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February 16, 2024

City of East Palo Alto—City Hall
2415 University Avenue
East Palo Alto, CA 94303
Attn: Maurice Baker, Community Services Manager
re: 2024 Summer Park Activation Grant Application

Dear City of East Palo Alto Community Services & Recreation Division,

I am writing to express our gratitude and sincere appreciation for the opportunity to submit a Summer Park Activation proposal to the City of East Palo Alto. As the Founder and President of Bay Area Urban Eagles, Inc., I am excited by our mission to eliminate barriers imposed upon minority youth pursuing careers in aviation. I am proud of our programs' impact on underprivileged communities and our potential collaboration will enhance our effectiveness within East Palo Alto and surrounding communities.

Bay Area Urban Eagles, Inc. is a 501(c)(3) nonprofit educational organization founded in 2023 to help build a more inclusive aviation industry by providing educational exposure and hands-on training to disadvantaged and at-risk youth. By utilizing engaging and dynamic outreach methods such as interactive workshops, college and school partnerships, and social media campaigns, we can uphold our commitment to fostering diversity and inclusion within the aviation sector.

We seek funding to host a ten-day summer aviation camp for twenty young individuals between the ages of 8 to 14 at the following venues: Cooley Landing Education Center, Joel Davis Park, and Martin Luther King Jr. Park in East Palo Alto. As a grantee, funds will be applied to acquire educational resources, program materials, supplies, and invest in technology to develop a comprehensive aviation program. Our program aims to inspire a passion for STEM education, expose the array of opportunities and career paths afforded by the aviation industry and strengthen communities through accessible education. By achieving key performance indicators such as increased enrollment and family participation, we are confident in our ability to make a meaningful and sustainable impact.

We sincerely thank you for considering our proposal and are available for any additional information or clarification you may require. We look forward to partnering with your organization to create positive change in the lives of underprivileged youth in the Bay Area.

Thank you for your time and consideration.

Sincerely,
Michael Mashack

Bay Area Urban Eagles, Inc.

No Limits!

*City of East Palo
2024 Parks Activation Proposal*



BAY AREA URBAN EAGLES INC.
1148 MANDELA COURT
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<https://bayareaurbaneagles.org/>

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Attachments

- City of East Palo Alto Business License
- Form W9 - Taxpayer Identification Number and Certification
- Letter 1076 - IRS Tax Exempt and Government Entities
- State of California Articles of Incorporation, CA Nonprofit Corporation
- NIA Nonprofits Application
- Insurance Broker email regarding insurance quote status



This proposal will demonstrate the organization's commitment to student engagement by presenting a unique learning opportunity for participants of the Bay Area Urban Eagles Summer Aviation Camp 2024. The program is designed to inspire, educate, and empower young individuals by introducing them to the world of aviation through STEM (Science, Technology, Engineering, and Mathematics) educational activities. The camp will include 10 days of weekly programming for twenty children ages 8 to 14. Each of the ten Saturday sessions includes at least 90 minutes of academic instruction and 150 minutes of concept-reinforcing activities. Camp will be in session every Saturday from mid June 2024 through August 2024.

The camp has been designed to offer aviation education suitable for various learning environments - indoor, outdoor, or remote settings. The camp curriculum will provide engaging age appropriate aviation activities for participants who reside in the city of East Palo Alto. The summer long series of aviation activities require large outdoor spaces and will utilize city-owned/operated park facilities. Venues that are suitable for the camp are Cooley Landing Education Center, Joel Davis Park, and Martin Luther King Jr. Park in East Palo Alto. Through interactive programs, workshops, and hands-on experiences, we aim to instill a spark of curiosity that will lead to a diverse and inclusive community of future aerospace leaders.

Services Rendered

Camp staff and volunteers will facilitate guided experiments and projects that will enable campers to explore concepts such as aerodynamics, navigation, and aircraft design. Camp facilitators are trained prior to the start of camp and are provided pre-prepared lesson plans, lecture notes, slide presentations, quizzes, and educational resources. The curriculum is in an easy to follow format that can be succinctly presented to participants. The program will provide an interactive learning experience by utilizing a variety of teaching techniques including lectures, demonstrations, and interactive workshops to keep campers engaged in the learning process. Thought provoking questions will encourage active participation and discussion. Group activities and problem-solving activities will promote critical thinking and comprehension.

Outdoor hands-on experiments and activities will be the primary mode of education during camp. Outdoor classrooms have the potential to improve mental and physical health and improve academic performance. The camp itinerary of outdoor activities includes a drone navigation and obstacle course, hot air balloon construction and launch, kite flying, parachute design and launch, water rocket design and launch, scavenger hunts, navigating with a map and compass, and much more. The program will also consist of indoor activities at the Cooley Landing Education Center such as flight simulation, videos, audio books, virtual tours, and guest speakers to enhance understanding and bring aviation concepts to the forefront.

Community Outreach and Engagement Plan

The engagement plan will increase awareness of the aviation camp within the city of East Palo Alto. Bay Area Urban Eagles will collaborate with city staff to devise an inclusive and comprehensive strategy that maximizes community involvement. The organization is prepared to facilitate meetings, provide materials, deliver presentations, and generate summary reports of each plan activity. The engagement plan is designed to meet the expectations of stakeholders and attract aviation enthusiasts, students, and educators who have an interest in STEM education, aviation, and outdoor recreational activities.

One of the objectives of the community engagement plan is to encourage early sign-ups for the camp. This will be achieved by engaging with the general aviation and East Palo Alto communities. An open house at the East Palo Alto

headquarters will kick-off the summer aviation camp project. The open house will be an opportunity to interact with community members, gather feedback regarding the proposed schedule of activities, and answer questions regarding the

specifics of camp. The open house will be followed by webinars, school visits, and participation at East Palo Alto sponsored public events. Based on the outcome of outreach efforts, camp coordinators will refine the camp structure to meet the needs of the community.

Resource allocation for marketing materials and event participation are included in the budget. Marketing materials will have engaging content, which includes testimonials from past Bay Area Urban Eagles participants, behind-the-scenes look at camp preparation, blog posts, and social media updates. Key milestones such as early bird registration and participation in community events will be posted to social media outlets. Clear communication practices will be used to underscore the benefits of camp participation, which includes hands-on learning, career exploration, and networking with industry professionals.

Internal communication protocol with the city of East Palo Alto

Bay Area Urban Eagles will adhere to the established communication protocol set forth by the city. This will ensure transparency and accountability between partners. Bay Area Urban Eagles will assign communication officers to be the primary points of contact and will be responsible for maintaining communication with the city. Communication officers will exchange contact information with the city official and will specify the preferred methods of communication. The tools available for communication include phone calls, email, in-person meetings, virtual meetings, and instant messaging. The city official and the Bay Area Urban Eagles communication officers will specify the frequency for scheduled updates. Bay Area Urban Eagles is prepared to provide detailed reports at critical milestones to the specifications required by the city. All communications and decisions between the city and Bay Area Urban Eagles will be documented for accountability and future reference. The communication process will be continuously evaluated for efficiency and effectiveness. The communication protocol is adjustable and will conform to the needs of the city.

Staff Training for Remote Operations

Pre-camp training for staff members and volunteers will include a copy of the remote operations plan and a review of the remote operations protocol. Camp staff will be trained on using the selected online learning platform and available virtual teaching aids. They will also be trained on best practices for online learning, maintaining participant engagement, and sustaining motivation. A troubleshooting and technical support module within the training will provide methods to address common technical issues. It is important that staff is trained to resolve technical issues so there are minimal disruptions during camp sessions.

Revising the camp curriculum

There will not be any significant adjustments regarding course content. The camp curriculum is derived from online sources, so tailoring it to a virtual environment will not be a hindrance. Staff members will aggregate the preselected online sources and deliver the material per the camp schedule. The online environment will permit live demonstrations, instruction, and a virtual walk thru of activities. Participants will complete activities with the kits and supplies received by mail. Social interaction between peers will be promoted by using online collaboration tools to complete group projects. The remote learning platform has the ability for campers to form their own rooms. Group projects will be presented to the remaining members of camp. Thereafter, question and answer sessions will be used to prompt discussion and constructive debate.

Camp staff will provide two online orientation sessions for participants if remote operations are enacted. It will provide an opportunity to resolve connectivity and account issues before the scheduled camp sessions begin. The orientations will guide participants in creating accounts, familiarize them with the virtual camp environment, and ensure campers are adequately prepared to navigate the platform. Participation guidelines, rules, and expectations will also be covered during the orientation. If necessary, a revised schedule will be provided to allow a transition period.

Social Distancing protocols

To ensure the safety and health of participants, staff, and East Palo Alto community, Bay Area Urban Eagles will enact several social distancing measures to mitigate camp overcrowding. Signage will be posted throughout the designated camp area to communicate social distancing guidelines. Mandatory health screenings will be made available at camp entry points. Symptom questionnaires and temperature checks will be completed prior to entry. Personal protective equipment such as masks, gloves, and hand sanitizer will be available for staff and participants. Camp staff will make layout adjustments to camp workstations to ensure proper spacing between participants. Markings will be placed on the ground and/or floor to indicate safe distances for campers and will guide the flow of walking traffic.

Recreation program design report

The Bay Area Urban Eagles Summer Aviation Camp 2024 will offer a unique opportunity for young aviation enthusiasts to immerse themselves in the parks, greenspaces, and public facilities available in the city of East Palo Alto. The aviation program is designed to provide campers with a blend of educational experiences, hands-on activities, and recreational opportunities. Participants will learn various aspects of aviation including flight principals, aircraft operations, and aviation safety while fostering an appreciation for outdoor spaces.

The program will consist of a combination of instructor led discussion, practical demonstrations, and interactive activities. Participants will be supervised during demonstrations and simulations for safety. Campers will be provided with thorough instructions, safety procedures, and precautions before each activity. Participants will be asked for feedback through discussion to continually improve the program. Regular assessment of individual progress will be evaluated through quizzes. Participants will exercise “leave no trace” practices and will adequately clean their respective areas prior to dismissal.

The entire program will be supported by volunteer staff members that have backgrounds in aviation or education. Volunteers will have assigned roles and responsibilities and are vitally important to the success of camp. Each camp session will be facilitated by a minimum of one camp coordinator, two activity coaches, and one support staff member.

Camp coordinator - Responsible for overseeing camp activities, staff performance, and the general management of the camp. Establishes clear communication between staff, participants, parents, and stakeholders.

Activity coach - Provides primary instruction, performs demonstrations, and leads camp activities.

Support Staff - Manages the behind-the-scenes activities that ensure camp runs smoothly. Assists activity coaches by preparing activities in advance and ensures timely rotation of activities. General responsibilities include managing the

sign-in process, communicating with parents, and handling general program inquiries. They lend additional supervision to children and ensure first aid supplies are stocked and accessible to campers.

Work Plan and Schedule

Task ID	Activity	Duration (days)	Start	Finish
1	Pre-Camp Preparation (3 Months Before Camp)			
1.1	Project Kick-off Meeting	1	March 2024	March 2024
1.2	Community Outreach Strategy Meeting	1	March 2024	March 2024
1.3	Formal Aviation Camp Project Plans Completed	20	March 2024	April 2024
	Milestone 1: Camp Pre-Planning Phase Complete			
	Deliverables: Project Charter, Stakeholder Register, Budget, Communication Plan, and Risk Management Plan.			
2	Venue Preparation			
2.1	Walk-thru of proposed venues, activity layout design	3	March 2024	March 2024
2.2	Reserve selected venues, acquire permits and insurance	1	March 2024	March 2024
2.3	Procure Materials, Resources, and Supplies for Camp Activities	15	March 2024	April 2024
	Milestone 2: Venues and Resources Booked			
	Deliverables: Venue booking confirmations, equipment and materials procurement list, resource allocation plan, permits, and meeting report summaries.			
3	Community Outreach			
3.1	Camp Registration Platform goes live	5	April 2024	April 2024
3.2	Promotional Materials Purchased	3	April 2024	April 2024
3.3	Launch community engagement plan	1	April 2024	April 2024
3.4	Open House Event	1	April 2024	April 2024
	Milestone 3: Recruitment and Enrollment Targets Met			
	Deliverables: A user-friendly platform for registrants, copy of promotional materials, copy of camp participant information packet, and registrant confirmations.			
4	Staff Preparation			
4.1	Staff Clearances	90	March 2024	May 2024
4.2	Camp leadership team training	3	April 2024	April 2024
4.3	City Council Meeting	1	April 2024	April 2024
	Milestone 4: Staff Preparation Complete			

	Deliverables: Copy of final schedule, communication plan, copy of staff roles and responsibilities, copy of safety procedures and emergency plan.				
5	Program Finalization (One Month Before Camp)				
5.1	Program Curriculum, Schedule, and Staffing Assignments are Finalized	30	March 2024	April 2024	
5.2	Camp leadership team meeting	3	May 2024	May 2024	
	Milestone 5: Staff Preparation Complete				
	Deliverables: Summary report of camp staff meetings, camp attendance roster, budget and progress reports, camp metrics,				
6	Execution of Aviation Program				
6.1.1	Session 1 - Registration, Check-Ins, Orientation, Introduction to Aviation & Basics of Aerodynamics	1	June 2024	June 2024	
6.1.2	Session 2: Flight Controls, Aircraft Components and Functions	1	June 2024	June 2024	
6.1.3	Session 3: Flight Simulator Orientation and Practice	1	June 2024	June 2024	
6.1.4	Session 4: Navigation and Flight Planning	1	July 2024	July 2024	
6.1.5	Session 5: Radio Communication and Air Traffic Control	1	July 2024	July 2024	
	Milestone 7: Midway-Through Camp				
6.1.6	Session 6: Weather and Its Impact on Aviation	1	July 2024	July 2024	
6.1.7	Session 7: Unmanned Aerial Vehicles (UAVs)	1	July 2024	July 2024	
6.1.8	Session 8: Aviation Safety	1	August 2024	August 2024	
6.1.9	Session 9: Rockets	1	August 2024	August 2024	
6.1.10	Family Night: Space Exploration	1	August 2024	August 2024	
6.1.11	Session 10 - Certificate of Completion Ceremony	1	August 2024	August 2024	
	Milestone 8: Final Day of Camp				
6.2	Camp Staff Meetings	1	Ongoing-TBD	Ongoing-TBD	
6.3	Stakeholder Meetings	1	Ongoing-TBD	Ongoing-TBD	
7	Post-Camp (1 month after camp end date)				
7.1	Collect Program Feedback from Participants	20	September 2024	September 2024	
7.2	Finalize all transactions and accounts	10	September 2024	September 2024	
7.3	Final Reports Completed and submitted to the City of East Palo Alto	15	September 2024	September 2024	
7.4	Thank you celebration for volunteers and camp staff	1	September 2024	September 2024	
	Milestone 9: Closure of Camp				
	Deliverables: Financial report and analysis of budget variances, performance report, lesson learned, feedback and evaluation summary report.				

Our \$17,895 (\$894.75 per student) program budget which addresses activity preparation, supplies, and equipment.

Staff Training: Testing of Supplies & Experiments, Meeting Hand-Outs	\$737
Session 1: Airfoil Experiment & Paper Airplanes	\$120
Session 2: Balsa wood, paper aircraft models & visual aids	\$1,780
Session 3: Safe Landing Project - Throwing Parachute, Eggs, Craft Supplies	\$340
Session 4: Maps, compasses, and navigation aids	\$1,434
Session 5: Hand Radios, Lettered Stones	\$318
Session 6: Hot Air Balloon Launcher, Tissue Paper, Craft Supplies	\$1,015
Session 7: Drone Delivery Challenge: UAVs with payload devices, obstacle course	\$2,234
Session 8: Chalk and Role Playing Costumes, Craft Supplies	\$327
Session 9: Four Rocket Types	\$1,132
Family Night : Craft supplies, motors & propellers, rover craft, planetarium	\$2,231
Session 10: Final Challenge, Guest Speaker, Certificates	\$1,185
Snacks for Participants for 10 days: Vegan, Allergy-Free	\$2,832
Insurance	\$365
Marketing and Advertising: 3 months newspaper ad, social media ads	\$587
Administrative Costs: Pre-Camp Packets, Registration Platform Subscription	\$258

Contingency Fund:	\$1,000
Total:	\$17,895

Resumes, Firm and Personnel Experience

Michael Mashack - Founder/President

Michael is a long time resident of the City of East Palo Alto and an accomplished Private Pilot earning his license in 1997. He is an Air Force Veteran, active in city government serving on various commissions and committees, the former Chair of the East Palo Alto YMCA Board, coached local youth football and Little League teams, and has received numerous community service awards.

Over the past 20+ years, Michael has worked in the U.S. and Asia as an IT Program Manager with major consulting firms including Deloitte Consulting and Cognizant Technologies in a variety of industries, most recently Healthcare and Pharma.

Michael holds a Bachelor of Science Degree in Business Administration and is responsible for overall strategy, program development, and partnerships.

Amber Hicks - Vice President

Amber is passionate about investing time and resources into our inner city youth and connecting them with career opportunities locally placed here in the Silicon Valley/Bay Area to combat displacement of our Black communities. Amber has spent 10 years working with Youth as a Coach, Mentor, and Therapist and, for the past 3 years, employed in the field of Aviation. Amber’s motivation for cofounding BAUE stems from the lack of outreach to diverse candidates and overall low number of Black people in the field of Aviation.

Amber has B.S in Psychology and is responsible for building sustainable relationships with ally’s and contributors, creating course curriculum, and supporting the overall execution of our mission statement.

Dave Forter – Treasurer

Dave is a long-time resident of Menlo Park and a Commercial Pilot with an Instrument Rating for Single Engine Land and Sea planes. He earned his first license in 1968 while still in the U.S. Marine Corps. Dave is currently retired, but has spent most of his professional career in Silicon Valley. His first 20 years were with

Hewlett-Packard both in California and France (5 years). After H-P, he ran 3 turnarounds and for the last 15 years of his career ran his own enterprise- LCD Systems. He has worked with/for firms based in Korea, Japan, Taiwan and China.

Dave's volunteer work has been with Big Brother in East Menlo Park, Valley Presbyterian Church in Portola Valley and with our partner church Saint Mark AME Zion Church in East Palo Alto. He is also involved in volunteer work with other social justice initiatives.

Dave has a BSEE from the University of Pennsylvania and an MBA from the Wharton School at the same university.

Kristal Jordan - Secretary

Kristal grew up on the San Francisco Peninsula and is a US Navy Veteran. Kristal has an MBA in Finance and Marketing, a passion for animals, and community service.

Maurice Baker
Community Services Manager
2415 University Ave
East Palo Alto, CA 94303



Proposal for 2024 Summer Park Activation

Dear Mr. Baker

This will be our seventh year of operations in East Palo Alto. Camp Doza has been able to show adaptation to changing circumstances while still providing maximum benefit to our East Palo Alto youth. Back in 2017 I set out to build a program for the community that has given it all to me. Being raised in East Palo Alto was tough with everything that was going on at the time. Some good things and some not so good. There were several programs that helped me stay in the right path. The ones that grabbed my attention were programs related to sports and farm culture. Playing basketball at the then Bell Street Gym and soccer at Cesar Chavez took up a lot of my time and provided with the skills I needed to continue playing in High School and College. During college, I started working for Legarza Basketball Camps and was quickly made 'On Court Director'. Working for Legarza is where I realized what life changing impact camps have on the youth. After this, I started to realize that kids from my community were not able to participate in these great experiences. This is how Camp Doza began. However, I did not want it to be only one sport. Basketball and Soccer saved my life, but my family also showed me the importance of raising farm animals and growing my own food. Even to this day, farm animals are how my family supports itself in Michoacán, Mexico. This made me want to incorporate all of the things I learned growing up into Camp Doza. After getting what I needed to start Camp Doza, another community program introduced me to Les Dewitt who was influential in helping us secure our first space at Rich May Field. From there, we hosted our first camp with over 20 kids and were invited from the City of East Palo Alto to extend our camp program. We did not know what was coming the following year with COVID-19, but we still found a way to host programming for the youth. We organized socially distanced evening Bike Rides for the Camp Doza families and did some virtual training. This did not provide us the same level of joy as seeing all the kids coming together at camp but it did help us stay engaged. We are extremely excited to bring Camp Doza back to the city in 2024! Whether it is in person or virtual, we have a plan. Thank you for considering our proposal and all that you do to help our East Palo Alto residents. We look forward to hearing your response and working together again.

“Teaching life skills through sports and farm culture.”

Approach & Understanding

Teaching the Skills

With my background in playing and coaching both basketball/soccer in the semi-pro and collegient level, I bring a fun and exciting program to the City East Palo Alto. I was coached by some great local legendary coaches and played semi pro. All this experience has prepared me to run the most beneficial camp in East Palo Alto for residents of the community. It begins with fundamentals and having fun. If you are teaching new activities to youth, you have to start with games that will grab their interest. Teaching our Coaches the methods that I was taught starts in the spring with our Training Sessions. We believe that to teach something, you have to be able to demonstrate it yourself. We meet twice a month to learn the drills and contests that will take place with the kids this summer if chosen. Using Basketball, we will be focusing on the foundational pieces of the game: Shooting, Passing, Dribbling, and Footwork. Each drill and contest will focus on some aspect of those pieces. Each day will start with a Campers decision of which sport to begin with. Each Coach will be grouped with no more than 8 kids and that will be their group the entire camp. Soccer will be handled the same way. Farm animals and culture will be incorporated each day with an afternoon lesson and special guest. In the past, we have brought chickens, mini horse, and tortoises to camp. This year we have a huge surprise for the camp. We have a 3 year old Friesian/Gypsy stud who will be presented to the campers.

Community Outreach Strategy

It will be a high priority getting the community to participate in Camp Doza this summer. We will use our past database of participants, launch a marketing campaign on social media, and utilize our personal network to fill camp. I'm the Athletic Director for the Ravenswood City School District also provides access to future Camp Doza participants.

Marketing

Camp Doza has a few social media accounts that are managed by me and we will begin promoting as soon as we get the word. Instagram is our main source of marketing, but we are also members of East Palo Alto Neighbors Facebook page as well as the Hometown EPA and several others local community forums. My ties to the community run deep and our Camp Coaches are from the community which will also help promote the program. We purposely choose our staff to have connections to the areas that we plan to serve.

“Teaching life skills through sports and farm culture.”

COVID-19/Social Distance Protocol

With the COVID 19 pandemic significantly reducing our opportunities to run programs this past summer we are going to take every step to make sure that we can provide great programs for the youth in the safest way possible. Below are details for limited capacity and for the situation of having to go completely remote.

Pre-Camp

Prior to Camp Doza, we will host an in-person parent meeting or a Zoom conference where we will lay out all guidelines for attending camp this summer. There will be specific procedures for checking in participants, food storage, visitors, and pick up. We will not require proof of vaccination, but we will encourage it. Reporting of COVID-19 symptoms will be necessary and strictly enforced. Any reports of positive testing will be reported to the City and a contact tracing protocol will be initiated.

Limited Capacity	Fully Remote
8:1 coaches to player ratio	No on site camp days
No Shared Equipment	Socially distanced bike ride
Groups stay in their bubbles	Each camper receives items in mail
Modified Pick up/Drop off	Virtual Huddles
Additional Staff Needed	Video Tutorials

Cleaning & Sanitization

Regardless of the level of activity, Camp Doza is committed to making sure that our campers have the most productive space to enjoy the experience. Each coach will be gifted a sanitizer pack which will contain disposable masks, hand sanitizer, and gloves. Our Camp Assistants will be responsible for working with our Coaches to ensure camp supplies are cleaning daily or also per use. Campers will be asked to wear masks daily unless eating lunch or taking hydration breaks. Bottles will be available for sale as no water fountains will be used. Campers will also be encouraged to bring their own.

“Teaching life skills through sports and farm culture.”

Work Plan & Schedule

Camp Doza is prepared to offer three full weeks of programming in East Palo Alto for 2024. June 17, 2024 - June 21, 2024 , June 24, 2024- June 28, 2023, and July 1 - July 5, 2023. The interest level in Camp Doza will determine how many staff members we look to bring on. We staff camps at 8:1 ratio so that coaches can get to know their full group.

Camp Doza weekly schedule 2024

MUSCLE MONDAY:

8:00am-9:00am – Staff morning meeting, Set up the camp with equipment/ water etc.

9:00am-9:15am – CAMP STARTS, Meet and greet parents and campers

9:15am-9:45am – Orientation

9:45am-10:00am – Choose teams by age groups, Coaches come up with team Name and Team Cheer, pass shirts out

10:00am-10:15am – Stretching

10:15am-10:45am – Soccer Clinic

10:50am- 11:00am – Water Break

11:00am- 11:30 – Basketball clinic

11:30am-11:40 – Water Break

11:40am-12:00pm – Team discussion in groups, Team Cheers, What did the campers learn about soccer and basketball

12:00pm-12:30pm – LUNCH BREAK

12:30pm-1:00pm – MUSCLE CAR presentation

1:00pm-1:30pm – Soccer Game

1:30pm-1:40pm – Water Break

1:40pm- 2:10pm – Basketball Game

2:10pm-2:30: Agriculture Presentation

2:30pm-3:00pm – Camp Outro

CAREER TUESDAY:

8:00am-9:00am – Staff morning meeting, Set up the camp with equipment/ water etc.

9:00am-9:30am – greet campers, line up with team, Morning Meeting

9:30am-10:00am – Split camp into two groups soccer (Footwork Clinic) / basketball (dribbling clinic)

10:00am-10:10am – water break

10:10am-10:40am – Switch

10:40am-11:00am – water break, rest, reflection what have they learned

11:00am-11:45am - Guest Speaker Career Tuesday

11:45am-12:30pm – LUNCH

12:30pm -1:30pm – Turbo the Tortoise presentation

1:30pm-2:00pm – CAMPER KNOCKOUT

2:00pm-2:30pm- Games (Basketball, Soccer)

2:30pm-2:45pm – Water Break and Reflection

2:45pm-3:00pm – Outro

WILD WEDNESDAY

8:00am-9:00am – Staff morning meeting, Set up the camp with equipment/ water etc.

9:00am-9:30am – greet campers, line up with team, Morning Meeting

9:30am-10:00am – Split camp into two group soccer (Passing Clinic) / basketball (shooting clinic)

10:00am-10:10am – water break

10:10am-10:40am – Switch

10:40am-11:00am – water break, rest, reflection what have they learned

11:00am-11:30am – COACHES KNOCKOUT

11:30am-12:00pm- CAMPER KNOCKOUT

12:00pm-12:30pm- LUNCH

12:30-1:00pm- Miniature Horse Presentation

1:00pm-2:00pm – Bay Lands Nature walk. (Learn about wild native animals)

2:00pm-2:30pm - Soccer and Basketball Games

2:30pm-2:45pm – Water break

2:45pm-3:00pm – Outro

THANKFUL THURSDAY:

8:00am-9:00am – Staff morning meeting, Set up the camp with equipment/ water etc.

9:00am-9:30am – greet campers, line up with team, Morning Meeting

9:30am-10:00am – Split camp into two groups soccer (Scoring Clinic) / basketball (passing clinic)

10:00am-10:10am – water break

10:10am-10:40am – Switch

10:40am-11:00am – water break, rest, reflection what have they learned

11:00am-11:30am – COACHES KNOCKOUT

11:30am-12:00pm- CAMPER KNOCKOUT

12:00pm-12:30pm- LUNCH

12:30-1:00pm- Chicken and Photosynthesis Presentation

1:00pm-2:00pm – Bay Lands Nature walk. (Learn about wild native plants)

2:00pm-2:30pm - Soccer and Basketball Games

2:30pm-2:45pm – Water break

2:45pm-3:00pm – Camp Outro

FREESTYLE FRIDAY:

8:00am-9:00am – Staff morning meeting, Set up the camp with equipment/ water etc.

9:00am-9:30am – greet campers, line up with team, morning meeting campers decide what to do

9:30pm-10:00pm – Campers Choice
10:00am-10:10am – water break
10:10am-10:40am – Campers Choice
10:40am-11:00am – water break, rest, reflection WHAT ARE YOU THANKFULL FOR
11:00am-11:30am – COACHES CHAMPIONSHIP KNOCKOUT
11:30am-12:00pm- CAMPER and COACHES CHAMPIONSHIP KNOCKOUT
12:00pm-12:30pm- LUNCH PIZZA FOR THE CAMP
12:30-1:00pm- Water Balloon Fight
1:00pm-2:00pm –SLIP N SLIDE
2:00pm-2:30pm – WATER BREAK
2:30pm-2:45pm – REFLECTION, THANK the Coaches
2:45pm-3:00pm – Camp Outro

Personnel

Each year the same coaches have been returning to help run Camp Doza. Coach Esmeralda, Coach Jorge, and Coach Adrian will be here again this year. This goes to show me the camp is a fun place for both coaches and campers to be a part of.

Esmeralda Perez:

Currently I am on my senior year at UC Merced where I am studying archeology. My experience as student at this university has taught me several things which I have applied to my work experience. The leadership qualities were used during my time as a Coach at Camp Doza. Showing the young girls that they could lead and be great at sports they never played was my highlight. My creativity came out during my experience as a Photographer for the Girls to Women non-profit in our efforts to empower women all over the world. Finally, I learned a great deal about my Patience working at Creative Montessori with preschool age children who require a level of communication that made me evolve my behaviors.

Jorge Chavez:

As a lifelong resident of East Palo Alto, I'm looking forward to coming back to the community and working with the youth. I am currently attending Menlo College where I am working on getting my BA in Bussines. As I am returning to part time employment, Camp Doza is a great way for me to reconnect with my hometown and give back what has been given to me.

Adrian Deloa:

I am currently attending Foothill College working on my general education. I also work part time as a lifeguard. I am CPR and first responder certified. Working with a large group of people prior to the Covid-19 pandemic has helped my people skills. Giving back to the youth is something I enjoy because of my upbringing and time spent at the Boys & Girls Club of Menlo Park. Participating in fun activities there made me think it was the coolest job. There were some experiences that I had in school growing up that brought some challenges, but I excelled at making friends found it cool meeting new people. Overall, I enjoy being around people and getting to meet them and hear their stories which is why I'm looking forward to camp this summer.

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COVER LETTER

Dear City of East Palo Alto,

We are writing on behalf of CoolineKids, a nonprofit organization dedicated to inspiring underrepresented students of color to become passionate service leaders through fun and innovative programming. Our organization is seeking support through the Summer Park Activation Grant offered by the City of East Palo Alto for our Camp and Youth Leadership Development Program.

CoolineKids believes in the power of young leaders to create positive change in their communities. We focus on developing leadership skills among youth through out-of-school events and summer camps. With your grant, we aim to acquire high-quality learning materials for elementary aged children, and provide stipends for our dedicated youth leaders, ensuring the success and sustainability of our program.

The significance of this initiative is deeply rooted in the resilient community of East Palo Alto, a community that the late Christian Sbragia was passionate about serving. In honor of his commitment, members of the community are gathering together to honor his organization that is dedicated to continuing building youth leaders. We believe that with your support, our program can make a lasting impact on the development of the young minds in this beautiful community.

Our project aims to grow youth who are not only passionate about personal development but are also dedicated to serving their community. They will help us create a program that builds skills in elementary aged children. Currently, we have 15 youth actively contributing to Cooline Kids, and with the assistance of this grant, we aspire to attract more young individuals and give stipends to those currently serving. Our goal is to provide valuable summer camp experiences for children and sustain our operations with youth leaders at EPACENTER.

CoolineKids, a 501c3 nonprofit organization founded in 2014, has been teaching K-8 students creativity, compassion, communication, and collaboration. Our innovative curriculum covers various subjects, and our unique approach involves high school students serving as leaders at our summer camps. With a track record of summer camp success since 2021, serving the East Palo Alto and East Menlo Park communities, last year we served 136 students with 38 youth staff members. 100% of our student participants are BIPOC black, indigenous, people of color, 92% of our student participants are residents of East Palo Alto, East Menlo Park and Redwood City, and 98% of our student participants are considered low income.

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For the success of our Youth Leadership Development Program, we are requesting 18,000 in funding. This amount will be utilized to acquire learning materials, provide stipends for our youth leaders, and ensure the overall success of our summer camp. The impact of this project extends beyond a mere summer program; it is an opportunity for the children and adolescents of East Palo Alto to develop into leaders. Specifically, your grant will fund summer jobs for the community's youth, ensuring that their employment serves the local community.

CoolineKids, Christian, and our team, are incredibly appreciative of the opportunity presented by this grant. We are excited about the potential collaboration and the positive impact it can have on the youth of East Palo Alto. Thank you for considering our application. For further details or clarification, please feel free to reach out to the contact information listed above.

Sincerely,

Joseph Finke & Vida Amanat
Program Directors
CoolineKids

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Approach & Understanding

Who We Are

CoolineKids believes in the power of young leaders to create change in their communities. Our organization focuses on developing leadership skill-building through out-of-school events and summer camps.

Organization description

CoolineKids was founded on the belief that young people are often the most influential to other young people. That's why our programs with elementary students are primarily led by high school youth who have gone through our leadership training program and implement that with K-8th grade students. Cooline is our community's only leadership development program serving all ages. We bring an innovative approach to teaching children skills like advocacy, compassion, creativity, collaboration, and more.

CoolineKids, is a 501c3 nonprofit organization that teaches K-8 students creativity, compassion, communication, and collaboration (our four foundational principles of service leadership) through our hands-on curriculum that includes cooking, photography, robotics, nature, reading, science, art, play, and engineering. CoolineKids believes young people learn best from other young people, so we engage high school students to support them as leaders at our summer camps. High school youth grow their leadership skills through various programs, including our CrewCamp training experience, the Summer Leadership Academy, and Camp Leadership Team. Our vision is that all youth will grow to become service-centric, family-minded leaders dedicated to inspiring change in their communities. And we are eager to live that out by empowering and equipping young leaders of color through innovative, skill-based programming. We have been operating since 2014, serving the East Palo Alto and East Menlo Park communities. Last year we served 136 students with 38 youth staff members. 100% of our student participants are BIPOC black, indigenous people of color, 92% of our student participants are residents of East Palo Alto, East Menlo Park and Redwood City, and 98% of our student participants are considered low income.

Our Summer Program & Services

This summer, CoolineKids will be hosting a 3 week long summer day camp in East Palo Alto from June 10- June 28. The first week, called CrewCamp, will focus on training youth to be counselors and facilitators for the kid's camp that will commence on June 17th-28th for K-8th grade students. The kid's camp will focus on engaging children in a 2-week summer camp experience in their home community that develops collaboration, creativity, communication, and compassion skills through play and the arts. This year we hope to invite 80 K-8th grade students to our program.

Summer Leadership Program: Youth staff and volunteers will work together to design curriculum, learn about organization management, operations and leadership. They will also work together to recruit students, hold family informational sessions, decorate the

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campus for summer camp, prepare materials, organize classrooms and set up all the spaces around the site.

CrewCamp: Staff will undergo an extensive training that gives them the tools to understand child and youth development, behavioral intervention training, and anti-racism practices. This training week will allow our team to connect and form meaningful relationships with their peers and prepare to facilitate curriculum for the KidsCamp. We will be using innovative training curriculum, such as “Breaking Barriers & Building Walls” that allows staff to learn about how to be an anti-racist educator and leader. This camp will be a professional development opportunity for many youth. They will gain the capacity to become leaders, educators, operational staff and more.

“Being a teacher is a dream of mine. I want that to be the career path I pursue so I definitely wanted to push myself into a setting where I would work with kids on a longer basis and in a very structured way. This being said, reading about cooline and what it aspires to do (especially in pushing young leaders that are POC) I decided that it’s be the best place for me to not only work, but to THRIVE in.” - Lucia (2023 4-5th Grade Lead Instructor)

KidsCamp: Engaging children in a 2-week summer camp experience in their home community that develops collaboration, creativity, communication, and compassion skills through play and the arts. The camp will be from 9am-3pm Monday-Friday with the option of early care and/or after camp enrichment with EPACENTER.

Summer Schedule

Summer Leadership Program Prep: January-June

CrewCamp: June 10 - 15

KidsCamp: June 17- 28

CrewCamp Clean Up: July 1-3

Curriculum

Our program outcomes are focused around the health and SEL/leadership skill growth of individual campers. Each camper has their own growth plans based on their interests and maturity level. All students will be able to gain new experiences, participate in reflective conversation, engage meaningfully within group settings and actively seek to strengthen social emotional skills. We want our youth leaders to be fully part of the program, that means they create curriculum they are passionate about that they teach to the younger campers. Curriculum topics range from robotics to painting, all of which will help students grow not only in that skill, but also in collaboration and leadership.

Community Engagement

At CoolineKids, we are dedicated to fostering strong community engagement and involvement in our youth programs. Building on our existing partnerships and outreach efforts, we have developed a comprehensive plan to recruit youth and families for our activities, as outlined below:

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Youth Recruitment: We have already taken proactive steps to engage high school students from Peninsula Bridge, Tide Academy, and Redwood High School, East Palo Academy, and Eastside High School . Through targeted outreach efforts, we have received enthusiastic interest from over 50 high school youth who are eager to volunteer and participate in our summer programs. Additionally, we have established relationships with EPACENTER and other local organizations to further expand our recruitment efforts. 97% of our collective staff from 2023 shared they hope to return to CoolineKids in 2024.

Student Recruitment: We have established relationships with schools such as The Primary School, Los Robles, and Costano to recruit students for our summer program. We are eager to forge new partnerships with additional schools and organizations and have already begun to form partnerships with community organizations such as EPACENTER to attract more students. Through collective efforts, we aim to create a vibrant and inclusive community where youth and students can thrive.

Family Engagement: Our commitment to family involvement is evident through various initiatives. We host informative family sessions to provide families with valuable information about our programs and encourage their participation. During camp, we plan to organize family festivals and a family breakfast to create opportunities for families to connect and engage with their children's experiences.

Community Collaboration: CoolineKids is thrilled to collaborate with the City's annual Family Night event(s). We are prepared to contribute to the planning and development of activities in partnership with City Staff and other organizations. Our team is ready to offer support, whether through activity planning or logistical assistance, to ensure the success of these events.

We are grateful for the opportunity to contribute to the enrichment of our community and look forward to collaborating closely with stakeholders to maximize the impact of our programs.

Program Evaluation

Cooline's mission is to inspire low income students of all ages to become passionate, service leaders through fun, innovative programs. We primarily rely on surveys, face-to-face conversations, and board meeting forums to gather suggested programs, projects and solutions, and pressing community issues. Additionally, we are all a part of the East Palo Alto community and have our own experiences. We come together to share and highlight progress and challenges that need to be addressed. Solutions come from students, families, and staff and we do our best to implement all solutions that are brought up.

This summer we will be conducting several surveys to measure the success of our program. Pre and post parent and student surveys will measure student and parent experience and if they see child behavior that reflects growth in our Four Foundational Principles of Service Leadership; Communication, Collaboration, Creativity and Compassion. We will also receive parent and student feedback on our registration process, student & parent satisfaction,

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connection to staff, and future courses or curriculum they would like to see. Staff surveys will measure program satisfaction, leadership support, clarity of role expectations, quality of training, and professional growth.

We will also be recording daily program attendance, family income levels, and intent to return for the following year.

Specific Need

Our philosophy is youth inspiring youth, this means our elementary students are a part of a program that is led by high school and college youth. Older youth undergo extensive training and skill-building time to be equipped and prepared to be leaders at KidsCamp. We are seeking assistance for our 2024 summer camp program. Specifically the funds would largely support: stipends for youth leaders, programming supplies, wellness service supplies, operations supplies, and program insurance.

Through community partnerships with Samaritan House and EPACENTER, we are receiving generous donations for meals and space rental. We also are developing partnerships with other local community organizations to support and provide exciting enrichment opportunities. Because of this support, the areas which we need additional funding for are highlighted in yellow in the budget proposal below. These areas are the highest need for our program to function this summer.

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Budget

2024 Budget Proposal	Goal Expenses
KidsCamp Program	
Stipends (25 staff @ apx. \$1,000)	\$25,000.00
Programming Supplies (4 classrooms @ \$500)	\$2,000.00
Wellness Services & Supports	\$400.00
Junior Leaders Projects	\$300.00
Extended Care Supplies & Equipment	\$200.00
Food (Snacks, Emergency Supplies)	\$200.00
Operations Supplies	\$450.00
Leadership Team Planning Retreat (15 members @ \$50)	\$750.00
Hiring Day Lunch & Gifts	\$150.00
Staff Swag & T-shirts	\$600.00
Student T-Shirts & Swag	\$1,700.00
General Operating	
Recruitment Expenses	\$100.00
Design Expenses	\$500.00
Financial Advisor	\$1,000.00
Platform Costs	\$30.00
Business License	\$55.00
Technology	\$200.00
Program Curriculum	\$200.00
Program Insurance	\$4,000.00
TOTAL	\$37,835.00

*** Grant funds will primarily be allocated to line items highlighted in yellow**

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Remote Operations Plan for CoolineKids Summer Camp 2024

1. Executive Summary

1.1 Objective

This remote operations plan is designed to adapt CoolineKids' mission of developing leadership skills in young leaders to a virtual environment for the summer camp in 2024. The camp will adhere to county guidelines whether or not masks will be required or if full virtual education is required.

1.2 Duration

The remote operations will take the place of the in person activities. In effect from June 10th to June 28th, covering the CrewCamp training and KidsCamp activities.

2. Communication Plan

2.1 Channels

We will utilize various communication channels, including email, video conferencing platforms such as zoom, and a dedicated online portal for staff, volunteers, parents, and participants. This online portal will be organized on the CoolineKids website at <https://www.coolinekids.org/>.

2.2 Regular Updates

We intend to keep regular updates to keep all stakeholders informed about program developments, changes, and important announcements. We already meet weekly with volunteers and will continue to do that virtually.

3. Virtual Program Structure

3.1 Daily Schedule

The schedule will include similar enrichment activities and run from 9 am to 3 pm. Different 30 minute classes run by youth leaders will teach the same content designed for in-person camp. The activities will focus on maintaining engagement and achieving program objectives.

3.2 Activity Formats

Classes will be open for students to drop in and drop out. These classes, similar to the in-person sessions, will teach skills such as collaboration, engineering, creativity, and much more. All classes will include interactive and engaging virtual activities, incorporating live sessions, pre-recorded content, and collaborative platforms.

4. Technology Requirements

4.1 Participant Technology

We will communicate the minimum technology requirements for participants, ensuring accessibility and ease of participation. Material budget can be used on trying to get technology for volunteers. Technology will not be provided for campers.

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4.2 Staff Training

Crewcamp will shift to include a comprehensive training for camp staff on virtual platforms, effective online facilitation, and maintaining a positive virtual environment.

5. Security and Privacy

5.1 Participant Privacy

Secure login procedures will ensure compliance with privacy regulations to protect the privacy of all participants.

5.2 Code of Conduct

CoolineKids will establish and communicate a virtual code of conduct for both campers and staff to maintain a respectful and safe online environment. Just as a system and culture of support and respect will be created by youth leaders prior to camp, the same will be developed for virtual.

6. Camper Engagement and Support

6.1 Virtual Camper Engagement

A plan to create innovative strategies for fostering camper engagement, such as interactive online games, virtual challenges, educational projects, creative arts/music lessons, and themed days.

6.2 Emotional Support

There will be mechanisms for providing emotional support to campers and resources for mental well-being. Our wellness team will lead group and individual sessions to make sure all students feel connected, safe, and respected.

7. Parental Involvement

7.1 Parent Communication

Regular communication with parents, providing updates on camp activities, achievements, and avenues for parental involvement.

7.2 Parental Assistance

Resources and guidance will be provided for parents to support their children's participation in virtual camp activities.

8. Evaluation and Feedback

8.1 Feedback Mechanism

Surveys, and observational data will gather feedback from campers, parents, and staff to continuously assess and improve the virtual program.

8.2 Continuous Improvement

Just as in-person CoolineKids believes that continuous improvement (regardless of virtual or in-person) is necessary for the future advancement of the organization. Regular reflections

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and discussions will help us make ongoing improvements to the virtual program and address any challenges or concerns.

9. Contingency Planning

9.1 Technical Issues

A team will be gathered whose focus is addressing technical issues promptly, including answering questions and guiding students and staff when technical questions arise.

9.2 Emergency Procedures

During CrewCamp procedures will be taught for handling emergencies in a virtual setting, including communication protocols and contact information for relevant authorities.

10. Conclusion

This remote operations plan is aimed at ensuring the successful adaptation of CoolineKids' summer camp program to a virtual environment, allowing for the continued growth and development of young leaders.

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Work Plan & Schedule

Implementation Activities	Personnel Responsible	Timeline
Secure Program Insurance	Program Directors	Jan
Apply to grant funding	Program Directors	Jan-Feb
Create Recruitment Materials	Program Directors	Jan
Volunteer & Staff Recruitment	Program Directors	Feb
Finalize partnership agreement with EPACENTER for camp location	Program Directors	Feb
Hire for summer program leadership roles	Program Directors	Feb
Finalize Camp Schedule	Program Directors	Feb
Hire for summer program volunteer roles	Program Directors	Feb & March
Open student registration for KidsCamp	Program Directors	March
Recruit Students for KidsCamp	Program Directors & Managers	March-May
Host family sessions for student recruitment	Program Directors & Managers	March-May
Student Registration & Data Collection	Program Directors & Managers	March-May
CrewCamp & KidsCamp Curriculum Design	Program Directors & Managers & Teachers	March-April
Host memorial fundraiser	Program Directors & Camp Staff Volunteers	April
Confirm Summer Program Partnerships	Program Directors	April
Camp Inventory & Materials Purchasing	Program Directors & Managers	May
Camp Setup	Program Directors & Managers & Teachers	June
Run CrewCamp	Program Directors & Managers & Teachers	June10-15
CrewCamp Pre-Surveys	Program Directors	June10
Run KidsCamp	Program Directors & Managers & Teachers	June17-28

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KidsCamp Pre-Surveys	Program Directors	June17
CrewCamp & KidsCamp Post Surveys	Program Directors	June28
Host CampCleanup	Program Directors & Managers & Teachers	July 1-3
Analyze Camp Data & Report to Grant	Program Directors	July - August
Write Annual Report	Program Directors	July - August

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Experience & Staff:

Nicole Sbragia

Program Director, Board Member & Mother

Nicole Sbragia is a dedicated educator with a deep commitment to ensuring the equal education of all children. Currently serving as a Special Education Teacher at AchieveKids, Nicole brings extensive experience and a passion for understanding and supporting students who have been previously misunderstood by the education system. Prior to her role at AchieveKids, Nicole worked as a Paraprofessional at The Primary School, where she honed her skills in providing individualized support to students with diverse learning needs.

Beyond her professional endeavors, Nicole is the proud mother of Coleton and Christian Sbragia, who was the founder of CoolineKids. Her personal connection to CoolineKids fuels her dedication to the organization's mission and vision. Nicole cares deeply about creating inclusive learning environments where every child can thrive and reach their full potential. With a steadfast commitment to advocacy and empowerment, Nicole continues to make a meaningful impact on the lives of students and families within her community.

Vida Amanat

Program Director & Board Member

A dedicated educator and leader, Vida has played a pivotal role in shaping youth development at CoolineKids. Vida brings over seven years of dedicated service to East Palo Alto. With a background in Psychology and Global Poverty from UC Berkeley, she possesses a profound commitment to empowering youth. She recently joined EPACENTER's team as their Special Projects and Partnership Manager and previously served as the Senior Manager of School Programs & Partnerships at The Primary School, where she established high-quality community partnerships and managed after-school and summer programs for the elementary school. Prior to TPS, she worked with several middle schools in EPA to support youth to engage in career exploration and self-discovery opportunities. Her passion for empowering youth is grounded in the belief that each individual is like a "mine rich in gems of inestimable value," and that "education can, alone, cause it to reveal its treasures and enable mankind to benefit therefrom."

Vida supported CoolineKids to start their first afterschool program in 2020 and their first summer camp in 2021. She has been serving on the team's board for several years and also has been on the ground with CoolineKids to bring the program vision to life. Last year she served as a Community Director for the SummerCamp and a group leader for the afterschool program. Her passion for authentic leadership and profound commitment to youth development served as the catalyst for the inception of CrewCamp and the design of its curriculum.

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As a profoundly experienced education professional with a fervor for program design and community partnerships, Vida is deeply committed to empowering students to reach their full potential. Her dedication extends beyond traditional education, aiming to create meaningful opportunities for community engagement and social change. She is excited to continue working with CoolineKids, to honor Christian's work and work with our team and community to create a future where the talents and potential of every young individual in East Palo Alto shines brightly.

Joseph Finke

Program Director

A dedicated educator and advocate for youth development, Joseph Finke has made significant contributions to educational initiatives with a focus on social-emotional learning. Joseph holds a Master's of Education with a specialization in Social Emotional Learning.

With a passion for curriculum development and a keen understanding of the importance of social-emotional learning, Joseph has been actively involved in impactful projects. Currently serving as a Curriculum Writer at Stanford University since May 2023, he co-authored and edited a social-emotional learning (SEL) curriculum on unity and diversity. This curriculum has positively influenced over 200,000 students in India.

Joseph's experience as a Elementary School Teacher at The Primary School in East Palo Alto showcased his ability to implement personalized curriculum resulting in significant growth. His efforts in developing a social-emotional learning curriculum aligned with the school's mission contributed to a notable reduction in behavioral incidents.

Joseph has prior experience collaborating on activities with Cooline's founder, Christian. During his time at The Primary School, Joseph was introduced to Christian's inspiring vision and feels privileged to contribute towards sustaining that passion. Joseph hopes he can help youth build a powerful curriculum, teach meaningful lessons and help the mission of CoolineKids.

Alex Bloom

Program Facilitator

This year will be Alex's third year working with Cooline! He was an assistant counselor two summers ago and a lead counselor last summer. He really enjoys camp because he loves working with kids and is strongly aligned with Cooline's mission. At 18 years old, Alex currently attends Stanford University as a freshman. While his future goals remain open-ended, he is resolute in their desire to make a meaningful impact.

Alexis Rodriguez

Program Facilitator

In early 2022, Alexis immersed himself in community service in East Palo Alto, focusing on empowering children and nurturing future leaders. His dedication to fostering growth and

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development among youth led him to volunteer at The Primary School and assume the role of Lead Counselor at the Cooline Organization during the summer of 2022 and Camp Director in 2023. As a teenager, Alexis champions the belief that perseverance and continuous learning are the keys to unlocking one's potential, inspiring others to embrace the power of hard work and persistence in achieving their goals.

Anthony Gamino

Program Facilitator

Anthony Gamino is thrilled to continue working with CoolineKids. Anthony served with CoolineKids in the past as a Jr Coach Leader and camp facilitator. Known for his talkative and humorous nature, Anthony's vibrant personality adds a special touch to his role. Currently a junior at Burlingame High School in San Mateo, Anthony is excited to embark on his third year with CoolineKids in 2024, Anthony hopes to continue contributing his skills and passion to the camp's mission.

Brianna Velasquez

Program Facilitator

Brianna is 17 years old and currently attends Eastside College Prep as a senior. She has been a part of CoolineKids the past 2 years as a lead counselor for first and second graders. Brianna LOVES working with kids. She shares: "It's an amazing feeling when they recognize me and seeing how they grow during the camp and outside of the camp is something so sweet! I also feel like being part of cooline creates closer bonds with the staff and we create our own little family." In the 2 years Brianna has been part of cooline, she has met different people and has had a chance to get to know them and bond with them. For her, it's an unforgettable experience!

David Fetu

Wellness Staff

David served with CoolineKids as a professional staff in 2023. He is currently 20, but was 19 when I started participating in the program. He is currently working at The Primary School as a support staff, and is looking forward to getting his teaching credential soon to become a full time special education teacher. He is excited to return to CoolineKids this year as a wellness staff member. He wants to be a wellness staff member this year because he feels that he has grown strong connections and relationships with the children to help regulate them in times of big feelings and behaviors. David loves working with CoolineKids in the summer because he feels it creates a place for children to make memories, make new friends and to just be there for the experience. Growing up, David was in fun programs like Cooline so he wants to be able to provide a similar childhood experience to the children in his community too.

Emilio Sanchez

Operations Coordinator

Emilio is excited to return to working with CoolineKids this summer. Last year, he was one of our main camp photographers, with additional responsibilities encompassing various areas such as kitchen aid and classroom support staff. Emilio is enthusiastic about continuing their

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involvement this summer, having found the experience enjoyable previously. His passion for helping kids was further ignited by volunteering at the Boys and Girls Clubs. A student at Eastside College Preparatory, aged 16, Emilio is currently aspiring to pursue a career in medicine, with the aim of becoming an oncologist.

Fernando Mendez

Wellness Staff

Fernando is a junior at Summit Prep high school in Redwood City, He has worked at Cooline for the past two summers, which he shares have “honestly been one of the best experiences throughout my high school journey.” The first year, he was an assistant counselor and later worked as part of the wellness team. He is extremely excited to be participating this year with CoolineKids in making the kids summer camp experience memorable. Fernando’s future career goal is to become a registered nurse and he feels that working at Cooline has supported him to learn patience, care for others, and learn more about himself to set him up for success in his future career path. He is super excited for what this summer has to offer and hopes we can make it an amazing summer for everyone to enjoy.

Jasmine Gutierrez

Culinary Coordinator

Jasmine started working with CoolineKids when she was a junior in high school. Last year she worked as an Operations Coordinator and was also the Sou chef for the camp, making meals for all the students. She is excited to continue working with CoolineKids this summer because the program feels like family to her. She loves how at CoolineKids, everyone is supporting everyone and having fun and teaching kids new skills. Jasmine is now 19 years old and attends San Francisco State University. In the future her hope is to give back to her community and also work for the community.

Makayla Thompson

Program Facilitator

Makayla is passionate about serving the children of East Palo Alto and has been working with kids from our community since March 2020. She loves working to help them grow with their strengths and creating spaces that empower them to be brave. She prides herself on her ability to be a role model of leadership and confidence for the students she works with. Her top priority when working with children to build strong relationships with them. In the 2022-23 school year, Makayla began volunteering at The Primary School and has prior experience being an after-school teacher and a sports coach. Makayla served as a CoolineKids Camp Director the last two years. She believes that everyone can work hard to achieve their goals if they are dedicated to never giving up.

Sahil Srivastava

Communications Manager

Sahil Srivastava has been working at CoolineKids for two years. He primarily works in media, editing videos and photos, as well as design. Sahil feels that CoolineKids is an amazing program and wants to return to support every year because “the people you work with become a family through the many icebreakers and different bonding activities that we do in

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preparation for the camp. CoolineKids offers support to not only the campers but the counselors as well and values your wellbeing more than anything.”

Sarahi Cordero

Operations Coordinator

Sarahi is 16 years old and currently a junior at Eastside College Prep. She has been involved with CoolineKids since 2022 and since then, has been a bilingual operations associate, a program design fellow and manager of operations. She is excited to continue with CoolineKids this summer because of all the amazing connections that she hopes to build with the kids and staff as well as the work experience she will gain. In the future, Sarahi hopes to go to college and pursue a career in business and youth development.

*** Please note that we are in the process of recruiting more staff and are excited to expand our team*

Total Organization Roles

- 1: Camp Mama
- 2: Program Directors
- 2: K&1st grade teachers
- 2: 2&3rd grade teachers
- 2: 4&5th grade teachers
- 2: 6-8th grade coaches
- 4: Wellness Staff
- 2: Operations staff
- 2: Culinary staff
- 1: Communications manager

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Insurance:

Request for Extension to Submit Insurance Documents for CoolineKids

Dear City of East Palo Alto,

Our team is writing on behalf of CoolineKids to request an extension for the submission of insurance documents as part of our application for the Summer Activation Grant.

Unfortunately, our organization recently experienced a significant loss with the passing of our founder, Christian Sbragia. As a result of his passing, there have been necessary administrative processes, including the transfer of insurance to another member of our team.

While we understand the importance of providing the required insurance documents in a timely manner, we encountered unforeseen delays in obtaining the necessary documentation. We are pleased to inform you that Christian's family has received his death certificate now. However, we anticipate that additional time will be needed for our insurance provider to process the request for the transfer of insurance coverage.

To ensure compliance with the grant requirements, we are proactively working on updating our insurance policy. In the meantime, we are attaching our current insurance documents, which are valid until May 2024, as a placeholder.

We sincerely apologize for any inconvenience this may cause and assure you that we are making every effort to expedite the process. We kindly request an extension of a few more weeks, if possible, to allow us to finalize the necessary updates to our insurance policy and submit the required documentation.

Thank you for your understanding and consideration of our request. We are grateful for the opportunity to apply for the Summer Activation Grant and remain committed to our partnership with the City of East Palo Alto in serving our community.

Should you require any further information or assistance, please do not hesitate to contact us.

Sincerely,

Vida Amanat & Joseph Finke

Program Directors

CoolineKids

650-308-9161 (Cooline Office) | 925-588-4503 (Vida Personal)

coolinekids@gmail.com

[Current Insurance Documents Attached on Following Page]

2024 EAST PALO ALTO RAZORBACKS RUGBY



Summer Park Activation



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2024 Summer Park Activation

EAST PALO ALTO RAZORBACKS RUGBY CLUB

Friday, February 16, 2024

I. Cover Letter

The East Palo Alto Razorbacks Rugby Club is a community organization that strives to not only provide community through rugby but also provides endless opportunities for the community through rugby. We would love to continue doing so in partnering with the City of East Palo Alto itself through the 2024 Summer Park Activation, if given the opportunity. Being that this organization is ran by East Palo Alto natives, rugby was their outlet and safe space growing up. It kept them out of the streets and on the rugby field. Being able to express themselves and achieving things that wouldn't be within reach without rugby. Our organization is dedicated to helping players on and off the field. To keep this pathway going. To provide a safe space for our community. To provide support, community engagement, and endless opportunities, whether that be playing high level, going to college, etc. Our program is open to all ages and has not only teens and young adults, but children, adults, and seniors involved in our organization as well. We believe that, if given the opportunity, through the 2024 Summer Park Activation we can take our community engagement to the next level and continue to provide more opportunities for our community through rugby.

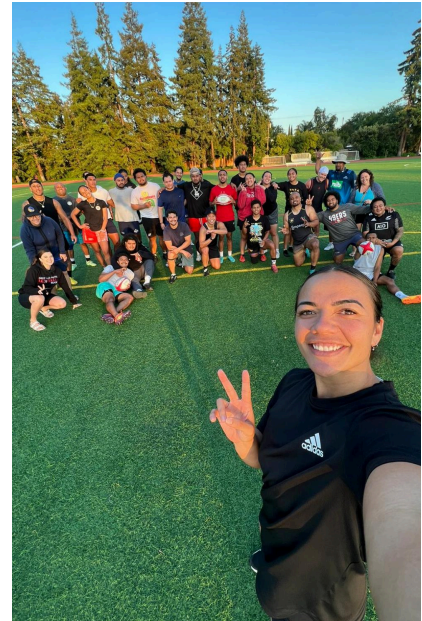
Within the last three years our mens and womens teams have won several championships and we have sent several players to play college rugby, MLR, USA rugby's PR7s, USA rugby nation XV's side, and more. Last year through the Summer Park Activation we were able to provide more opportunities to our adult players through the connections we made bringing out guest coaches for our youth camp and 7s training. As well as that, we were able to grow our community engagement overall. If granted approval for the 2024 Summer Park Activation we are fully committed to hosting another week long Youth Camp, utilizing Jack Farrell Park with new guest coaches to keep the excitement going. We also intend to use other parks and fields in East Palo Alto to run an 8 week long elite summer rugby 7s program. We believe this summer 7s program and youth camp will not only help develop players, but bring our community together in a fun way. It's more than just rugby for us, it's a family.



II. Approach and Understanding

The Program

The program that we intend to run for the 2024 Summer Park Activation will consist of 2 different activities. The first being an 8 week long elite summer 7s rugby program. This program will run from June to August and will include some traveling to 7s tournaments. Throughout the 8 weeks, the training will be 2-3 days a week and 3 hours a day between Jack Farrell, Rich May Memorial Field, and Martin Luther King Park. Each week of the program will target different training aspects. Last year we had 60 players from teens to adult ages participate in our 7s program and with that we participated in 5 tournaments throughout the 8 week program. We also brought New Zealand Olympic gold medal athletes and coaches to help run training. This year we intend to have the same amount of participants, if not more, and will bring new guest coaches out to help run training sessions.



The second part of our program will consist of a week-long youth rugby camp at Jack Farrell Park. This camp will be a total of five afternoons, 3 hours each day for our youth rugby players and families to come out. Essentially what the camp will be is our men and women rugby players coaching the youth players and running drills with them, alongside our coaches and special guest coaches. The idea is that our older players will

teach our younger players different skills that they will be able to use not only in rugby but in different aspects of life. There will also be some fun activities involved as well to get the youth and families engaged with one another. We plan to provide t-shirts, water, and snacks throughout the week. The last day of camp we plan to train for a few hours and make it a full fun day for parents and the kids. In the morning the kids will complete their last day of camp, then the rest of the day will be a fair day for the kids and families. We will have parents and volunteers bbq, jumpers for the kids, and invite colleges to come out and set up tents to talk to the high school kids about recruitment/opportunities. At the end of the camp, we will provide medals for all of the kids and present them with shirts and a few gifts for the kids.

Last year we had 88 youth camp attendees and 14 volunteers and this year we intend to do the same by bringing out new guest coaches to keep the excitement and engagement going. Our special guest coaches this year will consist of East Palo Alto Razorbacks own, Folau Niua, Mona Lisa Tupou, and Tevita Tameilau. As well as Waisale Sereve who is also known as the “King of Sevens”. Folau Niua is a rugby legend that started his rugby career with the East Palo Alto Razorbacks. He is a 2x olympic athlete who has played for the USA national sevens team since 2011 and holds the U.S. record for most tournament appearances with over 65 caps. We also have Mona Lisa Tupou who never touched a rugby ball until 3 years ago with the East Palo Alto Razorbacks and now has multiple caps with USA rugby’s National XV’s side and has played for USA Rugby’s Professional Rugby 7s. Another one of Razorbacks own, Tevita Tameilau is a former USA Rugby XV’s player and current MLR player for San Diego Legion. Last but not least, Waisale Serevi, a rugby legend will be coming out as a guest coach. This will be a huge opportunity for the kids to be able to learn from legends in the game and will be something they will remember for the rest of their lives.



Community Outreach and Engagement Plan

Our community outreach and engagement plan consists of in person, digital, and printed outreach as shown below:

In Person Outreach	Digital Outreach	Printed Outreach
<ul style="list-style-type: none"> - current Razorbacks family to attend city events - current players to do community work - utilize family and friends of the organization to pass out flyers of program at local parks 	<ul style="list-style-type: none"> - social media paid advertisements - digital flyer for the program and camp - advertisement video - project page on website - utilize USA rugby's new system to send an email to all registered players and parents in Norcal 	<ul style="list-style-type: none"> - printed flyers to be posted at local shops around East Palo Alto - printed flyers to be passed out at schools upon approval. (McNair Academy, Menlo Atherton, etc.) - door to door flyers
In Person ▾	Digital ▾	Printed ▾



III. Contingency Plan

As our program was first brought back during the pandemic, we have a contingency plan in place to be able to continue to have residents participate in our program while keeping our residents safe. Our contingency plan adheres to, but not limited to, the following:

Pandemic:

In the case of a pandemic with a shelter in place mandate, we have previously used zoom “practices” in which everyone stays home but joins practice through zoom. This is not ideal but has been done.

In the case of a pandemic with social distance protocols, we require masks at outdoor practices, 6ft. distance between each person during drills, we sanitize all equipment after every practice, and require a temperature check/sanitize hands upon arrival.



Emergency Situation:

In the case of an emergency situation, we have different plans in place. In the case of a medical emergency, all of our coaches are CPR and First Aid certified. They maintain this certification by attending a mandatory “refresher” course yearly prior to season start. Also, when choosing fields we consider that they are ambulance accessible and have a nearby hospital.

In the case of severe weather conditions, we are prepared to move the training to an indoor facility. If a weather emergency is to occur, at Rich May there is a coaching room which can act as an emergency shelter. At other parks, we would be prepared to move to the boxing gym in East Palo Alto for an emergency shelter or City Sports.



Upon enrollment, all of our players are invited to a sports team app called “Sports You” in which we can broadcast emergency announcements on. We have two designated “point” people from our committee that are in charge of emergency situations at each event. Being that we use outdoor facilities, evacuation plans are not likely to be needed but would differ based on the park or field that we are using and is part of our “point” person’s duties, alongside calling 911, keeping up with weather conditions, and making emergency decisions.

IV. Work Plan and Schedule

Timeline - A copy of this proposed timeline will be attached.

PHASE	DETAILS	PLANNING												EXECUTING																		
		FEB			MAR			APR			MAY			JUN			JUL			AUG												
PROJECT WEEK:	first Monday of each month -->	29	5	12	19	26	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26
1	Project Conception and Initiation - Project Proposal - Obtain Insurances - Interviews/Initiation	Proposal			Insurances			Initiation																								
2	Project Definition and Planning - Scope and Goal Setting - Final Budget, Contracts, Equipment - Work Breakdown Schedule - Community Outreach - Video + Other Media Creation - Project Announcement/Sign ups				Scope			Budget			Schedule			Community Outreach			Media Creation			Proj. Announcemen												
3	Project Launch & Execution - Summer 7s Program - Youth Rugby Camp - Family Night (dates TBD)													Summer 7s Program			YC			FN			FN									
4	Project Performance & Control - Youth RC Review - Track Improvements - Effort and Cost Tracking													Track Improvements			Effort and Cost Tracking			Revi												
5	Project Close - Survey Registration Set Up - Participant Survey Completion - Report/Take Aways																			Registrati			Survey			Report						

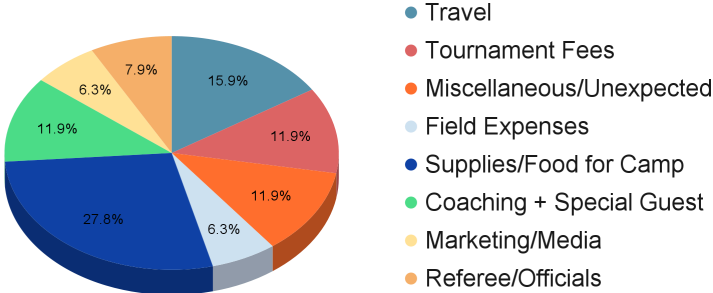
Proposed Budget



Budget Plan

Our plan to stay within budget is through our budget plan as shown on the right. Our budget plan is budgeted based on past years. The way we plan to stay within the intended budget is by budgeting for miscellaneous and unexpected expenses to ensure we don't go over the overall budget.

Budget Plan Pie Chart



V. Firm and Personnel Experience

Project Managers -

Brittney Vailala

- 3 years working on the union board under USA rugby as Secretary
- Project manager for events under USA rugby
- Project management courses in college
- 4 years running two clubs

Mardie Fonua

- 4+ years project management annual compost giveaway in Fremont and Newark locations
- 3 years on rugby team committee
- 2 years project management container exchange program for city of Fremont

Coaches -



Samuel Vailala

- 23+ Years rugby experience
- Nationals 2009
- All star select team against All Blacks and Tonga national teams
- 4 years of coaching



Akanesi Raturala

- 98' Fiji Women's 15s national team
- 98' Fiji Women Rugby League national team
- 6 years with BASH
- Pioneered 1st season of women's rugby with SFFOG



Charles Mateo

- Assistant captain for Tongan National team
- Tongan national 7s player
- All star select side against all blacks and Tonga national teams



Talica Vodo

- Started the Fijiana 7s national team
- Olympic athlete 16'
- Fiji national 7s women's player and team captain

Guest Coaches -



Folau Niua

- USA 7s since 2011
- 2x olympic athlete
- over 65 caps
- multiple World Cup appearances



Tevita Tameilau

- USA National Team 2009 and 2016
- Pro contract playing in Scotland
- MLR player 2016-current



Mona Lisa Tupou

- Capped with USA Rugby's XV's National Team
- USA rugby Professional 7s player



Waisale Serevi

- a.k.a the King of 7s
- Hall of Fame player
- 3x XV's Rugby World Cup player
- 4x 7s Rugby World Cup player

Additional Guest Coaches - Aside from those listed, we will have additional former and current players that have made it professional come to help throughout the programming.



EPA Peninsula Rugby Football Club (Razorhawks)

EPA Peninsula Rugby Football Club (Razorhawks) would like to submit this application for the City of East Palo Alto's 2024 Summer Park Activation Program. We are committed and prepared to start programming in June 2024 and our players from EPA and neighboring communities are excited to learn and play rugby in the city.

We are a 100% volunteer, nonprofit 501(c)(3) organization serving the youth of East Palo Alto (EPA), a club rugby team for boys and girls ages 8-18. We currently have over 170 players, 60-70% of whom we classify as at-risk youth from low-income families residing primarily in EPA. Approximately 92% of our players are of Polynesian descent. 18% of our players across all ages are girls.

As our kids progress through our program, by teaching them academic and life skills, and providing quality rugby coaching, we create opportunities for our players to go to college at one of the fifty-four colleges that now offer rugby-specific scholarships. Before they can start their journey to college, our players learn and play



rugby in EPA, where we operate under the rules and protection of NorCal Rugby, participate in tournaments, make requisite USA Rugby dues payments, and provide protective and gameday kit that adheres to USA Rugby standards.

As of November 2023, only 20% of our families can afford to pay our club season dues, which range from \$200 to \$400 for a season. We plan to cover the cost of participation for all our girls and boys in summer 2024.

Sustaining and building community is a key part of our work. We engage the whole family in supporting, cheering on, and providing food for our players. We are excited to partner with other community organizations in EPA in collaboration with the City – particularly Family Nights.



Approach and Understanding

We serve our community through sports and exercise. Our goal is to support the City's efforts to conduct park and recreation programming for youth by training for rugby in Martin Luther King Field and Jack Farrell Park in addition to playing games under NorCal and USA Rugby auspices at Rich May Memorial Field – all in East Palo Alto.

In 2022 and 2023 we learnt that we need to provide more basic support to players. Our kids were arriving at practice without proper kit, without food, and often with insufficient water and opportunities for hydration. In 2024 we plan to use the support of the City to deliver high quality nutritious food from community vendors and hydration for all players at practice and at games, in addition to purchasing cleats and rugby kits. We also plan to have regular food-based community events – providing plates to players at home games and after practices.

The City's 2024 Family Night program will be a key moment for our continued outreach. We want to represent the proud history of EPA rugby to the community. The club was founded in 1981 and many of the players from those renowned early teams are now coaching after playing careers in international rugby representing the USA, Tonga, and more. Their commitment to the City and culture of EPA makes them come back and stay connected.

In summer 2024 multiple alumni from different generations will lead week-long coaching workshops for our young players: recent graduates of our club who are now on college scholarships at UC Berkeley, American International College, and Saint Mary's – and international star Folau Niua, who played for the first ever EPA Razorback HS team in the 2000s.





Remote Operations

Attached pandemic operations plan (USA Rugby)

Work Plan and Schedule

Projected Goals and Deliverables

The EPA Peninsula Rugby Football Club (Razorhawks) “Summer Sevens” program is a summer rugby league sanctioned by Rugby NorCal and USA Rugby. We will be fielding teams from U8 to High School Varsity for girls and boys. We will use the support from Summer 2024 Park Activation & Recreation Programming initiative to fund this “Summer Sevens” rugby program at Martin Luther King Field, Jack Farrell Park, and Rich May Memorial Field in East Palo Alto. The program will run for the months of June, July, and August 2024.

Our practices run for 120 minutes 2-3 times each week. Games are played on Saturdays in mini-tournament structures.

Community Outreach and Engagement

Youth rugby has a long and proud history in East Palo Alto, including a USA Rugby Division II National Championship in 2015. Getting the word out is not difficult in EPA, the key is to have a well funded club, with stable leadership in place, an experienced and certified coaching staff and field accessibility.





Existing EPA TeamSnap

Teamsnap is our primary tool for communicating with existing players and parents. At the conclusion of our regular season (Jan - May), the players and parents will be notified of the plan for the 2022 Summer Sevens season, and its corresponding registration date.

Social Media

We have a lively social media presence on Facebook and Instagram in addition to a stable and regularly updated website. This is our social media strategy:

- 10-15 videos, reels etc. to all social media handles (Facebook, Instagram and Twitter) each season
- Share weekly updates on practice dates, times, venues and other Razor Hawks info on all social media platforms
- Design banners to be placed in separate locations to attract more recruits
- Design flyers that can be printed and distributed throughout the area
- Share Razorhawk info, content, and videos on various facebook groups (East Palo Alto neighbors, Palo Alto moms, Mountain view Parents, Bay area parents groups etc.)
- Create and promote ads on local event websites (Palo Alto events, Palo Alto online, Citys Park, etc,)
- Ads on Facebook and Instagram to boost posts.

Recreation Program Design Report

May 15 - Project Kick-off Meeting - The Razorhawks leadership team will propose a project kick-off meeting with the EPA Community Services staff 30 days prior to the beginning of the Summer Sevens season. The Razorhawks leadership team will work with the Community Services staff to incorporate project milestones, refine the scope of work, confirm timelines, clarify specific roles and responsibilities and identify project resources. This will enable the Razorhawks organization to work with Community Services staff as seamlessly and productively as possible.

May 15 - Uniform & Equipment Order - Uniforms and equipment will be ordered for the program. Projected costs are based on previous Summer Sevens seasons.

May 15 – Social Media Outreach continues from regular season and shifts focus to summer program.

June 1 - Check-in meeting with Community Services - The goal of this meeting is to confirm field availability at MLK Field and Jack Farrell Park and address any other outstanding details that need to be worked out.

June 1 - Coach and Administrative Certification - All coaches must register with USA Rugby and be certified as a Level 1 coach. All head coaches must have a Level 2 certification. Administrators and the registrar must have current registrations with USA Rugby.



EPA Razorhawks Spring End of Season Party - All players and parents will be notified of the upcoming Summer Sevens season and player registration date.

June 11 - Coaches Meeting - Review the coaching and COVID-19 safety plans for the upcoming season.

June 12 - Registration, Family BBQ and No-Contact Scrimmage - Players will be registered. There will be a BBQ fundraiser open to all. New potential players (who sign a waiver) will be able to join a supervised, no-contact scrimmage, to see how they like the sport of rugby.

June 15 - Aug 15 - Summer Sevens Rugby

August 15 - End of season party

Program Budget - Summer Sevens Program

Summer Sevens June, July, August 2024			
Operating Income Summary			
EPA Summer Programs Grant			\$17,000
Operating Expenses Summary			
Item	Cost	Qty	Total
Field Space (MLK Field and Jack Farrell Park)	\$0	72 hours	\$0
Trainer (injuries and health at practices and tournaments)	\$50	80 hours	\$400
Food (practices and tournaments)	\$100	40 instances	\$4,000
Rugby Supplies	\$1,000	1	\$500
Kit for new players and players who have outgrown kit (including cleats)	\$128	70 players	\$9,000
Scholarships to cover registration costs	\$400	70 players	\$2,800
Misc Expenses & Equipment	\$300	1	\$300
Total Cost			\$17,000.00

Experience and Staff

Sanita Thomas, Club President and experienced community organizer and leader.

20 years as a volunteer in the elementary school district. Awarded volunteer of the year for elementary schools. Volunteered as Staff Appreciation coordinator, Hospitality and VP for student activities working closely with our Leadership teacher and students at the elementary and high school level. Parent lead for elementary school associated student body - organizing toy drives, visitation to senior retirement homes and mentoring 5th graders to be leaders in their schools and



beyond. Soccer team mom numerous years organizing schedules, nutrition and hydration for players. ordering uniforms and taking care of dues.

Katrina Logan, Head Girls Coach with national and international playing and coaching experience

Executive Director of Community Legal Services in East Palo Alto (CLSEPA)

Head Coach, EPA Razorhawks Girls High School Rugby Club (2021-present). Head Coach, Pacific Mountain Rugby Conference All-Star Team (2014 - North v West camp, 2017 - Ireland Tour). Pacific Mountain Rugby Conference Board, Secretary (2016-2022). Head Coach, Berkeley All Blues Women's Rugby Club (2015 WPL Season), finished second place

USA Rugby Women's High Performance Pathway Scout, High School - College, (2015-2017)

Assistant Coach, Forwards (USA Rugby Women's National Team National All-Star Competition, June 2016) in preparation for Super Series (international test match series). Assistant Coach (USA Rugby Coach Development Program), Women's National Team All-Star Competition (2015-2016) - one week high-performance invitational camp consisting of select side players from the high performance pathway (national team, all-americans). Assistant Coach (forwards), Stanford University Women's Rugby Team (2009-2015, 2016-2018)

Tina Latu, Coach Coordinator and Experienced Player

Started the USA pathway for young Tongan girls to play for the Tonga national team. Assistant coach for The National Tongan team's Oceania tour 2023.

Dylan Arena, Youth Coach

L1 coaching and L1 ref certifications from USA Rugby

Ph.D. in Education (dissertation on game-based learning) from Stanford. Career in educational technology (currently Chief Data Scientist of the School group for McGraw Hill, one of the largest educational publishers in the world). 6 years as board member of independent K-8 charter school serving marginalized youth in East Menlo Park

6 years of assistant coaching Stanford men's team. 8 years of coaching youth rugby (and 7 years of helping run the club as registrar and webmaster). 3 years of coaching youth soccer

Vaea Sanft, Club Co-President.

Born and raised in East Palo Alto, CA. Deep roots in East Palo Alto, as well as the rugby culture in the neighborhood. Played on the very first East Palo Alto Razorback High School Rugby team started by his cousin Coach Dave "TD" in 2002. Vaea then continued and played on the Men's EPA Razorback National team in 2009 — a year in which they were undefeated and won the National Division 2 Title, as chronicled in the book "Crossing the 101" by Mike Klis.

Helps and currently coaches the U10-U12 youth rugby team. Out of his seven siblings, all of his nephews and nieces have played, or are currently playing for the EPA Razorhawks team.



"The reason I came to the EPA Razorhawks team was because of my two boys, Hopate and Lio. They said, 'Daddy we just want to go play with our cousins and play for EPA Razorhawks!'. Growing up in a city with drugs, crime, gang, and violence - sports I felt was the only way out. For me personally, it is to give every kid the opportunity to experience what leadership, role model, respect, discipline, hard work, team work, accountability, and effort looks like in the game of rugby, which can translate into life." "Train up a child in the way he should go; even when he is old he will not depart from it." - Proverbs 22: 6

Viliami "Pila" Pongi, High School Boys Coach

Pila has over 25 years of experience playing rugby, from his start with Tupou College in Tonga through 20 years at the Men's Club level in the California Bay Area. Pila has been part of three national champion teams: San Mateo, Razorbacks, and Mission, where Pila earned the MVP title in the national championship match. He also played for the All Star sevens rugby team in 2006 and captained the Razorbacks in 2009—a year in which they were undefeated, as chronicled in the book *Crossing the 101*. Pila is very passionate about rugby and hopes to influence the younger generation (including two of his sons who are playing for the team) to find the same passion. One of the great values he has learned being a player on the field is, "Respect everybody, but fear nobody but God."

Rob Peterson, High School Boys Coach

Rob Peterson is a Bay Area native who grew up playing soccer and basketball before discovering rugby in college. Rob quickly realized that this game that lets you move the ball with both hands and feet is far superior to anything else he'd played, and he's been in love with rugby ever since. Rob's playing career has included stints with representative sides like the Pacific Coast Grizzlies and with top-tier clubs like OMBAC.

Alexander Key, Club Chair of Fundraising Committee

Played rugby for Hutton Grammar School for eight years in England. That team contained multiple future professionals and one future national team captain/coach (he wasn't 'anywhere' near as good as them though!). Just before the pandemic he received USA Rugby Level 200 coaching certification and has been an assistant to Coach Katrina since January 2019. In 2023 he started working on fundraising with the new board.

D.C. Jayasundera, Club Social Media and Outreach Coordinator

McKinsey and independent management consultant; Stanford educated engineer with 15 yrs. industry experience. Entrepreneur; Founder of 3 successful social ventures benefiting 200k+ people.

Functional expertise in business strategy, business & digital transformation, strategy implementation, M&A integration. Digitally transformed (w/industrial internet of things & new payment tech) 50+ branches of a \$2B PE-owned, multi-family housing services provider

City of East Palo Alto
Community Service Department
Attn: Maurice Baker, Community Services Manager
2415 University Avenue, EPA

February 15, 2024

Mr. Maurice Baker,

East Palo Alto Tee Ball/ Pitching Machine is pleased to have the opportunity to submit a proposal to the city in support of the effort to activate the parks with programming for summer 2024. We have demonstrated our commitment to providing organized baseball activities for the children of the community, during the summer of 2024 in partnership with the EPA Little League. We will operate a "Junior Giants" program beginning June 10, 2024 and ending August 2, 2024.

Our program is designed to show youth the benefits of baseball while applying life lessons. By partnering with the San Francisco Junior Giants, our players will earn the Junior Giants Four Bases of Character Development: Confidence, Integrity, Leadership and Teamwork, as well as the importance of Health, Education and Bullying Prevention. Our program promotes "sportsmanship," respect for authority, self-esteem, and education through the basic training of baseball skills for children ages 4 to 13.

We have made a long-term commitment to the East Palo Alto community, operating as a 501©(3) since 1992 in the city. We maintain an EPA business license and ensure our insurance provides the required provisions. Our program has operated out of Jack Farrell Park, since we began in 1992. East Palo Alto Tee Ball played a role in "Taking Back Our Parks," a community initiative, when East Palo Alto became the "homicide capital." We hope to continue to play a role in ensuring park access for the children and families of East Palo Alto by keeping the parks active during the summer.

We turn no child away, as we are committed to ensuring access for children. We are unique in that we are one of the oldest EPA organizations providing continuous programs to the community. Our board, all current or former residents, continues to work to ensure East Palo Alto Tee Ball Pitching Machine operates each year.

East Palo Alto Tee Ball/ Pitching Machine appreciates the opportunity to be involved with the City of East Palo Alto commitment to summer 2024 activities in our parks. We are willing to participate in activities that will enhance all programs, including training. If any additional information is needed to complete this request, feel free to contact our board secretary, Sharifa Wilson, at sharifatalks@gmail.com, for any needed follow-up.

Thank you,
Sharifa Wilson,
Secretary, Board of Directors
Tee Ball/Pitching Machine

Program description/ Approach:

East Palo Alto Tee Ball/ Pitching Machine are prepared to offer free non-competitive coed baseball where children will learn the basics of baseball and essential life skills. EPA Tee Ball/ Pitching Machine will be working in collaboration with East Palo Alto Little League to offer the Junior Giants program to children ages 4 to 13 at Jack Farrell and Martin Luther King parks. We will follow the curriculum provided through the San Francisco Junior Giants program, which includes weekly drills focused on skill building and character-building exercises.

Our plan is to conduct weekly activities in Jack Farrell and Martin Luther King parks where the youngsters will practice and play games. We plan to operate June 10– August 2, 2024. Our goal is to serve 120 children, organized into eight teams each with a coach, where each child will have the opportunity to engage in a practice and a game weekly. When possible, family members will be grouped together on a team, making it convenient for parents and family members who want to observe and support the children. Weekly activities will include batting practice, baseball stance, agility drills, and target throwing, along with some other fun training ideas.

Community Outreach and Engagement:

EPA Tee Ball has operated for 30 years and has worked closely with other community-based groups during these years. As a result, we have developed an extensive network within the community. This network helps support our community outreach and engagement and includes a variety of methods. All methods will be implored as we begin the summer 2024 outreach and engagement.

We will begin by contacting all prior Tee Ball families by phone and/or email, making them aware of the opportunity to sign up. We will also use social media to increase community awareness of this summer's activities. Through our partnership with OEPA, we will coordinate an email blast to local community-based organizations to announce program sign ups and the start of the season. In addition, we will distribute fliers throughout the community by posting them on local electronic and physical community boards, such as the EPA Community Calendar.

We have an existing collaboration with the Ravenswood School District, which allows us to distribute fliers through the schools and include our announcement in the weekly newsletter distributed to parents. We will contact various preschool programs, such as Primary School, Head Start, Creative Montessori Preschool, IHSD Preschool, and Magnolia Preschool. All materials posted will be bilingual and posted in local businesses and other sites throughout the community. To increase our recruitment efforts, we will also contact families who are part of the Tinsley transfer program to provide an opportunity for their youngsters to be part of a local sports league.

Our organization maintains communication with other sports leagues in the city to ensure we work together to provide continued sports opportunities for EPA children and youth. We also work to provide information to our parents about activities to expose our participants to those activities. We use our email and social media to increase communication with our community and will use this to communicate with city staff. We will continue to be responsive and ensure follow up with the community from city staff. We will provide a phone number as well as email contact information to all participants.

We will provide updates on activities posted to our website and distributed to various community websites on social media. Our registration includes collecting contact information for parents, which we will use to maintain communication during the season. Families will be encouraged to attend games and will have the opportunity to volunteer as “team parents,” supporting youngsters during practice and games. Coaches will maintain contact with families through phone calls, texts, and email when necessary to keep them updated on the league activities.

We are encouraged by the quality and variety of activities being offered to children and young people in the EPA area, and would be eager to participate in activities to highlight the work of the 2024 Summer Park initiative. As one of the city’s longest operating organizations, we are willing to attend City Council meetings, to support and advocate for these activities. We also welcome the “Human Trafficking and/or Sexual Abuse and Molestation Awareness” training offered by the city and will be an active participant.

We will maintain communication with city staff as well as other agencies that are part of the “2024 Summer Park Activation” program. Our hope is to offer our participants and their families the opportunity to become involved in their activities. We will continue to be responsive to city staff requests and concerns by participating in meetings and will communicate in a timely manner with any inquiries.

Emergency Plan:

If we encounter emergency situations that prevent us from providing in person activities, we will use our Remote System, which we developed during the COVID crisis. That plan included total remote engagement. The remote plan includes the use of several virtual activities to provide conditioning exercises and practice drills. Each team will be provided with a “Tee Ball Success System” to provide fundamental batting, catching, and fielding drills virtually. Using a mobile device, each participant will be provided with a 10 minute practice drill that can be saved on a mobile device. Coaches will distribute and provide training to each family and, if needed, upload this system to their device. Coaches will use this system to provide weekly contact with their team.

Coaches will also distribute to the parents printed activity sheets to help guide practice at home. These include using items around the house, such as buckets, to develop fielding skills and eye hand coordination. Coaches will also have access to Facebook Live, YouTube, and Zoom to connect with their team and offer virtual baseball coaching.

Workplan:

The Summer 2024 activities will begin with the recruitment of participants, assistant coaches, and team parents. These activities will begin in April 2024 and continue through August 2024. We will use our extensive community network to launch this year’s recruitment efforts.

April 1–May 30, ‘24:

- Recruit and Sign up participants.
- Post on various social media sites.
- Conduct elementary school site visits.
- Conduct site visits to community preschools.

- Distribute registration information at local community events.

May '24: Conduct Coaches Clinic to prepare individuals for Coach 2024

April 1–May 30, 2024 –

- Sign up, both electronically and in person.
- Sign-up will be available weekly at Jack Farrell Park and MLK Parks.
- Sign up Day at EPA City Hall

June 10– August 2, 2024:

Weekly practices and games – may increase at discretion of coach

Firm and Personnel Experience:

East Palo Alto Tee Ball / Pitching Machine has extensive experience providing sports activities in the community, beginning in 1992. We are proud to have continued to provide T-ball for over 30 years at Jack Farrell Park. For the past several years, we have participated in the city's "summer activation" program and are happy we will have the opportunity to have the city support our commitment to the East Palo Alto community.

We are fortunate to have three extremely skilled individuals who will manage and coordinate the summer program, Mario Mendoza, David Rages and Dave Jefferson.

Mario Mendoza

Mario is a long time resident of East Palo Alto, and a graduate of Ravenswood schools. As a young person, he participated in many local programs. He credits those experiences for his success in school and community. With that in mind, he decided to engage with students, and worked as a "Director of Basketball" for Legarza Sports Camp.

In, 2017 he used his experience to establish Camp Doza in East Palo Alto. Camp Doza is a fun summer camp where youth learn important life skills through sports and farm culture. He is a parent of two children who actively participate in multiple sports, yet he still finds time to give back to others through coaching and mentorship. He currently serves as an Athletic Director at Caesar Chavez Ravenswood Middle School.

David Rages

Has worked with the East Palo Alto Little League since 1992. He began as a coach and his commitment has led to his appointment as manager since he currently serves as President. David has a long term connection with the community, both as a resident and as a service provider, having worked with several agencies and always interacting with residents. Not only does he bring his expertise to the work, but he also brings his passion for helping young people in this community.

Dave Jefferson

A baseball and basketball standout at Palo Alto High School, Dave was selected by the Florida Marlins in the 13th round of the 1993 MLB draft. Dave was primarily an outfielder in his career, playing in the Marlins, Expos, and Cubs organizations. After retiring from pro baseball, Dave returned to Palo Alto and established a 15-year baseball coaching career. His resume includes head/assistant coach at Palo Alto High School, head coach at Woodside Priory, Palo Alto Babe Ruth League, and head coach, Swagger Travel Baseball .

February 12, 2024

Dear Maurice:

Thank you for this opportunity to apply for a 2024 Summer Park Activation grant. Please find attached our proposal.

As you know, EPATT's award-winning program uses tennis as a transformative tool to help local youth develop life skills, character development, physical fitness, teamwork, discipline, and resilience. We plan to offer our fun, healthy, and educational camps again this summer at Menlo-Atherton High School and, on Fridays, at tennis clubs around the area. (Unfortunately, the tennis courts at Cesar Chavez Ravenswood Middle School will be demolished soon to make way for the new EPATT Center, which will have six state-of-the-art tennis courts and exclusive-use classrooms. The Center will open on August 24th.) We will provide round-trip transportation. Our tennis camps will run from June 24th to July 29th.

United States Professional Tennis Association (USPTA)-certified coaches Francisco "Paco" Lopez and Julio Hermsillo, who have taught tennis to local youth for most of their careers, will run the program. Both are EPATT alum who grew up in East Palo Alto and serve as role models and trusted, caring adults for our EPA participants. Uriel Riviera, who was hired in November 2023, will also be joining them. All three coaches have completed background checks, are [Safe Play](#) approved, and have CPR and ACE certifications.

Parents are encouraged to join their children on the tennis courts and to cheer them on during matches. We include parents in tennis and other physical activities because we have observed that they are more likely to reinforce healthy habits and the benefits of exercise at home. Additionally, our summer programming gives us a chance to get to know families and for them to get to know us.

EPATT has earned its reputation for being innovative, impactful, and life-changing. One hundred percent of our students have graduated from high school and been accepted to at least one four-year college or university. Ninety percent have graduated from college. And we've helped high-achieving students gain access to private schools and facilitated scholarships to attend those schools.

We promote our tennis camps to our current and former EPATT participants via email and by posting flyers on our website. We also plan to promote it to St. Francis of Assisi churchgoers – we rent their classrooms for our academic programs – and we will list it on [InPlay.org](#).

We look forward to helping organize and provide programming at a Family Night.

Thank you again for your consideration.

Warm regards,

Amy Kohrman

Amy Kohrman
Development Director



2024 Proposal to the City of East Palo Alto Summer Tennis Camps for Youth & Families

2. Approach and Understanding

We have held summer tennis programs for nearly 30 years. EPATT funded the construction of the tennis courts at Cesar Chavez Ravenswood Middle School in 1990. Twenty-four years later, they're still the only courts in EPA, and EPATT is still the only no-cost summer program teaching local youth tennis. We have mastered the art of teaching tennis to youth, so much so that EPATT is regarded nationally as the gold standard of tennis and tutoring programs.

Recruitment: EPATT's weekly tennis camps are open to K-12 students of all levels. They do not have to be enrolled in our comprehensive academic program to participate. Our daily capacity is 15 students, with two three-day sessions or 30 students per week. We will promote the camps to our current and former participants. We will advertise the tennis camps on social media, myepatt.org, via flyers, and by word-of-mouth to current and former EPATT families. Families can register for one or more weeks of tennis camp on myepatt.org. As always, there is no cost to attend. Equipment (tennis racquets and balls), snacks, and round-trip transportation will be provided.

Communication: EPATT staff will provide camp updates to Maurice Baker.

3. Remote Programming Protocol

EPATT's Safety Protocols follow the guidance of the California Department of Public Health (CDPH), San Mateo County Health (SMCH), Centers for Disease Control and Prevention (CDC), and Cal/OSHA as presented in the San Mateo County [Safe Schools Framework](#), as well as the Ravenswood City School District (RCSD) COVID-19 Safe Schools Framework 2023-2024, as per our memorandum of understanding. The RCSD Covid protocols can be found [here](#).

Health Screening

- Post visual alerts instructing staff and visitors not to enter CCRMS tennis courts if they have COVID-19 symptoms.
- All staff are screened for symptoms before entering CCRMS tennis courts.
- All staff and campers who have symptoms or feel sick or were recently exposed to a COVID-19-positive individual must stay home and return once they meet the two negative Rapid test results criteria.
- Should a staff member or camper test positive for Covid, we follow the RCSD Covid protocols in the link above for reporting, management, and close-contact notification.

Social Distancing

- Minimize close contact between students, staff, families, and the broader community at entry and exits.
- Staff, students, and parents/family members must social distance indoors.
- Limited entry of nonessential visitors and volunteers.

Face Covering

- Face coverings must be used if required by Santa Mateo County guidelines.

- Face coverings will be provided for anyone who requests one.

Hand Washing And Other Hygiene Measures

- Staff and students must wash their hands or use hand sanitizer upon entry at CCRMS tennis courts.
- Disinfectant supplies will be available. Staff will wipe down common areas, including bathrooms, after use.

Virtual Operations

- Should it be necessary to return to Sheltering-in-Place, per orders from the County, EPATT is prepared to pivot to virtual operations for participants. We will host Zoom-based tennis drills and fitness classes.

4. Work Plan and Typical Week Schedule

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1:00	Warm-up	Warm-up	Warm-up	Warm-up	
1:30	Groundstrokes	Groundstrokes	Volleys/Serves/Overhead	Tennis Games	Interclub
2:00	Groundstrokes	Groundstrokes	Volleys/Serves/Overhead	Tennis Games	Tennis
2:30	Snack and Water Break	Snack and Water Break	Snack and Water Break	Snack and Water Break	Matches
3:00	Fitness	Fitness	Fitness	Fitness	
3:30	Big Game	Big Game	Big Game	Big Game	
4:00	Dismissal	Dismissal	Dismissal	Dismissal	

Students arrive at St. Francis of Assisi (by EPATT classrooms) at 12:45. EPATT vans, driven by tennis coaches, will be used to transport students to Menlo-Atherton tennis courts (Monday through Thursday) and to Interclub matches on Fridays. Students will be dropped off at St. Francis at 4:15. (Parents are welcome to drive their children, but it is not required.)

Warm-ups include dodgeball, ball-at-ball, tag, obstacle course, and Agility, Balance, and Coordination (ABCs) drills. Fitness drills include cardio runs, soccer, tic tac toe, rock/paper/scissors, and football.

Participation in Friday Interclub tennis matches will be based on skill level. Interclub matches are held at tennis clubs throughout the area including the University Club, Foothills Club, Alpine Hills, SCRA, Fremont Hills, Menlo Circus Club, and Ladera Oaks. EPATT participants compete against club-based campers, which gives everyone the chance to test out their skills.

5. Insurance Requirements

We certify that we will meet the city’s minimum insurance requirements for the program period of March 2024 to August 2024. As explained to Maurice, the following policies will renew on March 30 and April 8, respectively. He will accept the new certificates as soon as they are available.

- Commercial General Insurance** (attached) Current policy runs through **April 8, 2024**. Meets the a, b, c, and d requirements in 2024 RFP.
- Business Automobile Liability (Option 2)** (attached) The current policy runs through **April 8, 2024**. Meets the a, and c requirements in 2024 RFP.
- Workers’ Compensation and Employer’s Liability - Statutory** (attached): The current policy runs through **March 30, 2024**. Meets requirement a in 2024 RFP.
- Abuse and Molestation (aka Sexual Harassment) Liability Insurance** (attached) The current policy runs through **April 8, 2024**. Meets requirement a in 2024 RFP.

6. Personnel Experience (resumes attached)

The 2024 summer tennis camps will be taught by:

Francisco “Paco” Lopez, EPATT Tennis Director

- Has worked at EPATT since 2019
- Is USPTA-certified
- Over 9 years coaching tennis with youth and adults in the private and non-profit sectors

Julio Hermosillo, EPATT Tennis Manager and Player Development Manager

- Has worked at EPATT since 2003
- Is USPTA-certified
- Over 21 years coaching tennis with youth and adults in the private and non-profit sectors

Uriel Rivera, EPATT Assistant Player Development and Equipment Manager

- Joined EPATT in 2023
- Nine years of coaching experience
- Played competitively in Mexico

High school students – accomplished members of EPATT’s tournament teams – help staff the tennis camps for a small stipend.



epatt



A New Era for EPATT

2023 ANNUAL REPORT



Letter from the Executive Director

Dear Friends,

After 35 years of community impact and thousands of lives changed, EPATT is entering a new era.

I've had the privilege of being on this journey with EPATT from our days as a fledgling community-based organization, to 20+ years housed at Stanford, through the pandemic, and now preparing to break ground on a new state-of-the-art tennis and academic center located in East Palo Alto. Through it all, I believe what has made EPATT grow and thrive is our dedicated staff, our loyal supporters and partners, and the vibrant community members we work with.

As the new Executive Director, I'm humbled and honored to be leading EPATT at this critical time of recovery and rebuilding for students. Too many have lost ground academically and their mental health and physical well-being have suffered. Never before has the need for our unique and effective programming been greater. While plenty of challenges still lie ahead, the strength and commitment of our team fills me with hope and the confidence that EPATT will continue to effect lasting and transformational change in our community.

I am genuinely excited about this new chapter in EPATT's story and believe it will be its most impactful yet. Thank you for partnering with us!

With much appreciation,

Kesha Weekes



Mission

EPATT equips youth to thrive in college and career pathways through academic one-on-one tutoring, parent empowerment, enrichment activities, mentorship, coaching, and tennis instruction.

Program Model

We offer comprehensive in-school and extended learning day programs that improve academic skills, encourage a growth mindset, and above all, prepare students to become college and career ready.

Our nationally-recognized tennis program promotes physical fitness and mental wellness. Tennis gives our students the opportunity to have fun while learning important life skills such as discipline and perseverance.



Who We Serve

71% Latinx

20% Pacific Islander

7% Multiracial

1% Black

0.5% Asian

0.5% Caucasian

**A single goal unites our team of staff, parents, and tutors:
producing high school graduates who
are college and career **READY****



Targeted Academic Intervention

We create a customized learning plan for each of our students, working as a team with teachers, tutors, and parents to help them achieve their full potential in school and in life.

Partnership with Parents

A cornerstone of our programming is parent engagement. Our work with parents helps to equip and empower them to be their child's best advocate. We use cutting-edge technology to keep parents updated in real time on their student's academic progress and goals.

Tennis Lessons for Life

Our professional coaches teach teamwork, resilience, and leadership. We run award-winning afterschool and summer programs in addition to teaching PE tennis at Cesar Chavez Ravenswood Middle School (CCRMS) and coaching their tennis team.

EPATT Students Have an Advantage

Tutoring has been fundamental to EPATT for over three decades; we are tutoring specialists. While tutoring often means drop-in homework assistance, at EPATT, it is about academic skill-building, addressing the gaps in a student's knowledge, and boosting performance by focusing on a student's strengths with a tutor who knows them well. We have always required a **strong commitment from both students and tutors.**

Until recently, all of our tutoring was after school. Last year, in partnership with the Ravenswood City School District, we launched a new initiative, **Advantage In-school Tutoring.** Research tells us that **high-dosage, in-school tutoring** is one of the most powerful tools we have to combat learning loss and narrow the achievement gap. The complex demands of the in-school approach required us to increase the level of our tutor training and oversight, and to mandate professional development. Our efforts to "professionalize" our tutor corps meant that we could no longer rely solely on volunteers as we have in the past, and instead we began to pay tutors.

We are already seeing encouraging results from our investment. **Our student literacy outcomes are a testament to the success of this innovative new program.**

100% of our tutors complete intensive training and participate in ongoing professional development



Tutors worked with students for **5,500+** hours in 2023



Students in EPATT's Advantage in-school tutoring program performed **44% better in reading** than their peers who did not receive tutoring

Coming In 2024 The EPATT Center

Cesar Chavez Ravenswood Middle School (CCRMS) in East Palo Alto is undergoing a \$50 million facility and grounds upgrade. The original renovation plans included razing the tennis courts that EPATT funded and built over 30 years ago - the only courts in EPA. We proposed incorporating six new tennis courts and four classrooms in their renovation plans and the Ravenswood City School District agreed! The district is providing the land and overseeing the construction. EPATT is responsible for the cost of portable classrooms, restrooms, tennis courts and court lights, expected to be approximately \$3.5 million. The new facility, aptly named the EPATT Center, will serve as the heart of our organization.



Planned Renovation of CCRMS Grounds

We have been trying for years to return to our roots in East Palo Alto in order to be closer to the community we serve. The EPATT Center will make it more convenient than ever for local K-12 students to attend our year-round programs. The academic center will enable us to provide our high-impact programming to four times more students than our current facilities can accommodate. The tennis center will allow us to continue to provide high-quality coaching, support, and training for our students. Although

The EPATT Center

EPATT helped create generations of tennis players, there are no public courts in East Palo Alto today. Community members will have weekend access to the six courts, making them the first public courts in East Palo Alto!

Building Futures for Youth Capital Campaign

In May 2023, we launched a Capital Campaign to help raise funds for the EPATT Center. Your support will ensure that EPATT has a long-term home base, creating a legacy that will benefit the East Palo Alto community for years to come.



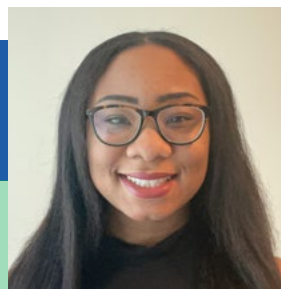
For more information, please visit epatt.org/capital-campaign or email Amy Kohrman at amy@epatt.org.



Having served the community for over 35 years, we have had the distinct honor of impacting thousands of students' lives. While it is impossible to include everyone here, we have selected a few alumni whose stories illustrate the significance EPATT has played in their lives. We thank them for sharing their experiences and hope that you find their stories as inspiring as we do.

"I like that they encourage the kids to think about college and push them to be their best. The staff knows all of the families and is very devoted to the kids, and because of that EPATT feels like a family."

- EPATT Parent



ASHLEY WASHINGTON

EPATT had a profound and positive impact on my life, shaping not only my academic success but also my personal growth and development. It was not just a program; it was a transformative journey that helped me unlock my full potential. It instilled in me a love for learning, a strong work ethic, and the belief that with dedication and support, I can overcome any challenge. It also introduced me to my love of tennis, which I feel opens doors for me even today. **EPATT was not just a means to improve my academic performance; it was a life-changing experience that influenced every aspect of my life.**

I am forever grateful for the positive impact the program has had on my life, and I will carry its lessons with me on my lifelong journey of self-improvement and success.



I am currently an Administrative Business Partner at Google.

ADILENE VALENCIA



I was a student in EPATT from 7th through 12th grade.

The greatest value of the program to me was the strong sense of community—from tutors, students, staff, and donors. We could lean on each other. I credit my success to my EPATT family and the constant support through the good and the bad.

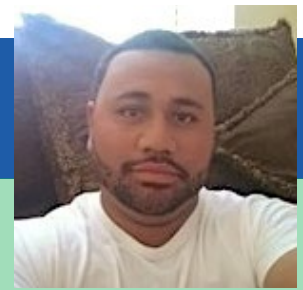
Had it not been for my EPATT tutors, I wouldn't have had the courage to

apply to the Questbridge National College Match or tech company internships. I eventually earned a full scholarship to Williams College. Without my EPATT mentors I wouldn't have been able to develop myself academically and personally as much as I have done as an undergraduate and as a young professional.

Three years after graduating, I now work in software sales for a startup called Envoy. I strive to be a good example for EPA/ Menlo Park community youth and plan to continue to be active with EPATT through tutoring and tennis coaching!



NIKI OFA



I have been with EPATT for most of my life, as a student from 1993 to 2003, then later as a volunteer and eventually as an employee. Now, I have children of my own who attend EPATT. Knowing what EPATT has done for me, I know it can do the same for them. EPATT showed me purpose and possibilities, the importance of taking a leap and working to achieve something. **But one must understand that EPATT's donors also play a vital purpose in a child's life.** The Page family supported me while I was at Pinewood, and the Hole family gave me a place to sleep.

EPATT is more than a program for parents to get their children into private high school or college. It creates opportunities and gives students another perspective on the purpose of life.

Today, I am married with four kids. My two oldest attend Pinewood School. I work for Tesla as an Equipment

Maintenance Technician. I wouldn't be where I'm at today if it wasn't for EPATT and its donors.





JASON ASENSO

EPATT really helped put me on track for college. Before enrolling in EPATT in 8th grade, I felt unsure about going to college. EPATT staff, coaches, and tutors all gave me much needed encouragement in high school academics and sports. They showed me that if I could push myself to succeed in high school, I could do the same in college.

I would have never received a full scholarship to Northwestern University without EPATT's tremendous support.

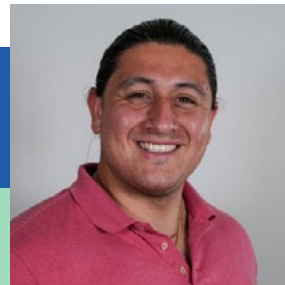


Today, I'm working as a reporter covering trade policy at a digital publication based in Washington, DC.

“EPATT has been an important part of our family’s journey with our three boys. Thanks to EPATT, our oldest son just graduated from college, and our two younger ones attend a great private school.”

- EPATT Parent

SAUL MENJIVAR



EPATT impacted my life by teaching me the sport of tennis and all the life lessons that come from playing the game. As Dave Higaki, the previous executive director, would say, “Every ball is an opportunity to get better on the court.” I tell myself even today, “Every day is an opportunity to get better in all facets of life: on the court, in the classroom, friendships, work, anything that I do.” Dave pushed me to step up as a leader during practice and be a role model to the younger students. I now always try to lead to the best of my ability.

Tennis and EPATT taught me what it means to work hard and improve over time. I brought this work ethic into the classroom and can proudly say I am a first generation college graduate.



Tennis has allowed me to connect with individuals all around the world. I've played tennis in Istanbul, Turkey with the CEO of Siemens Turkey, and helped top-ranked French players train for junior tournaments in Europe.

I currently work at the Plug and Play Tech center as Corporate Partnerships & Partner Success Manager.

Acknowledging Our Founders with Gratitude and Appreciation

A new era for EPATT is being built on the foundation that was laid by our original founders and donors. Their steadfast belief in the program, carried on today by individuals like Rhodine Gifford, has been instrumental to EPATT's longevity and success.



Rhodine Gifford



Pictured here: Sven-Erik Simonsen, Andi Okamura, Jeff Pickard, Jeff Arons, Coach Dick Gould, Jack Gifford, Bill Phillips, Kent Olsen
Not pictured: Rick Fluegel, Paul Koontz, Victor Riches, and Tad Taube

The Year in Numbers



90% of parents would recommend EPATT to their friends

70% of our middle school students raised their GPA by an entire point



The reading scores of our elementary students improved at a **24%** higher rate than the expected average

100% of our high school seniors were accepted into at least one four-year college or university



88% of parents have seen a positive change in their child's attitude since they started coming to EPATT

Our tennis coaches provided **9,000+** hours on the courts

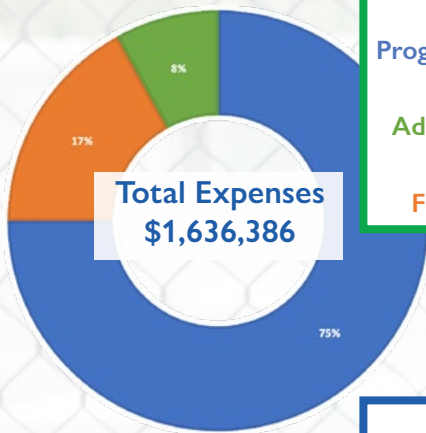


We helped facilitate a **\$40,000** USTA college scholarship for one of our students

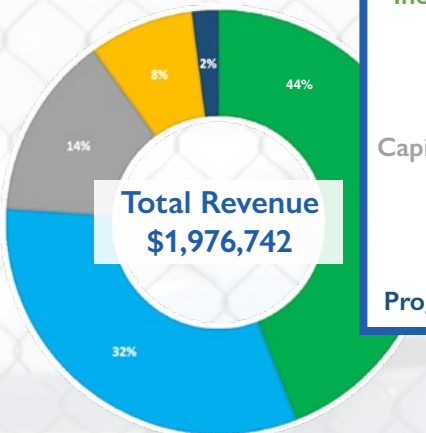
90% of parents agree that their child's academic performance has improved while at EPATT

2022-23 Financials

September 1 to August 31



75%
Program Delivery
17%
Administrative
8%
Fundraising



44%
Individual Gifts
32%
Grants
14%
Capital Campaign
8%
Events
2%
Program Service



Inspire. Educate. Empower.

Gold
Transparency
2023

Candid.

Donate

By credit card at epatt.org/donate
By check (payable to EPATT). Mail to:

EPATT
PO Box 60597
Palo Alto, CA 94306

Our tax ID number is
26-3316879.



Get Involved

Are you interested in tutoring or
being a volunteer tennis coach?

To learn more about these
opportunities or to apply, visit
epatt.org/get-involved.

Questions? Please email
volunteer@epatt.org.

Double Your Impact

Many companies will match
donations or volunteer hours
contributed by their employees.
Please consider asking your
employer if they participate in a
matching program.

Thank you for investing in a better future for our students and families.

Gifts listed below were received between September 1, 2022 and August 31, 2023*

We are grateful to these funders for their financial support.

Altamont Capital Partners Foundation
Atkinson Foundation
Bothin Foundation
City of East Palo Alto
City of Menlo Park
County of San Mateo
Eucalyptus Foundation
Franklin and Catherine Johnson Foundation
Gordon and Betty Moore Foundation
Mirnahill Foundation
Moca Foundation
Palo Alto Community Fund
Palo Alto Weekly Holiday Fund
USTA Foundation
Valley Health Foundation
Westly Foundation
William K. Bowes, Jr. Foundation

\$100,000 and above

Bill and Selina Dwight
The Gifford Family
Dorothy Lazier

\$50,000 to \$99,999

Sue and John Diekman
Wendy and Eric Schmidt
Nancy and Greg Serrurier

\$20,000 to \$49,999

Anonymous
Gavin and Tricia Christensen
Kurt and Sue Jagers
Mackenzie Family Foundation
Glenn Nash and Cheryl Kendall
Lisa and Matt Sonsini
Buz and Marianne Walters

\$10,000 to \$19,999

Anonymous
Christine and Chuck Alloo
Fred and Marilyn Anderson
Chase Bank

Deloitte Tax LLP
Dodge & Cox
Herb and Jane Dwight
Colleen and Steve Hall
Richard Hyman
Kim and Tom LeMieux
Marcia and Bill Pade
Nancy Paxton and Gaurang Desai
Verity and Geoff Powell
Schmidt Family Foundation
Sidley Austin Foundation
Taube Family Foundation
Nate and Laura Taylor

\$5,000 to \$9,999

Sandy and Tom Anderson
Bryan Brothers Foundation
Shari Burkoth
Andy Chase
Katherine Cherry
Amy Christensen Curby
Sue and Sandy Fitch
Dan and Ellen Flamen
Rick and Donna Fluegel
Alistair Jeffs
John Kriewall and Betsy Haehl
Ann and Chris Mahowald
Carrick and Andy McLaughlin
Geoff and Andrea Ralston
Michael Rantz
A.P. Robertson
John and Sally Robinson
Paula and Stephen Smith
George Strobel and Judith Golden
Carl and Denise Touhey
Dan and Charmaine Turbow
Craig Zimmerman and Tina Myers

\$1,000 to \$4,999

Anonymous
Lars and Michelle Ahlstrom
Leslie Airola and Hy Murveit
Chris Alvarez
Marty and Dave Arcscott
Andrea Barnes
Evelyn Barrow
Walter and Melody Baumgartner
Peggy and Bob Beaver

Daniel Beck
Mary and John Bellack
Cameron and Tito Bianchi
T.J. Bianchi, Jr. and Tracy Bianchi
Celeste and Wendell Birkhofer
Katherine Bishop
Simone Bishop
Sheri and Tom Blaisdell
Liz and Larry Blum
Jim and Julie Borden
Amy Brown
Michael Brown and Susan Bockus
Laurie Burmeister
Becky and John Burt
Charles Cameron
Abby and Leon Campbell
Chandna Foundation
Sachin and Surita Chawla
Maren Christensen and Bill Welch
Craig B. Tate Foundation
Kathy and Norm DeWitt
John and Nancy Dey
Diana and Steve Dohrmann
Jerry and Anne Down
Holly and Edmond Eger
Andrea Evans and Chris Lehane
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Ellen Turbow
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PO Box 60597, Palo Alto, CA 94306



Uriel Rivera
1928 Cooley Avenue, Apt 47
East Palo Alto, CA 94303
650.282.0651
coachuriel@epatt.org

WORK EXPERIENCE

East Palo Alto Tennis and Tutoring (EPATT), East Palo Alto, California

Assistant Player Development and Equipment Manager, November 2023 - present

- Run conditioning and drill sessions to improve players' footwork, stroke production, technique, and overall fitness
- Maintain nets, ball inventory, and string racquets

ITUSA TENNIS ACADEMY, Glendale, Arizona

Assistant Coach, 2022

- High performance tennis coaching

MARTIN LUTHER KING JR COLLEGE, Guadalajara, Mexico

Tennis Coach, 2018 - 2021

- Conducted private and group lessons for players of all levels
- Developed and implemented customized training programs to improve technique, strategy, and physical fitness
- Analyzed players' performances and provided feedback and guidance to enhance their game
- Managed and maintained equipment and facilities, ensuring a safe and effective training environment
- Organized and coordinated tournaments, events, and team competitions

CODE JALISCO, Guadalajara, Mexico

Tennis Coach, 2018 - 2020

- High performance tennis coaching

CLUB LOMAS DEL REAL, Tepatitlán de Morelos, Mexico

Assistant Coach, 2016 - 2018

- High performance tennis coaching

Julio Hermosillo
271 Terminal Ave.
Menlo Park, CA 94025
650.833.9633
Coach.julio@gmail.com

OBJECTIVE

To continue to share my passion for sports and the opportunity they provide to teach life skills in a fun and safe environment.

WORK EXPERIENCE

East Palo Alto Tennis & Tutoring (EPATT), Stanford, CA

Junior Tournament Team Director

2003- present

Lead Tennis Instructor

- Mentor, teach, and coach program participants (grades 1-12)
- Provide group tennis instruction
- Handle administrative support for the Tennis staff
- Responsible for USTA membership renewals
- Schedule Volunteers
- Set up practices for Junior tournament team

Nike Summer Tennis Camp, Stanford University

2008 - 2013

Tennis Instructor/Dorm Counselor

- Worked closely with Dick Gould (Stanford University Director of Tennis), John Whitlinger (Stanford's Head Men's Tennis Coach) and Lele Forood (Stanford's Head Women's Tennis Coach).
- Provided group tennis instruction, specializing in Serving and Doubles strategy to ranked players.
- Trained over 200 students in QuickStart format for beginning tennis players aged 2-10 every week.
- Provided security and supervision.

America International Sports Management, Clearwater, FL

2011 - 2013

Tennis Instructor/House Leader

- Work with foreign student athletes, with the goal of exposing them to US college opportunities.
- Offered students private and group lessons
- Served as travel coach for players at tournaments and on college visits

EDUCATION

General Educational Development Certificate

Professional Certifications: USPTA-certified, SafePlay-certified, CPR-certified, First-Aid certified

Languages: Fluent in Spanish

References furnished upon request

FRANCISCO LOPEZ

“Coach Paco”

2155 Lincoln Street
East Palo Alto, CA, 94303
(650) 814-9177
Coachpaco@epatt.org

Profile

I have been playing tennis since the age of 10 and learned how to play tennis at my elementary school at an after school tennis and tutoring program (EPATT). At first when I tried tennis, I wasn't instantly hooked and it took me a year to really fall in love with the sport. After that I never wanted to stop playing. During high school, my doubles partner (friend from EPATT) and I made it to the CCS tournament as freshmen, it showed me my potential and everything that I could do with this sport!

Overall, I would consider myself a “people person.” I love coaching and interacting with people of all ages from different backgrounds, and sharing my passion for tennis with them. With over 27 years of playing experience, and 20 years of coaching experience, I am able to work with any level and ability level. Additionally, I believe that some of my strongest traits are that I am super reliable, hard working, determined, energetic, flexible, confident, creative, and take initiative.

Experience

Volunteered August 2016- October 2019 /Hired October 2019- Present

East Palo Alto Tennis and Tutoring (EPATT), East Palo Alto Ca- Tennis Director

- Create curriculums, practice schedules, select tournaments for our group
- Communicate with parents about student progress, safety
- Non-Profit, Free group and Private lessons for students, I run practices, organize tennis field trips and events

February 2017- October 2019

Jeff Aron's Tennis, Atherton Ca- Tennis Coach, Lead Coach on select clinics

- Ran a court during clinics and was substitute lead coach, jrs and adults/ Privates

October 2015- May 2017

Euro School of Tennis, Fremont Ca- Tennis Coach

- Ran jr clinics at different locations and Privates

February 2014- July 2015

Player Capital (Mike Jessup), Atherton, Ca- Tennis Coach, Lead Coach on select clinics

- Ran a court during clinic sand was substitute lead coach, jrs and adults/ Privates

August 2005- October 2013

Peninsula Community Center, Redwood City, Ca- *Tennis Instructor/ Jr Tennis Coordinator*

- Started teaching beginner children clinics
 - Was certified while at PCC and upgraded certification until reaching Elite Pro
 - Was responsible for jr. program and tournament team/ Privates
-

Education & Certifications

2005 - Present

United States Professional Tennis Association, Elite Professional

CPR Certification

Safe play Certified

Technical Skills & Languages

- Virtual coaching & meetings using Zoom platform
- Google Suite: Email, Drive, Docs, Slides
- Native and Fluent Spanish Speaker



Fit To The Core
Fit For Life

Community and Fitness in the Park 2024

City of East Palo Alto

Point of Contact: Tracie VanHook
Founder and CEO of Fit To The Core Inc.

tracie@fittothecoreca.org, Phone: 510.224.1315 (mobile)

Fit To The Core is a 501 (c)(3) nonprofit organization. Federal Tax ID number
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Submitted to:

“Summer Programming for Youth, Families & Seniors”

Community Services & Recreation Division
City of East Palo Alto - City Hall
2415 University Avenue, East Palo Alto, CA 94303

Attn: Maurice Baker, Community Services Manager

February 16, 2024

Dear Maurice,

Thank you for the opportunity for Fit To The Core (FTC) to submit a proposal for the 2024 Summer Park Activation Series. We have really enjoyed working with the city in the previous summer programs, and we are thrilled with the opportunity to work with our aging adults in the East Palo Alto community. We know that many of them will be repeat participants, and we are excited to bring even more people into our continually innovative health and fitness programs.

Fit To The Core is a 501(c)3 nonprofit committed to improving the overall health and fitness of people in our community. Our mission is to create a world where everyone can age well regardless of their age, underlying health conditions, ethnicity, background, or economic status. Focused on instilling an active lifestyle in our aging population, we offer professional, adaptable fitness programs for these people.

As a certified professional trainer and founder and CEO of Fit To The Core, I am an expert in promoting functional aging and fall-proof (balance and mobility) training for aging adults in under-resourced communities. And it is a joy to provide professional instruction specific to our aging community's needs, and supply exercise equipment, health education and wellness resources for their success. Through funds provided by this grant, Fit To The Core will encourage our aging adults and seniors to enjoy outdoor fitness classes that are tailored to their abilities.

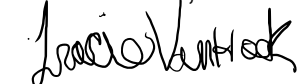
Funding from the city of East Palo Alto will help bring group outdoor fitness to the park for our aging community members who have been isolated by the pandemic. Through our work with the city in this program, we can help our neighbors get off the couch, out of their house and connecting with each other – improving their mental and physical health through an ongoing summer fitness program.

Specifically, funds from the City of East Palo Alto will:

- 1) Provide professional fitness training targeted to the specific needs of our aging adults and give them exercises and programs to continue beyond the summer.
- 2) Provide starter fitness kits (exercise bands and mats) and professional guidance on how best to utilize these as well as other affordable fitness equipment.
- 3) Continue our research and provide education on ways to support the health and longevity of our communities that have been largely ignored.
- 4) Promote healthy lifestyles within our aging population and provide ways and a space to reduce isolation and create community.

Thank you for the opportunity to share our proposal with you as part of the '2024 Summer Activation Series.'

Best Wishes,



Tracie VanHook, (CEO, Fit To The Core)

2. Approach and Understanding - Summer Park Activation Program

I am delighted to present our approach and understanding for the proposed Health, Wellness, and Fitness Exercise classes tailored for aging adults within the East Palo Alto community. At Fit To The Core Inc. (FTC), we recognize the unique needs and opportunities that come with providing services to our senior community members.

Understanding of the Program:

Our proposal aims to activate Joel Davis Park through a series of engaging, inclusive, and beneficial exercise classes three times a week. These classes are not just about physical activity; they are about fostering a sense of community, belonging, and well-being among aging adults. We understand that seniors have different physical capabilities and health needs, and our program is designed to be adaptable and sensitive to these variances. We intend to focus on exercises that enhance mobility, strength, and overall health while also providing a social outlet that encourages healthy lifestyles.

Approach to Community Engagement:

Community engagement is at the heart of our approach. We plan to work closely with local senior centers, health care providers, and community leaders to effectively reach our target audience. Our marketing strategy will include flyers, local newspaper advertisements, and social media campaigns, all tailored to be senior-friendly. We also value direct feedback and intend to hold a pre-launch meeting to gather input and suggestions from the community, ensuring our program resonates with their needs and preferences.

Service Provision:

Our team of instructors, all of whom are certified in exercise science and specialize in functional aging fitness, will deliver the classes. We will maintain a consistent schedule and provide necessary equipment, ensuring accessibility and safety. Our classes will cover a range of activities, including but not limited to, aerobic exercises, balance and flexibility training, strength training, and wellness education.

Internal Protocol for Communication:

Clear and continuous communication with the City is crucial. We will appoint a dedicated Program Coordinator who will serve as the primary point of contact for all communications with the City. This coordinator will be responsible for monthly progress reports, addressing any concerns, and ensuring compliance with all agreed-upon terms and conditions. We will also implement a feedback system, allowing both participants

and city officials to provide suggestions and concerns, ensuring an adaptive and responsive program.

In conclusion, FTC is committed to enhancing the lives of East Palo Alto's aging adults through our tailored fitness program. Our approach is grounded in understanding the unique needs of seniors, engaging the community effectively, and maintaining transparent communication with the City. We are excited about the prospect of collaborating with the City of East Palo Alto and look forward to the opportunity to contribute to the health and well-being of its senior residents.

3. Remote Programming Protocol - Operations Plan

As we navigate the evolving landscape of community health and wellness, Fit To The Core Inc. (FTC) acknowledges the importance of flexibility and adaptability in our service offerings. In alignment with our commitment to the residents of East Palo Alto, we have developed a comprehensive Operations Plan for remote programming, ensuring uninterrupted access to health and wellness services, especially under circumstances that necessitate virtual engagement such as Shelter in Place orders or social distancing requirements.

Remote Programming Strategy:

Our remote programming is designed to replicate the in-person experience as closely as possible, providing seniors with accessible, engaging, and effective health and fitness sessions. We will utilize user-friendly digital platforms like Zoom or Skype to conduct live classes. These platforms are chosen for their ease of use, reliability, and accessibility on various devices.

Virtual Class Offerings:

- **Live Fitness Sessions:** Conducted by our certified instructor, these sessions will include a range of activities suitable for aging adults, such as functional mobility training, cardio, and stretching exercises. Each session will be 45-60 minutes, with additional time for Q&A and social interaction.
- **Health and Wellness Workshops:** These will cover topics pertinent to senior health, including nutritional advice, mental wellness strategies, and tips for maintaining an active lifestyle.
- **Personalized Consultations:** We will offer one-on-one virtual consultations with our specialists to address individual concerns, modify exercises, and provide personalized guidance.

Technology Support and Training:

Recognizing that some seniors may be less familiar with digital technology, FTC will provide necessary support and training. This includes:

- **Pre-Program Tech Sessions:** Before the commencement of the remote programs, we will host orientation sessions to familiarize participants with the digital platforms.
- **Tech Support Helpline:** A dedicated phone line for participants to receive assistance with technical issues.

Social Distancing and Shelter in Place Compliance:

In scenarios where limited in-person engagement is permissible, we will adhere strictly to social distancing protocols. This includes:

- **Small Group Sessions:** If in-person activities are possible with social distancing, we will organize small group sessions with pre-registration to control the number of participants.
- **Outdoor Activities:** Leveraging the open spaces of Joel Davis Park, we will conduct classes that allow for ample spacing between participants.

Communication and Feedback:

To ensure the effectiveness of our remote programming, we will maintain an open line of communication with participants and city officials. This includes:

- **Regular Surveys and Feedback Forms:** To gather participant feedback on the remote classes and make necessary adjustments.
- **Monthly Reports to the City:** Detailing participation rates, feedback highlights, and adjustments made in response to participant needs.

In conclusion, Fit To The Core Inc. is dedicated to providing East Palo Alto's senior residents with continuous access to health and wellness services, irrespective of physical constraints or public health guidelines. Our remote programming protocol is a testament to our adaptability and unwavering commitment to the community's well-being.

4. Work Plan and Schedule

Proposed Programming Schedule:

Fit To The Core Inc. (FTC) will deliver an outdoor summer fitness program at Joel Davis Park that will include three evening sessions per week from June 11th to August 16th 2024.

Each class will be 45 minutes in length and free of charge to all EPA residents. Classes will start with a 10-15 minute warm-up. The classes will then go into a series of specific exercises that focus on balance, cardio-vascular, strength training and functional movements. These exercises will be rotated through alternate sessions, focusing on key areas of the body: legs, core, upper body and arms. The class will complete with a 10 minute cooldown and stretching session.

Most of the exercises will focus on body weight movements that can be practiced at the park and at home with minimal additional equipment. For some sessions, we will also be teaching and practicing with light hand weights, exercise bands and foam rollers. Exercise bands will be given, free of charge to all participants for home use.

In order to facilitate reporting, each participant will be required to sign in for each class. The sign-in sheets will be available to the city officials to confirm participation rates for our program. In addition, we will be adding further reporting for this particular program: Fitness Assessments for each participant.

Program Fitness Assessments:

The Fitness Assessments will be voluntary. At the start of the program, each participant will have the opportunity for an initial fitness assessment. These assessments will be conducted by our fitness professionals trained in the ACE standards. We will then conduct assessments at the end of the Program in order to track the progress of our participants. We believe that this approach will not only motivate our participants but also offer measurable data for demonstrating the program's impact in our community for our city stakeholders.

In our assessments, we will test key areas vital for an aging adult's health: endurance, lower body strength, upper body strength, balance and flexibility. Endurance tests will evaluate cardiovascular health and stamina. Lower and upper body strength tests will measure muscle capability, essential for daily activities. Balance tests will assess stability, crucial for fall prevention. Flexibility tests will check the range of motion, important for maintaining mobility and reducing injury risks. These comprehensive assessments will ensure a well-rounded approach to enhancing seniors' overall physical health.

Event Operations:

Based on our previous programs, we anticipate serving between 250-400 individuals through this program. The classes will be offered 3 times per week, and the class will accommodate anywhere from 15-30 people. The fact that it's outdoors in a popular

public park (Joel Davis), free and requires no early registration also contributes to a steady influx of new participants and “drop-ins” from the neighborhood who are curious about this program where a lot of their older neighbors seem to be having a lot of fun!

At the same time, it’s important to note that we do require all participants to read and sign a waiver and register before participating. At each session, we carry and maintain waiver and sign-up sheets that are administered and maintained by our program assistants on-site. We have engaged and trained a small volunteer staff to effectively handle the waivers, the sign-in sheets, the fitness assessments and any other information that will be required by the city. Our goal is also (with the participants’ permission) to collect, analyze and report on the fitness assessments, and provide this data to the city as a way of validating and promoting the benefits of community fitness programs like ours.

Program Budget:

(Program)

Professional Fitness Instructors	\$9,000	
Starter Kits for Participants	\$3,000	
Program Costs	\$12,000	75%

(Administrative)

Marketing/Promotion	\$2,000	
Data Analysis/Reporting	\$1,000	
General Admin	\$ 500	
Insurance	\$ 600	
Administrative Costs	\$4,100	

Total Costs	\$16,100	25%
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5. Insurance (*complete – see separate documents*)

6. Firm and Personnel Experience

As the CEO of Fit To The Core Inc. (FTC) and with a personal commitment to fostering health and wellness in our community, I am pleased to share the qualifications and experiences that position our team, and myself, as ideal partners for your initiatives.

Personal Qualifications and Experience:

- **Educational Foundation:** I hold a master's degree in exercise science, which provides me with a deep understanding of the principles of physical fitness and the specific needs of various age groups, especially aging adults.
- **Extensive Fitness Training Experience:** My journey in the fitness industry spans over three decades. This extensive experience equips me with the insights and skills necessary to design and implement effective fitness programs.

- **Specializations:** As a Functional Aging Specialist and a Balance and Mobility/Fall Proof Specialist, I have a keen focus on improving the quality of life for seniors. My expertise lies in tailoring exercise programs that enhance mobility, balance, and overall wellness for aging adults, crucial for reducing fall risks and promoting independence.

FTC's Organizational Experience:

- **Previous Programs with the City of East Palo Alto:**
 - **Intergenerational Fitness in the Park:** Collaborating with nonprofit YCS, this program showcased our ability to create inclusive fitness solutions that cater to a wide age range, promoting health and community bonding.
 - **Fitness and Wellness in the Park:** A testament to our commitment to holistic wellness, this program integrated physical fitness with educational components to enhance the overall well-being of participants.
- **Current Engagement:** We are currently running the “Community Neighborhood Fitness” program, which has been successful in engaging diverse community members in regular physical activity, fostering a sense of community health.

Additional Initiatives by FTC:

- **“The Movement” Weekly Neighborhood Community Walking Groups:** These groups are part of our initiative to encourage active lifestyles in a social and supportive setting, promoting regular physical activity and community engagement.
- **Fit and Fabulous Over 50 BootCamps:** Held three times a week, this program specifically targets individuals over 50. It’s designed to improve strength, flexibility, and cardiovascular health, aligning perfectly with my specialization in functional aging fitness.

In summary, my educational background, vast experience in fitness training, and specialization in aging fitness, coupled with FTC’s proven track record in delivering impactful community fitness programs, make us well-equipped to handle projects of similar scope and complexity. We are enthusiastic about the opportunity to continue contributing to the health and vitality of the East Palo Alto community.

TRACIE VANHOOK

510-224-1315



tracie@fittothecoreca.org



230 Market Pl, Menlo Park, CA 94025



www.linkedin.com/in/tracievanhook



PROFESSIONAL SUMMARY

Experienced and dynamic health and fitness professional with over 35 years in the industry. Specializing in functional aging and mobility, and dedicated to improving community health and wellness. Proven track record of innovative program development, effective community engagement, and leadership in nonprofit health initiatives.

EDUCATION

California University of Pennsylvania

Masters of Science | Exercise Science, Health Promotion, Injury Prevention and Performance Enhancement
2003 - 2005

San Francisco State University

Bachelor of Science | Kinesiology, concentration physical therapy
1999 - 2002

SKILLS

- Exceptional time management and multitasking.
- Strong communication and interpersonal abilities.
- Proven leadership and team-building skills.
- Strategic planning and organizational capabilities.
- Adaptability and responsiveness in diverse environments.
- Proficient in personal training software and nutritional planning.
- Expertise in exercise equipment and training techniques.
- Skilled in developing and managing group fitness programs.

CERTIFICATIONS

- Certified Balance and Mobility Specialist (California State University/Fullerton, Center for Successful Aging - Fallproof, April 2021)
- Certified Functional Aging Specialist (Functional Aging Institute, January 2017)
- Certified Performance Enhancement Specialist (National Academy of Sports Medicine, 2005 - Present)

PROFESSIONAL EXPERIENCE

Founder and CEO

Fit To The Core Inc. | Menlo Park, CA | July 2020 - Present

- Pioneered and spearheaded Fit To The Core, a nonprofit dedicated to enhancing the health and fitness of aging adults in under-resourced communities.
- Orchestrated a range of successful fitness programs including "Community Neighborhood Fitness", "Fit and Fabulous Over 50 BootCamp", "The Movement"- community walking group and "Fitness and Wellness in the Park".
- Initiated and led the "Aging Stronger Together: Health Equality Campaign".
- Forged collaborations with local organizations for impactful community health events.
- Advocated for health awareness, educating the community on lifestyle habits to prevent chronic diseases.

Business Owner/Certified Personal Trainer

Fit to the Core Personal Training | Menlo Park, CA | 2006 - Present

- Developed comprehensive fitness programs for over 18 years, catering to a diverse clientele including youth, families, and seniors, across virtual, in-facility, and on-location settings.
- Conducted personalized fitness assessments and designed tailored exercise regimes, resulting in over 20 client commendations and a strong referral network.
- Delivered holistic wellness education, encompassing nutrition and lifestyle strategies, while ensuring high operational standards in studio management and client safety.

Fitness Manager

Rosewood Hotels & Resorts | Menlo Park, CA | 2010- 2012

- Founded the creation and development of the new fitness department for the luxury hotel, establishing comprehensive fitness services and programs.
- Managed a diverse team of 10+ group exercise and personal training instructors, driving high-quality training standards and member satisfaction.

Assistant Fitness Manager

Axis Personal Trainers | Menlo Park, CA | 2004 - 2006

- Successfully led a team of trainers, introducing innovative services to boost revenue and client engagement.
- Utilized online marketing strategies to expand membership base and developed corporate fitness programs.



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DATE (MM/DD/YYYY) 1/12/2024

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CONTACT NAME: Rick Spelman																					
PHONE (A/C No. Ext): 7075462300	FAX (A/C, No): 707-546-2915																				
E-MAIL ADDRESS: certs@vantreo.com																					
INSURER(S) AFFORDING COVERAGE	NAIC #																				
INSURER A: Nonprofits Insurance Alliance of California																					
INSURER B:																					
INSURER C:																					
INSURER D:																					
INSURER E:																					
INSURER F:																					

COVERAGES **CERTIFICATE NUMBER: 2033606547** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSTR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		2024-77171	2/1/2024	2/1/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 20,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 20,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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PRODUCTS - COMP/OP AGG	\$ 2,000,000																				
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A	AUTOMOBILE LIABILITY	Y		2024-77171	2/1/2024	2/1/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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	DED						RETENTION \$														
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input type="checkbox"/> PER STATUTE</td> <td><input type="checkbox"/> OTH-ER</td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr> </table>	<input type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
<input type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER																				
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E.L. DISEASE - EA EMPLOYEE	\$																				
E.L. DISEASE - POLICY LIMIT	\$																				
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A																		
A	Improper Sexual Conduct and Physical Abuse			2024-77171	2/1/2024	2/1/2025	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Each Claim</td> <td>1,000,000</td> </tr> <tr> <td>Aggregate</td> <td>1,000,000</td> </tr> </table>	Each Claim	1,000,000	Aggregate	1,000,000										
Each Claim	1,000,000																				
Aggregate	1,000,000																				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The City of East Palo Alto is included as additional insured when required by written contract with regards to general liability per the attached endorsement. Auto additional insured applies per the attached endorsement.

CERTIFICATE HOLDER

CANCELLATION

City of East Palo Alto 2415 University Avenue East Palo Alto CA 94303	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>
---	--

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

A. Section II – WHO IS AN INSURED is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:

- a. Your negligent acts or omissions; or
- b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

B. Section III – LIMITS OF INSURANCE is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.



A Head for Insurance. A Heart for Nonprofits.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

IMPROPER SEXUAL CONDUCT AND PHYSICAL ABUSE LIABILITY COVERAGE FORM

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Any person, entity or organization that you are required to add as an additional insured for claims of "improper sexual conduct" or "physical abuse" under a written contract or agreement currently in effect or becoming effective during the term of this policy.

Section 4 – Who Is An Insured is amended to include as an additional insured the person, entity or organization shown in the Schedule, but only with respect to liability for "bodily injury", arising from "improper sexual conduct" or "physical abuse" caused solely by your operations; which "bodily injury" is caused by an act of "improper sexual conduct" or "physical abuse" committed within the coverage territory and which act of "improper sexual conduct" or "physical abuse" first takes place during the term of the policy to which this endorsement is attached.

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Samuel C. D.

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE ONLY

In consideration of the premium charged, it is understood and agreed that the following is added as an additional insured:

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

But only as respects a legally enforceable contractual agreement with the Named Insured and only for liability arising out of the Named Insured's negligence and only for occurrences of coverages not otherwise excluded in the policy to which this endorsement applies.

It is further understood and agreed that irrespective of the number of entities named as insureds under this policy, in no event shall the company's limits of liability exceed the occurrence or aggregate limits as applicable by policy definition or endorsement.



EMPOWERING OUR YOUTH AND YOUNG ADULTS TO RECLAIM THE VISION FOR THEIR FUTURE

SUMMER PROGRAMMING FOR YOUTH AND FAMILIES COVER LETTER

Dear Mr. Baker,

Live In Peace is looking forward to organizing summer activities at the parks of East Palo Alto once more. We eagerly anticipate collaborating with the City to effectively support our community and enliven our parks. Last year, our events were executed successfully through our programs, with a noticeable rise in weekly attendance. More significantly, we cultivated a sense of community and encouraged outdoor enjoyment during a period of great need. We remain confident in our ability to serve our community, particularly our youth and young adults, and are excited to once again offer these opportunities through the City's initiatives.

Live In Peace has been embedded in the East Palo Alto community for over 20 years and the foundation of our work is simple: we're family. Our organization operates in the same spirit of the village that birthed the city of East Palo Alto and success in our programs is owed most significantly to this family spirit that guides and shapes our work. **We are a family who loves this city and will do whatever we can to support the preservation of its people and cultures.**

Live In Peace is multi-faceted and flexible to be able to adapt to best meet and serve the needs of our community. Over the various ups and downs of the past few years we have provided financial assistance for rent, grocery deliveries to those in need, specifically senior citizens, summer programming, hosting consistent Family Nights, and creating education pods so our young people can safely access their online classes, to name a few. We also maintained our programming with the EPA Boxing Gym and our Live In Peace Bike Shop, and relaunched the Junior Golf Program run by Bob Hoover. As evidenced by data, engaging in physical activity plays a crucial role in preventing numerous serious health issues and promoting overall well-being and these programs have continuously served our youth, young adults, and the community at large. We've observed members of our community embracing innovative methods to stay active, benefiting both their mental and physical health.

We are excited to host Park Programming again this summer in partnership with the City and with the funding from the Summer Programming Park Activation grant, expanding these programs to the broader East Palo Alto community, with community bike rides, mobile bike workshops for youth and their families, sports camps hosted in the parks, and fun Fridays with BBQs and volleyball for all. We have already seen our community come together for bike rides and outdoor park workout classes year-round. These healthy, socially-distanced activities allow many to participate and take advantage of the benefits of being outside, being in community, and being active.

These activities are currently being offered as a part of Live In Peace programs serving youth and young adults. With city support, we can adapt and adjust these programs to serve a broader age group of youth, families, adults, and the senior citizen population to best ensure activity throughout the summer months. Additionally, we have ideas for other city co-sponsored events such as an East Palo Alto Birthday Bike Parade, Police-Led City Wide Bike Rides, Community Festivals (Juneteenth, Fiestas Patrias, Back to School), etc. like we have been able to host in past summers.

These programs will be open and accessible to all members of the community, including youth, their families and participants in our Live In Peace programs. We intend to employ a combination of physical and digital channels for recruiting, sign-ups, and executing these events. Recognizing the power of word-of-mouth and eye-catching signage during events, we will leverage these as our primary recruitment tools, knowing the dynamics of our community well. Furthermore, our program leaders and staff will maintain clear communication with both the broader community and the City throughout the entirety of the summer programming.

We can confirm that we will meet the insurance requirements for this program and will provide the appropriate documentation upon the notification of the grant award.

The success of our programs to date is a testament to the staff and leadership of our organization. All Live In Peace staff were either born and raised in East Palo Alto or have been long-time residents of the city. We love our community deeply and have long-standing relationships with generations of youth and families. Our role as community members and extended family give our team unique insights into the needs of young people, access to their families, and the ability to create effective, trusted programs.

The effectiveness of the programs speaks for itself through the lives impacted and the return on investment is truly invaluable. We are excited to bring this expertise to the City for another summer of programming and look forward to continuing to strengthen and deepen our partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "H. Starnes-Logwood". The signature is fluid and cursive, with a prominent initial "H" and a long, sweeping tail.

Heather Starnes-Logwood
Executive Director
510.772.8917
heather@liveinpeace.org



EMPOWERING OUR YOUTH AND YOUNG ADULTS TO RECLAIM THE VISION FOR THEIR FUTURE

SUMMER PROGRAMMING FOR YOUTH AND FAMILIES - LIVE IN PEACE COVID-19 PROTOCOL AND CONTINGENCIES

Should there be another health emergency resulting in city and county restrictions the following protocols will be implemented:

To ensure the safety of all who enter our program spaces or attend our events, the following questions will be asked of participants prior to their arrival upon RSVPing to events. We must determine their health is in good standing.

- Have you been in close contact with anyone who potentially may have COVID-19?
- Does anyone in your immediate family/household have COVID-19?
- Has anyone in your immediate family/household been potentially exposed to COVID-19?

The day of the activity the following will take place:

- Upon arrival, all temperatures will be taken. Those with temperatures indicating a fever will be asked to leave.
- Masks required and hand sanitizer available.
- Where applicable, additional sanitizing materials will be provided (disinfectant spray, paper towels, gloves, etc.)
- Individuals will remain 6 feet apart at all times.

Additionally, waivers will be provided for all participants to ensure Live In Peace and the City of East Palo Alto are released from liability.

While all of our programs take place outdoors, there are additional contingencies for weather or other circumstances that should arise. While we know the summers aren't usually rainy, with recent events and weather circumstances we can never be too prepared to ensure the safety of our community.

We have reasonable indoor accommodations that allow for our gym and bike activities to be moved inside if need be and will communicate with all participants via email and text channels should this need arise.



EMPOWERING OUR YOUTH AND YOUNG ADULTS TO RECLAIM THE VISION FOR THEIR FUTURE

SUMMER PROGRAMMING FOR YOUTH AND FAMILIES - LIVE IN PEACE WORK PLAN AND PROJECT TEAM

Approach and Understanding

Since our inception, Live In Peace has provided summer programs to our students. And for the past four summers, we've partnered with the City to offer summer programming at the parks. Due to the successful nature of both our programs and the Summer Park Activation, we feel equipped to continue with programming this summer and believe that we are one of the best at doing so.

Summer initiatives are essential components of our organization, particularly for our high school participants, often serving as their second homes. Recognizing the significance of the summer period in maintaining student engagement, these programs contribute significantly to our students' growth—both academically and personally. Our facilities remain accessible throughout the summer, offering remote learning support during summer school, after-school activities, and a variety of engaging programs throughout the day. We carefully coordinate our activities to complement summer school schedules, prioritizing quiet spaces for remote learning, homework, and tutoring, ensuring that our students and community members can seamlessly participate in both academic and extracurricular activities.

We understand that this type of space is important for our community at large as well as our students, and we are humbled at the opportunity to provide this again.

Work Plan and Schedule

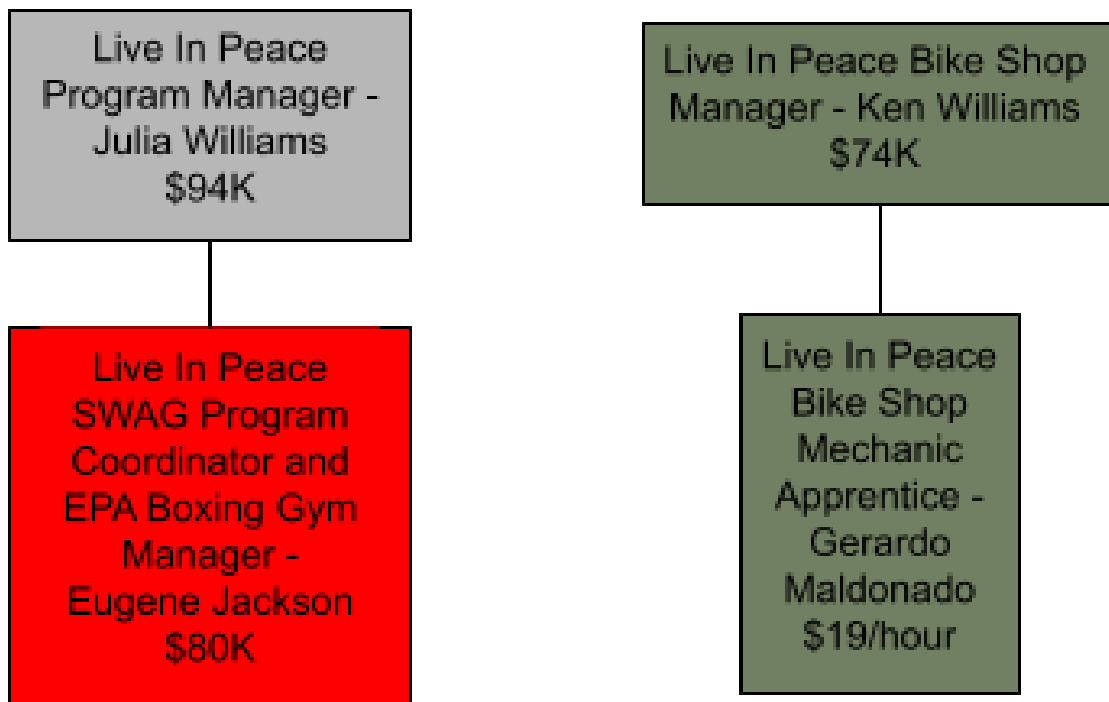
Our proposed schedule provides programming throughout the summer taking into account the other organizations' schedules. Our sports camps plan to run for a straight three weeks with our Bike Shop programming supplementing those. We plan to accommodate other organizations' schedules to ensure our community can access all programming if they so choose. Times and locations at various parks will be announced as planning moves forward, with planned programs to be Mondays-Fridays. Additionally, we are aware that many of our students will need additional academic support throughout the summer, so we want to ensure we can provide programming that doesn't conflict with summer school in addition to providing them with PE and/or elective credits. As noted in our cover letter, these proposed programs can be adapted to serve younger elementary age students or senior citizens as needed and will look to schedule events in the park based on the broader park events schedule.

These activities are what Live In Peace does inherently and for our programs, however with City support, we are looking forward to expanding them and offering them to our broader community at large. We also have the ability and capacity to alter or add additional programming as needed. Last summer, we were able to extend our boot camps to provide fun park activities including volleyball and BBQ in the parks.

Project Team and Experience

All Live In Peace staff were either born and raised in East Palo Alto or have been long-time residents of the city. Specifically, the Summer Programming team is composed entirely of East Palo Alto natives and is integral to the success of our programs with their holistic care of our community, the intergenerational experience they bring, and the enthusiasm for seeing our community thrive. Live In Peace Program Manager, Julia Williams, will oversee the EPA Boxing Gym activities and Live In Peace Bike Shop Manager, Ken Williams, will oversee the Bike Shop programming. These staff members have not only been with Live In Peace and a part of the East Palo Alto community for many years, but they have overseen our summer programs for the past four summers and have been able to adapt and adjust our programs each year to make them even better.

Resumes for the committed staff are included in this proposal as attachments. And their rates are included in the project team diagram below.



Kenneth Williams

555 Bell St	Cell: 650-773-2597
East Palo Alto, CA 94303	kywilliams1208@gmail.com

Executive Summary

Well-qualified manager with 15 years of experience with a broad-based background in Big Box retail business development, personnel management and store operations. Strong leadership and motivational skills, proven ability to quickly build rapport, establish trust, train and motivate people of all levels. Recognized for professionalism, positive mental attitude, commitment to excellence, and demonstrated ability to communicate and interact effectively with senior management, associates, and customers. Big-picture focus on company goals has produced increased efficiencies in production and sales.

Interviewing/Training/Developing Personnel, Benefits-Wage Administration, Project Management, Expense and Inventory control, Policies, Programs and Procedures

Professional Experience

Management

- Improved expense control, identified efficiencies for controllable and salary expenditures
- Enhanced management/staff team productivity through motivational training and mentoring
- Responsible for overall store operations
- Developed and sustained new and existing customers
- Contributed to management team effort maintaining efficient operating conditions and ensuring in-stock numbers were achieved

Night Operations Manager & Merchandising Manager	09/2012 - Current
Home Depot	San Mateo, CA

- Controlled store expenses and budgets, training of all levels; store, supervisors, and managers
- Recruited, hired qualified staff
- Scheduled time frames, over and under budget meetings
- Development of up and coming leadership
- Rolled out a mentor program for newer leadership
- Customer Service

Merchandise Management

- Develop and maintain relationships with vendors and outside contractors
- Train employees on product knowledge
- Analyze sales trends and adjust product offering accordingly
- Develop and implement visual merchandise strategy

Driver	03/2000 - 09/2008
Kennedy Trucking	Redwood City, CA

- Implemented rigorous delivery schedule
- Time management
- Packing and receiving
- Build and maintain relationships with companies we delivered to
- Loading and delivering products to businesses with a safe and timely manner
- Ensure delivery orders are correct
- Vehicle Inspections
- Safe driving skills

Bike Shop Manager	07/2019 - current
Live in Peace	East Palo Alto, CA

- Maintain safe and clean environment
- Educate young people about bicycle safety and maintenance
- Inventory
- Attend community events and build relationships with community partners
- Repair bicycles
- Certified bicycle mechanic
- Customer and community service

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- Repair bicycles
- Certified bicycle mechanic
- Customer and community service

Eugene Jackson
2124 University Avenue, East Palo Alto, CA 94303
Phone: (650) 444-9854 **Email:** 7jacksons@gmail.com

Highlights

A lifelong resident of East Palo Alto. I have taught in venues providing hope for a way out of a violent lifestyle. Through building relationships with the youth on the streets, I offer confidence in the form Mixed Martial Arts, and direct young adults towards academics and job training funneled through the Live in Peace programs. In the late 1990s, I began to take part in bare-knuckle brawls on Indian reservations and other underground venues before moving on to the Ultimate Fighting Championship (UFC), the pay-per-view MMA event producer that has since exploded into a global brand, as well as fighting for Strikeforce.

Nicknamed 'The Wolf' I went on to fight overseas, yet I had never forgotten my roots. With gang violence a grim fixture in East Palo Alto, I've worked for several years to help another generation of at-risk youth navigate the pitfalls that almost claimed my own life. Today, I have assembled a team of partners to help eliminate the disease of violence and drug use citywide. By building strong relationships with the young people, and helping them discover their dreams, I have found that the young people are creating a positive and safe community. I want to help our young people stay alive and free!

Work Experience

Ongoing: Co-owner of East Palo Alto Boxing Club, Home of Rogue Empire

Operating as a non-profit organization located in East Palo Alto and structured to teach multi-discipline martial arts to at risk youth. My role is to assure that every function of the gym works smoothly and that all staff and members follow protocol by complying with all gym rules while following all health and safety regulations, as well as adhering to all COVID-19 guidelines. We are adamant about making sure that our members are disciplined, learning and growing, as well as competing in tournaments as needed. The gym also offers bootcamps that focus on community health and interactions, we also work on sport conditioning for football, rugby, soccer, and basketball.

January 2015 – Present Live in Peace, Community Liaison

Live in Peace's mission is to empower our youth and young adults to reclaim the vision for their future. We accomplish this through a highly relational model that connects young people to their talents, educational pathways, jobs, and a bright future. I am a certified life coach and youth mentor working as a community liaison.

January 1991 - Founder of Gladiators Training Academy

Gladiators Training Academy was founded in 1991. The name was inspired by The Youth Authority and all of the young males that graduated into the prison system. We wanted to occupy their time and get them to see that they could fight their battles and insecurities in the ring which would give them the discipline and confidence to stand alone as they navigate through life. With a strong background in traditional martial arts, Gladiators offered boxing, wrestling, and mixed martial arts training to the general public.

Julia L. Williams

1227 Saratoga Avenue, East Palo Alto, CA 94303
ailujwilliams@gmail.com

Skills

Curriculum Development
Management of Small Teams
Event Planning
Community Organizing
Microsoft Office

Education

Bachelors of Science in Criminal Justice
California State University, Long Beach

Professional Experience

Program Director 04/2007-current
Youth Community Service
Palo Alto, California

Manage a team of facilitators who deliver after-school programming in the Ravenswood City School District and Sequoia Unified District. Develop 9-month service-learning curriculum. Collaborate with other organizations and community members for special events, service opportunities, and program enrichment.

Management Assistant/Audit Coordinator, Northern California 8/2011-6/2015
180 Degrees, LLC
Salem, Oregon

Observe 180 Degrees programs to ensure that program requirements are being met. Assist in planning training events. Review database entries and facilitator reports. Coordinate, schedule and perform program audits.

Instructional Associate/SPED Clerk 08/2005- 04/2006
Sequoia Union High School District
Redwood City, California

Provide support to Special Education teachers and students. Administer exams, tutor students, and lead small group instruction. Assist with preparations for department meetings, update teacher caseload lists, maintain department calendars, and tag students on the District's database.

Assistant Director 06/2006- 08/2006
Youth Community Service: Freshmen Leadership Corps.
Palo Alto, California

Co-design and implement a summer program to assist at-risk students' transition to high school. Teach leadership skills, character building, and community service through the service-learning model. Conduct interviews, hire, and train staff.

Substitute Teacher/ Temporary Career Guidance Associate 10/2004-8/2005
Sequoia Union High School District
Redwood City, California

Implement the teacher's daily lesson plan in various subjects. Assist high school seniors with financial aid, scholarship and college applications. Assist the Guidance Counselor with student files and new student parent orientations.

Community Leader
Girl Scouts of Greater Long Beach 09/2001-12/2003
Long Beach, California

Facilitate after-school programs for middle school and high school age girls. Plan logistics for field trips. Assist in planning of community events.

My Gym Palo Alto
2655 Middlefield Road
Palo Alto, CA 94306
650-330-1760



Palo Alto, California – February 7, 2024

Subject: Summer 2024 Program Proposal

To whom it may concern,

Hello my name is Juakila McConnell I was born and raised in East Palo Alto. I own and operate My Gym Children's Fitness Center, where we offer a unique early physical education ages 2.5-10yo. Our program would be a great fit for your Summer Park Activation program!

My Gym has created an extraordinary fitness program devised to help children develop physically, cognitively and emotionally. Everyday, in more than 600 locations worldwide, imaginations soar and children triumph in My Gym classes. Our highly trained teachers and award-winning class programs have earned My Gym the reputation as the best physical early learning program of its kind. Just like in years prior, we have designed an exciting fitness program that we can bring to Joel M. Davis park this summer.

My Gym Palo Alto has a long-standing relationship with your city, and I, who was born and raised in East Palo Alto, has for many years been actively involved in giving back to my community by introducing children to fitness and a fun healthy lifestyle. Families and especially children of your community have loved our program in the past. We, therefore, hope that we'll have the opportunity to continue our partnership with your city—and bring more My Gym fun to your community this coming summer!

Please don't hesitate to contact me at paloalto@mygym.com or 650-630-0405 if you have any questions or need further information.

Sincerely,

Juakila McConnell

Proposed Scope of Work

My Gym will bring energy and fun to the children and families of East Palo Alto by providing 30-minute parent participation and independent classes to children ages 2 years to 8 years. The classes will be offered from June 11, 2024 through August 16, 2024 at Joel Davis Park on Wednesday mornings 10:30-12:30 and Friday afternoons from 4:00pm-6:00pm (or as otherwise agreed upon with the City of East Palo Alto). We will offer classes including parent participation, Ninja Training, and Cheerleading. All classes will promote and support a healthy and active lifestyle.

Skills that children will learn in our classes include:

- Confidence
- Coordination
- Strength
- Balance
- Agility
- Flexibility
- Self-esteem

As outlined in more detail below, we are prepared and equipped to switch our programming to virtual classes should local or state health guidelines require it.

Proposed Program Details

We will offer the following classes at the park (or virtually with some adjustments, if required):

- **Tiny Tykes & Waddlers (ages 7 to 18 months)** Our youngest My Gymer's and their parents are led through a variety of gentle stretches, exercises, songs, dances, and more. This fun "parent and me" class also includes physical skills that help little ones develop strength, balance, and confidence. Children will discover their natural abilities and enhance their physical and cognitive development.
- **Gymsters & Terrific Tots (ages 19 months to 3.25 years):** A "Parent and me" class where children have fun with structured games, fascinating "adventures," and pre-gymnastics skills. Our Gymsters and Terrific Tots learn beginning sports skills, gain fine and gross motor proficiency, and strengthen manipulative skills. In this age group, teaching physical skills is a top priority. The development of social skills is also emphasized as the youngsters become good listeners, follow directions, cooperate in a group, and learn more about themselves. All safely distanced and with a mask, of course.
- **Mighty Mites & Whiz Kids (ages 3.25 to 6 years):** in this class the kids are lavished with positive reinforcement for self-reliance and following directions. Strength, flexibility, and agility are increased as our teachers introduce physical skills with language geared at building self-esteem and confidence. Balancing activities, basic gymnastics, and

beginning sports skills further lead to increased strength, enhanced manipulative ability, and improved hand-eye coordination.

- Ninja Training (ages 5 to 10 years): My Gym Ninja Training classes are designed to be fun and challenging while remaining safe and noncompetitive. Classes will focus on developing strength, stamina, agility in relays, conditioning exercises, games, team-building and, of course, obstacle courses that change every week. Kids will be challenged mentally and physically while instilling a mindset of overcoming adversity both inside and outside of class!
- Cheer/Tumbling (ages 5.5 to 10 years): this fun and focused class is great for both beginner and experienced gymnasts and cheerleaders. Children begin to work on learning and perfecting skills in leveled groups on the beam and tumbling. Children will. The emphasis is on having fun and learning foundational gymnastics skills, strength, & flexibility—not competition. Classes are taught in the same positive, encouraging environment that children are accustomed to in every My Gym program.

Community Outreach and Feedback

My Gym is committed to actively promoting the program to residents from East Palo Alto and other nearby communities using the following channels:

- Email marketing to thousands of families in East Palo Alto and nearby communities
- Social media posts on Facebook and Instagram
- Flyers
- Small outdoor “check us outs”

Just as we did in the last 4 years, we aim to have at least 10 children in each class, will require sign-ins for every class, and will solicit participant feedback following the program.

Covid-19 Protocol

My Gym is committed to providing a safe environment. We always adhere to extensive cleaning and safety protocols—especially during the ongoing Covid-19 pandemic. Our protocol includes:

- Mask mandate for all adults and children ages 2+
- Covid symptom questionnaire upon arrival, including:
 - Runny nose or cough?
 - Any signs of Covid (including cough, fever, shortness of breath, etc.)?
 - Any exposure to someone with Covid in the past 10 days?
 - Positive test for Covid in the past 10 days?

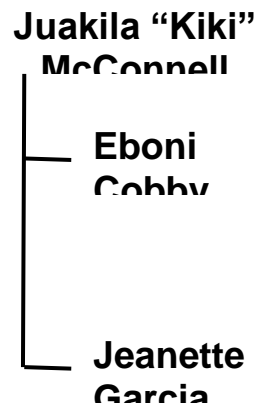
If a parent/child answers YES to any of the above questions their family cannot participate. (The above symptom questionnaire will be adjusted if guidance from the state or local county changes.)

- Social-distancing of 6+ feet
- Hand-washing or hand sanitizer before/after every class
- Extensive cleaning of all equipment before/after each class
 - Any equipment used by more than one child will be sanitized between uses
 - There will be a 15 minute break between each class to allow for adequate cleaning
- Single-use items for activities (e.g. balls)
- Given that water fountains will be out of service, My Gym will provide water bottles upon request. (Parents will be encouraged to bring their own water bottle.)

Should local Covid-related health department restrictions not allow us to conduct our classes in-person at Joel Davis Park, then we will switch to virtual classes. Classes will be offered at the same days and times as stated above. Throughout 2020 and 2021 our business delivered virtual classes with great success. Our virtual classes allow children to engage from the comfort of their own home, while only needing minimal supplies (all of which can generally be found in the home). If needed, we will share virtual class login information with families and the City of East Palo Alto in a timely manner.

Team

My Gym team diagram and leadership structure:



Our highly experienced team will contribute the following to the program:

- Juakila “Kiki” McConnell, Owner and Director — Kiki has been with the business for 14+ years and has extensive experience teaching My Gym classes outdoors and virtually. Her energy and dedication for children and the East Palo Alto community is unmatched. Kiki will be overseeing the day-to-day management of the classes at Joel Davis Park.

- Eboni Cobby, Assistant Director — Eboni is an East Palo Alto resident and has been with My Gym for 6 years. Her energetic and caring personality makes classes fun for everyone. Eboni has extensive experience leading classes and birthday parties at the gym as well as leading classes at your Summer in the Park program in prior years. Eboni will support My Gym in delivering the classes, under Kiki's leadership.
- Jeanette Garcia, Teacher — Jeanette joined My Gym in 2022. Her bubbly personality and mean that classes with her are always fun. For the past year Jeanette has been leading our Mobile Program, which means that he is very familiar with bringing our program to other locations such as preschools. Jeanette will support My Gym in delivering the classes, under Kiki's leadership.

Insurance

An insurance certificate will be provided upon request.

Points of Contact

If you have any questions please contact Kiki at 650-630-0405 or juakila22@gmail.com.



RESPONSE TO SUMMER PARK ACTIVATION REQUEST FOR PROPOSAL

February 2024

To Whom It May Concern,

I am writing to express Paxton Sports Academy's interest in participating in the upcoming summer Park Activation Request for Proposals (RFP). With our unwavering commitment to developing excellence in individual and team performance, we are excited about the opportunity to extend our reach and positively impact the community through this initiative.

As a 501(c)(3) non-profit organization, Paxton Sports Academy has a long-standing tradition of moderating the negative effects of apathy and the lack of services in underserved populations, specifically within East Palo Alto and Belle Haven, California. We have dedicated our resources to empowering youth and families through a comprehensive approach to sports education that promotes community, honesty, and integrity, and instills essential life values.

Our programs are designed to challenge and compete, yet we maintain a strong emphasis on the importance of life lessons that extend beyond the playing field. By integrating these core values into our training, we not only shape better athletes but also better citizens who are prepared to contribute positively to their community.

The summer Park Activation project aligns perfectly with our vision of providing high-quality outreach services and creating opportunities for youth empowerment. Our well-trained staff and passionate volunteers are committed to implementing programs that not only promote physical health but also mental and emotional well-being. Understanding the critical role organized athletics plays in inspiring excellence, we are eager to bring our structured and impactful approach to the Park Activation project.

As we strive to support the development of mind, body, and soul, Paxton Sports Academy is poised to offer a program that will not only meet the objectives of the RFP but exceed them. We are prepared to create an environment that fosters growth, encourages healthy competition, and provides a thorough foundation for future success to as many individuals and families as possible.

We look forward to the possibility of discussing our proposal further. Our team is ready to dedicate our expertise and passion for sports to activate the parks in a way that will benefit the entire community, paving the way for youth to embark on their life paths—whether that leads to High School, College, Vocational Trade School, the Military, or the workforce.

Thank you for considering Paxton Sports Academy for this exciting opportunity. We are confident that our involvement will make a significant and positive impact on the summer Park Activation project, and we are eager to contribute to the wellness and development of our community's youth.

Sincerely,

LaTonya MeChelle

LaTonya MeChelle

Director of Operations
Paxton Sports Academy

Approach & Understanding

Paxton Sports Academy is fully dedicated to maximizing the reach and impact of our services, aiming to include as many youths and families as possible within the bounds of our available resources. We acknowledge the vital role that family plays in the development of young individuals and are committed to an inclusive approach that welcomes participants from all backgrounds without any form of discrimination.

Our summer program—a dynamic, co-ed initiative—is designed to operate for youth in grades K-8 during the summer months. The program dates, to be determined, will feature sessions at Jack Ferrell Park and potentially additional indoor gymnasiums to accommodate our activities. We aim to target those who are less privileged within the community, addressing their most pressing needs with a suite of services tailored to their circumstances. We aim to collaborate with non and fellow RFP Community Organizations that will create a” Community Basketball for All” program in a welcoming environment. In collaboration, the group would creatively design a model that places focus on organization and community pride with skills competition (for youth and adults), youth skills development and gameplay, and community leaders' joint participation with their youth in games/activities (reinforces active participation with organization leaders and youth members) in a sustainable approach by conducting these activities annually. The health and wellness components will be made available to all RFP participants to incorporate in their scope of work.

We are proactive in our recruitment efforts, and where capacity exists to engage in partnership building with a variety of local entities such as faith-based organizations, community youth groups, the EPA Police Activities League, community sports programs, and the Ravenswood City School District, amongst others. Our activities will be focused on fostering in-game play concepts, and basketball skill development, including key competencies like dribbling, shooting, and passing, all while instilling a sense of enjoyment and personal growth.

Paxton Sports Academy believes in the power of sport to enrich lives and is committed to making a meaningful difference in the lives of those we serve. We are intentional in our service delivery, building upon proven program practices and adapting to the evolving needs of the economy and our community. We aim to strengthen family bonds by encouraging joint participation and learning, and we are proud to collaborate with the City of East Palo Alto in this endeavor.

A key goal of our summer program is to raise local community awareness about our organization, our mission, and the year-round services available to youth and families. We are a results-driven entity, focused on delivering sustainable and impactful outcomes. Our Summer K-8th 2024 clinic is designed with effectiveness and efficiency in mind and will run through to the end of August 2024. Continuous assessment and improvement are part of our operational ethos to ensure optimal preparation, management, and organization.

To ensure the success and responsiveness of our program, we will engage in regular meetings with administrators, East Palo Alto City Staff, EPA City Council, and our program staff. These discussions will facilitate the exchange of ideas and the implementation of any necessary adjustments to our methods. This collaborative approach is fundamental to fostering the growth and maturation of our relationship with the city and the programs offered during

Summer 2024. Our commitment to quality programming and community betterment remains steadfast, and we look forward to the opportunity to contribute to the flourishing of East Palo Alto's youth this coming summer.

Remote Programming & Social Distancing Protocol

Recognizing the ongoing uncertainties posed by the COVID-19 pandemic and the need to adapt to any public health guidelines, Paxton Sports Academy has developed a comprehensive contingency plan to ensure the continuity of our summer clinic sessions. These plans ensure that we can continue to deliver high-quality basketball training and maintain the safety and well-being of our participants, staff, and community, without being limited to shelter-in-place restrictions, and while adhering to social distancing protocols.

Remote Clinic Structure

Zoom Training Sessions: All clinic sessions will be conducted live through Zoom, which facilitates real-time interaction between coaches and participants. Sessions will retain the proposed schedule of three days per week, ensuring a consistent and structured training routine.

Participant Capacity: To maximize the effectiveness of each session and ensure individual attention, we will limit the number of participants per Zoom session. If necessary, additional sessions will be added to accommodate all registered athletes.

Pre-Session Preparation: Our staff will provide participants with a list of any necessary equipment or space requirements before each session, ensuring that participants are prepared and can fully engage in the activities.

Remote Training Activities:

Skill Development: Coaches will lead participants through a series of basketball drills and exercises designed to be performed in a limited space with minimal equipment.

Strength and Conditioning: Sessions will include age-appropriate strength and conditioning exercises that can be performed at home to improve physical fitness and complement basketball skill training.

Mental Skills Training: Recognizing the importance of mental toughness and sports psychology, we will incorporate sessions focused on goal setting, focus, and resilience.

Chat Function: Participants can ask questions and provide feedback during sessions via Zoom's chat function, ensuring a two-way communication flow.

Polls and Quizzes: Interactive polls and quizzes can be used to engage participants and reinforce learning.

Communication and Engagement:

Regular Updates: We will communicate regularly with participants and families via email with session recaps, upcoming schedules, and additional resources.

Community Building: Despite the remote setting, we will foster a sense of community through team-building activities and virtual social gatherings.

Continuous Monitoring: Our staff will continuously monitor the effectiveness of the remote sessions and make any necessary adjustments to the training program.

Participant Feedback: We will solicit ongoing feedback from participants and families to gauge satisfaction with the remote training and identify areas for improvement.

Social Distancing Measures

Spatial Arrangement: Training drills and activities will be organized to ensure a minimum of 6 feet of distance between participants at all times, in accordance with health authority recommendations.

Limited Group Sizes: Sessions will be conducted with a reduced number of participants to avoid crowding and to allow for effective social distancing.

Staggered Start Times: To minimize the number of people arriving and leaving at the same time, we will implement staggered start times for different training groups.

Health and Safety Precautions:

Pre-Session Screenings: Participants and coaches will undergo health screenings, including temperature checks and symptom questionnaires, before each session.

Sanitization Stations: Hand sanitizing stations will be set up at the park entrance and exit, as well as around the training area for frequent hand hygiene.

No Equipment Sharing: Participants will be required to bring their own basketballs and water bottles, and equipment sharing will be strictly prohibited.

Regular Cleaning: Any shared equipment or surfaces will be sanitized regularly throughout the training session.

Communication and Training:

Pre-Training Briefings: Participants and their families will receive clear communication regarding the social distancing protocols prior to the onset of the program.

Signage : Visible signage will be placed around the training area to remind participants of the social distancing guidelines.

Coach Training: Coaches will be trained in enforcing social distancing measures and on modifications to drills and activities to ensure compliance.

Participant Responsibilities:

Personal Protective Equipment: Participants will be encouraged to wear masks when not actively engaged in high-intensity training and to follow any additional local health mandates regarding personal protective equipment.

Self-Monitoring: Participants will be asked to self-monitor for symptoms of COVID-19 and to stay home if they are feeling unwell or have been exposed to someone with the virus.

Monitoring and Adaptation:

Ongoing Assessment: We will continuously assess the effectiveness of our social distancing protocols and make adjustments as needed based on current health guidelines and participant feedback.

Work Plan & Schedule

The proposed work plan for our clinic sessions is thoughtfully designed to provide a consistent and substantial program for participants while accommodating the typical schedules of families during the summer months. We plan to hold clinic sessions three times a week for eight weeks, tentatively set for Monday, Wednesday, and Friday depending upon space availability in 2-hour sessions each day. Another option is Wednesday and Friday in 3-hour sessions (time slots will be determined by the number of participants). This structure allows for regular engagement and skill development without overwhelming the participants or their families.

The sessions are scheduled to run for two hours each day. This duration is ideal for maintaining a focused, high-quality learning environment while respecting the attention span and energy levels of our young athletes. With this schedule, participants will benefit from a total of six hours of program time each week, culminating in a robust 48 hours of comprehensive training and development over the entire summer clinic.

Although the suggested primary location for our clinic sessions will be the basketball court at Jack Farrell Park, located at 2509 Fordham St. in East Palo Alto, we would like to propose the use of the EPA YMCA. This way, we will be allowed to continue the continuity that we have already established from our successful WINTER SESSION camp.

By providing a clear and structured work plan and schedule, we demonstrate our commitment to delivering a well-organized and impactful summer clinic. Paxton Sports Academy is prepared to make the necessary arrangements to facilitate this program effectively, ensuring that our young athletes have a memorable and enriching experience.

Program Model and Participant Tasks:

The summer clinic at Paxton Sports Academy is structured to maximize participant development both on and off the basketball court. Our model is divided into two phases to ensure a comprehensive approach to skill development, sportsmanship, and personal growth.

Phase 1: Foundation and Development (First 3 Weeks)

Group and Individual Work: Participants will engage in both group and individual skill training to develop their basketball abilities. This includes drills to enhance dribbling, shooting, passing, and defensive skills.

Proper Conduct and Behavior: We will emphasize the importance of proper conduct, sportsmanship, and positive behavior, both during training and in everyday life.

Community Building: Participants will be encouraged to forge strong relationships with fellow participants, fostering a sense of community and teamwork.

Phase 2: Application and Play (Last 5 Weeks)

Game Play: Organized and age-appropriate games will be held, allowing participants to apply the skills they have learned. Mondays & Tuesdays will be dedicated to reinforcing discipline in sport and life lessons, while Fridays will feature 2 hours of game play.

Special Fridays: On the last Friday of each month, the program will offer food and incentives as tokens of appreciation for the children's hard work and dedication. These sessions may pivot from basketball to mental activities such as creating vision boards and setting future goals using basketball as a motivational tool.

Participant Reliability:

Attendance and Punctuality: Showing up to practice on time and prepared is crucial. Participation in games during the last 5 weeks will reflect the participants' attendance and punctuality during the first 3 weeks and on subsequent Monday and Wednesday development and personal growth.

Incentive and Rewards Program:

Reward Program Activation: From day one, we will implement a reward program to recognize attendance and participation. Points will be awarded for attendance, with additional incentives given for active engagement and sportsmanship.

Sneaker Ball Celebration: At the end of the summer, Paxton Sports Academy will host a Sneaker Ball event featuring food, music, and an awards ceremony. To be eligible for attendance and awards, participants must have accrued a set number of points, which can only be earned through consistent attendance and participation.

Measurement of Success:

Physical Engagement: Participants are able to actively engage in 6 hours per week of strenuous clinic activities.

Behavioral Application: Skills learned for proper conduct and behavior are applied in home, school, and community environments.

- A survey will be distributed to parents to assess improvements since joining the program and identify areas for further support.
- Collaboration with community organizations will be pursued to provide additional resources to families.

Participation Rate: Maintain a program participation rate of 80 percent or greater.

Skill Advancement: Encourage the growth of basketball skills to progress participants into an advanced program.

Family Engagement: Enroll and retain a minimum of 20 families within the program.

Sport Continuity: Inspire youth to maintain their interest in basketball and aspire to play at a higher level.

This program model and the accompanying tasks are designed to holistically develop participants' skills, character, and love for the game, while also promoting family involvement and community engagement. We believe that through basketball, we can impart valuable life lessons and create a supportive and motivating environment for all involved.

Firm and Personnel Experience

Paxton Sports Academy prides itself on a rich history of qualified and experienced professionals dedicated to youth development through sports. Our team brings a wealth of knowledge and expertise, particularly in engaging with programs of similar scope and complexity.

Tometrius Paxton, the visionary founder of Paxton Sports Academy, will serve as the Head Coach and Head Trainer for the program. With 15 years of experience in running youth development programs and a 20-year professional with Second Harvest of Silicon Valley, Tometrius has a proven track record of fostering athletic prowess and personal growth among young athletes. His leadership and comprehensive understanding of youth sports training are instrumental in implementing the athletic components of the program effectively. Tometrius's experience extends beyond coaching to include strategic program development, stakeholder engagement, and community outreach, all of which contribute to the multifaceted success of our programs.

Joining Tometrius is LaTonya MeChelle, a dedicated Life Coach whose expertise lies in uplifting and empowering the youth. LaTonya will also be managing the administrative aspects of the program while also spearheading our communications & recruitment strategies. Her role is pivotal in delivering the social and mental curriculum components, ensuring that participants receive comprehensive support that extends beyond the court.

LaTonya's experience in life coaching and youth mentorship equips her with the skills to address the challenges faced by young people, facilitate their personal development, and instill life skills that will benefit them in various aspects of their lives.

Together, Tometrius and LaTonya, along with the rest of our committed team of interns and volunteers, will deliver a balanced program that integrates athletic training, personal development, and community engagement. This collaborative approach ensures that our participants receive a holistic experience that caters to their diverse needs.

Paxton Sports Academy is confident in its ability to execute a program that will exceed expectations and create a positive, transformative experience for all participants.

Cost Analysis

Description		Cost
Group Participation 3 Sessions X 8 Weeks		\$14,000
Activity Equipment		\$3000
Program Apparel/Misc Items		\$1000
	Total Cost	\$18,000

Attachments:

1. Tometrius Paxton's Resume
2. LaTonya MeChelle's Resume
3. Insurance Requirements

TOMETRIUS PAXTON

(650) 740-7055

tpaxton_1@yahoo.com

2773 Illinois Street, E. Palo Alto, CA 94303

OBJECTIVE:

To obtain an opportunity to further advance my role at Second Harvest Food Bank where I can maximize my management skills, quality assurance, program development, and training experience.

SUMMARY OF QUALIFICATIONS

- Articulate, driven, exceptional leader and manager with experience in building a non profit organization from ground zero, developing process and procedures while also training and developing staff or teams.
- Possess clear vision for success with aptitude to establish goals, develop strategies, and engage with key internal and external customers.
- Results-oriented leader committed to success and accustomed to maintaining strong client relationships

PROFESSIONAL EXPERIENCE

Second Harvest of Silicon Valley, San Jose, CA

7/2007 – Present

Agency Relations Manager

- To establish interagency partnerships to foster cooperation and collaboration between direct service providers and Second Harvest Food Bank while also maintaining key relationships with the people of the community, public health, and government agencies.
- To provide direction and leadership while implementing strategies that support organization's hunger relief management of Food Assistance Program.
- Lead an assign team in agenda driven meeting to come up with more cost effective and reliable ways of implementing our business food distribution model. As well as facilitate community meetings, focus groups, and planning sessions to coordinate the network of services.
- Manage initiatives designed to increase infrastructure and capacity for partnering agencies. Make recommendations for new initiatives, implement protocol, and process improvements.

Senior Program Manager

- Oversee three regions in Santa Clara County and one in San Mateo County that supports the mission and values to eliminate hunger in communities.
- Lead a team 5 Program Managers and 4 Program Coordinators to build and foster new and existing partnerships that provide food security relief to those in need.
- Create and implement advance partnership designs that solidifies long term partnerships in an IDEAL approach.
- Work cross-departmentally and address troubleshooting and new program methods
- Organize and lead regional strategic meetings with external stakeholders
- Provide quarterly department updates on data that enhance services offered in communities with the Executive Team Leadership

TECHNICAL SKILLS

- Inventory and Data Software Systems: Salesforce, Navision, and Ceres 2009
- Trained other staff on the correct navigation of both Data Software Systems to achieve optimal results
- Advanced level MicroSoft Office Programs: Excel, Word, PowerPoint
- Understanding of Agency Express 3.0 online food ordering website.

- Appian Truck Routing System
- Infrastructure Process Analysis

RECOGNITION AWARDS

In my tenure with Second Harvest Food Bank I have been presented with numerous awards for my work performance:

- The Value of Encouraging Efficient and Effective Solutions Recognition Award
- Second Harvest of Silicon Valley Creating a Positive Work Place
- Second Harvest of Silicon Valley Valuing Our Work Force Honors
- Golden Apple Community Award presented by Second Harvest Food Bank & Stanford Research Clinic 2015
- John D. Curnell Memorial Community Leadership Award presented by Men of Zion 2016
- John D. Curnell Real Father's Making a Difference Award presented by Men of Zion 2016
- Walmart Community Player Maker Award presented on center court at Golden State Warriors game 2018

ORGANIZATIONAL MANAGEMENT LEADERSHIP

PAXTON SPORTS ACADEMY, E. Palo Alto, California
Founder, President and Director of Basketball Operations

1/2005 – Present

I am the Founder and President of a Youth and Development Non Profit Organization. As an accomplished coach, mentor, teacher, and community advocate with more than 20 years of experience I lead youth in education, sports, and citizenry to their community. A proven leader with excellent communication, public relations and teaching skills, and the ability to recruit and develop student athletes to become the best they can become on and off of the basketball courts.

Responsibilities include:

- Coordinating academic support for youth basketball student-athletes.
- Facilitate the administrative aspect of recruiting, including acquiring report cards, inputting data, distributing mail-outs and acting as a liaison between Outreach Dept and local schools.
- Supervising team managers and delegate responsibilities to uphold PSA values and mission.
- Visionary leader who has built a youth development program with Basketball & Outreach Department from 5 to over 85 active students, as well as establish operational plans and procedures.
- Provide ongoing project and department analysis, identifying and resolving potential program and personnel issues
- Provided counsel and mediation for staff /family relationships, conflict resolution, and communication
- Represent the organization to establish partnering relationships with local business, churches and other non profit organizations.
- Locate and write grants to help build the foundation of Peninsula Sports Academy in continuing to provide the many services to its youth and their families.

EMPLOYMENT HISTORY

THE SECOND HARVEST FOOD BANK, San Carlos, CA
Agency Customer Service/Inventory Specialist

2007 - Present

THE SALVATION ARMY, Redwood City, CA
Warehouse Manager/Maintenance Supervisor

2005 – 2007

SAN MATEO COUNTY HEALTH CENTER, San Mateo, CA
In Home Care Provide

2004 – 2005

EDUCATION

Job Train – Certification Wireless Fiber Optics, Menlo Park, California

- Electronic Assembly & Fabrication Certificate Completed – January 2006
- Telecommunication/Wireless Fiber Optics Completion Certificate – April 2006

GRADUATE OF START-UP BUSINESS SCHOOL – October 2006

CREEKSIDE ADULT HIGH SCHOOL DIPLOMA

References Available Upon Request

LaTonya Mechelle
lm@latonyamechelle.com
404.429.1863
100% Disabled, Woman Veteran

Professional Experience

The LaTonya MeChelle Experience – 2023 - Present

Fulfill the role of a compassionate and dedicated life and love coach, leveraging expertise to guide individuals in embracing authenticity, cultivating self-love, and nurturing healthy relationships through personalized coaching programs and mentorship. Engage as a dynamic media personality, creating and presenting inspiring content across various platforms to promote the mission and values of The LaTonya MeChelle Experience, with a strong focus on personal development, self-love, and relationship building. Deliver impactful and motivational speaking engagements to diverse audiences, sharing personal experiences and insights while advocating the CHOICES (Constantly Having Opportunities to Increase Change & Empower Self) mentality, inspiring individuals to make positive life choices and embrace empowerment. Provide visionary leadership and strategic direction in the oversight of Eyeserved, a service dedicated to assisting veterans in obtaining their VA disability, ensuring the effective delivery of community service and empowerment initiatives. Serve as the Editor in Chief of LoveChology Magazine, focusing on love and various relationships, and Agarre Magazine, dedicated to youth sports, curating, and developing engaging content that fosters personal growth, positive relationships, and the empowerment of individuals within these specific domains.

Self Employed Consultant ~ 9/10 - Present

Provides administrative & public relations support to small businesses and individuals. Services range from but are not limited to the following: back-office management, HR support, calendar & travel management, customer service representation, event planning, social media support, document management, and virtual office. Liaison between the company and all outside sources. Responsible for the company's image and brand. Conduct interviews at major events. Designed weekly newsletter and several websites. Created forms and databases and other items.

Air Force Reserve ~ 02/08 – 07/15 (USAF Pentagon/Andrews AB MD - Information Manager (IM)

Performs workgroup administration duties. Helps conduct information analysis to determine proper information flow. Operates office automation equipment. Establishes and maintains office records. Operates office system. Defines format and publishes local forms, administrative publications, and correspondence. Performs and assists in planning and programming functions such as wartime and contingency needs, resource management, IM awards program, and preparing support agreements. Prepares and monitors accountable communication control records. Performs quality assurance duties. Manages IM processes and activities. Responsible for overall administration, management, and life cycle of records, publications, forms, and administrative communications. Create & maintain a suspense calendar for all divisions within the unit. Responsible for travel & leave management.

PHACIL (Government Contractor) – 3/10 – 9/10 FOIA Analyst, Department of Treasury & 02/08 – 07/08

Perform initial analysis to determine validity of FOIA requests, evaluating for reasonableness and regulatory compliance, scope; fee issues, expedition, and negotiate the amicable resolution of disputed matters. Acknowledge the incoming FOIA requests ensuring all pertinent issues have been accurately addressed. Ensure case files are organized in the standard format, and all electronic data is recorded, accurate, and up to date, to ensure compliance with the data integrity provisions of the Office Standard Operating Procedures. Perform analysis of requests and appeals of requests for expedition and fee waivers. Facilitate Discussion. Review Responsive Records. Redact Documents. Annotate Records. Review objections, prepare correspondence and submit for review. Prepare for Litigation

Air Force/A1XT (USAF Pentagon/Active Military Days) – 03/09 – 03/10, Information Manager

Provides all administrative duties for the Commander of A1XT and approximately fifteen senior-level personnel assigned to the division. Created and maintained all divisions' taskings. Created and reviewed all official documents before being sent out. Division's first and main point of contact. Responsible for Travel Management, meeting arrangements, preparing reports, and customer relations. Upon losing funding for the initial position, funding was procured for another position within the division to extend my services.

ASARS (Federal Government Subcontractor to Jupiter Inc) 12/08 – 03/09 Adjudicator for Central Clearance Facility for the US Army & CASS Security – 09/07 –12/08 Senior Lead Adjudicator for FEMA/Customer Service

Prepared Adjudicative Worksheets (AWSs) for cases to come to a clear adjudicative decision as well as drafted, wrote, and sent Letters of Interrogatory (LOIs) and Notices of Proposed Actions (NOPAs) to applicants regarding issues of a potentially disqualifying nature. Reviewed credit reports and all OPM forms SF85P, SF85, and OF306 for errors, suitability issues, and mitigating factors. Analyzed SACs and FBI Name Check (NAC) to determine any criminal activity on the

subject's part that may affect their suitability. Reviewed OPM Reports of Investigation (ROIs) for suitability including subject interviews, credit reports, law enforcement checks, and investigative requests. Assessed applicant response to LOIs and NOPAs and made determinations regarding any mitigating factors for suitability. Took actions to address areas of concern with applicants, and assist applicants with e-QIP issues via email, telephone, or in person.

USAFR Recruiting Office – 07/08 – 12/08, Information Manager/Customer Service (active military days)

Created and maintained all divisions' taskings. Created and reviewed all official documents before being sent out. Division's first and main point of contact. Responsible for Travel Management, meeting arrangements, preparing reports, and customer relations.

Invizion INC, 12/06 -06/07 Facility Security Officer/Human Resources Manager/Recruiter,

SMI Global Mission Support, Inc. 07/04-10/05 Program Manager, ZKD Inc 12/03 -02/04 Facility Security Officer/Program Manager

ALC Inc 2/01 – 11/03 Program Manager/Facility Security Officer/Human Resources

Provided strategic expertise in daily operation of a wide variety of areas including recruitment and employment, public relations, employee relations, performance management, compensation, benefits, policy development and administration, organizational effectiveness, training, and initiatives that contribute to morale, retention, and productivity. Planned and developed methods and procedures for implementing the program, directed and coordinated program activities, and exercised control over personnel responsible for specific functions or phases of the program. Developed, Interpreted, and administered a variety of policies and practices. Reviewed project proposal and/or plan to determine time frame, funding limitations procedures for accomplishing the project, staffing requirements, and allotment of available resources to various project phases. Reviewed all accounts receivable and reconciled all transactions. Maintained personnel records. Recruited and selected hard-to-fill positions such as requirements requiring TS/SCI. Organized, attended, recruited, and hired at several Recruitment Fairs all over the United States, positions included hard-to-fill positions needed in a short period. Responsible for all arrangements for employees who were required to travel, including overseas: included travel and hotel arrangements, obtaining passports, both official and tourist, and visas from different embassies, obtaining contractor's military ID cards, and other items necessary needed

United States Air Force (Active) 6/92-03/01

- Headquarters Air Force Office of Special Investigations (HQAFOSI) Command Special Security Officer /
- Freedom of Information Act & Privacy Act Manager 3/99 - 3/01
- Chief, Information Manager/Security Manager, Colonel's Group, AF Pentagon 3/97 – 3/99
- Information Manager, Legal Office, Bolling AFB 3 96/ 3/97
- Information Manager/Security Manager Dover AFB DE 10/92 – 3/96

SPECIALIZED TRAINING

- Personnel Security Management, Defense Security Service Academy
- The Reid Technique of Interviewing and Interrogation
- Freedom of Information Act Program, Department of Justice
- Airman Leadership School, United States Air Force
- Neighborhood Leadership Academy, Annapolis, MD
- 7 Habits of Highly Effective People
- Managing Diversity in the Workplace
- Business Writing for Results
- Effective Writing Course
- Train the Trainer
- Total Quality Management
- Workgroup Administrator
- Team Facilitator Training (Quality Focus Training)
- Public Speaker Training – Les Brown
- All Microsoft Office – Expert Level
- SharePoint
- Web Designer

REQUEST FOR PROPOSALS (RFP)

February 1, 2024

Summer Programming for Senior Citizens of
East Palo Alto

Offered by
Sign Gypsies Silicon Valley /Fun Gypsies
June 2024 – August 2024

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Contact: Information

Paris Sims – Hill, Owner/Operator Sign Gypsies Silicon Valley

211 Daphne Way

East Palo Alto, Ca

94303

650-933-3388 cell

Signgypsies.peninsula@gmail.com email address

Introduction and Project Summary

Sign Gypsies Silicon Valley (SGSV) is a woman owned minority business from East Palo Alto. Founded by Paris Hill (Owner) during COVID-19 May 2020.

The Mission and goal of SGSV is to generate love and joy through, fun activities, field trips for our Senior citizen community. We engage using physical and sensory activities, along with ensuring they stay active engaged and mentally healthy , this ensures health and wellness of our aging adults

Location / Remote

East Palo Alto Senior Center 560

Bell Street

East Palo Alto, Ca 94303

Scope of Work

The Scope of work is to partner with the current Administration of the East Palo Alto Senior center. We will provide bi- weekly activities field trips and outings for the Senior community from June 2024through August 2024.

Activities included follows:

- Onsite field trips
- Engaging Cultural Activities

Cover Letter

Sign Gypsies Silicon Valley Peninsula is a woman owned and partnership organization. Ready, Set, celebrate is our motto. A team and community leaders of the East Palo Alto community spanning over 50 years. Our organization is distinct and unique as we look to and create opportunities to engage with our Seniors and aging community.

We are a unique business that provides fun activities, along with laughs and smiles for our community. We engagement our Seniors by drive by check - ins, Dinner drops offs, Celebratory gifts, encouraging words, positive energy , and most recently field trips to experience cultural activities to our older community members.

During these most challenging times it's imperative to care for the mental health of these individuals especially if they live alone. Also, we offer support for the social aspects of aging members and are currently part of the task force for (CAFÉ) Center for Age Friendly Excellence and learning partnering to provide additional aspects for our program.

Signed Paris Sims- Hill, Owner /Operator Paris

Sims- Hill 2/1/2024

Approach and Understanding

The East Palo Alto Senior community is a unique community that consist of multi-cultural and generational families. I understand the uniqueness of the Senior citizens of our aging population as they are the vulnerable population and need additional, love, caring and patience.

We plan on using the following approaches and techniques to reach as many of our Seniors as possible:

Programming Approach:

- Field Training of all staff on protocols and oversight while programming is in place
- Team meeting to discuss the following weeks programs and assess need and obtain feedback
- Program manager always available to staff via onsite and cellular communication
- Weekly spot Check ins with individuals in the program
- Registration Process



Community Engagement:

- Facebook Social Media presence on East Palo Alto neighbors
- Social Media presence on the East Palo Alto City website
- Bi-monthly newsletters
- Flyer Distribution via the Senior Center
- Flyer Distribution via the East Palo Alto Senior Food Banks
- Surveys Post Programming

City of East Palo Alto Grantee Communication:

- Weekly check-ins with City Staff and East Palo Alto Senior Center
- Always available via email or cellular
- Attend Senior Advisory committee meeting
- Partner with other organizations within the community to ensure messaging

Work Plan / Schedule

The work plan is to administer via remote – socially distances if needed . Each activity facilitated by one of our team members. Last year our program had the Our program plans to accommodate up to 50 members of the community:

List of Potential Field Trips June 2024- August 2024

- Cache Creek Casino
- Filoni Gardens
- Japanese Tea Garden
- SF Conservatory of Flowers
- Thunder valley Casino

SUMMER 2024 SENIOR ACTIVATION



Event	Location	Tentative Date	Tentative Time	Groups	Transportation Needed	Capacity
Cache Creek Casino (Transportation Needed)	Brooks, California	June 2024	9:00 - 7:00pm	SENIORS ONLY/21 Over	YES	40
Matinee Movie Transportation Needed)	Redwood City or Mountain View	June 2024	10am – 2pm	Seniors	YES	25
Filoni Gardens (Transportation Needed)	Woodside, California	July 2024	10:00 - 3:00pm	Multi-generational	YES	25
Matinee Movie (Transportation Needed)	Redwood City or Mountain View	July 2024	10 – 2pm	Seniors	YES	25
Walk for Health (Transportation Needed)	TBD	July 2024	9am – 12pm	ALL	TBD	25
Japanese Tea House (Transportation Needed)	Japanese Tea Garden (sfjapaneseteagarden.org)	August 2024	10:00am - 3:00pm	Multi-generational	YES	25
Thunder valley Casino (Transportation Needed)	Sacramento , California	August 2024	9:00 - 7:00pm	SENIORS ONLY/21 Over	YES	40
Hall of Flowers (Transportation Needed)	San Francisco , Ca	August 2024	10:00 - 3:00pm	Multi-generational	YES	25

COVID -19 Protocol:

- Temperature checks will be provided for all in person sessions
- 6 ft social distancing
- Mask wearing for general activities,
- Chairs will be spaced 6 ft apart while participants are on the East Palo Alto Senior Center grounds
- Activities that are provided onsite hand sanitizer will be provided
- No sharing of items, all items provided will be given to individuals

Project Team: The Project Team will facilitate each session for up to 30 individuals per session. The cost of transportation is approximately \$2500 per field trip and the average cost of attendance is \$1500 with lunch, snacks to be served. \$700

Personnel Experience: Sign Gypsies has been in existence for approximately 4 years. We have successfully in the previous years provided programming for our Senior community. The organization and its leaders continuously are involved with community service as a lifestyle. No rock goes unturned if there is a need and we are always willing to offer help and assistance. Members of our team is a trained Project Manager with over 20 years of professional experience and knows how to implement and execute programs. Other team members have years of experience as Life coaches and Community advocates. The value to help Senior strengthen the mind that helps with correlation to dementia.

Resumes attached: Paris Hill, (Owner)

Paris Hill

Email parishill40@gmail.com Phone: 650-933-3388 Palo Alto, CA

Dynamic Health Information Management Professional

- ◆ Successfully partners to achieve goals that meet and integrate Healthcare compliance.
- ◆ Identifies Business problems and develops Compliance solutions that meet customer needs.
- ◆ Demonstrated subject matter expertise in the Compliance and Privacy program using successes from existing solutions to integrate new technology.

Professional Attributes: efficient, collaborative, proactive, analytical, competent, supportive, effective

- Health Information Management • Project Management • Monitoring and Auditing • Privacy
 - Healthcare Compliance • Communication • Training • HIPPA
 - Customer Relations Management • Team Leadership & Development • SQL • Database Management R analytics • System Implementation
-

Professional Experience

Santa Clara Valley Health & Hospital System/Valley Health Plan

Senior Healthcare Program Manager

_6/2013 – present

Responsible for: Managing patient privacy projects that integrate clinical workflow processes and improve healthcare operations. Managed cross-functional teams comprised of clinicians, consultants, and privacy analyst. Reports status updates to executive management and project sponsors. Manages two staff members and ensures goals are met

Privacy/Security

- **Provides oversight and assist with administration of the Compliance and Privacy program, Interviews Staff and collaborates with Managers on corrective action plans**
- **Collaborates with Compliance Officer to complete Plan of Correction reports for CDPH. Updates Plan of Correction status reports to be used internally and externally for CDPH. Works closely with Compliance Committee teams in planning, and strategy implementation**
- Initiate's and completes privacy investigations from beginning to end, include allegations of compromised patient information.
- Research compliance, legal and regulations concerning federal rules and regulations. Collaborates with County Council, Quality and Compliance Officer to prepare OCR reports.
- Manage Data and reporting for Compliance Hotline and fair warning system
- Responsible for Corrective actions and agendas for Privacy and HIM work group meetings

Training

- Conducts HIPPA departmental and new hire training to ensure hospital are following state and federal guidelines
- Compliance team member for the HIM work group committee for patient chart corrections. Collaborates with other members to ensure patient charts are accurately reflected of treatment and billing.
- Conducts audits, reviews for Recovery Audit Contractor (RAC's) and Office of Inspector General yearly work plan reports.
- **Provides communication of complicated compliance concepts in a professional and appropriate manner.**
- Conduct Team Meeting and System Training

Auditing and Monitoring

- **Administers regulatory compliance programs across SCVHHS through electronic review of E-learning, yearly compliance certification and training** for over 6,000 employees
- **Assists in evaluating compliance policy effectiveness and help maintain appropriate compliance activity records.**
- **Effectively manage internal and external client relationships.**
- Perform audit trails on patient medical records as privacy breaches are reported, report findings to the CDPH and Federal government agencies
- **Collaborates with Compliance team members in planning, strategies to improve internal departmental procedures**
- **Provide status reports and updates project tracker**

Systems Management

- **Writes policies, procedures, and workflows for Compliance department**
- **Compile trends and tracking report for privacy and monitoring system**
- **Creates departmental workflows**
- **Manage data for PeopleSoft and Fair warning Systems**
- **Created Database modeling and system implementation**
- **Created Tables and SQL queries**

Kaiser Permanente

4/2000 – 6/2010

Sr. IT Project Manager (2005 – 2010) (EPIC)

Responsible for: Managing training of EPIC electronic health record system. Training over 45,000 Physicians and staff members on EPIC during deployment

- ◆ Instrumental in developing training plans for various medical facilities to ensure all employees are properly trained for EPIC Implementation.
- ◆ Created departmental workflows
- ◆ Partner with other facility Project Managers to develop training tracking tools and Project Plans.
- ◆ Introduced new regional initiatives to local Medical Center Leadership.
- ◆ Lead Application Coordinators on various Ambulatory technical build team assignments related to CPT and ICD9.
- ◆ Review code assignments from Regional Coding Team and SUIT (Specialty User Input Team) to assure accuracy of codes.

Prior Relevant Experience

Alta Bates Compliance Manager (Contract)

1/2011 – 7/2011

- ◆ Provided high level of support with Revenue Cycle implementation projects, patient accounting and billing system. Conducted training to end users. Provided support for coding, clinical documentation, and compliance. The ability to understanding the Revenue Cycle business.
- ◆ Analyze issues relating to facility billing, reimbursement, and third-party payer requirements. Provide training and teaching of current compliance requirements for Medi-care.
- ◆ Coded and auditing Cancer Oncology; Observation; E & M; Infusion and treatment.




Education

- ◆ Potential candidate for master's in public health ,San Jose State University (pending acceptance)
- ◆ BS, Healthcare Information Management, College of St. Scholastica (Duluth, MN)
- ◆ Associate degree, Foothill College (Los Altos, CA)
- ◆ AHIMA CCHIIM, Commission on Certification Item Writer for exams

Certifications/ Associations/ Awards

- ◆ 2015 – 2016 Rising Star Leadership Award (CHIA)
- ◆ California Health Information Association (CHIA)
- ◆ American Health Information Management Association (AHIMA)
- ◆ American Academy of Professional Coders (AAPC)
- ◆ Healthcare Compliance Association (HCCA)
- ◆ Northern California Health Information Association Secretary, Northern California (NCHIA)
- ◆ CPC certification, American Academy of Professional Coder
- ◆ Certification in Project Management Fundamentals
- ◆ Certification in Deployment of KP Electronic Health Record Deployment

ATTACHMENTS:

Policy/Holder	Policy #	Expires
<p>Certificate Commercial Liability</p>  <p>2023.24.eoi.palo.alt o (1).pdf</p>	<p>P.101.372.420.2</p>	<p>Effective 06/02/2023 – 06/02/2024</p>
<p>State Farm Automobile</p>  <p>AutoIDCard.pdf</p>	<p>512 0009-A13-05</p>	<p>January 2024 – July 2024</p>
<p>Professional Molestation / Endorsement</p>  <p>molestation.endors ement (1).pdf</p>	<p>PI01.372.420.2</p>	<p>Effective 06/02/2023 – 06/02/2024</p>
<p>City of East Palo Alto Business License</p>		

To: City of East Palo Alto
Attention: Mr. Maurice Baker
Acting Community Services Manager
2415 University Ave
East Palo Alto, CA, 94303



February 9th, 2024

Re: Step It Up Dance Summer Park Activation Proposal 2024

Dear Mr. Baker,

Greetings! My name is Juakila “Ms. Kiki” McConnell and I am the proud owner of Step It Up Dance, a community-based dance program in East Palo Alto specializing in a wide variety of dance genres. I am excited to participate in this year’s Summer Park Activation Program and believe my dance company is the perfect candidate for this grant.

Having been born and raised in East Palo Alto, I know firsthand the barriers to resources, extracurricular activities, proper health/fitness routines and other struggles our community faces. I am passionate about giving back to my community through my passion for dance and fitness.

I founded Step It Up Dance in 2007 in an effort to provide a fun, creative, and accessible outlet for kids. More importantly, my program ensures that every child builds confidence, learns discipline, and establishes healthy habits, all while having fun.

In our dance classes students learn a wide variety of dance styles, including Hip-Hop, West African, Afro-Haitian, Tap, Jazz, Modern, Contemporary, Funk, and Lyrical Movement. They also learn the origin of each dance, its meaning, symbolism and how that dance is integrated into today’s culture. At the end of the season, the kids put on a grand performance for friends, family and community members.

Step It Up Dance emphasizes healthy lifestyles, encouraging students to have a healthy mind and body – and to ultimately have the confidence to refrain from making risky choices. We strive to not only teach students about dance, but also to build a community and family around dance. We would like to bring our unique dance program to East Palo Alto via the Summer Park Activation Program. My goal is to touch the lives of all children in the city of East Palo Alto.

I have enclosed my proposal for your review. Thank you for your time and consideration.

Sincerely,

Juakila McConnell

Juakila “Ms. Kiki” McConnell



Step It Up Dance – Summer Park Activation Proposal

Community Outreach and Engagement

Step It Up Dance will bring an amazing, community-based dance program to East Palo Alto youth and any child that wants to learn about dance. We currently have approximately 60 students enrolled in our program and believe this grant will allow us to recruit even more children from the community. Step It Up Dance instructors engage with students by bringing their expertise in a high-energy, structured format. We also encourage parent and community involvement, such as sewing costumes, helping backstage during performances, and catering from local businesses for our showcase. In previous years, Step It Up Dance has activated the Joel M Davis Park with great success. Children and family have so much fun while they are learning, growing and dancing. We will be committed to actively promoting the program to residents from East Palo Alto and other nearby communities. We will solicit participant feedback following the program as we always strive for continuous improvement.

Marketing Plan

Our multi-pronged marketing strategy will consist of mass email marketing, social media campaigns (Facebook and Instagram), posting flyers at local schools and community centers, student referrals, pop-up events/ meet-and-greets, enrollment night, mini-showcases, and word-of-mouth.

Recreation Program Design

Step It Up Dance will provide at least three dance classes to students ages 3-16 over the summer. Each class will be one hour long. Children will learn many skills, including but not limited to: the history of dance, confidence, coordination, strength, fitness, courage, assurance, flexibility, self-esteem, staging, costume-designing, and collaboration. The classes will be provided as follows, subject to scheduling changes:

TUESDAYS IN PERSON AT EPA ARTS CENTER

Little Jammer's:	4:00-5:00 PM
Hop It Up:	5:15-6:15 PM
SIUD Company:	6:15-7:30 PM

Proposed Program Details

LITTLE JAMMERS	Ages 2 to 9 years	Little Jammers class is for our cutest little ones introducing them to all styles of dance from Hip-Hop to West African Tap to Jazz and, yes, even Modern and Contemporary. Dancers will be able to count music and create art with their beautiful bodies while having fun. We are a family in each class.
HOP IT UP	Ages 10 to 14 years	This is a Hip Hop and Step class. Dancers will learn how to dance Hip-Hop and learn where it originates from...West African dance. Stepping is creating rhythms and tones with our hands and feet. Children will boost their confidence in this class learning the latest moves that they can add to their TikToks with so much swag you will be amazed. It's fun, they'll meet new friends all while being themselves. We are a family in each class.
COMPANY	Ages 14 to 16 years	In this class we work on technique, strengthening, toning, and cardio. A professional dancer is a strong dancer. The genres that are taught in this class are Ballet, Jazz, Modern, Contemporary, Hip-Hop, Step, West African, Afro-Haitian and Tap. Dancers will learn how to create their own choreography, design costumes and learn theater work.

Project Management Plan

MARCH – MAY	Finalize class and instructor schedules, initiate marketing campaigns, and secure student enrollment.
JUNE – JULY	Commence classes. Students will learn history of dance, foundational dance moves, and work on strength, coordination, and confidence. Participation in EPA 40-year anniversary celebration on July 1!
JULY- AUGUST	Students will begin learning dance routines / choreography for upcoming dance performance. Family and community involvement will be encouraged to help with costume and prop design.
SEPTEMBER	End of Season Performance for kids to showcase everything they've learned throughout the summer. Community attendance highly encouraged!

Contingency Plan

Step It Up Dance is committed to providing a safe program. We strictly adhere to extensive cleaning and safety protocols. Step It Up Dance is prepared and equipped to switch our programming to virtual classes should local or state health guidelines require it. We have experience dealing with emergency situations like the COVID-19 pandemic, Shelter in Place and Social Distancing protocols. We can provide Personal Protective Equipment (PPE) to our staff and students and will adjust to either outdoor / open-air or virtual classes as needed.

Our protocol includes:

- Mask mandate for all adults and children ages 2+
- Temperature checks and Covid symptom questionnaire upon arrival, including:
 - Runny nose or cough?
 - Any signs of Covid (including cough, fever, shortness of breath, etc.)?
 - Any travels within the last 2 weeks?
 - Any exposure to someone with Covid in the past 2 weeks?

If a parent/child answers YES to any of the above questions their family cannot participate.

- Social distancing of 6+ feet
 - Markers will be placed on the ground to show each child's designated space.
 - All zones will be spaced so that children/parents are 6 feet apart from each other and the instructor.
- Handwashing or hand sanitizer before/after every class
- We will provide water bottles upon request. (Children will be encouraged to bring their own water bottle.)
- If needed (e.g., in the case of a stay-at-home order), we are equipped to provide virtual classes exclusively. Our virtual classes allow children to engage from the comfort of their own home, all they will need is their bodies.

Human Trafficking

Step It up Dance is committed to the security and safety of all participants. We understand that our community may consist of vulnerable populations that may be at higher risk for human trafficking. Our staff is committed to completing the Human Trafficking and/or Sexual Abuse and Molestation training that will be conducted or contracted by the City. We will adhere to and abide by all recommended best practices, strategies and protocols to prevent Human Trafficking from happening.

Insurance

Step It Up Dance is committed to maintaining all required levels of insurance prior to entering into contract with the City of East Palo Alto and throughout the duration of our program. We will provide an insurance certificate upon request, including our commercial general liability insurance policy, abuse and molestation liability policy and/or any other required policies

Meet Our Team



Juakila "Kiki" McConnell
Owner and Artistic Director

Juakila "Ms. Kiki" McConnell has been dancing since the age of three. Ms. Kiki is trained in West African dance, Afro-Haitian, Hip-Hop, Jazz, Lyrical, Contemporary, Ballet, Modern, Tap and Praise Dance. Ms. Kiki also has a gymnastics background. Dance and teaching are her life's passion. "To teach a child, you must remain in the spirit of the child." She has been teaching dance and volunteering since the age of 13 throughout her community, at her church and all over the Bay Area. "To teach dance you must have an abundance of energy, patience, and love." She believes that dance should be available to all youth in the world no matter what the situation is. "Taking a stand, growing, changing and shining encompasses the world of dance." Juakila "Ms. Kiki" McConnell earned her Bachelor of Arts from San Jose State University.



Lena Chew
Dance Instructor

Lena Chew is an East Palo Alto resident and has been dancing with Ms. Kiki since 2007. She has now transitioned to instructing, choreographing, administrative tasks, and assisting with setting up, cleaning, show and tell, and helping the students succeed in dance class.



Sandra Rodriguez
Dance Instructor

Sandra Rodriguez is from Redwood City and has strong connection to the East Palo Alto community. She has been dancing since the age of 8 and has classical training in ballet, tap, and jazz. She also has expertise in hip-hop and Afro-Latin dance. Throughout high school Sandra was on the dance team alongside Ms. Kiki, where they choreographed together and participated in yearly performances. After college, Sandra took a hiatus from formal dancing to focus on career and family, but her passion for dance never left. She is always dancing at home with her children and hosting fun dance lessons in her kids' classrooms. She is excited to reconnect with Ms. Kiki and join the Step It Up family.

Points of Contact

If you have any questions please contact Kiki at 650-630-0405 or juakila22@gmail.com.

In community,

The Step It Up Dance Team

February 15, 2024

Dear EPA Parks Representative,

As you know, StreetCode Academy (SCA) acts as a bridge between Black Indigenous People of Color (BIPOC) and the technology they need to thrive in a digital age. Our mission is to empower communities of color to achieve their full potential by introducing the mindsets, skills, and access needed to embrace tech and innovation. We believe that youths and their families can fully achieve their potential in a tech-centric world through bold STEM educational programming focused on invigorating minds and supporting career awareness/readiness.

Despite our proximity to Silicon Valley, the digital divide in the East Palo Alto community is significant. We work to bridge that gap through a blend of in-depth workshops for both youth and adults, networking events, and the distribution of critical technology equipment. Our work centers on three pillars of change:

- **Mindset Shifts**, driven by participation in culturally relevant learning experiences that empower BIPOC communities to see themselves in the technology they consume and prepare them to play a role in the tech world.
- **Building Skills**, beginning with distributing critical tech resources to underserved communities who lack digital tools, then providing digital literacy education to help them leverage those tools to gain experiences and skills needed to improve their outcomes.
- **Creating Access** to peers, mentors, and lead technology teachers paves the way for individuals to comfortably interact with and take advantage of our tech industry networks.

After the last two years of incredibly successful Pop-Ups in the Park partnership with EPA, we hope to create a new trio of summer events with the theme "Design-Craft Adventure!" These three seasonal events are designed to be fun, inclusive, family-friendly opportunities to explore cutting-edge tech through the lens of Gaming/Fashion/Nature. We have designed a program with specific parks in mind to optimize community participation.

StreetCode Academy has hosted Pop-Up events since 2018, and our staff has a clear understanding of the logistics and planning elements needed to make these events successful. We have a deep community reach, evidenced by our 2023 Pop-Up in the Park events that were attended by over 400 participants.

We hope to host these events in partnership with the City of East Palo Alto and look forward to deepening our relationship with the City.

Thank you for this opportunity,



Olatunde Sobomehin
Lead Servant & CEO, StreetCode Academy

Approach & Understanding

Our 3 proposed Pop-Ups in the Park will introduce STEM concepts in a family-friendly, inclusive, and fun outdoor environment. Hosting these events in City-owned/operated parks and facilities in East Palo Alto encourages community engagement and raises awareness of the free resources available to the EPA community.

For the East Palo Alto community, we have found that promoting events directly with partner organizations, sending out mailers to all of EPA, and community flyering work the best to engage our target families. We will also use email and text communication but not social media for EPA specifically. As always, we will be promoting the events to our enrolled students during other classes and Pop-Ups, and posting flyers throughout neighborhoods.

All details for the planning and implementation of each event will be communicated clearly and in a timely fashion between StreetCode Academy and the City. Our main point of contact is Quincy Sanders, the StreetCode Development Manager (quincy@streetcode.org). The logistics and programming details will be presented for approval at least 8 weeks before the event. Please see the attached document for detailed descriptions of each Pop-Up event.

COVID-19 Protocol

Safety Measures in Place

- Hand Sanitizer will be available throughout the event
- Sanitizing wipes for surfaces will be available throughout the event
- Masks will be available at the event in case someone forgets/loses/needs one
- Attendees should maintain at least three (3) feet distance between themselves as best as they can

June 20, 2024 - Design-Craft Your Virtual EPA Hackathon

Activity	Remote Plan
Event Registration via Eventbrite	An email announcement about the move to remote programming will be sent out to all event registrants 3 days prior to the event and will include a Zoom link and instructions on how to access Zoom.
Raffles/Giveaways	Names will be drawn via an online randomizer. Winners will be contacted via email and asked for their mailing addresses in order to ship their prizes to them.
Info and Opportunities	Staff will be present in a breakout room. Attendees can join and ask questions about StreetCode or get assistance in registering for StreetCode programs such as classes, the Work Innovation Program, the Accelerator, and more.
Food	No food will be given out
<i>Design-Craft Your Virtual EPA Hackathon</i> Game Activity	<i>Design-Craft Your Virtual EPA Hackathon</i> Activity will be moved to Zoom. Attendees will be led through the coding process by a lead tech instructor.

July 18, 2024 - Design Your Digital Drip! AR & Fashion Design

Activity	Remote Plan
Event Registration via Eventbrite	An email announcement about the move to remote programming will be sent out to all event registrants 3 days prior to the event and will include a Zoom link and instructions on how to access Zoom.
Raffles/Giveaways	Names will be drawn via an online randomizer. Winners will be contacted via email and asked for their mailing addresses in order to ship their prizes to them.
Info and Opportunities	Staff will be present in a breakout room. Attendees can join and ask questions about StreetCode or get assistance in registering for StreetCode programs such as classes, the Work Innovation Program, the Accelerator, and more.
Food	No food will be given out
Digital Fashion Design Challenge	Digital Fashion Design Challenge will be moved to Zoom. Participants will create designs that will be displayed in a virtual gallery and then will be provided instructions on how they can screen print it onto a t-shirt.

July 29, 2024 - Tech Nature Adventure

Activity	Remote Plan
Event Registration via Eventbrite	An email announcement about the move to remote programming will be sent out to all event registrants 3 days prior to the event and will include a Zoom link and instructions on how to access Zoom.
Raffles/Giveaways	Names will be drawn via an online randomizer. Winners will be contacted via email and asked for their mailing addresses in order to ship their prizes to them.
Info and Opportunities	Staff will be present in a breakout room. Attendees can join and ask questions about StreetCode or get assistance in registering for StreetCode programs such as classes, the Work Innovation Program, the Accelerator, and more.
Food	No food will be given out
Tech Nature Adventure	Attendees will be guided through how to download and use the 8th Wall augmented reality app by a lead tech instructor and encouraged to explore nature in their local neighborhood.

Work Plan & Schedule

General Event Tasks & Deliverables (specifics will vary by event):

Needs

	Task	Assignee
Food	Secure food vendors	Kyle Carter
Location	Confirm access to power	Kyle Carter
	Confirm logistics for rental of equipment including chairs, tables, tents, etc.	Jesus Guerrero
Giveaways	Secure StreetCode swag including t-shirts, stickers, brochures, etc.	Deija Walker
	Secure tech giveaways including PS4s, VR headsets, monitors, etc.	Jesus Guerrero
Roles	Overall Event Coordination	Kyle Carter
	DJ and Emcee	Kyle Carter
	Activities Support	Daniel Ramos
	Tech Support	Jesus Guerrero
	Info and Opportunities Booth	StreetCode Staff
Outreach	Send emails directly to our students and community	Jesus Guerrero
	Contact community partners	Kyle Carter
	Distribute fliers throughout East Palo Alto	StreetCode Staff

Agenda

2:00 PM	StreetCode staff arrives to set up speakers, supplies table, food area, sanitation stations
5:00 PM	Welcome attendees
5:10 PM	Opening remarks and activity explanation
5:30 PM	Event activities begin, food service begins
6:15 PM	Event activities wraps up
6:30 PM	Closing remarks, giveaway winner(s) announced, thank you for coming
6:45 PM	Cleanup begins
7:00 PM	Event finished

Insurance Certification

StreetCode Academy is insured under Nonprofits Insurance Alliance of California (NIAC) and is more than able to meet the City's minimum insurance requirement for the program period of March 1, 2024–August 31, 2024. Please see the attached document for policy details.

Firm & Personnel Experience (See attached resumes for more details)

Kyle L. Carter

With over a decade of experience in small event planning and management, Kyle has strong skills in the production, curation, coordination & hosting of in-person, live, and digital community events. As the Community Impact Design Associate for StreetCode Academy, he uses his knowledge of outreach and promotion to fulfill his duties as a community liaison. Kyle provides both logistical support and public-facing representation for StreetCode events.

Jesus Guerrero

While earning their B.A. in Chicana and Chicano Studies and a minor in Computer Science from San Jose University, Jesus led the Robotics Program and Competition at a nonprofit called MESA (Mathematics, Engineering, Science Achievement) and trained teachers to connect and teach their students different STEM topics. Jesus is the Community Technology Manager at StreetCode, where they manage the organization's tech for staff and community, keeping StreetCode Academy on the cutting edge of tech while educating the community about new tech trends. Project responsibilities include overseeing all of the tech for this program and helping plan the activities we will host.

Daniel Ramos

An educator for social change, Daniel grew up in Baldwin Park, CA, before pursuing his interests in tech and education at Stanford. He began teaching at StreetCode in 2019 and transitioned into his current role of Learning Experience Design Manager. In 2023, Daniel conceptualized, organized, and developed mobile, immersive learning experiences in artificial intelligence, virtual reality, and augmented reality for diverse audiences in a variety of settings for StreetCode Academy's Who's Next Tour Pilot. On the proposed project, he will help create the activities we will host and oversee our staff and volunteers in executing the activities.

Pop-Ups in the Park Event Descriptions

Our 3 proposed Pop-Ups in the Park will introduce STEM concepts in a family-friendly, inclusive, and fun outdoor environment. The events include:

Design-Craft Your Virtual EPA Hackathon | June 20, 2024 @ Bell Street Park (5 PM - 7 PM)

Coding & Design Pop-Up with Minecraft

Age group: All Ages

Attendee Cap: 50 Attendees; 15 StreetCode Staff

Summary: In this Pop-Up, StreetCode will celebrate the beginning of summer by hosting a community engineering and video-game design challenge in celebration of the community ingenuity and innovation in East Palo Alto in the Minecraft East Palo Alto virtual space. Families will become the leaders and builders of their community to respond to unique challenges from Minecraft citizens. They will work together to imagine the best East Palo Alto while learning video game design and civil engineering concepts. At the end, families will be able to showcase how they uniquely reimagined the future of East Palo Alto. We will do giveaways, assist the community with signups for classes and tech-based opportunities, and will give away free food.

Learning Outcomes:

- Mindset: creative confidence, design thinking, problem-solving, community collaboration
- Skills: engineering design, video game design, coding
- Access: Info, Resources, and Opportunities Booth (Classes, Community Technology Program, Work Innovation, Accelerator, Exposureships, etc.)

Materials/Supplies Needed:

- Wi-Fi/internet access
- Speakers
- Food
- Tables (food booth, Info, Resources, and Opportunities booth)
- Masks
- Hand Sanitizer
- Disinfecting Wipes
- Activity Materials (laptops, iPads)

Design Your Digital Drip! AR & Fashion Design | July 18, 2024 @ Jack Ferrel Park (5 PM - 7 PM)

Design Pop Up

Age group: All Ages

Attendee Cap: 50 Attendees; 15 StreetCode Staff

Summary: In this Pop-Up, students will design T-shirts and shoes, creating designs based on template examples. An overhead projector will cast designs on a screen for everyone to see. Designs will be printed on T-shirts for participants to take home. Students will also learn how to code and design Augmented Reality Fashion accessories that will take their fashion into the future. We will also be hosting giveaways, assisting the community with signups for classes and tech-based opportunities, and giving away free food.

Learning Outcomes:

- Mindset: creative confidence, design thinking
- Skills: 3D design and visualization, graphic design and layout
- Access: Info, Resources, and Opportunities Booth (Classes, Community Technology Program, Work Innovation, Accelerator, Exposureships, etc.)

Materials/Supplies Needed:

- Speakers
- Food
- Tables (food booth, Info, Resources, and Opportunities booth)
- Masks
- Hand Sanitizer
- Disinfecting Wipes
- Activity Materials (laptops, iPads, t-shirts, t-shirt press)

Tech Nature Adventure | July 29, 2024 @ Cooley Landing (5 PM - 7 PM)

VR Design Pop-Up

Age group: All Ages

Attendee Cap: 50 Attendees; 15 StreetCode Staff

Summary: In this Pop-Up, students will explore nature through AR and VR. Wearing VR headsets, participants will get to explore in and interact with a virtual space as well as the natural beauty of the Cooley Landing Nature Preserve through the lens of technology. Students will use technology to learn about the unique flora and fauna of our community and the world we live in to complete a scavenger hunt to win cool prizes. We will also be hosting our Demo-Day Student Showcase, giveaways, assisting the community with signups for classes and tech-based opportunities, and giving away free food.

Learning Outcomes:

- Mindset: creative confidence, design thinking, tech exploration
- Skills: VR design, AR design, creative problem-solving
- Access: Info, Resources, and Opportunities Booth (Classes, Community Technology Program, Work Innovation, Accelerator, Exposureships, etc.)

Materials/Supplies Needed:

- Speakers
- Food
- Tables (food booth, Info, Resources, and Opportunities booth)
- Masks
- Hand Sanitizer
- Disinfecting Wipes
- Activity materials (VR Headsets, iPads, AR headsets)

Kyle L. Carter

(650) 722-4820 ◊ 4096 Grama Terrace Fremont, Ca 94536 ◊ kyle@streetcode.org

Education

University of San Diego (San Diego, Ca)

May 2018

- ◊ Undergraduate Bachelor of Arts and Science in Communication Studies, Minor in Marketing

Skills & Qualifications

- ◊ First Aid/CPR Certified
- ◊ Advanced Leadership Ability
- ◊ Self-Directed Management Experience
- ◊ Small Event Planning & Management
- ◊ Specialize in Childcare & Tutoring, ages 5-17
- ◊ Notable Youth-Appropriate Communication

Work Experience

StreetCode Academy, Outreach & Community Impact Design Associate

Nov. 2018- Present

- ◊ Produce, curate, coordinate & host in-person and live digital events designed for celebration, community engagement, cultural connection, and tech relevance.
- ◊ Outreach and promotion of program offerings and community events to local communities and partners.
- ◊ Effectively manage 15+ community partnerships accounts to strengthen community network & presence.
- ◊ Represent as StreetCode Academy community liaison tabling and guest speaking at community and tech events.
- ◊ Utilize creativity and partnership connection to custom design events tailored for specific organization's needs, demographics and community.

Primetime of Mission Valley YMCA

Dec. 2016- Nov. 2017

- ◊ Actively supervised groups of 20+ students while collaborating with co-workers to ensure company protocols are followed in structuring engaging curriculum and exciting outdoor activities appropriate for students aged 5-12 years.
- ◊ Preserve student attention within a creative academic environment and active social setting to promote individual student welfare by maintaining, upkeeping, cleaning, and decorating of the classroom and company facilities.

Team Esface Coach, League Commissioner

Summers of 2010-2016

- ◊ Educated the fundamentals of basketball by implementing the basic drills, skill sets, and games with organized teams based on prepared player profiles for up to fifty youth-aged children while promoting fun & safe environment.
- ◊ Managed fellow coaches as League Commissioner to ensure team punctuality to reduce game delay, encourage professional league image, and promote positive rapport between both team players and coaches.

Bayshore Christian Ministries Kidsmart Intern

Sept. 2014-May 2015

- ◊ Tutored first and second graders in mathematics, reading, and writing while maintaining amassed progress reports of individual students over the course of the school year. Additionally, supervised yard duty during recesses & lunch periods.

Mural Music and Arts Project Intern

Oct. 2014-May 2015

- ◇ Collected & archived employee information to design profiles, along with managing financial responsibilities within the human resources department.
- ◇ Handled Spotify's guest appointments by confirming the appointment, greeting the arriving party, & touring the party throughout the facilities.

KC The BBQ Man Catering Assistant

June 2013-Present

- ◇ Assisting the Head Chef to unload, set up, and re-load the BBQ equipment to prepare meats & and other menu items, and inform menu details to clientele's event-goers.

Mural Music and Arts Project Mural Assistant

June 2009-Aug.2014

- ◇ Brand Ambassador responsible for creating lyrics for original hip-hop tracks that were personally performed at several venues and events such as Warfield, Stanford Blackfest, and other local venues with up to one thousand people in attendance.

Jesus Irrobel Guerrero

SAN JOSE, CA
(669) 255-3615
jesus@streetcode.org

Skills

Native Spanish Speaker; Website Management (WordPress, Squarespace, Wix); Google Workspace Admin; Salesforce Administration; Facility Management; IT Support

Experience

October 2021 - PRESENT

StreetCode Academy, East Palo Alto – *Community Technology Manager*

- Responsible for StreetCode Academy's technology and systems management
- Facilitated and Directed StreetCode Academy's office relocation
- Maintain the physical and cyber security StreetCode Academy
- Implement StreetCode Academy's Organizational Fiscal Year Budget
- Establishing StreetCode Academy's cross-organizational communication during our hybrid transition

May 2020 - September 2021

StreetCode Academy, East Palo Alto - *System Admin/Technology and Systems Manager*

- Strengthened StreetCode Academy's IT infrastructure during work from home
- Implemented Cybersecurity Training for all staff
- Evaluated StreetCode Academy's human risk management for cyber security
- Assisted in our Virtual Classrooms as problems arose

August 2018 - December 2019

MESA SJSU, San Jose- *Student Assistant*

- Wrote and maintained MESA SJSU's monthly newsletter
- Created and hosted Robotics Competitions for middle and high school students
- Recruited and managed volunteers for our competitions
- Coordinated with our partners to host field trips to Intel Headquarters

Education

August 2015 - Spring 2020

San Jose State University, San Jose CA- *Chicana and Chicano Studies, minor in Computer Science*

Working closely with the Chicana and Chicano community as well as the BIPOC community while using my computer science knowledge to bring STEM education.

Daniel Ramos

917 Oakes Street • East Palo Alto, CA 94303
Phone: (626) 513-5390 • E-Mail: dramos3@alumni.stanford.edu

Experience

Learning Experience Design Manager | StreetCode Academy **January 2019 – Present**

- Lead the design, development, and continuous improvement of StreetCode's skills classes under the guidance of StreetCode's Chief Education Officer as part of the Instructional Design Team
- Assist with the recruitment, hiring, and development of ~15-20 part-time Lead Instructors on a quarterly basis
- Project manage curriculum development and implementation of education program initiatives
- Piloted StreetCode's partnerships model in Summer 2019 from design to implementation, Tech for Community
- Facilitated the instruction of and managed a teaching team for the classes of Engineering Design and Intro to Hack

Education Partnerships Fellow | Haas Center – Stanford University **January 2018 – December 2018**

- Developed and implemented project-based Computer Science curriculum units for East Palo Alto Stanford Academy (EPASA) which connects Stanford students to youth in East Palo Alto
- Developed content, adapted lesson plans and activities, and trained volunteers in various science topics for specific classes of students using informal science learning as part of Science in Service
- Project managed curriculum development of place-based learning experiences for Science in Service
- Aided in the hiring process for new Science in Service Leads.

STEM Instructor & Decathlon Coach | St. John the Baptist, Baldwin Park, CA **Nov 2016 – September 2017**

- Taught CS to 300+ students in grades K-8 using Code.org's "Computer Science Fundamentals" and "Computational Thinking" curriculum for Courses 1-4 and Courses A-F
- Coached Math and Logic students for St. John the Baptist's Academic Decathlon Team (AJHD)

Continuous Improvement Intern | Ventura Coastal, LLC, Tipton/Visalia, CA **June 2016 – September 2016**

- Strategic development and in-house consulting work including project/process crashing, lean process evolution, efficiency optimization work, and throughput modeling.

Education

Stanford University, Stanford, CA **September 2013 – Present** (on extended leave)

- Pursuing interdisciplinary studies in Science, Technology, and Society, concentrating in Social Dynamics of Data and Information (SDDI) upon returning to Stanford
- Prior to absence, pursued an interdisciplinary degree in Symbolic Systems, concentrating in Learning

Bishop Amat Memorial High School, La Puente, CA **August 2009 – June 2013**

- Graduated as Valedictorian for the Class of 2013 with honors of National AP Scholar, Varsity Letters in Swimming and Basketball, and CIF Academic Team Honorable Mentions

Community Service

Tutor | Tutoring for Community @ Haas Center, Stanford, CA

Mentor | Science in Service @ Haas Center, Stanford, CA

Tutor | Ravenswood Reads @ Haas Center, Stanford, CA

Student Basketball Manager | Stanford University, Stanford, CA

Summer Youth Intern | Kaiser Permanente, Baldwin Park, CA

September 2017 – June 2018

January 2016 – January 2018

April 2016 – June 2016

September 2013 – September 2016

June 2012 – August 2012

Skills and Additional Information

- Computer/Technical: Java, C++, Python, JavaScript, p5.js, Microsoft Office Suite, Google Suite
- Languages: fluent in Spanish



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GS Insurance Solutions Inc 5201 Great America Parkway Suite 320 Santa Clara CA 95054		CONTACT NAME: Shantelle Sampayan PHONE (A/C, No, Ext): (844) 694-7467 FAX (A/C, No): (844) 205-6744 E-MAIL ADDRESS: shantelle@gsisol.com	
INSURED StreetCode Academy PO Box 51867 East Palo Alto CA 94303		INSURER(S) AFFORDING COVERAGE INSURER A: Nonprofits Insurance Alliance of California, Inc INSURER B: CompWest Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 12177	

COVERAGES **CERTIFICATE NUMBER:** GL_2024 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			2024-50008	01/11/2024	01/11/2025	EACH OCCURRENCE	\$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY			2024-50008	01/11/2024	01/11/2025	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			2024-50008-UMB	01/11/2024	01/11/2025	EACH OCCURRENCE	\$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A	CW WCP 10001929 03	01/11/2024	01/11/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
A	Professional Liability (E&O) Sexual Conduct & Physical Abuse Liab			2024-50008	01/11/2024	01/11/2025	Each Event/Agg Limit	\$ 1,000,000
							Per Claim/ Agg Limit	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

City of East Palo Alto, its subsidiary agencies, directors, officers, employees, agents, independent contractors and volunteers are named as Additional Insured's with respect to General Liability as required per written contract. Coverage is Primary & Non-Contributory. Umbrella is follow form.

30 day notice of cancellation, except for 10 day notice of cancellation for non payment of premium.

CERTIFICATE HOLDER City of East Palo Alto 2415 University Avenue East Palo Alto CA 94303	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Shantelle Sampayan</i>

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

- B.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.	All insured premises and operations.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

- C. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or

2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
 PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Any person or organization that you are required to add as an additional insured on this policy, under a written contract or agreement currently in effect, or becoming effective during the term of this policy. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.	All insured premises and operations.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY
ENDORSEMENT FOR PUBLIC ENTITIES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>Name of Person or Organization:</p>

A. Section II – WHO IS AN INSURED is amended to include:

4. Any public entity as an additional insured, and the officers, officials, employees, agents and/or volunteers of that public entity, as applicable, who may be named in the Schedule above, when you have agreed in a written contract or written agreement presently in effect or becoming effective during the term of this policy, that such public entity and/or its officers, officials, employees, agents and/or volunteers be added as an additional insured(s) on your policy, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:
- a. Your negligent acts or omissions; or
 - b. The negligent acts or omissions of those acting on your behalf;

in the performance of your ongoing operations.

No such public entity or individual is an additional insured for liability arising out of the sole negligence by that public entity or its designated individuals. The additional insured status will not be afforded with respect to liability arising out of or related to your activities as a real estate manager for that person or organization.

B. Section III – LIMITS OF INSURANCE is amended to include:

8. The limits of insurance applicable to the public entity and applicable individuals identified as an additional insured(s) pursuant to Provision A.4. above, are those specified in the written contract between you and that public entity, or the limits available under this policy, whichever are less. These limits are part of and not in addition to the limits of insurance under this policy.

C. With respect to the insurance provided to the additional insured(s), Condition 4. Other Insurance of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS is replaced by the following:

4. Other Insurance

a. Primary Insurance

This insurance is primary if you have agreed in a written contract or written agreement:

- (1) That this insurance be primary. If other insurance is also primary, we will share with all that other insurance as described in c. below; or

- (2) The coverage afforded by this insurance is primary and non-contributory with the additional insured(s)' own insurance.

Paragraphs (1) and (2) do not apply to other insurance to which the additional insured(s) has been added as an additional insured or to other insurance described in paragraph **b.** below.

b. Excess Insurance

This insurance is excess over:

1. Any of the other insurance, whether primary, excess, contingent or on any other basis:
 - (a) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
 - (b) That is fire, lightning, or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;
 - (c) That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises temporarily occupied by you with permission of the owner; or
 - (d) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of **SECTION I – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE.**
 - (e) Any other insurance available to an additional insured(s) under this Endorsement covering liability for damages which are subject to this endorsement and for which the additional insured(s) has been added as an additional insured by that other insurance.
- (1) When this insurance is excess, we will have no duty under Coverages **A** or **B** to defend the additional insured(s) against any "suit" if any other insurer has a duty to defend the additional insured(s) against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the additional insured(s)' rights against all those other insurers.
- (2) When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:
 - (a) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
 - (b) The total of all deductible and self-insured amounts under all that other insurance.
- (3) We will share the remaining loss, if any, with any other insurance that is not described in this **Excess Insurance** provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Methods of Sharing

If all of the other insurance available to the additional insured(s) permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any other the other insurance available to the additional insured(s) does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

Virsaie Dinae & Revive LLC
02/10/24

58 West Portal Ave

San Francisco CA 94127

City of East Palo Alto

2024 Summer Park Activation Program

Cover Letter:

Virsaie Dinae & Revive LLC was founded by myself, Saliah Radney in November 1998. My company sells and promotes home wholesale and retail products. Products include home furnishings, natural personal care, and men-women accessories. When the opportunity came and I was approached to participate in East Palo Alto's summer programming, I instantly thought my company would be a great asset for the summer programming. I often enjoy witnessing creative development within people. If given the opportunity, I will commit to offering a safe space for all to participate in designing and creating.

Approach And Understanding:

The objective of summer programs is to offer a service to the community assuring the benefit of a high level of learning tools. Tools to equip a skillset for the development of an individual's creativity and therapy. Virsaie Dinae & Revive will offer the skill of learning how to design and create men-women accessories. I will teach the community how to manufacture handmade accessories. My company will provide craft supplies for hats, handbags, necklaces, cufflinks, belts, neckties, scarves, earrings, and bracelets. Forms of arts and crafts have been known, to promote a sense of therapy and allow one to nurture their ability to be creative.

Work Plan:

City Of East Palo Alto Summer Programs: June- August

- o Introduction to Virsaie Dinae & Revive LLC\
- o Course outline
- o Community request for material and crafts
- o Course on design and fine arts
- o Community response and breakdown to creativity and arts
- o Understanding color, texture and material
- o Product Knowledge
- o Product development

- o Sizing and care of finished product
- o Grand Finally and fashion show for community designs

At the end of the summer program, all participants will have the ability to design and create accessories of their choice. These particular tools can possibly be a start to a long-term career, business, or hobby.

Resume:

Visaise Dinae & Revive LLC. Saliah Radney
58 West Portal Ave San Francisco, CA 94127, 205-687-0102

Virsaice Dinae & Revive LLC 1998- Present (www.virsaise.com)

Virsaice.com is a home for manufactured accessories, international home goods and products.

Insurance: (Insurance is being processed)

Auto: Liberty Mutual Insurance (to be submitted)

Workers Comp. (Sole-Proprietor/LLC) Exempt due to zero employees

Abuse & Border coverage: (to be submitted)

Personal Training: (none)



Community Building through Youth Service-Learning and Leadership

City of East Palo Alto

Point of Contact for Contract: Mora Oommen
Executive Director, Youth Community Service (YCS)

mora@youthcommunityservice.org, Phone- 650-644-5354 (mobile)

Mailing Address: YCS, PO Box: 61000, Palo Alto, CA 94306

YCS is a 501c3 nonprofit organization. Federal Tax ID number (EIN#) 20-8099150

Submitted to:

“Summer Programming for Youth & Families 2024”

Community Services & Recreation Division

City of East Palo Alto—City Hall

2415 University Avenue, East Palo Alto, CA 94303

Attn: Maurice Baker, Community Services Manager

February 16, 2024

1: Cover Letter

Dear Maurice,

Thank you for the opportunity for YCS to submit a proposal for the 2024 Summer Park Activation Grant. Youth Community Service (YCS) is requesting support for the YCS Summer of Service (SOS) youth service learning and leadership program to foster connectedness and community for all ages through youth-led fun and meaningful service pop-up projects in the parks.

Since 1990, Youth Community Service (YCS) has brought together communities with a focus on engaging youth in community programs. Particularly during the pandemic, YCS has worked with our partners to increase opportunities to reduce isolation. YCS has emphasized the importance of improving youth mental health and wellness with opportunities for intergenerational community engagement. YCS programs employ Tier 1 public health prevention strategies that build life skills and additional protective factors including substance use disorders and suicide ideation.

The geographic region served in San Mateo County includes East Palo Alto, Belle Haven, North Fair Oaks, and Redwood City. YCS applies evidence-based research and deep local knowledge and partnerships to guide our service-learning programs for youth. Service-learning is a proven upstream protective strategy to help achieve their full health and wellness potential. These community-based, service-learning opportunities increase youth awareness of community issues and simultaneously engage youth from varied socioeconomic backgrounds to come together to take action and engage their peers and the larger community. The overarching goals of YCS are to address: service-learning, leadership development, and social-emotional learning.

Funding from the City of East Palo Alto's Summer Park Activation Grant will support YCS guiding youth to lead the creation of service pop-ups, from June 2025 through August 2024, with the goal to connect the community through regularly scheduled intergenerational service projects open to community members of all ages. We anticipate engaging approximately 500 community members through this program.

Thank you for the opportunity to share our proposal.

Best wishes,



Executive Director
Youth Community Service
Phone: 650-644-5354
Email: mora@youthcommunityservice.org

Youth Community Service (YCS) Scope of Work

2: Approach and Understanding:

"I have also worked with YCS as a parent. For years, my own children have participated in the Summer of Service, an AWESOME program that teaches youngsters about how they can positively contribute to their communities in a variety of ways and it's fun! YCS is an extraordinary organization that empowers students and brings communities closer, through our youth. I strongly believe that the approach by YCS is the kind of organization that truly brings us closer to a more peaceful and just world." Amika Guillaume, Principal, East Palo Alto Academy

All communication between the City of East Palo Alto will primarily be through YCS Executive Director, Mora Oommen. Under the guidance of the Executive Director, YCS will have a team of seven staff who will implement our summer program. Funding from the City of East Palo Alto's Summer Park Activation Grant will support youth service learning and leadership to foster connectedness and community through fun and meaningful free service pop-up projects, open to the whole community in East Palo Alto parks as part of the YCS Summer of Service (SOS) Program.

YCS's 2024 Summer of Service is a six-week (4 hours per day) service and leadership summer enrichment program for up to 60 high school youth in East Palo Alto and surrounding neighborhoods. The SOS program offers youth the opportunity to implement impactful service projects for the community while learning the value of service and civic engagement. Funding from the City of East Palo Alto will specifically fund service pop-ups in the community that will be designed and organized by the youth for the larger community.

YCS utilizes the National Youth Leadership Council (NYLC)'s Service-Learning Framework IPARD (Investigation, Planning, and preparation, Action, Reflection, and Demonstration) to guide students through their service learning projects. All high school students, (rising 9th through graduating seniors) are invited to apply to the YCS Summer of Service 2024. We will kick-off the summer with a retreat and orientation, then break out to cohorts to develop weekly themed service projects that will culminate in weekly service pop-ups. We will end the summer with a reflection process and a demonstration of the skills learned at an exhibit of the programs and a fun celebration for the youth.

Youth in our program will participate in leadership trainings throughout the program and will implement the skills through youth-led service projects. Youth will practice leadership skills such as public speaking, consensus building, decision-making, future planning, budgeting, and more. Youth will also have the opportunity to submit service hours towards the requirements for the prestigious national President's Volunteer Service Award. By integrating these components into our program, the students will develop valuable leadership skills that will serve them well in their academic, professional, and personal pursuits.

The YCS Summer of Service weekly themes will include:

Erasing Loneliness- Youth will have the opportunity to interact with isolated populations in our community. Students will build community connections through projects that help create a safe, supportive environment for all. The focus of the service projects will be to make meaningful

connections between community members through methods that are accessible and safe for both the youth and the community members they serve.

Possible partners for the youth service projects include the East Palo Alto Senior Center, El Camino Health stroke recovery program, Sunrise Senior Living, and working with the County's suicide prevention efforts.

Celebrating our Differences- Students will focus on understanding and respecting similarities and differences among people in their greater community. Through intentional activities and service projects, youth will celebrate our unique traits and learn from each other's lived experiences. By the end of the week, students will feel more connected to their community, better understand the needs of others, and have a deeper insight into why their service matters.

Possible projects youth will choose from include; voice notes for clients at Vista Center for the Blind, ability inclusivity at Bell Street Park with Magical Bridge Foundation, and work with Anamatangi Polyniyan Voices on an environmental awareness project with native plants.

Investing in the Future- Youth will be looking forward and planting seeds for a brighter future with service projects related to environmental sustainability and early childhood education. Youth will research ongoing needs in their communities and implement solutions that will outlast their time in our summer program.

Potential community partners include; Izzi at East Palo Alto's preschool, Canopy, and Creative Monetssori.

By the end of the summer program, the SOS youth will complete:

- The opportunity to complete 100 hours of community service
- Leadership opportunities to lead multiple community service pop-ups in East Palo Alto parks
- The opportunity to apply for the President's Volunteer Service Award
- Design a resume-ready description of the work they completed
- A fun and engaging summer

3: Remote Program Protocol

YCS Operations plan for COVID-19 pandemic or other emergencies will include:

Shelter in Place- YCS has been offering service throughout the Pandemic and we are well accustomed to pivoting as the need arises for the wellness and safety of our community. If the pandemic requires that we must shelter in place participants will be provided with the materials they will need for the pop-up service projects. Written materials with detailed instructions will be provided via email, social media, or by mail.

Virtual operations- Service pop-up will be adapted to a setup using an online conference system such as zoom that will be free of cost to all participants.

Social Distancing protocol- all service pop-ups will be offered with social distancing protocols, including mask wearing will be followed as presented by the health department.

4: Work-Plan and Schedule for Youth-led Community Service Pop-Ups in the Park

Work Plan and schedule for the Summer of Service (SOS) Program:

March: Planning and Staffing for Summer program

April: Active recruiting for the summer program, youth will be able to choose the track they are most interested in selecting. Students will remain in their cohort for the duration of the program.

May: Staff onboarding and training.

Week 1, June 10: Start of Program, first-week will be focused on youth orientation and leadership workshop

Weeks 2,3,5: Each week will focus on our summer themes: Erasing loneliness Celebrating our Differences, and Investing in the Future. YCS mentorship will include ongoing service projects, training in messaging and storytelling, leadership development, implementing weekly community service pop-ups, and creating youth-informed evaluation and impact assessment.

Week 4, July 1: Focus on leadership and civic engagement development and celebrating our local community including celebrating the anniversary of the incorporation of the City of East Palo Alto.

Last week, Week 6: will be focused on youth wrap-up, reflection, reporting, and celebration.

Aug: Staff wrap-up and evaluation reports

Community Outreach and Engagement Strategy

YCS will mentor youth to identify and create community-based solutions. YCS will introduce youth to inter-connected, complex social and racial justice challenges that are being addressed by our nonprofit partners and our community. YCS youth-designed service pop-ups will provide enriching service opportunities that build connectedness and power-building in the community to be part of the solution to a more just and equitable world.

YCS will engage youth leaders to plan and implement five (5) youth-led service pop-ups open to all community members. YCS staff will facilitate a series of engaging workshop sessions, that will guide the youth leaders through planning, implementation, and reflection for each of the five youth-led service pop-ups. Potential service pop-up activities in the East Palo Alto parks will include, topics such as:

Mental wellness-themed service in the park: participants will be invited to make their own stress balls, add words of support to positivity posters. We will also invite partners such as Ravenswood Family Health Center to share mental health resources for the community.

Environment-themed service in the park: participants can make "bee hotels" and native plant seed balls to support the local habitat. Participants can also learn other ways to support our local ecology from partners like Grassroots Ecology and Canopy.

Community support-themed service in the park: YCS could host a food or supply drive for EHP, WeHope or LifeMoves and also invite participants to make activity kits for clients with small children.

Animal-themed service in the park: YCS would invite participants to paint shelter animal portraits to help these animals find forever homes. We would invite partners like the Human Society to help share

information about their services and how to help shelter animals even if they aren't able to adopt at this time.

Ability awareness service in the park: we could make activity kits for organizations like Ability Path that work with children and adults with developmental disabilities and invite participants to make tactile greeting cards for the visually impaired who seek services with Vista Center.

YCS service pop-ups are a powerful way to create intergenerational connections that are vital to a thriving community. Research from Harvard University has shown that the single most common factor for children to build resiliency and increase the likelihood of positive outcomes is to have at least one positive relationship with a parent, caregiver, or other adults. That relationship can counterbalance already experienced adversity as well as build resiliency to meet future challenges. YCS engages local Black Indigenous, People of Color (BIPOC) youth in service learning programming that builds practical job skills while creating and maintaining meaningful community connections with YCS facilitators, community partners, and one another.

Youth will ground their work in the Developmental Assets® framework created by Search Institute® consisting of preventative measures, positive experiences, and qualities that help youth grow to be healthy, caring, and responsible adults. In particular, the service pop-ups will focus on Asset 9: Service to Others, a gateway asset to developing up to 20 other assets on the framework's list of 40 assets. By designing service pop-ups that bring together all members of the community in service, youth become a valued part of their community and active contributors to society.

YCS in partnership with a number of our service partners such as EHP, Canopy, Nuestra Casa, and Magical Bridge to create engaging flyers and PSA's that will be distributed to community members to inform them of the free SOS service pop-ups that will be offered at the park.

Event operations plan: Report and/or document preparation, and project management

a. Project Kick-off Meeting: YCS Executive Director Mora Oommen will meet with the Community Services and Recreation staff to identify project milestones, refine the scope of work, confirm the timeline, clarify specific roles and responsibilities, and identify project resources.

b. Project Management: YCS will keep detailed records of youth attendees at our SOS program. We will also conduct intake at the free service pop-ups to document which city participants are coming from and how they heard about the event. We will also keep track of the number of service projects that are completed and the impact we have on the community that will be served through the service projects. YCS will be available to meet with City staff for regular conference calls and in-person meetings at key project milestones.

YCS looks forward to working with City staff to identify a comprehensive strategy for community involvement that maximizes input from a variety of stakeholders. YCS will be available to prepare all meeting materials, meeting presentations, and summaries of each event/meeting/online activity.

Council Hearings: YCS will be available to develop and assist in presentations for recommendations to the City Council on summer programming and will be prepared to attend at least two City Council meetings.

Event operations plan: Report and/or document preparation: YCS staff will engage approximately 60 youth in our six-week SOS program. Funding from the City of East Palo Alto will cover the cost of student program kick-off and wrap-up activities and the researching, planning, preparing, delivering, and reporting on 5 community service pop-ups offered free in East Palo Alto parks for all in the community. The estimated number of participants in the five service pop-ups will be 75-100 at each, reaching a total of approximately 500 community members.

Fee Breakdown:

- \$8,000 staffing
- \$2,000 program materials
- \$3,000 youth stipends*
- \$1,500 promotion and publicity
- \$2,000 refreshments at service pop-ups
- \$1,000 group transportation to visit service organization
- \$500 administration and reporting

Total Program Budget: \$18,000

*YCS offers our youth leaders stipends to help reduce barriers to accessing our programs. This money may be used for expenses to support their access to our program and their pursuit of service-learning projects.

5: Insurance (Please see attached Certificates)

6: Firm & Personnel Experience:

Youth Community Service (YCS) is a community-based nonprofit founded in 1990 as a partnership between Palo Alto and East Palo Alto and their two school districts to engage students in service learning. Over the last three decades, YCS programs have expanded to engage youth and their communities across San Mateo and Santa Clara counties. In the academic year 2022-23, with the generous support of our donors and program partners, YCS engaged over 12,820 participants who collectively contributed over 60,900 hours of community service. YCS certified over 20,040 hours of community service completed by 168 applicants for the Presidential Volunteer Service Award. YCS verified 26,886 hours through our high school transcript recognition program for 165 graduating seniors.

The mission of YCS is to elevate youth voice to raise community connection and equity through service. To support students, YCS is committed to implementing Tier 1 prevention strategies to transform students' social-emotional learning and educational experiences through meaningful service and reflection. Guided by research-based strategies and programs, YCS service-learning coordinators guide student experiences that improve internal and external outcomes, including self-esteem, academic commitment, social and emotional health, and choices, reduction in isolation, and improved connectedness among youth.

YCS is committed to partnership and we look forward to partnering with a number of East Palo Alto nonprofit organizations to deliver our service pop-ups in the park in 2024.

7: Resumes

List and provide resumes for committed individuals who will be assigned to the summer program.

Mora Oommen (she/her)	Mora joined the YCS team as executive director in 2020. She previously served as executive director of Blossom Birth and Family in Palo Alto. Mora cares deeply about social justice and community service, and she has served on the boards of the Palo Alto Recreation Foundation, Mothers Symposium, and Castilleja School Association. A graduate of Georgetown University's School of Foreign Service and University College of London's Institute of Education, Mora was raised in the United States and India.
Evangeline Domínguez (she/her)	Growing up in an area that has been incredibly impacted by substance abuse, gangs, violence, poverty, and young people who have been neglected, Eva has made it her life's mission to empower youth. Eva was born and raised in the East Side of San Jose and aspires to one day have her own organization that helps her community prosper and flourish. Eva has worked with YCS for more than four years across various programs with youth ages 5 - 18.
Evelin Romero (she/her/ella)	Evelin was raised in East Palo Alto and graduated from Menlo-Atherton High School. She has worked at a number of nonprofit organizations in East Palo Alto. Most recently she oversaw the YCS contract with the City of East Palo Alto COVID19 Vaccine Incentive Program and Clinic wrap-around services. Evelin oversees the service recognition and awards program at YCS.
Helena Cirne (she/they/ella)	Helena, an alumna of Gunn High School and was raised in Palo Alto. She earned her degree from Columbia University, where she dedicated herself to mental health advocacy and crisis counseling through her involvement with Nightline Peer Listening. Now back in the Bay Area, Helena aspires to empower students in finding their voice through meaningful service engagements.
Mary Morrison (she/her)	Mary recently completed her Bachelor's in Science in Criminal Justice/Social Works. She brings many years of experience working with children with special needs. Most recently Mary was a registered behavior technician at Kyo Care where she partnered with four school districts in the San Jose area, working directly with teachers, parents, and students (ages 7-19) to monitor and adjust problematic behaviors using ABA Therapy techniques.
Karen Castillo (she/her/ella)	Karen was born in Mexico City and raised in the Bay Area. She is a Woodside High School alumna and received her BA in Sociology, and Social Services from California State University East Bay. She is passionate about helping underrepresented youth receive opportunities and resources that are not readily available to them. She hopes to be a resource for youth to find their passions and their talents and through service make a positive impact in their communities.
Alliyah Johnson (she/her)	Alliyah is Bay Area born and raised and has been helping youth, kindergarten through college since she can remember. She graduated from CSU Stanislaus in 2022 with a BA in Psychology and is currently working on her MA in Industrial Organizational Psychology from Golden Gate University in San Francisco. Alliyah strives to build more awareness toward mental health and service initiatives that aid in empowering youth voices in every community.
Persia Fakhr (she/her)	Persia is a resident of East Palo Alto and recently graduated with a BA in Psychological Sciences, a minor in Writing Studies and English from the University of California-Merced. She is passionate about changing the life trajectories of local youth and families through academic support. She is committed to making a positive contribution in the areas of child and family counseling.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/23/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Andrew Atsaves c/o Artex Risk Solutions, Inc. P.O. Box 13838 Scottsdale, AZ 85267	CONTACT NAME: PHONE (A/C, No., Ext): (480) 951-4177 FAX (A/C, No): (480) 951-4266 E-MAIL ADDRESS: SDL.BSD.Certificates@artexrisk.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : Zurich-American Insurance Company 16535 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED Execustaff HR, Inc. Labor Contractor, for co-employees of: Youth Community Services 5655 Silver Creek Valley Rd #237 San Jose, CA 95138		

COVERAGES **CERTIFICATE NUMBER: 23CA064796611** **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC 54-78-690-13	04/01/2023	04/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	Location Coverage Period:			04/01/2023	04/01/2024	Client# YCS	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage is provided for only those co-employees of, but not subcontractors to:

Youth Community Services
 780 Arastradero Rd
 Palo Alto, CA 94306

CERTIFICATE HOLDER City of East Palo Alto 2415 University Ave. East Palo Alto, CA 94303	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 03/02/2023	Countersigned By:
Named Insured: Youth Community Service	(Authorized Representative)

SCHEDULE

Name of Person(s) or Organization(s): City of East Palo Alto (See Manuscript)
--

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

City of East Palo Alto
(See Manuscript)

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

CANCELLATION NOTICE TO SCHEDULED ADDITIONAL INSURED OR CERTIFICATE HOLDER

This endorsement modifies insurance provided under the following:

- COMMERCIAL GENERAL LIABILITY COVERAGE PART
- PROFESSIONAL LIABILITY COVERAGE PART
- COMMERCIAL CRIME COVERAGE PART
- COMMERCIAL INLAND MARINE COVERAGE PART
- COMMERCIAL PROPERTY COVERAGE PART
- COMMERCIAL AUTOMOBILE COVERAGE PART

SCHEDULE OF ADDITIONAL INSURED OR CERTIFICATE HOLDERS

AI or CH	Additional Insured or Certificate Holder	Address
AI	City of East Palo Alto	2415 University Ave, 2nd Floor
	(See Manuscript)	East Palo Alto, CA 94303

The following is added to **A. CANCELLATION** of the Common Policy Conditions of the above applicable coverage part:

- A. In the event we cancel the policy in accordance with the policy's terms and conditions, we will endeavor to mail written notice of cancellation to Additional Insureds or Certificate Holders, shown in the above SCHEDULE within the time frame listed below. However, failure to mail such notice shall impose no obligation of any kind upon us, our agents or representatives.
 1. 30 days before the effective date of cancellation if we cancel for any reason other than for non - payment of premium.

As respects Additional Insureds, the above cancellation provision applies only when the Additional Insured shown in the above **SCHEDULE** is added to the policy by a separate additional insured endorsement as the **CANCELLATION NOTICE TO ADDITIONAL INSURED OR CERTIFICATE HOLDER** does not provide additional insured coverage.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY INSURANCE**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Effective Date: 07/01/2021

Name of Person or Organization (Additional Insured):

City of East Palo Alto

Its subsidiary agencies, directors, officers,
employees, agents, independent contractors and volunteers

SECTION II – WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the endorsement Schedule, but only with respect to liability for “bodily injury,” “property damage” or “personal and advertising injury” arising out of or relating to your negligence in the performance of “your work” for such person(s) or organization(s) that occurs on or after the effective date shown in the endorsement Schedule.

This insurance is primary to and non-contributory with any other insurance maintained by the person or organization (Additional Insured), except for loss resulting from the sole negligence of that person or organization.

This condition applies even if other valid and collectible insurance is available to the Additional Insured for a loss or “occurrence” we cover for this Additional Insured.

The Additional Insured’s limits of insurance do not increase our limits of insurance, as described in **SECTION III – LIMITS OF INSURANCE**.

All other terms, conditions, and exclusions under the policy are applicable to this endorsement and remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED
PRIMARY AND NON-CONTRIBUTORY INSURANCE**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Effective Date: 03/02/2018

Name of Person or Organization (Additional Insured):

Where required by written contract

SECTION II – WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the endorsement Schedule, but only with respect to liability for “bodily injury,” “property damage” or “personal and advertising injury” arising out of or relating to your negligence in the performance of “your work” for such person(s) or organization(s) that occurs on or after the effective date shown in the endorsement Schedule.

This insurance is primary to and non-contributory with any other insurance maintained by the person or organization (Additional Insured), except for loss resulting from the sole negligence of that person or organization.

This condition applies even if other valid and collectible insurance is available to the Additional Insured for a loss or “occurrence” we cover for this Additional Insured.

The Additional Insured’s limits of insurance do not increase our limits of insurance, as described in **SECTION III – LIMITS OF INSURANCE**.

All other terms, conditions, and exclusions under the policy are applicable to this endorsement and remain unchanged.

ABUSIVE CONDUCT LIABILITY COVERAGE FORM POLICY DECLARATIONS

PLEASE READ THIS POLICY CAREFULLY.

Policy Number: PHPK2510084 Effective date: 03/02/2023
12:01 A.M. Standard Time

LIMITS OF INSURANCE:	
AGGREGATE LIMIT	\$ <u> 2,000,000 </u>
EACH ABUSIVE CONDUCT LIMIT	\$ <u> 1,000,000 </u>
DEDUCTIBLE:	\$ <u> NONE </u>
BUSINESS DESCRIPTION:	
Form of Business: NON PROFIT ORGANIZATION	
Business Description: Non Profit Organization	
PREMIUM: \$ 150.00	
FORMS AND ENDORSEMENTS (Other than Applicable Forms and Endorsements Shown Elsewhere in the Policy)	
Forms and Endorsements Applying to this Coverage Part and Made Part of this Policy at Time of Issue:	
SEE SCHEDULE ATTACHED	

Philadelphia Indemnity Insurance Company
Form Schedule – Abusive Conduct Liability

Policy Number: PHPK2510084

Forms and Endorsements applying to this Coverage Part and made a part of this policy at time of issue:

Form	Edition	Description
PI-SAM-008D	0117	Abusive Conduct Liability Coverage Policy Dec
PI-ARB-1	0403	Binding Arbitration
PI-SAM-008	0519	Abusive Conduct Liability Coverage Form

ABUSIVE CONDUCT LIABILITY COVERAGE FORM

PLEASE READ THE ENTIRE FORM CAREFULLY.

Various provisions in this policy restrict coverage. Read the entire policy carefully to determine your rights, duties and what is and is not covered.

Throughout this policy the words "you" and "your" refer to the Named Insured shown in the Declarations. The words "we," "us" and "our" refer to the Company providing this insurance.

The word "insured" means any person or organization qualifying as such under **SECTION II – WHO IS AN INSURED**.

Within the context of this coverage form, "this insurance" refers to the coverage provided by this Abusive Conduct Liability Coverage Form.

Other words and phrases that appear in quotation marks have special meaning. Refer to **SECTION VI – DEFINITIONS**.

SECTION I – COVERAGE

A. ABUSIVE CONDUCT LIABILITY COVERAGE

1. Insuring Agreement

- a. We will pay those sums that the insured becomes legally obligated to pay as "damages" because of "bodily injury" to which this insurance applies caused by:

(1) "Abusive conduct";

(2) The negligent:

(a) Employment;

(b) Selection;

(c) Investigation;

(d) Supervision;

(e) Reporting to the proper authorities, or failure to so report; or

(f) Retention

of any "employee," "volunteer worker" or any other person or persons for whom the insured is or ever was legally responsible and whose conduct would be covered by (1) above;

(3) The negligent:

- (a) Placement of adoptive or foster children;
 - (b) Selection or training of adoptive or foster parents; or
 - (c) Supervision of adoptive or foster parents,
that gives rise to "claims" of "abusive conduct";
- (4) The negligent:
- (a) Design;
 - (b) Control;
 - (c) Maintenance;
 - (d) Supervision;
 - (e) Inspection; or
 - (f) Investigation
- of prospective tenants of your premises; premises in your control; or premises you have leased to another that gives rise to "claims" of "abusive conduct"; or
- (5) The negligent failure to provide professional services or neglect of the therapeutic needs of a client, patient or other person because of "abusive conduct."

Subject to the above provisions, we have the right and duty to defend any "suit" seeking "damages" to which this insurance applies. However, we have no duty to defend the insured against any "suit" seeking "damages" to which this insurance does not apply. We may at our discretion, investigate and settle any "claim" of "abusive conduct" and any "suit" that may result. But:

- (i) The amount we will pay for "damages" is limited as described in **SECTION III – LIMITS OF INSURANCE**; and
- (ii) Our right and duty to defend end when we have used up our applicable limit of insurance in the payment of "damages."

We will pay, with respect to any "claim" we investigate or "suit" we defend, any "defense costs" we incur. No other obligation or liability to pay sums or perform acts or services is covered unless explicitly provided for in **B. EMPLOYEE AND VOLUNTEER WORKER DEFENSE COVERAGE** below.

b. This insurance applies to "damages" because of "bodily injury" only if:

- (1) The "bodily injury" is caused by "abusive conduct" that takes place in the "coverage

territory"; and

(2) The "abusive conduct" first occurs during the policy period.

- c. "Damages" because of "bodily injury" include "damages" claimed by any person or organization for care, loss of services or death resulting at any time from the "bodily injury."

2. Exclusions

This insurance does not apply to:

- a. Any "claim" or "suit" against any person who personally takes part in any "abusive conduct";
- b. Any "claim" or "suit" against any person who intentionally fails to report "abusive conduct" committed by an "employee," "volunteer worker" or any other person for whom any insured is legally responsible;
- c. Any "claim" or "suit" against any person who commits an intentional or criminal act;
- d. Any "claim" or "suit" against any "employee," "volunteer worker" or any other person for whom any insured is or ever was legally responsible if at the time of this policy's inception any insured was aware of actual or alleged "abusive conduct" by such person;
- e. Liability assumed by the insured under any contract or agreement;
- f. Any obligation for which an insured, or any insurance carrier of the insured, may be held liable under a workers compensation, disability benefits or unemployment compensation law or any similar law;
- g. Any "claim" or "suit" arising out of matters which may be deemed uninsurable;
- h. Any "claim" made against an insured by another insured except a "claim" made by an insured who is an "employee" or "volunteer worker," subject to Exclusion i. below;
- i. Any "claim" made by or on behalf of:
 - (1) Your "employee" or "volunteer worker";
 - (2) The spouse, child, parent, brother or sister of an "employee" or "volunteer worker" as a consequence of "abusive conduct" to that person; or
 - (3) Any applicants for employment or former "employees" or "volunteer workers."

However, this exclusion does not apply in the limited instance where your "employee" or "volunteer worker" is also your client and receiving services falling within the official scope of

the services which you provide and the "claim" arises out of the provision of these services;

- j. Any "defense costs" associated with a criminal trial including appeals;
- k. "Abusive conduct" that predates the inception of this policy notwithstanding that such "abusive conduct" may continue into this policy period;
- l. Any "claim" arising out of, based upon or attributable to:
 - (1) Any litigation or demand against an insured pending on or before the inception of this policy, including any future litigation or demand based on the prior or pending litigation that is derived from the same or essentially the same facts as alleged in such prior litigation;
 - (2) Any "abusive conduct," fact, circumstance or situation which has been the subject of any written notice given under any other policy of insurance prior to inception of this policy; or
 - (3) Any "abusive conduct," fact, circumstance or situation of which, as of the inception of this policy, the insured had knowledge and from which the insured could reasonably expect a "claim" to arise; or
- m. Any "claim" or "suit" arising out of sexual discrimination and/or sexual harassment, whether asserted under any federal or state statute or the common or civil law of any jurisdiction.

B. EMPLOYEE AND VOLUNTEER WORKER DEFENSE COVERAGE

We will also pay on your behalf "defense costs" for an "employee" or "volunteer worker" who is alleged to be directly involved in "abusive conduct" until such time as that individual is adjudicated to be a wrongdoer or enters a plea of no-contest.

This coverage does not apply to any "employee" or "volunteer worker" who knowingly allows the "abusive conduct."

SECTION II – WHO IS AN INSURED

- A. You are an insured.
- B. Each of the following is also an insured:
 - 1. Your directors, but only for liability arising from their duties as your directors;
 - 2. Your "employees," but only for liability arising within the scope of their employment duties for you;
 - 3. Your "volunteer workers" but only for liability arising within the scope of their volunteer duties related to the conduct of your organization; and

4. Students in training, but only for liability arising within the scope of their duties related to the conduct of your organization.

SECTION III – LIMITS OF INSURANCE

- A. The limit of insurance shown in the Declarations and the rules below fix the most we will pay for all “damages” regardless of the number of:
 1. Insureds;
 2. “Claims” made or “suits” brought; or
 3. Persons or organizations making “claims” or bringing “suits.”
- B. The Each Abusive Conduct Limit shown in the Declarations is the most we will pay for each “abusive conduct” incident regardless of the number of incidents involved. Two or more “claims” for “damages” because of the same “abusive conduct” shall be:
 1. Considered a single “claim”; and
 2. Such “claims,” whenever made, shall be assigned to only one policy (whether issued by us or any other insurer) and if that is this policy, only one Each Abusive Conduct limit of insurance shall apply.
- C. The aggregate limit shown in the Declarations is, subject to Paragraph B. of this section, the total limit of our liability for all “damages” to which this insurance applies.

Multiple incidents of “abusive conduct” which take place over multiple policy periods for which this coverage is provided shall be deemed to constitute one “abusive conduct” and shall be deemed to occur only at the time of such first incident. Coverage for such “abusive conduct” shall be provided only under the policy, if any, which is in place at the time of the first such incident and shall be subject to the applicable limit of insurance in that one policy.

The aggregate limit of this Coverage Part applies separately to each consecutive annual period of this policy; and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations; unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the limit of insurance.

SECTION IV – DEDUCTIBLE

- A. Our obligation to pay “damages” on your behalf applies only to the amount of “damages” in excess of the applicable deductible amount shown in the Declarations.
- B. The Deductible applies to all “damages” that are the result of any “claim” of “abusive conduct.”
- C. The terms of this insurance, including those with respect to:
 1. Our right and duty to defend the insured against any “suits” seeking those “damages”; and
 2. Your duties in the event of an incident, “claim,” or “suit”apply irrespective of the application of the deductible amount.

- D. We may pay any part or all of the deductible amount to effect settlement of any claim or "suit" and, upon notification of the action taken, you shall promptly reimburse us for such part of the deductible amount as has been paid by us.

SECTION V – ABUSIVE CONDUCT LIABILITY CONDITIONS

A. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

B. Duties In the Event of an Incident, Claim or Suit

1. If a "claim" is made or "suit" is brought against any insured, you must provide us with written notice of the "claim" or "suit" as soon as practicable, but no later than 60 days after the "claim" is made or "suit" is brought.
2. You and any other involved insured must:
 - a. Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the "claim" or "suit";
 - b. Authorize us to obtain records and other information;
 - c. Cooperate with us in the investigation, settlement or defense of the "claim" or "suit" including the release of any personnel records of the person(s) allegedly involved in the "abusive conduct"; and
 - d. Assist us, upon our request, in the enforcement of any right against any person or organization which may be liable to the insured because of "abusive conduct" to which this insurance may also apply.
3. No insureds will, except at their own cost, and without recourse to this policy, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

C. Legal Action Against Us

No person or organization has a right under this Coverage Part:

1. To join us as a party or otherwise bring us into a "suit" asking for "damages" from an insured; or
2. To sue us on this Coverage Part unless all of its terms have been fully complied with.

A person or organization may sue us to recover as a result of an "agreed settlement" or on a final judgment against an insured obtained after an actual trial, but we will not be liable for "damages"

that are not payable under the terms of this Coverage Part or that are in excess of the applicable limit of insurance.

D. Other Insurance

If other valid and collectible insurance is available to the insured for a loss we cover under this Coverage Part, our obligations are limited as follows:

1. Primary Insurance

This insurance is primary except when 2. below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then we will share with all that other insurance by the method described in 3. below.

2. Excess Insurance

If any insured has other insurance providing coverage similar to this insurance, then this insurance shall be excess over and above that other insurance except where such insurance is specifically designated as excess to this policy.

When this insurance is excess, we will have no duty to defend any "claim" or "suit" that any other insurer has a duty to defend. If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- a. The total amount that all such other insurance would pay for the loss in the absence of this insurance; and
- b. The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision.

3. Method of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also.

Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limit of insurance of all insurers.

E. Premium Audit

- 1. We will compute all premiums for this Coverage Part in accordance with our rules and rates;

2. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period. Audit premiums are due and payable on notice to the first Named Insured. If the sum of the advance and audit premiums paid for the policy term is greater than the earned premium, we will return the excess to the first Named Insured; and
3. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

F. Representations

By accepting this policy, the insured agrees:

1. The statements in the Declarations, and in the application for insurance are accurate and complete;
2. Those statements are based upon representations made by the insureds; and
3. We have issued this policy in reliance upon those representations.

G. Transfer of Rights of Recovery Against Others To Us

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

H. Two Or More Coverage Parts Or Policies Issued By Us

It is our stated intention that the various coverage parts or policies issued to you by us, or any company affiliated with us, do not provide any duplication or overlap of coverage for the same "claim" or "suit." We have exercised diligence to draft our coverage parts and policies to reflect this intention, but should the circumstances of any "claim" or "suit" give rise to such duplication or overlap of coverage, then, notwithstanding any other provision of this or any other policy, if this policy and any other coverage part or policy issued to you by us, or any company affiliated with us, apply to the same "abusive conduct," professional incident, occurrence, offense, wrongful act, accident or loss, "claim" or "suit," the maximum limit of insurance under all such coverage parts or policies combined shall not exceed the highest applicable limit of insurance under any one coverage part or policy.

This condition does not apply to any Excess or Umbrella policy issued by us specifically to apply as excess insurance over this policy.

I. When We Do Not Renew

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

SECTION VI – DEFINITIONS

A. "Abusive conduct" means all actual, threatened or alleged acts of physical abuse, sexual abuse, sexual molestation, sexual misconduct, sexual exploitation, or sexual injury arising out of a single act, or continuous or repeated exposure of one person or two or more people to multiple acts, of a sexual nature committed by:

1. One person; or
2. Two or more people acting together or in related acts or series of acts.

Any act or multiple, continuous, related or repeated acts of "abusive conduct" by one person or two or more people acting together will be deemed one "abusive conduct" and will be deemed to occur only when the first "abusive conduct" takes place, regardless of:

- a. The number of people injured;
- b. The time period, including multiple policy periods, over which the "abusive conduct" took place;
- c. The number of such acts; or
- d. Whether, in the case of two or more people acting together, each such person participated in each act.

B. "Agreed settlement" means a settlement and release of liability signed by the insured and the claimant or the claimant's legal representative, and approved by us.

C. "Bodily injury" means bodily injury, sickness or disease sustained by a person. "Bodily injury" includes mental anguish, mental injury, shock, fright or death resulting from physical injury or "abusive conduct."

D. "Claim" means any written demand for monetary relief.

E. "Coverage territory" means:

1. The United States of America (including its territories and possessions), Puerto Rico and Canada;
2. International waters or airspace, but only if the injury or damage occurs in the course of travel or transportation between any places included in Paragraph 1. above; or
3. All other parts of the world if the injury or damage arises out of the activities of a person whose home is in the territory described in Paragraph 1. above but is away for a short period of time on your business;

provided the insured's responsibility to pay "damages" is determined in a "suit" on the merits, in the territory described in Paragraph 1. above or in a settlement to which we agree.

F. "Damages" means a monetary:

1. Judgment;
2. Award; or
3. Settlement,

but does not include fines, sanctions, penalties, punitive or exemplary damages or the multiple portion of any damages.

- G. "Defense costs" mean any costs to investigate a "claim" or defend a "suit" seeking "damages." These costs are outside the limits of insurance.
- H. "Employee" includes a "leased worker" or a "temporary worker."
- I. "Leased worker" means a person leased to you by a labor leasing firm under an agreement between you and the labor leasing firm, to perform duties related to the conduct of your business.
- J. "Suit" means a civil proceeding in which "damages" because of "abusive conduct" to which this insurance applies are alleged. "Suit" also includes:
1. An arbitration proceeding in which such "damages" are claimed and to which you must submit or do submit with our consent; or
 2. Any other alternative dispute resolution proceeding in which such "damages" are claimed and to which you submit with our consent.
- K. "Temporary worker" means a person who is furnished to you to substitute for a permanent "employee" on leave or to meet seasonal or short-term workload conditions.
- L. "Volunteer worker" means a person who is not your "employee," and who donates his or her work and acts at the direction of and within the scope of duties determined by you, and is not paid a fee, salary or other compensation by you or anyone else for their work performed for you.