, nail, and fishhook • Serious burns (partial thickness, or second-degree) • Heat exhaustion • Shock • Heatstroke, dehydration, hypothermia, and hyperventilation 	
6b.	Show what to do for “hurry” cases of stopped breathing, stroke, severe bleeding, and ingested poisoning.	
6c.	Tell what you can do while on a campout or hike to prevent or reduce the occurrence of the injuries listed in Second Class requirements 6a and 6b.	
6d.	Explain what to do in case of accidents that require emergency response in the home and backcountry. Explain what constitutes an emergency and what information you will need to provide to a responder.	
6e.	Tell how you should respond if you come upon the scene of a vehicular accident.	
FITNESS		
7a.	After completing Tenderfoot requirement 6c, be physically active at least 30 minutes each day for five days a week for four weeks. Keep track of your activities.	
7b.	Share your challenges and successes in completing Second Class requirement 7a. Set a goal for continuing to include physical activity as part of your daily life and develop a plan for doing so.	

³Under certain exceptional conditions, where the climate keeps the outdoor water temperature below safe levels year-round, or where there are no suitably safe and accessible places (outdoors or indoors) within a reasonable traveling distance to swim at any time during the year, the council Scout executive and advancement committee may, on an individual Scout basis, authorize an alternative for requirements 5b and 5c. The local council may establish appropriate procedures for submitting and processing these types of requests. All the other requirements, none of which necessitate entry in the water or entry in a watercraft on the water, must be completed as written.

✓	LEADER INITIAL & DATE	
7c.	Participate in a school, community, or troop program on the dangers of using drugs, alcohol, and tobacco and other practices that could be harmful to your health. Discuss your participation in the program with your family, and explain the dangers of substance addictions. Report to your Scoutmaster or other adult leader in your troop about which parts of the Scout Oath and Scout Law relate to what you learned.	
CITIZENSHIP		
8a.	Participate in a flag ceremony for your school, religious institution, chartered organization, community, or Scouting activity.	
8b.	Explain what respect is due the flag of the United States.	
8c.	With your parents or guardian, decide on an amount of money that you would like to earn, based on the cost of a specific item you would like to purchase. Develop a written plan to earn the amount agreed upon and follow that plan; it is acceptable to make changes to your plan along the way. Discuss any changes made to your original plan and whether you met your goal.	
8d.	At a minimum of three locations, compare the cost of the item for which you are saving to determine the best place to purchase it. After completing Second Class requirement 8c, decide if you will use the amount that you earned as originally intended, save all or part of it, or use it for another purpose.	
8e.	Participate in two hours of service through one or more service projects approved by your Scoutmaster. Tell how your service to others relates to the Scout Oath.	
PERSONAL SAFETY AWARENESS		
9a.	Explain the three R's of personal safety and protection.	
9b.	Describe bullying; tell what the appropriate response is to someone who is bullying you or another person.	
SCOUT SPIRIT		
10.	Demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived four different points of the Scout Law (not to include those used for Tenderfoot requirement 9) in your everyday life. _____	
11.	While working toward the Second Class rank, and after completing Tenderfoot requirement 10, participate in a Scoutmaster conference.	
12.	Successfully complete your board of review for the Second Class rank.	

Notes: For Varsity Scouts working on Boy Scout requirements, replace "troop" with "team" and "Scoutmaster" with "Varsity Scout Coach."

The requirements for Scout, Tenderfoot, Second Class, and First Class ranks may be worked on simultaneously; however, these ranks must be earned in sequence.

Alternative requirements for the Second Class rank are available for Scouts with physical or mental disabilities if they meet the criteria listed in the Boy Scout Requirements book.

FIRST CLASS RANK REQUIREMENTS



✓		LEADER INITIAL & DATE
CAMPING AND OUTDOOR ETHICS		
1a.	Since joining Boy Scouts, participate in 10 separate troop/patrol activities, at least six of which must be held outdoors. Of the outdoor activities, at least three must include overnight camping. These activities do not include troop or patrol meetings. On campouts, spend the night in a tent that you pitch or other structure that you help erect, such as a lean-to, snow cave, or tepee.	
1b.	Explain each of the principles of Tread Lightly! and tell how you practiced them on a campout or outing. This outing must be different from the ones used for Tenderfoot requirement 1c and Second Class requirement 1b.	
COOKING		
2a.	Help plan a menu for one of the above campouts that includes at least one breakfast, one lunch, and one dinner, and that requires cooking at least two of the meals. Tell how the menu includes the foods from MyPlate or the current USDA nutritional model and how it meets nutritional needs for the planned activity or campout.	
2b.	Using the menu planned in First Class requirement 2a, make a list showing a budget and the food amounts needed to feed three or more boys. Secure the ingredients.	
2c.	Show which pans, utensils, and other gear will be needed to cook and serve these meals.	
2d.	Demonstrate the procedures to follow in the safe handling and storage of fresh meats, dairy products, eggs, vegetables, and other perishable food products. Show how to properly dispose of camp garbage, cans, plastic containers, and other rubbish.	
2e.	On one campout, serve as cook. Supervise your assistant(s) in using a stove or building a cooking fire. Prepare the breakfast, lunch, and dinner planned in First Class requirement 2a. Supervise the cleanup.	
TOOLS		
3a.	Discuss when you should and should not use lashings.	
3b.	Demonstrate tying the timber hitch and clove hitch.	
3c.	Demonstrate tying the square, shear, and diagonal lashings by joining two or more poles or staves together.	
3d.	Use lashings to make a useful camp gadget or structure.	
NAVIGATION		
4a.	Using a map and compass, complete an orienteering course that covers at least one mile and requires measuring the height and/or width of designated items (tree, tower, canyon, ditch, etc.).	
4b.	Demonstrate how to use a handheld GPS unit, GPS app on a smartphone, or other electronic navigation system. Use GPS to find your current location, a destination of your choice, and the route you will take to get there. Follow that route to arrive at your destination.	
NATURE		
5a.	Identify or show evidence of at least 10 kinds of native plants found in your local area or campsite location. You may show evidence by identifying fallen leaves or fallen fruit that you find in the field, or as part of a collection you have made, or by photographs you have taken.	
5b.	Identify two ways to obtain a weather forecast for an upcoming activity. Explain why weather forecasts are important when planning for an event.	

✓			LEADER INITIAL & DATE
	5c.	Describe at least three natural indicators of impending hazardous weather, the potential dangerous events that might result from such weather conditions, and the appropriate actions to take.	
	5d.	Describe extreme weather conditions you might encounter in the outdoors in your local geographic area. Discuss how you would determine ahead of time the potential risk of these types of weather dangers, alternative planning considerations to avoid such risks, and how you would prepare for and respond to those weather conditions.	
AQUATICS			
	6a.	Successfully complete the BSA swimmer test. ^{4,5}	
	6b.	Tell what precautions must be taken for a safe trip afloat.	
	6c.	Identify the basic parts of a canoe, kayak, or other boat. Identify the parts of a paddle or an oar.	
	6d.	Describe proper body positioning in a watercraft, depending on the type and size of the vessel. Explain the importance of proper body position in the boat.	
	6e.	With a helper and a practice victim, show a line rescue both as tender and as rescuer. (The practice victim should be approximately 30 feet from shore in deep water.) ⁵	
FIRST AID AND EMERGENCY PREPAREDNESS			
	7a.	Demonstrate bandages for a sprained ankle and for injuries on the head, the upper arm, and the collarbone.	
	7b.	By yourself and with a partner, show how to: <ul style="list-style-type: none"> • Transport a person from a smoke-filled room. • Transport for at least 25 yards a person with a sprained ankle. 	
	7c.	Tell the five most common signals of a heart attack. Explain the steps (procedures) in cardiopulmonary resuscitation (CPR).	
	7d.	Tell what utility services exist in your home or meeting place. Describe potential hazards associated with these utilities and tell how to respond in emergency situations.	
	7e.	Develop an emergency action plan for your home that includes what to do in case of fire, storm, power outage, and water outage.	
	7f.	Explain how to obtain potable water in an emergency.	
FITNESS			
	8a.	After completing Second Class requirement 7a, be physically active at least 30 minutes each day for five days a week for four weeks. Keep track of your activities.	
	8b.	Share your challenges and successes in completing First Class requirement 8a. Set a goal for continuing to include physical activity as part of your daily life.	
CITIZENSHIP			
	9a.	Visit and discuss with a selected individual approved by your leader (for example, an elected official, judge, attorney, civil servant, principal, or teacher) the constitutional rights and obligations of a U.S. citizen.	
	9b.	Investigate an environmental issue affecting your community. Share what you learned about that issue with your patrol or troop. Tell what, if anything, could be done by you or your community to address the concern.	

⁴See the Swimming merit badge requirements for details about the BSA swimmer test.

⁵Under certain exceptional conditions, where the climate keeps the outdoor water temperature below safe levels year-round, or where there are no suitably safe and accessible places (outdoors or indoors) within a reasonable traveling distance to swim at any time during the year, the council Scout executive and advancement committee may, on an individual Scout basis, authorize an alternative for requirements 6a and 6e. The local council may establish appropriate procedures for submitting and processing these types of requests. All the other requirements, none of which necessitate entry in the water or entry in a watercraft on the water, must be completed as written.

✓		LEADER INITIAL & DATE
	9c. On a Scouting or family outing, take note of the trash and garbage you produce. Before your next similar outing, decide how you can reduce, recycle, or repurpose what you take on that outing, and then put those plans into action. Compare your results.	
	9d. Participate in three hours of service through one or more service projects approved by your Scoutmaster. The project(s) must not be the same service project(s) used for Tenderfoot requirement 7b and Second Class requirement 8e. Explain how your service to others relates to the Scout Law.	
LEADERSHIP		
	10. Tell someone who is eligible to join Boy Scouts, or an inactive Boy Scout, about your Scouting activities. Invite him to an outing, activity, service project, or meeting. Tell him how to join, or encourage the inactive Boy Scout to become active. Share your efforts with your Scoutmaster or other adult leader.	
SCOUT SPIRIT		
	11. Demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived four different points of the Scout Law (different from those points used for previous ranks) in your everyday life. _____	
	12. While working toward the First Class rank, and after completing Second Class requirement 11, participate in a Scoutmaster conference.	
	13. Successfully complete your board of review for the First Class rank.	

Notes: For Varsity Scouts working on Boy Scout requirements, replace “troop” with “team” and “Scoutmaster” with “Varsity Scout Coach.”

The requirements for Scout, Tenderfoot, Second Class, and First Class ranks may be worked on simultaneously; however, these ranks must be earned in sequence.

Alternative requirements for the First Class rank are available for Scouts with physical or mental disabilities if they meet the criteria listed in the Boy Scout Requirements book.



STAR RANK REQUIREMENTS



✓			LEADER INITIAL & DATE
1.	Be active in your troop for at least four months as a First Class Scout.		
2.	As a First Class Scout, demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived the Scout Oath and Scout Law in your everyday life.		
3.	Earn six merit badges, including any four from the required list for Eagle. You may choose any of the 17 merit badges on the required list for Eagle to fulfill this requirement. See Eagle rank requirement 3 for this list.		
	NAME OF MERIT BADGE	DATE EARNED	
	(Eagle required)		
	(Eagle required)		
	(Eagle required)		
	(Eagle required)		
4.	While a First Class Scout, participate in six hours of service through one or more service projects approved by your Scoutmaster.		
5.	<p>While a First Class Scout, serve actively in your troop for four months in one or more of the following positions of responsibility (or carry out a Scoutmaster-approved leadership project to help the troop):</p> <p>Boy Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, bugler, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide.⁶</p> <p>Varsity Scout team. Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, webmaster, or outdoor ethics guide.</p> <p>Venturing crew/Sea Scout ship. President, vice president, secretary, treasurer, den chief, quartermaster, historian, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, or webmaster.</p> <p>Lone Scout. Leadership responsibility in your school, religious organization, club, or elsewhere in your community.</p>		
6.	With your parent or guardian, complete the exercises in the pamphlet <i>How to Protect Your Children From Child Abuse: A Parent's Guide</i> and earn the Cyber Chip award for your grade. ⁷		
7.	While a First Class Scout, participate in a Scoutmaster conference.		
8.	Successfully complete your board of review for the Star rank. ⁸		

Notes: For Varsity Scouts working on Boy Scout requirements, replace "troop" with "team" and "Scoutmaster" with "Varsity Scout Coach." For Venturers working on Boy Scout requirements, replace "troop" with "crew" and "Scoutmaster" with "crew Advisor." For Sea Scouts working on Boy Scout requirements, replace "troop" with "ship" and "Scoutmaster" with "Skipper."

⁶Assistant patrol leader is not an approved position of responsibility for the Star rank.

⁷If your family does not have Internet access at home AND you do not have ready Internet access at school or another public place or via a mobile device, the Cyber Chip portion of this requirement may be waived by your Scoutmaster in consultation with your parent or guardian.

⁸If the board of review does not approve the Scout's advancement, the decision may be appealed in accordance with Guide to Advancement topic 8.0.4.0.

LIFE RANK REQUIREMENTS



		LEADER INITIAL & DATE
<input checked="" type="checkbox"/>		
1.	Be active in your troop for at least six months as a Star Scout.	
2.	As a Star Scout, demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived the Scout Oath and Scout Law in your everyday life.	
3.	Earn five more merit badges (so that you have 11 in all), including any three additional badges from the required list for Eagle. You may choose any of the 17 merit badges on the required list for Eagle to fulfill this requirement. See Eagle rank requirement 3 for this list.	
	NAME OF MERIT BADGE	DATE EARNED
	(Eagle required)	
	(Eagle required)	
	(Eagle required)	
4.	While a Star Scout, participate in six hours of service through one or more service projects approved by your Scoutmaster. At least three hours of this service must be conservation-related.	
5.	<p>While a Star Scout, serve actively in your troop for six months in one or more of the following troop positions of responsibility (or carry out a Scoutmaster-approved leadership project to help the troop).</p> <p>Boy Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, bugler, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide.⁹</p> <p>Varsity Scout team. Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, webmaster, or outdoor ethics guide.</p> <p>Venturing crew/Sea Scout ship. President, vice president, secretary, treasurer, den chief, quartermaster, historian, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, or webmaster.</p> <p>Lone Scout. Leadership responsibility in your school, religious organization, club, or elsewhere in your community.</p>	
6.	<p>While a Star Scout, use the Teaching EDGE method to teach another Scout (preferably younger than you) the skills from ONE of the following choices, so that he is prepared to pass those requirements to his Scoutmaster's satisfaction.</p> <p>a. Tenderfoot 4a and 4b (first aid) e. First Class 4a and 4b (navigation)</p> <p>b. Second Class 2b, 2c, and 2d (cooking/tools) f. Second Class 6a and 6b (first aid)</p> <p>c. Second Class 3a and 3d (navigation) g. First Class 7a and 7b (first aid)</p> <p>d. First Class 3a, 3b, 3c, and 3d (tools) h. Three requirements from one of the required Eagle merit badges, as approved by your Scoutmaster</p>	
7.	While a Star Scout, participate in a Scoutmaster conference.	
8.	Successfully complete your board of review for the Life rank. ¹⁰	

Notes: For Varsity Scouts working on Boy Scout requirements, replace "troop" with "team" and "Scoutmaster" with "Varsity Scout Coach." For Venturers working on Boy Scout requirements, replace "troop" with "crew" and "Scoutmaster" with "crew Advisor." For Sea Scouts working on Boy Scout requirements, replace "troop" with "ship" and "Scoutmaster" with "Skipper."

⁹Assistant patrol leader is not an approved position of responsibility for the Star, Life, or Eagle rank.

¹⁰If the board of review does not approve the Scout's advancement, the decision may be appealed in accordance with Guide to Advancement topic 8.0.4.0.

EAGLE RANK REQUIREMENTS



✓			LEADER INITIAL & DATE																						
1.	Be active in your troop for at least six months as a Life Scout.																								
2.	As a Life Scout, demonstrate Scout Spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God, how you have lived the Scout Oath and Scout Law in your everyday life, and how your understanding of the Scout Oath and Scout Law will guide your life in the future. List on your Eagle Scout Rank Application the names of individuals who know you personally and would be willing to provide a recommendation on your behalf, including parents/guardians, religious (if not affiliated with an organized religion, then the parent or guardian provides this reference), educational, employer (if employed), and two other references.																								
3.	<p>Earn a total of 21 merit badges (10 more than required for the Life rank), including these 13 merit badges: (a) First Aid, (b) Citizenship in the Community, (c) Citizenship in the Nation, (d) Citizenship in the World, (e) Communication, (f) Cooking, (g) Personal Fitness, (h) Emergency Preparedness OR Lifesaving, (i) Environmental Science OR Sustainability, (j) Personal Management, (k) Swimming OR Hiking OR Cycling, (l) Camping, and (m) Family Life.</p> <p>You must choose only one of the merit badges listed in categories h, i, and k. Any additional merit badge(s) earned in those categories may be counted as one of your eight optional merit badges used to make your total of 21.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #0070C0; color: white;">NAME OF MERIT BADGE</th> <th style="background-color: #0070C0; color: white;">DATE EARNED</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> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> <tr><td>6.</td><td></td></tr> <tr><td>7.</td><td></td></tr> <tr><td>8.</td><td></td></tr> <tr><td>9.</td><td></td></tr> <tr><td>10.</td><td></td></tr> </tbody> </table>		NAME OF MERIT BADGE	DATE EARNED	1.		2.		3.		4.		5.		6.		7.		8.		9.		10.		
NAME OF MERIT BADGE	DATE EARNED																								
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4.	<p>While a Life Scout, serve actively in your troop for six months in one or more of the following positions of responsibility¹¹:</p> <p>Boy Scout troop. Patrol leader, assistant senior patrol leader, senior patrol leader, troop guide, Order of the Arrow troop representative, den chief, scribe, librarian, historian, quartermaster, junior assistant Scoutmaster, chaplain aide, instructor, webmaster, or outdoor ethics guide.</p> <p>Varsity Scout team. Captain, cocaptain, program manager, squad leader, team secretary, Order of the Arrow team representative, librarian, historian, quartermaster, chaplain aide, instructor, den chief, webmaster, or outdoor ethics guide.</p> <p>Venturing crew/Sea Scout ship. President, vice president, secretary, treasurer, quartermaster, historian, den chief, guide, boatswain, boatswain's mate, yeoman, purser, storekeeper, or webmaster.</p> <p>Lone Scout. Leadership responsibility in your school, religious organization, club, or elsewhere in your community.</p>																								

¹¹ Assistant patrol leader and bugler are not approved positions of responsibility for the Eagle Scout rank. Likewise, a Scoutmaster-approved leadership project cannot be used in lieu of serving in a position of responsibility.

✓		LEADER INITIAL & DATE
5.	While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than the Boy Scouts of America.) A project proposal must be approved by the organization benefiting from the effort, your Scoutmaster and unit committee, and the council or district before you start. You must use the <i>Eagle Scout Service Project Workbook</i> , BSA publication No. 512-927, in meeting this requirement. (To learn more about the Eagle Scout service project, see the <i>Guide to Advancement</i> , topics 9.0.2.0 through 9.0.2.16.)	
6.	While a Life Scout, participate in a Scoutmaster conference.	
In preparation for your board of review, prepare and attach to your Eagle Scout Rank Application a statement of your ambitions and life purpose and a listing of positions held in your religious institution, school, camp, community, or other organizations, during which you demonstrated leadership skills. Include honors and awards received during this service.		
7.	Successfully complete your board of review for the Eagle Scout rank. ¹² (This requirement may be met after age 18, in accordance with <i>Guide to Advancement</i> topic 8.0.3.1. ¹³ .)	

Notes: For Varsity Scouts working on Boy Scout requirements, replace “troop” with “team” and “Scoutmaster” with “Varsity Scout Coach.” For Venturers working on Boy Scout requirements, replace “troop” with “crew” and “Scoutmaster” with “crew Advisor.” For Sea Scouts working on Boy Scout requirements, replace “troop” with “ship” and “Scoutmaster” with “Skipper.”

¹²APPEALS AND EXTENSIONS

If a Scout believes he has completed all requirements for the Eagle Scout rank but is denied a board of review, he may request a board of review under disputed circumstances in accordance with *Guide to Advancement* topic 8.0.3.2.

If the board of review does not approve the Scout’s advancement, the decision may be appealed in accordance with *Guide to Advancement* topic 8.0.4.0.

If a Scout foresees that, due to no fault or choice of his own, he will be unable to complete the Eagle Scout rank requirements before age 18, he may apply for a limited time extension in accordance with *Guide to Advancement* topic 9.0.4.0. Time extensions are rarely granted.

¹³AGE REQUIREMENT ELIGIBILITY

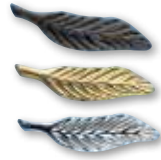
Merit badges, badges of rank, and Eagle Palms may be earned by a registered Boy Scout, Varsity Scout, or qualified Venturer or Sea Scout. He may earn these awards until his 18th birthday. Any Venturer or Sea Scout who has achieved the First Class rank as a Boy Scout in a troop or Varsity Scout in a team may continue working up to his 18th birthday toward the Star, Life, and Eagle Scout ranks and Eagle Palms.

An Eagle Scout board of review may occur, without special approval, within three months after the 18th birthday. Local councils must preapprove those held three to six months afterward. To initiate approval, the candidate, his parent or guardian, the unit leader, or a unit committee member attaches to the application a statement explaining the delay. **Consult the *Guide to Advancement*, topic 8.0.3.1, in the case where a board of review is to be conducted more than six months after a candidate’s 18th birthday.**

If you have a permanent physical or mental disability, or a disability expected to last more than two years or beyond age 18, you may become an Eagle Scout by qualifying for as many required merit badges as you can and qualifying for alternative merit badges for the rest. If you seek to become an Eagle Scout under this procedure, you must submit a special application to your local council service center. Your application must be approved by your council advancement committee **before you can work on alternative merit badges.**

A Scout or Venturer with a disability may also qualify to work toward rank advancement after he is 18 years of age if he meets the guidelines outlined in section 10 of the *Guide to Advancement*.

EAGLE PALM REQUIREMENTS*



After successfully completing your Eagle Scout board of review on or after Aug. 1, 2017, and being validated as an Eagle Scout by the National Service Center, you will be entitled to receive an Eagle Palm for each additional five merit badges you completed before your Eagle board of review beyond those required for Eagle. In addition, all current Scouts who have completed their Eagle board of review and who had not passed their 18th birthday before Aug. 1, 2017, are entitled as well. For these Palms only, it will not be necessary for you to complete the requirements stated below.

After becoming an Eagle Scout and receiving the Eagle Palms you are entitled to, you may earn additional Palms by completing the following requirements:

✓		LEADER INITIAL & DATE
	1. Be active in the Boy Scouts of America for at least three months after becoming an Eagle Scout or after the last Palm was earned. ** (See page 24.)	
	2. Since earning the Eagle Scout rank or your last Eagle Palm, demonstrate Scout spirit by living the Scout Oath and Scout Law. Tell how you have done your duty to God and how you have lived the Scout Oath and Scout Law in your everyday life. (See pages 11-16, 23, and 479.)	
	3. Continue to set a satisfactory example of accepting responsibility or demonstrating leadership ability. (See pages 32-44.)	
	4. Earn five additional merit badges beyond those required for Eagle or last Palm. *** (See pages 28 and 46-49.)	
	5. While an Eagle Scout, participate in a Scoutmaster conference.* (See page 416.)	

You may wear only the proper combination of Palms for the number of merit badges you earned beyond the rank of Eagle. The Bronze Palm represents five merit badges, the Gold Palm 10, and the Silver Palm 15.

Notes: *For Varsity Scouts working on Boy Scout requirements, replace "Scoutmaster" with "Varsity Scout Coach." For Venturers working on Boy Scout requirements, replace "Scoutmaster" with "crew Advisor." For Sea Scouts working on Boy Scout requirements, replace "Scoutmaster" with "Skipper."

**Eagle Palms must be earned in sequence, and the three-month tenure requirement must be observed for each Palm.

***Merit badges earned any time since becoming a Boy Scout may be used to meet this requirement.

✓		LEADER INITIAL & DATE
	Bronze Palm earned _____	
	Gold Palm earned _____	
	Silver Palm earned _____	
	Second Bronze Palm earned _____	
	Second Gold Palm earned _____	
	Second Silver Palm earned _____	
	Third Bronze Palm earned _____	
	Third Gold Palm earned _____	
	Third Silver Palm earned _____	



**July 7, 2021
Item #5**

**TITLE: REVIEW PROPOSED REVISIONS TO THE ALBERT J. BORO
COMMUNITY CENTER COMMUNITY USE POLICY**

RECOMMENDATION:

That the Pickleweed Advisory Committee review proposed updates to the Albert J. Boro Community Center Use Policy and provide feedback.

BACKGROUND:

In 1997, City Council first approved policy changes that allowed for increased community use of the Albert J. Boro Community Center (Community Center) for little or no charge. In 2005, the Pickleweed Advisory Board reviewed the policy and recommended revisions to allow for balanced and equitable provision of space at the newly renovated Community Center. The updated Community Use Policy was approved by City Council in 2006 and is included as Attachment 1. The 2006 Community Use Policy laid out the priority by which the City allocates space at the Community Center as well as the guidelines for waiving fees through the Co-Sponsorship Program.

Through the Co-Sponsorship Program, non-profit organizations are able to apply to the City and the Pickleweed Advisory Committee for a reduction or full waiver of rental fees at the Community Center and Pickleweed Park. This process has supported organizations in providing timely programs for Canal residents, while also saving the City of San Rafael administrative costs of providing similar programs inhouse. The intent was that working together, the City, organizations, and the community itself can create a web of supporting programs that ebbs and flows with current needs and trends to enrich Canal residents.

In addition to the co-sponsorship guidelines and application process, the 2006 Community Use Policy also contained information on general facility rental policies, fees, and processes.

DISCUSSION:

Given that the Community Use Policy has not been updated since 2006, City staff felt that the time was right to conduct a thorough review of the policy and to propose updates to better align with the current needs of the City, the Community Center, and the community. The proposed draft includes updates to the Community Use Policy and

is included in Attachment 2. Outlined below are the primary areas in which staff are recommending changes and/or seeking input on from the Advisory Committee. Once staff has received feedback from the Advisory Committee, the proposed changes will be incorporated into the Community Use Policy and will be brought forward to the Park and Recreation Commission and the City Council for approval.

Usage Priority

The 2006 Community Use Policy sets out the usage priority for the Community Center as 1. City Programs, 2. City Co-Sponsored Programs; and 3. Room Rentals, without any restrictions on days, times, or room types. However, in practice, the Advisory Committee has avoided allowing co-sponsored programs to access the Multi-Purpose room on Fridays, Saturdays, and Sundays, as those days are popular for large event rentals that are critical to the financial health of the Community Center and often serve members of the community. Staff are proposing that this restriction be formally adopted in the updated Community Use Policy.

Additionally, staff recommend the inclusion of Regional and Local Emergency use as the top usage priority in the updated policy. The City has experienced an increased need to utilize community centers for charging stations, cooling and clean air centers, testing and vaccination sites, and more over the past few years. This proposed change would reflect that growing need.

Co-Sponsorship Application Process

Currently, the 2006 Community Use Policy states that co-sponsorship applications must be received no later than 45 days prior to the program start date. In practice, this has meant that organizations have been allowed to apply for a co-sponsorship at any Advisory Committee meeting. While this approach provides flexibility for organizations in administering their programs, it also limits the Advisory Committee's ability to evaluate the program offerings of the Center in a holistic manner. By accepting applications on an ongoing basis, the Committee cannot easily identify programmatic gaps or areas where they may be receiving multiple applications to provide similar services to the same community. Additionally, those organizations that apply early are able to secure desirable dates and times, perhaps at the expense of those that apply later in the year.

To ensure that the Advisory Committee can effectively and fully evaluate its co-sponsorship program and that all organizations have an equal opportunity to apply for facility usage, City staff are proposing that the Advisory Committee review all applications on an annual or semi-annual basis. Applications would be due by a specific date and the Advisory Committee would then have time to review, rank all applications, and decide to award a full waiver, a partial waiver, or deny the fee waiver. An additional benefit of an annual or semi-annual process is that the sponsorship becomes more meaningful to the applying organization and more like a formal grant process for the City. Organizations could apply in between application periods providing they demonstrate the urgency of the program and explain why they were not able to apply during the standard timeframe.

Details of the proposed process and timelines are provided in Attachment 3. Staff is recommending that the City incorporate Option B, a bi-annual co-sponsorship

application process, into the updated Community Use Policy. This approach would both fulfill the desire to strengthen the application process and still provide seasonal opportunities for agencies to request support for their Canal serving programs. Staff are seeking input from the Advisory Committee on the proposed update to this process.

Should a new co-sponsorship application process be adopted, staff recommends that it be implemented starting summer 2022. The Library and Recreation Department is in the process of developing a new Department Ongoing Facility Rental Allocation Process and a new Field Rental Policy that are scheduled to be implemented in 2022. Regular users will be notified of the new process in 2021 so that they can then meet new application deadline. Additionally, with many programs currently on pause due to COVID related restrictions, agencies are not currently in a position to project what programs will look like in 2021.

Co-Sponsorship Fee Waiver Amount

Additionally, staff are recommending that the Committee set an annual dollar amount, based on the Albert J. Boro Community Center's non-profit fee rate, that the Committee is able to waive. While the current level of co-sponsorship can be absorbed by the Department and the City, there is a concern that if applications were to increase substantially, there is no established ceiling to protect the City's financial position. The goal of setting a maximum annual co-sponsorship amount is not to reduce the number of programs, but rather to ensure the ongoing fiscal sustainability of the Center as a whole.

Considering the City would like to continue to co-sponsor a similar number of programs as it currently does through the Pickleweed Advisory Committee, staff recommends setting an annual rate of \$140,000 which would cover all recent co-sponsored programs. Of this amount, approximately \$50,000 has historically been allocated for "Kids Club," a robust, no-cost after school program for the Canal community, and \$15-20,000 has been allocated for the Kids Club summer camp program. There is a huge need for no-cost youth programming in the Canal neighborhood and staff would encourage the Committee to continue to set aside a similar allocation for this type of program moving forward.

Staff also recommend that the approved annual amount be adjusted an equal percentage with any future increase of the Center's non-profit rental rate.

Rental Policies and Fee Schedules

Staff is recommending the removal of general Rental Policies and Rental Fee Schedules from the proposed Community Use Policy. Those items are already included in detail in the Department-wide Rental Reservation Policies and Regulations and the Ongoing Facility Rental Allocation Process, which are currently in the process of being updated. If the guidelines are replicated across multiple policies, it will create challenges and process barriers to keeping all of the documents consistent and current.

Application Documents

Staff is recommending the removal of the application documents from the proposed Community Use Policy. Similar to the Rental Policies, staff recommend that these

documents be managed separately so that they can be more regularly updated by the Department to remain effective and contain current legal terminology.

In summary, staff is asking the Committee to:

- Provide overall input on the Albert J. Boro Community Center Use Policy
- Provide input on the Policy's Use Priorities
- Provide input on proposed changes to the Co-Sponsorship Application Process
- Provide input on Co-Sponsorship Fee Waiver limit

FISCAL IMPACT:

Although no direct expense to the City, waiving or reducing rental fees for co-sponsored programs restricts Albert J. Boro Community Center space and reduces the time available for potential revenue generating rentals and programs.

ALTERNATIVE ACTION:

Any other action as determined by the Advisory Committee.

Submitted by:



Steve Mason
Senior Recreation Supervisor

Attachments:

1. 2006 Community Use Policy
2. Draft Albert J. Boro Community Center Community Use Policy
3. Pickleweed Advisory Committee Co-Sponsorship Application Process Options

RESOLUTION NO. 11884

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL
TO APPROVE PICKLEWEED PARK COMMUNITY CENTER
USE POLICIES AND PROCEDURES**

WHEREAS, in 1997, the City Council approved policy changes allowing for increased community use at the Pickleweed Park Community Center for little or no charge; and

WHEREAS, the results of these changes created a more vital and inclusive community center by allowing valuable new programs and services to use the space and support needed to best serve the Canal neighborhood and its residents; and

WHEREAS, in 2005 the Pickleweed Advisory Board reviewed these policies and recommended revisions to allow for balanced and equitable provision of program space at the newly expanded community center; and

WHEREAS, in November of 2005 the recommended policy revisions were reviewed and approved by the Park and Recreation Commission;

NOW THEREFORE BE IT RESOLVED that the San Rafael City Council Authorizes Staff to implement the revised Pickleweed Park Community Center Use Policies and Procedures.

I, JEANNE M. LEONCINI, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City held on Monday, the 6th day of February, 2006 by the following vote, to wit:

AYES: COUNCILMEMBERS: Cohen, Heller, Miller, Phillips and Mayor Boro
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None



JEANNE M. LEONCINI, City Clerk

ORIGINAL

11884



Pickleweed Park Community Center & Library
San Rafael Community Services Department
50 Canal Street
San Rafael, CA 94901
(415) 485-3077

Community Use Policies

- Section 1 Usage Priority
- Section 2 Programming Guidelines
- Section 3 Rental Policies & Fees
- Section 4 Room Descriptions and Use Guidelines

Section 1

Usage Priority

Definitions

- City Programs:** All programs and activities developed and maintained by San Rafael Community Services Department staff. Includes programs, activities and events.
- City Co-Sponsored Programs:** All programs, activities and/or events provided through a partnership, collaboration or other agreement with the San Rafael Community Services. All City Co-Sponsored programs will be required to complete a Community Use Agreement with San Rafael Community Services Department.
- Facility Rentals:** Private party rental usage of community center.

Usage Priority

City Programs

- City Programs will have first priority usage of Community Center space. City programs are scheduled on a three times per year (seasonal) basis. (Fall/Winter, Spring & Summer)
- Previously scheduled activities will not be cancelled or relocated without permission from the scheduled group except in case of emergencies.
- In advance of the current season, established programs will not be bumped for other types of uses unless alternative times, dates and/or locations are provided.

City Co-Sponsored Programs

- City co-sponsored programs will have priority usage of Community Center space behind City programs. City co-sponsored programs are scheduled on a three times per year (seasonal) basis. (Fall/Winter, Spring & Summer)
- Previously scheduled activities will not be cancelled or relocated without permission from the scheduled group except in case of emergencies.
- Requests for facility use in advance of the current season will be considered and are subject to staff and advisory board review in order that a balance of programming be maintained at the Community Center among age groups and interests.
- In advance of the current season, established programs will not be cancelled for other types of uses unless alternative times, dates and/or locations are provided.
- All City co-sponsored programs must have an approved Community Use Agreement before any program/activity/event may begin.
- All City co-sponsored programs will be subject to all rules, regulations and procedures contained in the Community Use Agreement.

Room Rentals

- Community Center room rentals have priority behind City-Sponsored and Co-Sponsored programs to the extent that they do not impact historical levels of seasonal programming. Rentals may be scheduled up to twelve months in advance.

Section 2 Programming Guidelines

City Programs

City Programs are coordinated by San Rafael Community Services Department staff. Programs/activities/events are advertised in the department's seasonal Activity Guide, the biannual Center newsletter and various press releases.

City Co-Sponsored Program

It is the policy of the Community Services Department to consider co-sponsorship of programs, activities or events based on the established criteria listed below. A Co-sponsored program/activity/event may be established between the department and one or more groups or organizations. Co-sponsored programs/activities/events may receive a waiver of facility use fees of up to 100%, may be advertised through department marketing materials, and may receive approval for facility use for up to 12 months.

Applications will be considered prior to each program season, and all applications must be reviewed by the Pickleweed Park Advisory Board. Community Center programming is scheduled on a three times per year (seasonal) basis. (Spring, Summer & Fall/Winter). City Co-Sponsored Programs are further defined as follows:

- The program/activity/event must be open to all residents of San Rafael.
- The program/activity/event is of direct benefit to residents of San Rafael.
- The program/activity/event is low or no fee to participants.

Co-sponsored programs/activities/events are cooperatively arranged by the department and community groups and organizations. Co-Sponsored programs/activities/events may be advertised in the department's seasonal brochure, and/or biannual Center newsletter as space allows. A completed Community Outreach Plan must be submitted as part of the application process.

Application Process: Submission of a completed Co-Sponsored Use Agreement application must be received no later than 45 days prior to the start date of the proposed program/activity/event. To be considered for inclusion in department marketing materials, applications must be received no later than 90 days prior to the start of the upcoming season. All submissions will be reviewed by department staff. The following criteria will be considered:

1. The program/activity/event is within the scope of department's mission.
2. Availability of requested facility date/time.
3. The proposed programs/activities/event is available to all residents of San Rafael (special requirements may apply; minimum age, skill level, etc.).
4. The City will maintain a balance of programming to serve all age groups.

5. There shall be a current community interest in the proposed programs/activities/event.
6. Programs/activities/events that duplicate established offerings may be limited in number to reflect community need.
7. The number of community members likely to participate in proposed program/activity/event.
8. Impact of proposed program/activity/event on facilities and/or community.
9. If fees are charged for program/activity/event, on a separate sheet, please outline the following: Amount charged, type of charge (material fee, etc.) total program budget, scholarship policy.
10. The proposed program/activity/event will not be part of any private commercial enterprise of promotion thereof.

SECTION 3

RENTAL POLICIES AND FEES

Reservations will be accepted on a first come first served basis. To secure a date the following are required:

- A completed Rental Contract Application must be submitted, accompanied by the appropriate cleaning/damage deposit.
- The facility booking is confirmed only after Community Services Department approval. Upon approval you will receive a contract signed by a Department representative.

APPLICATION PROCESS FOR RENTAL

1. Applications for facility use must be made in writing on forms provided by the Department.
2. As you plan for your event, be sure to consider the amount of time needed for the following:
 - a. Set-up and Decorations.
 - b. Deliveries *.
 - c. Program.
 - d. Clean-up.
 - e. Plan to be present for deliveries. Deliveries and pick-up can only be made during the time for which your facility/room use is approved. The City cannot accommodate overnight storage of equipment and supplies.
 - f. Events must conclude no later than 10:00pm, Sun.–Thurs., and by 11:00pm Fri. & Sat.
3. A cleaning/damage deposit is due at time the initial reservation is made. The cleaning/damage deposit is separate from rental fees and is not be applied toward rental balance.

The cleaning/damage deposit is fully refundable except if the applicant cancels contract at any time. The reservation deposit shall be refunded, less 25%, if Community Services Department is able to rebook the date.

The cleaning/damage deposit refund will be reduced to cover any extra costs due to cleaning, damage to facility or grounds, overtime hours and additional equipment used during event. Additional charges may be required if damage exceeds security deposit amount.

Failure to pay rental fee balance forty-five (45) days prior to reservation date may result in cancellation of your event without refund.

4. Any applicable permits (Alcohol Sales Permit, etc.) are due to the Pickleweed office thirty-five (35) days prior to the event. Reservations that do not comply with these deadlines are subject to cancellation.

5. Applications will be confirmed and final when signed by authorized City staff, required fees are paid, and appropriate permits (if any) have been obtained.

6. All rentals are subject to staff approval. Approved reservations cannot be transferred, assigned or sublet. City reserves the right to deny any facility use request at the City's discretion.

7. The Center may have simultaneous rentals at any given time.

8. The person signing the application for private use or as an authorized representative of the sponsoring organization is responsible for assuring compliance with all City policies and payment of fees, charges, and deposits concerning the rental, and any permits needed. The person who signs the application must be in attendance at the rental event, and will be considered the *Person-in-Charge* of the event. All deposit refunds will be made to the *Person-in-Charge*. Deposit refunds can be made to the organization at the request of the applicant. To reduce the possibility of confusion, correspondence will be sent to the address listed on the application and all communication between the City and the applicant will be through the *Person-in-Charge* on the application.

REFUNDS AND CANCELLATIONS

1. If notice of cancellation is given less than ten (10) working days before the scheduled event, the rental fee is forfeited. If cancellation occurs fourteen (45) or less days in advance of the event, 50 percent of rental fee is forfeited. If cancellation occurs forty-five (45) days or more in advance of the event, the 25% payment will be forfeited. In the event of cancellation by the City, all applicable deposit and rental fees will be refunded.

2. Inclement weather or emergency circumstances may cause late opening, early closure, and/or cancellation of classes, activities, and rentals. If the facility is closed due to hazardous conditions, rentals will be cancelled and all fees refunded or the event rescheduled at the next available date.

3. Rentals canceled due to violations of City policies forfeit all rental fees.

CONDITIONS OF RENTAL USE

1. Rentals that extend beyond established rental hours of the facility incur an additional cost for hourly rental rates and staffing.

2. The *Person-in-Charge* must be present at all times during the rental, including set-up and clean-up.

3. A chaperone is required for every 15 youths under age 18 at a dance or social function. Chaperones must be at least 21 years of age. A list of chaperones may be requested before the event.

4. Children must be supervised at all times during your event. If behavioral problems arise, children and the adults responsible for their care may be asked to leave the facility.

5. Renter must be as accurate as possible when estimating attendance for the event. **The number of people allowed into the facility/room is limited to the capacity assigned to the space rented as specified by Fire Code.** Authorized City personnel may deny or close event if the number of people exceeds the original estimate. The City reserves the right to terminate any rental to protect public safety and/or City property. Refunds will not be made in this instance.

6. The use of tobacco and tobacco related products is prohibited within 50 feet of the Community Center. Violations may result in suspension from future use and/or forfeiture of cleaning deposit.

7. Be courteous and aware of sound impacts to other building users. Amplified live music or pre-recorded dance music may necessitate an exclusive building rental.

8. Applicants must comply with all the rules and regulations of the State Department of Alcoholic Beverage Control. Upon request, the Community Services Department will provide a letter to Alcoholic Beverage Control confirming facility use authorized by the City of San Rafael. If alcohol will be sold at the event, applicant must provide to the City a copy of the Alcoholic Beverage Control license 35 days prior to the event. Also, the City of San Rafael Alcohol Management Policy must be read, signed and adhered to by applicant. Alcohol must stay within the rented room only, and is not allowed in hallways, restrooms, lobby, lounge, or outside the building. The City reserves the right to terminate any rental if alcohol is not kept within designated area. Refunds will not be made in this instance.

INSURANCE

1. All rentals are required to provide a Certificate of Insurance for liability for a minimum of \$1,000,000.

2. Certificate must include endorsements naming "City of San Rafael" as additional insured, and state that insurance will not be canceled without 30 days advance written notice to City.

3. Rental insurance certificates must be received by the Community Services Department 45 days prior to the event

4. Organizations/Individuals that have insurance through a parent organization may issue one proof of insurance which names "City of San Rafael" as an additional insured for a full year for all the organization's uses.

5. Insurance is available for purchase through Diversified Risk Insurance. Contact the Community Services Department office for procedure and rates.

SECURITY

All major events will have application forwarded to San Rafael Police Department. Police Department will determine if security will be required for the event. Should security be required San Rafael Police officers and/or authorized security service must be retained at a cost to the applicant. Please contact Community Services Department for rates.

1. If an event involves alcohol, professional security may be required. Determination will be made by the building supervisor.

2. All arrangements and expenses for security will be borne by the renter.
3. Security shall be scheduled to arrive at the Pickleweed Park Community Center rental one-half hour before event starting time, and will leave one-half hour after event is concluded.

CHECK-IN / CHECK-OUT

1. The renting party may occupy the facility **only** during the times listed on the rental agreement. If the facility is locked at the time your event is scheduled to begin, renter may call the Police non-emergency at 485-3000 for assistance.
2. Upon arrival on the day of the event, the Person-in-Charge should check in with the Facility Attendant and/or Front Desk.
3. Facility users are asked to return all areas used, inside and outside, to the condition in which they were found. Any staff costs involved in extra clean-up will be deducted from the cleaning/damage deposit. Responsibilities of the Person-In-Charge are:
 - a. Deposit all bottles, cans, cups, paper products, and other refuse in proper receptacles.
 - b. Wipe off sinks and table tops.
 - c. (If applicable) Clean kitchen; e.g., wipe up spills, clean range tops, remove food from storage, refrigerator, etc.
 - d. Sweep and mop floors, as necessary.
 - e. Clean restrooms(?)
 - f. Remove and dispose of any decorations brought into the facility/room as part of the rental.
 - e..Check that all windows and doors are firmly secured. Doors should be physically closed shut to make sure that they have latched.
 - f. Clean and return tables and chairs to their proper storage.
 - g. Check that the facility/room is left in the condition found upon your arrival.
 - h. Sign Check-Out Form with Facility Attendant.
 - e. All event guests have safely exited the building.

EVENT SET-UP

1. City-owned equipment and furniture may not be removed from the Community Center. Any non-City equipment to be brought in (wedding arches, decorative lamp posts, cocktail tables, etc.) must be approved by authorized Community Center staff. All non-City equipment is the applicant's responsibility and expense.
2. Please do not drag tables, chairs, or other objects across floors as damage could occur.

3. Due to limited space, storage will not be provided for Community Center rentals. All equipment, supplies, food stuffs, and decorations brought in by rentals must be removed by the renter by the end of the rental time.

4. To provide a safe, attractive building, the following regulations are necessary:

a. All decorations must comply with the City's fire regulations. Any open flame (such as candles) is not allowed.

b. Mounting putty is the only approved method to affix decorations. **Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.**

c. Do not throw confetti, birdseed, popcorn, glitter, silly string, rose petals, rice, or other material inside or outside the Community Center. Such materials are very difficult to clean up and create unsafe conditions. Bubbles **may** be used outside the building.

d. At no time shall exits be covered or obstructed.

DAMAGES

1. Any group, individual, or organization using the facility/room is responsible for damages incurred during use. If damage occurs, the Person-in-Charge and/or the organization represented will be responsible for any costs incurred to repair the damage or for excessive cleanup.

2. The City will retain all or a portion of the damage/cleaning deposit to cover:

a. Cost of repairing the facility/room damaged during the rental period.

b. Costs for staff involved in clean-up for which the renter is responsible.

c. Costs for staff should rental event exceed the ending time indicated on the application.

d. Replacement of stolen or missing items from the premises while under the responsibility of the renter.

3. For damage/cleaning deposit and fee amounts, refer to the current fee schedule. Deposits will be processed after completion of rental following City Finance procedure guidelines.

STORAGE

1. Storage is not provided for Community Center rentals.

2. There will be limited storage for only the essential items needed to operate ongoing programs (e.g., bridge cards, computer, board games.)

3. Large-item storage may be approved by staff based on the program and on available storage space within the building. Staff reserves the right to terminate storage availability.

SUSPENSION FROM FUTURE USE

Individuals or groups found in violation of established rules and regulations pertaining to rentals may be suspended from use of the facility and/or participation in future programs by authorized City personnel. This shall include overcrowding of the maximum capacity for the room used. Refunds will not be granted when events are interrupted by policy violations.

Additional Information:

1. Weekend rentals, including weekday rentals after 5:00PM and holidays, require an additional staff attendant charge.
2. Reservations will be accepted 1 year in advance to date of event or less. All fees, insurance forms and confirmed hours of rental must be submitted no later than 45 days prior to the event.
3. Application permits are non-transferable.
4. Applicant must be 21 years of age. An adult sponsor must complete reservations for use of Centers by youth groups.
5. At the discretion of the Senior Community Services Supervisor and/or Director, additional security police officers, staff attendants, bonds or insurance may be required at the applicant's expense.
6. The applicant whose signature appears on the rental contract should be present for the full length of the event. If the applicant cannot be present, he should designate an individual and write that name on the contract.
7. All facilities must be returned to the condition previous to the event. A clean-up checklist will be provided.
8. Applicant is responsible for adhering to and enforcing the non-smoking ordinance.
9. Reservations may be revoked at any time whenever the use of buildings or facilities may interfere with Department program activities or where there has been a violation of approved regulations.
10. The City reserves the right to make any physical or furniture changes to the building.

RENTAL FEE SCHEDULES

The San Rafael Community Services Department publishes a Fee Schedule annually. All room rental rates for the Pickleweed Park Community Center shall be exactly 50% of the department's rates for similar facilities at the San Rafael and Terra Linda Community Centers.

A three-tier rate structure applies to all rental contracts:

1. **Non-Profit Organizations-** Proof of non-profit/tax exempt status is required to qualify for these rates.
2. **Private/Non-Profit Fundraising** – Private rental or Non-Profit Fundraising rental.
3. **Commercial** – All events for business or commercial use, for profit or gain, qualify for the Commercial rate.

Fee structure relates to one-time rentals (i.e., weddings, anniversaries, reunions, corporate meetings, fundraisers, art shows) and Recurring Resident rentals. Fees are hourly.

Rental Fee Waiver: As per city Council Policy, rental fees may be waived if the applicant meets the criteria listed below:

Rental Fee Waiver Criteria:

1. The date requested is within 30 calendar days of activity.
2. The proposed activity is open to the public.
3. The proposed activity is of direct benefit to the community.
4. The proposed activity is free of charge to the participants.
5. The proposed activity is within regular facility operating hours.
6. Availability of space and compatibility of other programs operating at the time of request will be considered.
7. There exists a demonstrated community interest in the proposed activity.
8. The number of community members likely to participate in proposed activity shall be considered.
9. Impact of proposed event/activity/program on facilities and/or community shall be considered.
10. The proposed event/activity/program will not be part of any private commercial enterprise of promotion thereof.

SECTION 4 ROOM DESCRIPTIONS AND USE GUIDELINES

MULTI-PURPOSE ROOM

The Multi-Purpose Room is 3,300 square feet in size and has the capacity to hold 196 people seated, 400 standing. The room may be rented for non-profit, private/non-profit fundraising or commercial events. The room(s) may be rented for use during times when programs and or activities are not scheduled.

• Room Guidelines

- Food and drink are allowed in this room.
- Dance wax may not be used.
- Only free-standing decorations are permitted. Do not affix any items to the windows.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or other fastening method is not permitted.

GYMNASIUM

The Gymnasium facility is primarily used for sports and fitness related activities. It has a "sports floor", sound and scoreboard systems, basketball backboard/hoops, and is equipped to accept volleyball standards (2 sets). It may be rented for use during times when classes and activities are not scheduled.

• Room Guidelines

- Food is not allowed in this room.
- Sport drinks or water are the only beverages allowed in this room.
- Use of sound and/or scoreboard systems by approval only.

CLASSROOMS (1, 2 & 3)

The Classrooms have the capacity to hold 30 (?) people. They are multi-purpose rooms that can be used for meetings, lectures, and small group recreational activities. The classrooms may be rented for use during times when programs or other activities are not scheduled.

• Room Guidelines

- Food and drinks are allowed in this room.
- Mounting putty is the only approved method for affixing items to the walls and ceilings. Tacks, nails, staples, cellophane tape, duct tape, or any other fastening method is not permitted

ART ROOM

The Art Room has the capacity to hold 40 people seated, 48 standing. It has a concrete floor. This room is used for arts and crafts activities and educational classes that are scheduled by the San Rafael Community Services Department. It may be rented for use during times when classes and activities are not scheduled.

• Room Guidelines

- Food and drink are allowed in this room.
- Storage space is limited. Do not leave arts and crafts supplies in the room unless you have made arrangements with the Community Services Department to do so.
- All spills must be cleaned up immediately.
- After using the room, please make sure all sinks, tables, chairs and floor areas are clean.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.

TEEN ACTIVITY ROOM

The Teen Activity Room has the capacity to hold 30 people. This room is primarily used for teen recreational and educational programs, as well as to provide meeting space for various groups. It has a sink and a counter area. The room may be rented for use during times when no classes or other activities are scheduled.

• Room Guidelines

- Food and drink are allowed in this room.
- Storage space is limited. Do not leave supplies in the room unless you have made arrangements with the Community Services Department to do so.
- All spills must be cleaned up immediately.
- Sink and/or counter area, must be cleaned.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or any other fastening method is not permitted.

COMPUTER LAB

The Computer Lab has 16 computer workstations. It is available to the public for classes and open lab. Schedules will be available in the Community Services Activity Guide, or in the Pickleweed Park Community Center's Biannual Newsletter. San Rafael Public Library Staff will be present during open lab time (30 hours/week).

****Each prospective user must attend an orientation session before being granted endorsement to access the internet. The orientation will include training in the use of computer hardware and software, and will provide guidelines for responsible use of the internet. After attending the orientation session, each person must sign an Internet Users Agreement stating that he or she will follow the Community Center's guidelines for internet use. Dependent children under the age of 18 must attend the***

orientation with a parent or guardian, who will then sign an Internet Users Agreement granting internet access to the child.

• Room Guidelines

- Food and drinks are not allowed in this room.
- Computer stations are available on a first-come, first-served basis.
- There is no monitoring or control of the material that may be accessed through the internet. It is the responsibility of individual users (for minors, their parents/guardians) to restrict access to inappropriate web sites and to determine the suitability of information received on-line.
- Responsibility for internet use by children rests with parents or legal guardians. The City will not limit access to the internet based on the age of the user. Parents are encouraged to work closely with their children to select material that is consistent with personal and family values.
- Each prospective user (or, if a dependent minor, his/her parent or guardian) must sign an Internet Use Agreement.
- Failure to responsibly use the internet as defined in training and in the Internet User Agreement may result in revocation of internet use privileges.
- Loading personal software on Computer Lab equipment is not allowed. Only software provided by the Computer Lab is allowed on the computers.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nail, staples, cellophane tape, duct tape, or other fastening method is not permitted.

KITCHEN

The kitchen facility is open seven days a week during the Center's normal operational hours. Kitchen may be rented only in conjunction with rental of the Community Hall.

LOBBY

The Lobby is 1,700 square feet in size. The Reception Desk, which serves as the hub of the Community Center, is located in the Lobby and provides information and/or registration for Community Services Department programs and activities.

The Lobby has a large sitting area that is for general leisure use by the public. It may be used as a conversation area, a reading area, or just a place to relax and enjoy the lovely view. No activities or programs are scheduled in the Lobby, with the exception of special occasions, when authorized by the Community Services Department.

• Room Guidelines

- Food and drink are allowed in this area.
- Mounting putty is the only approved method for affixing items to the walls and ceilings.
- Tacks, nails, staples, cellophane tape, duct tape, or any other fastening method is not permitted.

RENTAL FEE WAIVER APPLICATION

As per San Rafael City Council Policy, rental fees may be waived if the applicant meets the criteria listed below:

1. The date requested is within 30 calendar days of activity.
2. The proposed activity is open to the public.
3. The proposed activity is of direct benefit to the community.
4. The proposed activity is free of charge to the participants.
5. The proposed activity is within regular facility operating hours.
6. Availability of space and compatibility of other programs operating at the time of request will be considered.
7. There exists a demonstrated community interest in the proposed activity.
8. The number of community members likely to participate in proposed activity shall be considered.
9. Impact of proposed event/activity/program on facilities and/or community shall be considered.
10. The proposed event/activity/program will not be part of any private commercial enterprise of promotion thereof

Facility Usage Requirements:

1. Upon arrival on the day of the event, the Person-In-Charge listed on the application must check in with the Facility Attendant and/or Front Desk.
2. Rentals that extend beyond stated hours of facility operations will be assessed the cost for hourly rental rates and staffing.
3. The Person-In-Charge must be present at all times during the specified rental hours, including set-up and clean-up
4. Attendance at an event is limited to the capacity assigned to the space as specified by Fire Cod. Authorized City personnel may deny or close an event if the attendance exceeds the Fire code. The City reserves the right to terminate any event to protect public safety and/or City property. Refunds will not be made in this case.
5. Facility renters must return all areas utilized inside and outside the facility, to the condition in which they were found. Staff costs involved in additional clean-up will be deducted from the cleaning/damage deposit.

Please complete the attached application and sign below. Department staff will contact you within two working days regarding your request.

I have read and understand the above information:

Name

Date

Signature

Received by

RENTAL FEE WAIVER APPLICATION

Date Submitted: _____

Sponsoring Agency/Group: _____

Address: _____

Contact Person: _____ Title: _____ Phone: _____ Email: _____

Program/Activity/Event Title: _____

Category: Educational Vocational Recreational Cultural Social Other: _____

Description of Program/Activity/Event:

Name(s), Title(s) and contact information of on-site staff (Person in Charge):

Room(s) Requested:

- | | | |
|--|--|--------------------------------------|
| <input type="checkbox"/> Classroom(s) (#:____) | <input type="checkbox"/> Community Room | <input type="checkbox"/> Art Room |
| <input type="checkbox"/> Teen Activity Room | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Playing Field: (#:____) | <input type="checkbox"/> Picnic Area |

Target Age Group: _____ Expected Attendance: _____ Max. # Of Participants: _____

Day(s) Requested: Monday Tuesday Wednesday Thursday Friday Saturday

Times: Start: _____ a.m./p.m. End: _____ a.m./p.m.

Start Date: _____ End Date: _____ Total # of Uses: _____

How does this activity benefit the community: _____

Describe your community outreach strategy: _____

What outcomes do you expect for the participants and how do you plan on measuring it? _____

OFFICE USE ONLY: Value of Request: \$ _____



Pickleweed Park Community Center & Library
San Rafael Community Services Department
50 Canal Street
San Rafael, CA 94901
(415) 485-3077

USE AGREEMENT APPLICATION FOR CO-SPONSORED PROGRAMS

- **Guidelines for Eligibility**
- **Application Form**
- **Outcome Statement Form**
- **Community Outreach Plan & Attendance Reporting Requirements**
- **Program Evaluation Form**

Pickleweed Park Community Center

Use Agreement Application for Co-Sponsored Program

Guidelines for Eligibility City Co-Sponsored Programs

It is the policy of the Community Services Department to co-sponsor programs, activities or events with community organizations based on the established criteria listed below. Co-sponsored programs/activities/events may receive a waiver of facility use fees of up to 100%, may be advertised through department marketing materials, and may receive approval for facility use for up to 12 months.

Applications will be considered prior to each program season, and all applications must be reviewed by the Pickleweed Park Advisory Board. Community Center programming is scheduled on a three times per year (seasonal) basis. (Spring, Summer & Fall/Winter).

Co-Sponsored programs/activities/events may be advertised in the Department's seasonal brochure, and/or biannual Center newsletter as space allows.

A completed Community Outreach Plan must be submitted as part of the application process.

Co-Sponsored programs/activities/events are further defined below:

- The program/activity/event must be open to all residents of San Rafael.
- The program/activity/event is of direct benefit to residents of San Rafael.
- The program/activity/event is low or no fee to participants.

Application Process

Submission of a completed Co-Sponsored Use Agreement application must be received no later than 45 days prior to the start date of the proposed program/activity/event. To be considered for inclusion in department marketing materials, applications must be received no later than 90 days prior to the start of the upcoming season. All submissions must adhere to the following criteria to be considered:

- The program/activity/event is within the scope of department's mission.
- Availability of requested facility date/time.
- The proposed programs/activities/event is available to all residents of San Rafael (special requirements may apply; minimum age, skill level, etc.).
- The City will maintain a balance of programming to serve all age groups.
- There shall be a current community interest in the proposed programs/activities/event.
- Programs/activities/events that duplicate established offerings may be limited in number to reflect community need.

- The number of community members likely to participate in proposed program/activity/event.
- Impact of proposed program/activity/event on facilities and/or community.
- If fees are charged for program/activity/event, on a separate sheet, please outline the following: Amount charged, type of charge (material fee, etc.) total program budget, scholarship policy.
- The proposed program/activity/event will not be part of any private commercial enterprise of promotion thereof.

Co-sponsorship Use Agreement applications include:

1. Program Proposal Form.
2. Program Outcome Statement
3. Community Outreach Plan Form
4. Attendance Reporting Requirements
5. Program Evaluation Form

All applications must be reviewed by the Pickleweed Park Advisory Board (PWAB). The PWAB meets on the first Wednesday of each month. Program representatives are encouraged to attend their review by the board.

Please submit completed application to:

Pickleweed Park Community Center & Library
ATTN: Supervisor
50 Canal Street
San Rafael, CA 94901

For more information, call (415) 485-3077



Pickleweed Park Community Center

CO-SPONSORED USE AGREEMENT APPLICATION

Date Submitted: _____

Co-Sponsoring Agency/Group: _____

Address: _____

Contact Person: _____ Phone: _____ Email: _____

Program/Activity/Event Title: _____

Category: Educational Vocational Recreational Cultural Social Other: _____

Description of Program/Activity/Event:

Name(s), Title(s) and contact information of on-site staff:

Requested Room:

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Classroom (#:____) | <input type="checkbox"/> Community Room | <input type="checkbox"/> Art Room |
| <input type="checkbox"/> Teen Activity Room | <input type="checkbox"/> Computer Lab | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Playing Field: (#____) | <input type="checkbox"/> Picnic Area |

Target Age Group: _____ Expected Attendance: _____ Max. # Of Participants: _____

Day(s) Requested: Monday Tuesday Wednesday Thursday Friday Saturday

Times: Start: _____ End: _____

Start Date: _____ End Date: _____ Total # of Weeks: _____

How does this activity benefit the community: _____

Request for Fee Waiver of: 25% 50% 75% 100%

OFFICE USE ONLY: Value of Request: \$ _____

Pickleweed Park Community Center



CO-SPONSORED USE AGREEMENT PROGRAM OUTCOME STATEMENT

Program/Activity/Event _____

Please use this form to outline the expected outcomes for participants involved in this project and how the outcomes will be measured.

Outcome Statement #1

Measurement tools to be used for Outcome #1

Outcome Statement #2

Measurement tools to be used for Outcome #2

Outcome Statement #3

Measurement tools to be used for Outcome #3



Pickleweed Park Community Center

CO-SPONSORED PROGRAM USE AGREEMENT

COMMUNITY OUTREACH PLAN

Program/Activity/Event: _____

Please detail your community outreach plan to advertise your program/activity/event:

Which language(s) will your marketing materials be distributed in? _____

If no, please tell us why:

ATTENDANCE REPORTING REQUIREMENTS (to be submitted within two weeks of end of use)

Program/Activity/Event Title: _____

Please check which the appropriate category for your request:

One Time Use (one day program/activity/event)

Ongoing Use (multiple dates)

For both types of user categories, how many people do you expect to attend your activity:? _____

One Time Uses:

If you are having participants sign-in or pre-register for your activity, please submit your attendance totals with your required follow-up paperwork. If you are not tracking your visitors, please submit attendance estimates. In addition, our facility staff will submit attendance estimates as a part of their daily reporting requirements.

Ongoing Uses:

Please submit the following attendance reports:

1. Total number of people registered at start of activity.
2. Average attendance per class.



san rafael
COMMUNITY SERVICES

Pickleweed Park Community Center

PROGRAM EVALUATION FORM

Program _____

Name: _____

Instructor(s) Name(s): _____

How did you learn about this program?

What factors made you decide to participate?

Did this program meet your expectations? Yes No Somewhat

If no, please tell us why:

Did the instructor meet your expectations? Yes No Somewhat

If no, please tell us why:

What did you like most about this program?

How do you feel this program could be improved?



SAN RAFAEL
THE CITY WITH A MISSION

DRAFT ALBERT J. BORO COMMUNITY CENTER COMMUNITY USE POLICY

50 Canal Street
San Rafael, CA 94901
(415) 485-3077

Section 1: OVERVIEW

As one of three of the City of San Rafael's community centers serving the City and County of Marin, the Albert J. Boro Community Center is located in the Canal neighborhood and is considered a gathering place for the surrounding community. The Center provides classes, activities, and events for children, adults, and older adults. The Center additionally partners with local organizations to provide programs as well as space for non-profit, private businesses and individuals to rent and hold activities for the community or their families. The purpose of this policy is to provide guidance on the process and regulations associated with community use of the Albert J. Boro Community Center.

Section 2: USAGE PRIORITY

The City prioritizes use of the Albert J. Boro Community Center in the following order:

1. **Regional and Local Emergencies:** Emergency use of Community Center, as determined by the City of San Rafael, to support the community during a regional or local emergency. Possible uses include but are not limited to: Power Safety Power Shutoff charging and information center, emergency shelter, and emergency resource center.
2. **City Programs:** All programs, activities, and events developed and maintained by San Rafael Library and Recreation Department staff.
3. **City Co-Sponsored Programs:** All programs, activities and/or events provided through a partnership, collaboration or other agreement with the San Rafael Library and Recreation Department. All City co-sponsored programs are required to complete a Community Use Agreement with San Rafael Library and Recreation Department and are subject to approval by City staff with guidance from the Pickleweed Advisory Committee.
4. **Facility Rentals:** Paid usage of City facilities by non-profit, private, or commercial entity.

Exception:

- Ongoing City co-sponsored programs are not permitted in the Multi-Purpose Room on Fridays, Saturdays, and Sundays to ensure sufficient space for large event rentals and other activities.

While the City has established the usage priority above, the timeline for which these events are scheduled can conflict with the City's stated priorities. For example, large event rentals are often planned up to a year in advance, while community classes or free programs are organized on a much shorter timeframe. As such, the City's approach to allocating facility space must remain flexible to both honor the desired prioritization of community use at the Albert J. Boro Community Center while at the same time reflecting the realities of the diverse program needs.

Except in the case of an emergency or important City function, established programs will not be bumped for other types of uses unless alternative times, dates, and/or locations can be mutually agreed upon.

Section 3: CITY CO-SPONSORSHIP PROGRAMS

It is the policy of the Library and Recreation Department and the Pickleweed Advisory Committee to consider co-sponsorship of programs, activities, or events based on the established criteria outlined in this policy. A co-sponsored program/activity/event may be established between the Department and one or more groups or organizations. Co-sponsored programs/activities/events may receive a reduced or waiver of facility use fees of up to 100% and may receive approval for facility use for up to 12 months.

FINAL CO-SPONSORSHIP APPLICATION PROCESS WILL BE ENTERED HERE FOLLOWING PICKLEWEED ADVISORY COMMITTEE RECOMENDATION.

Co-sponsorship applications must be reviewed and approved by staff, with guidance from the Pickleweed Advisory Committee. City co-sponsored programs are required to abide by the below criteria:

- The program/activity/event must be open to all residents of San Rafael (special requirements may apply; minimum age, skill level, etc.).
- The program/activity/event is of direct benefit to residents of San Rafael.
- The program/activity/event is low or no fee to participants (Program budget required in application).
- The proposed program/activity/event will not be part of any private commercial enterprise of promotion thereof.

In addition to the above requirements, the following criteria will be considered when evaluating co-sponsorship applications:

1. Is the program/activity/event within the scope of the Department's mission?
2. Is there current community interest in the proposed programs/activities/event?
3. Does this help the City maintain a balance of programming to serve all age groups?
4. What is the impact of the proposed program/activity/event on facilities and/or community?
5. How many community members are likely to benefit from the proposed program/activity/event?
6. Is the facility available during the requested date/time?
7. Is the program is being offered during normal Albert J. Boro Community Center operating hours and during times and in rooms intended for co-sponsored programming?
8. Programs/activities/events that duplicate established offerings may be limited in number to reflect community need.

Co-sponsored programs/activities/events are cooperatively arranged by the Department and community groups and organizations and require an approved Co-Sponsored Use Agreement before any program/activity/event may begin.

Co-Sponsored programs/activities/events may be advertised in the department's seasonal brochure as space allows.

All City co-sponsored programs will be subject to all City of San Rafael rules, regulations, and procedures. This includes the facility use terms and conditions, as defined in the City of San Rafael Facility Rental Reservation Policies and Procedures and Regulations, including all insurance requirements. However, if available, the City *may* choose to provide limited storage for only those essential items that are needed to operate ongoing programs (e.g., bridge cards, computer, board games). For co-sponsored programs, large-item storage may be approved by staff based on available storage space within the building. Staff reserves the right to terminate storage usage at any time and for any reason.

Section 4: ROOM DESCRIPTIONS AND USE GUIDELINES

Unless otherwise noted below, the following guidelines apply to all rooms in the Albert J. Boro Community Center in addition to those stated in the City of San Rafael Facility Rental Reservation Procedures and Regulations:

1. Rooms are to be left clean with tables wiped down, floors swept, and chairs placed neatly under the table upon completion of use. Rooms are used by multiple groups daily and respect should be given for the next group using the space.

2. Blue painter's tape or mounting putty are the only approved method for affixing items to the walls. Tacks, nails, staples, cellophane tape, duct tape, or other fastening methods are not permitted.
3. Items may not be affixed to the windows.
4. Supplies may not be left in rooms.
5. Spills must be reported immediately.
6. Do not move tables without first consulting with staff.
7. Sounds, including amplified music, must be kept at a reasonable level and not audible outside of the rooms when the doors are closed.

Below are descriptions of each room along with guidelines specific to their use.

Multi-Purpose Room

The Multi-Purpose Room is 3,300 square feet in size and has the capacity to hold 200 people seated, 455 standing. The room also has access to a spacious deck (included) and kitchen (for an additional fee). The room may be rented for non-profit, private, non-profit fundraising or commercial events. Co-sponsorship of ongoing programs is not permitted in the Multi-Purpose Room on Fridays, Saturdays, and Sundays to ensure sufficient space for large event rentals and other activities. Advance notice of 72 hours is required for access to Assistive Listening System or ADA wheelchair access to Multi-Purpose Room stage.

Specific Multi-Purpose Room Guidelines

1. External doors are to remain closed when amplified music is being played.
2. Dance wax may not be used.

Gymnasium

The Gymnasium facility is intended for sports and fitness related activities. It has a "sports floor", sound and scoreboard systems, basketball backboard/hoops, and is equipped to accept volleyball standards (2 sets). It may be rented for use during times when classes and activities are not scheduled.

Specific Gymnasium Room Guidelines

1. Food is not allowed in Gymnasium.
2. Sport drinks or water are the only beverages allowed.
3. Indoor sports shoes are required.
4. Use of sound and/or scoreboard systems with staff approval only.

Classrooms (3, 4 & 5)

The Classrooms have the capacity to accommodate 25 people. They are multi-use rooms that can be used for meetings, lectures, classes, and small group recreational activities. The classrooms may be rented for use during times when programs or other activities are not scheduled.

Art Room

The Art Room has the capacity to seat 30 people. It has a linoleum floors and is used for arts and crafts activities and educational classes. It may be rented for use during times when classes and activities are not scheduled.

Specific Art Room Guidelines

1. All spills must be cleaned up immediately.
2. Sink, tables, chairs, and floor must be left clean following use.
3. Tables may not be moved by dragging nor removed from the Art Room. Please ask staff if tables must be rearranged.

Teen Activity Room

The Teen Activity Room has the capacity to accommodate 6 people. This room is primarily used for small recreational and educational programs, as well as to provide meeting space for various groups that do not require a formal classroom setting. The room contains three computer terminals with internet access. The room may be rented for use during times when no classes or other activities are scheduled.

Computer Lab (Available for City and City Co-sponsored programs only)

The Computer Lab has 16 computer workstations and is available to the public for classes and during open lab hours. Public hours are determined and posted by the Pickleweed Library. San Rafael Public Library Staff will be present during public open lab time.¹ The Computer Lab is for City and Co-Sponsored programs only and is not available for rent.

Specific Computer Lab Room Guidelines

1. Food and drinks are not allowed.
2. Computers are available on a first-come, first-served basis and can be checked out by Library staff.
3. There is no monitoring or control of the material that may be accessed through the internet. It is the responsibility of individual users (for minors, their parents/guardians) to restrict access to inappropriate web sites and to determine the suitability of information received on-line.
4. Responsibility for internet use by youth is the responsibility of their parents or legal guardians. The City will not limit access to the internet based on the age of the user. Parents/legal guardians are encouraged to work closely with their children to select material that is consistent with personal and family values.
5. Failure to responsibly use the internet may result in revocation of internet use privileges.
6. Loading personal software on Computer Lab equipment is not allowed. Only software provided by the City of San Rafael is allowed on the computers.

Kitchen

Kitchen may be rented only in conjunction with rental of the Multi-Purpose Room. Kitchen contains sinks, oven, stove, microwave, ice machine, dishwasher, refrigerator and counterspace. Renters and program providers must provide their own needed supplies, i.e.: pots, pans, cutlery, cutting boards, dish soap, etc. Access to Kitchen is not permitted prior to contracted Multi-Purpose Room start time.

Lobby

The Lobby is 1,700 square feet in size. The Reception Desk, which serves as the hub of the Albert J. Boro Community Center, is located in the Lobby and provides information and/or registration for Recreation programs and activities.

The Lobby has a large sitting area that is for general leisure use by the public. It may be used as a conversation area, a reading area, or just a place to relax and enjoy the lovely view. No activities or programs are scheduled in the Lobby, with the exception of special occasions as authorized by the Library and Recreation Department.

¹ Each prospective user must have a San Rafael Library card, which can be obtained at the Pickleweed Library.



SAN RAFAEL
LIBRARY AND RECREATION

Pickleweed Advisory Committee Co-Sponsorship Application Process Options

Option A – Annual Co-Sponsorship Grant Cycle

Co-Sponsorship Applications for September – August would be accepted annually by the preceding April 1. The Pickleweed Advisory Committee would then receive the applications in their May meeting packet to review, receive input from applicant, discuss and prioritize. Annually, the Committee shall award a maximum of \$140,000 worth of fee waivers. This amount shall be updated and increased proportional to any rental fee increases adopted by City Council.

All applicants would be invited back to the July Committee meeting where their waivers, if awarded, will be announced. Organizations could apply in between application periods, providing they demonstrate the urgency of the program and explain why they were not able to apply during the standard timeframe.

The benefit of Option A would be that the Committee could receive a better sense of the diversity of all of the programs at once to determine that the Center is co-sponsoring programs that support a variety of ages and community needs. This option may also present a stronger sense of value of the City's fee-waiver to the applicants through this more formal process.

Option B – Semi-Annual Co-Sponsorship Grant Cycle

Co-Sponsorship Applications would be accepted twice a year to accommodate program seasons. Annually, the Committee shall award a maximum of \$140,000 worth of fee waivers. This amount shall be updated and increased proportional to any rental fee increases adopted by City Council.

The first round of applications, intended but not limited for summer programs (June – August), would be due December 1 of the previous year. The Pickleweed Advisory Committee would then receive the applications in their January meeting packet to review, receive input from applicant, discuss and prioritize. All applicants would be invited back to the March Committee meeting where their waivers, if awarded, would be announced.

The second round of applications, intended but not limited for school year programs (September – May), would be due the preceding April 1. The Pickleweed Advisory Committee would then receive the applications in their May meeting packet to review, receive input from applicant, discuss and prioritize. All applicants would be invited back to the July Committee meeting where their waivers, if awarded, will be announced. Organizations could apply in between application periods providing they demonstrate

the urgency of the program and explain why they were not able to apply during the standard timeframe.

Like Option A, Option B would allow the Committee to receive a sense of the diversity of programs requesting co-sponsorship, however it divides the year into two portions. The benefit of this option is that the shorter time frame allows organizations the ability to create programs that meet current community needs and not request space potentially over a year in advanced as a placeholder for a program.