

# City of Delano

## Summer Recreation Funding Worksheet

### Contact Information

Managing Entity: District 879 Community Education  
*Applicants must be a public entity*

Main Contact: Sarah Farniok

Address: Delano Community Education  
 700 Elm Avenue, Delano, MN 55328

Phone: 763-972-3365, ext. 2110

Email: tac@delano.k12.mn.us

Secondary Contact: Diane Johnson

Phone: 763-972-3365, ext. 2440

Email: djohnson@delano.k12.mn.us

### Requisite Information

Program Name: Summer Trek

Target Age Range: Middle School students (entering grades 5–9)

Programming Dates: Eight individual days between 6/4 and 8/31, 2007

Programming Time: Generally 9 am to 5 pm, depending on field trip destination

General Description of Programming: *Please Attach*

### Funding

Amount of Funding Request: \$2500.00  
*Please attach detailed operating budget for the program.*

Program Type: Start-Up      Ongoing  
*If ongoing, how many years? 3*

Will funds be dedicated to staff salaries: Yes    No    20% of request

Have other jurisdictions been approached for funding?      Yes    No  
 If yes, Jurisdictional Funding: For Discovery Zone (Elementary program): YES  
 For Summer Trek: not specifically

Name	Contribution Amount	Annual/Single Contribution

Does your program have a user fee?      Yes    No  
*Please Explain in Detail:*

We will use funding from the City to cover bussing, supplies, printing, scholarship assistance, and a small portion of staff expense. Bus expense is based on both hourly and mileage charges, per the District 879 contract. Adult supervision will be provided using approximately a 1 to 12 ratio. Some destinations permit free entrance for staff members while others require entrance fees for staff as well as students. The price charged to the students may vary for each program day, depending on the admission charged for the field trip. In addition, the participant fee will include a significant amount of the staff expense associated with offering the program. The attached budget provides a detailed explanation of how fees and expenses were calculated.

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Do you have a policy to include participants that cannot afford to pay participations fees?      Yes    No  
*Please Explain in Detail:*

A portion of the city funds will be set aside for scholarship assistance. Students who can demonstrate financial need (free / reduced lunch as criteria) will be able to participate at a reduced fee. That said, our goal will be to keep fees for all students as low as possible by using the city recreation funding to subsidize as much program expense as possible.

## Staffing

Please provide a detailed outline of staff members and qualifications:

Sarah Farniok, Community Education supervisor at the Tiger Activity Center, will plan and coordinate the Summer Trek program. She will make trip arrangements, recruit and schedule staff chaperones, and oversee each of the actual program days.

Adult staff members to supervise trips and activities will be recruited primarily from existing Community Education and K-12 staff. As such, they will have experience working with the youth of the school district.

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## Participation

Expected Daily Participation: up to 36 (can increase staff to accommodate additional participants)

Please explain factors, both positive and negative that will affect attendance:  
(*Program Time, Dates, etc.*)

- (1) A primary factor will be selecting field trip destinations that appeal to middle school aged students.
- (2) Another factor will simply be scheduling conflicts with other activities the students and their families may have planned.
- (3) By offering “full days” by incorporating activities at the Tiger Activity Center as well as the field trip, we hope the program will be convenient for working parents.
- (4) Last year’s trips were a success; parents are already asking what we are offering for this summer.

## Marketing

Please provide a detailed description of your marketing strategy:

- (1) Full descriptions will be in the Summer Community Education brochure.
- (2) Flyers will be sent home with Middle School students and we will work with teachers to actively promote the program before the end of the school year.
- (3) Press releases will be distributed to both local newspapers and Channel 12. In addition, posters / flyers will be posted at key locations such as the Tiger Activity Center and the library.
- (4) The Community Education and Tiger Activity Center website will provide program information and allow on-line registration and payment.
- (5) With middle school students, word of mouth is a powerful tool. If we get some kids interested, word will spread rapidly to others.

## Signature Line

I certify that the above information is accurate and correct. I understand that the application does not mean that funding is guaranteed and may be revoked at anytime for any reason.

\_\_\_\_\_  
Applicant Name (Print)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date