

Stanwood Camano
School District

TO : BOARD OF DIRECTORS
FROM : GARY PLATT, EXECUTIVE DIRECTOR – BUSINESS SERVICES
SUBJECT : ELGER BAY ELEMENTARY CAMP CONTRACT
DATE : FEBRUARY 16, 2016
TYPE : ACTION NEEDED

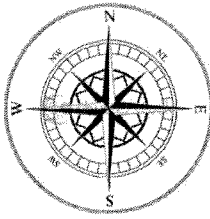


Attached is a copy of the contract with the YMCA of Greater Seattle for the use of Camp Orkila by Elger Bay Elementary school fifth-grade students. The camp will provide an outdoor environmental education program experience from June 6 through June 8. The Elger Bay PTA and parents pay for the cost of the camp. The attached memo from Elger Bay principal, Victor Hanzeli, provides additional information about the contract and activity.

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

ELGER BAY ELEMENTARY SCHOOL

1810 ELGER BAY ROAD
CAMANO ISLAND, WA 98282
(360) 629-1290



VICTOR HANZELI, PRINCIPAL
JANET PETERSON, OFFICE MGR.
LESLIE WHALEY, SECRETARY

“PROUD HOME OF THE EXPLORERS”

RECEIVED

JAN 27 2016

STANWOOD-CAMANO
SCHOOL DISTRICT

Date: January 11, 2016

To: Jean Shumate, Superintendent
Gary Platt, Executive Director, Business and Finance
SCSD Board of Directors
Fm: Victor Hanzeli, Principal
Ken Szymborski, Teacher

Re: Contract for services with YMCA Camp Orkila

Elger Bay Elementary is requesting that the SCSD Board of Directors approve our contract for 2014 with YMCA Camp Orkila.

Elger Bay Elementary 5th grade students, staff, and several parents attend YMCA Camp Orkila each year. This year we are scheduled to attend camp June 6th – June 8th.

The bill for attendance, stipends, transportation, and other miscellaneous costs is approximately \$13,000. The final bill will likely be a bit lower some students may not attend.

The bill is paid through a combination of resources that include PTA fund raising and per attendee charges.

A copy of the actual contract for the Camp Orkila charges is provided for your review.

Thank you for your prompt consideration of this request.

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: Elger Bay - 2016, Spring
Contact Person: Ken Szymborski
Address: 1810 Elger Bay Rd
 Camano Island WA 98282
Phone (wk): **Fax:**
e-mail:
Phone (hm):
Group Number: ORK3386 **Group Type:** Outdoor Environmental Edu

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

of Meals: 6

Expected Group Size: 70
Maximum group size (based on facilities reserved):
Guaranteed minimum expected group size (the number for which payment is required): 63

Estimate of expected group fees:

Qty.	Description	Unit Price	Total
1	Elger Bay - 2016, Spring - Scholarship	(\$800.00)	(\$800.00)
2	Elger Bay - 2016, Spring - Roundtrip Bus	\$240.00	\$480.00
70	Elger Bay - 2016, Spring - OEE Program, Housing, Meals - 2nd Night	\$70.00	\$4,900.00
70	Elger Bay - 2016, Spring - OEE Program, Housing, Meals - 1st Night	\$70.00	\$4,900.00
SubTotal:			\$9,480.00
Total Expected Group Fees:			\$9,480.00
Nonrefundable Deposit:			\$500.00

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

Group Contact Signature _____ Date _____
 Group Contact Printed Name _____