

Group Cares – Workcamps 2019 School/Lodging Memorandum of Agreement

Group Cares, a non-profit 501 (c) (3) headquartered in Loveland Colorado, and

Raytown C-2 School District agree to use

Lodging Provider a High School @ Middle School (TBD) located in

Facility Name Raytown Missouri
City State

to house up to 450 volunteers for a weeklong Workcamp in the summer of 2019. The participants will repair the homes of low-income residents, including the elderly and disabled. Also, the program will provide thousands of dollars in construction materials and up to 12,000 hours of volunteer labor during the camp.

DATES AVAILABLE:

The Lodging Provider authorizes use of the above facility during one, of the following periods. Selection and notification of the date(s) will occur in April, 2018: Please indicate 1st, 2nd, and 3rd preferences. (note: PLEASE select a minimum of 2 selections from the list below) Sunday through Saturday:

_____ June 16-22	<u>1st</u> July 7-13	_____ July 28-Aug 3
_____ June 23-29	<u>2nd</u> July 14-20	
_____ June 30 – July 6	_____ July 21-27	

Lodging Provider agrees to:

- Allow Workcamp staff access to the facility at least four days before the Workcamp for set up and continuing through the Saturday of camp week.
- Allow Group Cares access to all areas of the facility except the following:

TBD based on location provided
(Also, please provide a floor plan or map indicating rooms or areas that will not be available.)

FOOD SERVICE/CUSTODIAL SERVICE:

_____ (check) In cases where food service is contracted to an outside source or vendor:

- Provide contact information and general pricing of the outside source/vendor

X (check) In cases where school district employs their own food service staff:

- Employ School District food service staff at regular wage rates according to schedules agreed to with Group Cares. Wage rates should be provided to Group Cares no later than Oct 1, 2018.

Direct food service staff to follow Group Cares' menus, serving schedules, and serving methods to prepare and serve 16 meals. (6 breakfasts, 5 sack lunches, 5 dinners) Starting with dinner Sunday of camp ending with breakfast Saturday of camp, no dinner Wednesday (**Remote location camps may have an additional dinner)

In cooperation with Group Cares staff, arrange for the purchase of all necessary food, food service items, beverages, and ice using the facility's usual channels and vendors.

Receive, inventory, and store all food and food service items purchased for the Workcamp.

Inventory and return acceptable food items to vendors. Returns are credited to Group Cares.

- Employ School District custodial staff at regular wage rates according to schedules agreed to with Group Cares. Wage rates should be provided to Group Cares no later than Oct 1, 2018.

Provide and maintain a clean facility, especially the cafeteria, gym, hallways, restrooms, locker rooms, shower areas, and common areas.

Ensure that showers, shower drains, toilets, and sinks are in good working order.

Arrange for adequate trash disposal and removal during the camp week and after camp is complete

Conduct pre-camp and post camp facility inspection (walkthrough) with the Group Cares staff

- Provide a School District maintenance representative to remain "on call" as needed.
- Waive building use fees charging only utility fees that result from the Workcamp operation, if necessary.

Group Cares agrees to:

- Reimburse the School District for:
 - Food service and custodial wages (including benefits) at regular wage rates. Group Cares will not pay for the time exceeding the agreed upon work schedule.
 - Food and food service items purchased and used for the Workcamp.
 - Supplies used during the Workcamp (such as paper towels, toilet paper, soap, etc.).
 - Security personnel (if needed).
 - Reimburse the School District within 30 days of receiving invoices
- Provide liability insurance for personal injury and property damage incurred as the result of negligent or intentional acts of Group Cares representatives, staff, or volunteers.
- Repair or replace school property determined to be damaged during the Workcamp. It is uncommon for a school to be damaged during a Workcamp. However, if it happens, Group Cares will resolve the matter to the mutual satisfaction of the School District.
- Inspect the condition of the facility with a School District representative before and after the Workcamp.
- Provide professional staff to facilitate and supervise the Workcamp.
- Draft separate contract for food arrangements if the Lodging Provider normally has external food service arrangements through a contracted agency as indicated above under FOOD SERVICE.
- Pay only for actual utility and supplies costs incurred only as a result of Workcamp operation.

The School District will not be responsible for negligent acts of Group Cares representatives, staff, or volunteers. No School District representatives, staff, or volunteers will be considered employees, staff or volunteers of Group Cares. Group Cares will not be responsible for negligent acts of School District representatives, staff, or volunteers. No Group Cares representatives, staff, or volunteers will be considered employees, staff or volunteers of the School District.

Authority. By signing below, both Group Cares and Lodging Provider authority confirm this letter of application/agreement has been authorized by their governing boards (if applicable). Please sign this agreement and return it to our office. A signed copy will be forwarded once approved locations are finalized.

Name of Lodging Facility

Address	City	State	Zip
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Authorized Agent (Signature)	(Printed Name & Title)	Date
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Contact email	Contact Phone
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Group Cares Authorized Agent (Signature)	(Printed Name & Title)	Date
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