

Stanwood  **Camano**
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School District

TO : BOARD OF DIRECTORS
FROM : GARY PLATT, EXECUTIVE DIRECTOR – BUSINESS SERVICES
SUBJECT : CEDARHOME ELEMENTARY CAMP CONTRACT
DATE : JANUARY 19, 2016
TYPE : ACTION NEEDED



Attached is a copy of the contract with the YMCA of Greater Seattle for the use of Camp Orkila by Cedarhome Elementary school fifth-grade students. The camp will provide an outdoor environmental education program experience from June 6 through June 8, 2016. The Twin City PTA and private donors pay for the cost of the camp using funds raised for this purpose. The attached memo from Cedarhome principal, Jeff Lofgren, provides additional information about the contract and activity.

We recommend the board *move to approve the YMCA of Greater Seattle – Group Use Agreement Cedarhome Elementary School students to use Camp Orkila for outdoor education purposes.*

CEDARHOME ELEMENTARY SCHOOL

27911 68TH AVE NW
STANWOOD, WA 98292
(360) 629-1280



JEFF LOFRGEN, PRINCIPAL
SHERRI HAMLIN, OFFICE MGR.
JAN ROBB, SECRETARY

"PROUD HOME OF THE GRIZZLIES"

DATE: January 4, 2016

TO: Gary Platt, Executive Director, Business and Finance
Lloy Schaff, Assistant Superintendent of Teaching and Learning
SCSD Board of Directors

FROM: Jeff Lofgren, Principal
Matthew Chaplik, Carolyn McNeill, Amy Kelley, Lee Szymborski, 5th grade teachers @
Cedarhome

RE: Outdoor Education, Camp Orkila for Cedarhome Elementary 5th grade

Cedarhome Elementary is requesting that the SCSD Board of Directors approve our contract for 2016 with YMCA Camp Orkila on Orcas Island.

Cedarhome Elementary 5th grade students, staff and several approved parent volunteers attend Camp Orkila each year. We are scheduled to attend camp June 6th-8th.

The bill for attendance, stipends, transportation and other miscellaneous costs is approximately \$18,280.00.

The bill for camp, stipends, transportation and misc. is paid through a combination of resources that include private anonymous donations & fundraising through our PTO.

A copy of the contract for Cedarhome Elementary Camp Orkila is provided for your Review.

Thank you,

A handwritten signature in cursive script that reads "Jeff Lofgren".

Jeff Lofgren, Principal

**YMCA of Greater Seattle
Camp Orkila - Group Use Agreement**

Business Office: 206-382-5009
Fax: 206-382-4920

YMCA Camping Services
909 Fourth Ave.
Seattle, WA 98104

Date of Agreement: November 19, 2015
Program Director Name: Christy Shiers
Camp Orkila Phone: 360-376-2678

Group Name: Cedarhome - 2016, Spring
Contact Person: Amy Kelley
Address: 27911 68th Ave NW
Stanwood WA 98292
Phone (wk): 360-629-1280 **Fax:** 360-629-1289
e-mail: akelley@stanwood.wednet.edu
Phone (hm):
Group Number: ORK3385 **Group Type:** Outdoor Environmental Edu

Arrival 06/06/16	First Meal Dinner
Departure 06/08/16	Last Meal Lunch

of Meals: 6

Expected Group Size: 130
Maximum group size (based on facilities reserved):
Guaranteed minimum expected group size (the number for which payment is required): 117

Estimate of expected group fees:

Qty.	Description	Unit Price	Total
1	Cedarhome - 2016, Spring - Scholarship	(\$400.00)	(\$400.00)
2	Cedarhome - 2016, Spring - Roundtrip Bus	\$240.00	\$480.00
130	Cedarhome - 2016, Spring - OEE 2nd Night Program, Housing, Meals	\$70.00	\$9,100.00
130	Cedarhome - 2016, Spring - OEE 1st Night Program, Housing, Meals	\$70.00	\$9,100.00
SubTotal:			\$18,280.00
Total Expected Group Fees:			\$18,280.00
Nonrefundable Deposit:			\$2,000.00

Deadlines:

Two weeks after agreement date (December 3, 2015): Submit signed agreement and deposit.
30 days prior to visit (May 7, 2016): Confirm estimated group size with director.
30 days after receipt of final invoice: Submit final payment.

Deposit: Your nonrefundable deposit is required to confirm your reservation. This deposit will be applied to your final invoice. Send deposit, along with a signed copy of this agreement to the YMCA Camping Services Office (address above) within two weeks of the agreement date. Your reservation is not complete until your signed agreement and deposit are received in the Camping Services Office.

Cancellation: If your group cancels after the signed agreement has been submitted to Camping Services, you will forfeit your deposit or be responsible for 50% of the guaranteed minimum - whichever is greater. If your group cancels within 30 days of the arrival date, you will be responsible for 90% of the confirmed group participants.

In signing this agreement, the Group agrees to abide by the above conditions, the Camp Policies (enclosed), and to accept financial responsibility for loss or damage to camp facilities and equipment resulting from maliciousness, misuse or negligence.

YMCA Camp Orkila _____ Date
Christy Shiers
Camp Orkila Program Director

Amy Kelley _____ 12/15
Group Contact Signature Date
Amy Kelley
Group Contact Printed Name