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"A great place to live, work, and play"

June 2, 2015

Liz Buckingham
Rotary District 5320
P.O. Box 3970
Orange, CA 92857-0970

Dear Ms. Buckingham:

LETTER OF SUPPORT

The City of Santa Fe Springs, through the Department of Community Services/Family & Human Services (FHS) Division has continued to work collaboratively with Rotary Club of Santa Fe Springs. In 2012, the Family & Human Services staff saw a need by local youth and their families for school supplies. Parents were worried and unable to purchase school supplies for their children. The FHS Division quickly partnered with local businesses and agencies to gather supplies for youth. They began by providing a backpack, a folder, and some general school supplies to local youth, 50 backpacks were distributed that year and in 2013. A year later the program had quickly grown with 150 backpacks filled with school supplies including calculators, pens, paper, pencils, crayons, and folders were distributed in 2014. Based on a growing community need, the FHS Division has continued to work collaboratively with agencies, schools, businesses and service clubs within the community.

Planning is under way for the 2015 Back to School Backpack Supply Program and with the ongoing relationship between the Santa Fe Springs Rotary and City, I look forward to the Rotary's involvement. Below is a financial breakdown to include the potential monetary support from Santa Fe Springs Rotary and a description of areas of assignment and logistical planning for implementation.

Project Budget

Backpack	10.00 x 200 = \$ 2,000
Notebook	3.00 x 200 = \$ 600
Paper	2.00 x 200 = \$ 400
Pencils	1.00 x 200 = \$ 200
Pens	2.00 x 100 = \$ 200
Erasers	1.00 x 200 = \$ 200
Pencil holder	3.00 x 200 = \$ 600
Markers	3.50 x 100 = \$ 350
Calculators	5.00 x 100 = \$ 500
Folders	2.00 x 200 = \$ 400

Sub-Total \$ 5,450

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City Council
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City Manager
Thaddeus McCormack

Refreshments 1.50 x 400 = \$ 600

Grand Total \$ 6,050

City of Santa Fe Springs Contribution	\$3,050*
Rotary Contribution	\$1,500
District grant need	<u>\$1,500</u>
Total	\$6,050

*City of Santa Fe Springs contribution does not factor in Staff Labor: (average) \$17.50hr. x 8 hr. day x 10 days x 7 staff = **\$9,800** (includes CS Coordinator, Program Leaders, and Case Workers)

Areas of Assignment and logistical Planning

- City Staff will design flyers and distribute at local low income housing buildings in July
- Interested families must make an appointment to meet with the case managers to determine eligibility
- All participants must be a Santa Fe Springs resident between the ages of 5-18 and must meet income criteria guidelines (assessed and determined by caseworkers).
- The program is first come first served for eligible families
- City Staff and Rotary members will begin to purchase items (normally at Wal-Mart) at least two weeks in advance
- Staff and Rotary members begin to fill backpacks with supplies one week prior to give away
- Reminder flyers are created by the city and distributed one week prior to giveaway
- Reminder phone calls are made by the city the day before the giveaway
- Non-profit agencies are invited to provide additional information for the families
- Children and their families begin to line up at least one to two hours prior to the giveaway
- The day prior to the event city staff and Rotary members organize backpacks by age range and snacks (i.e. ice cream, drinks) are purchased for the families to enjoy
- Case managers will set up check-in table and will make sure all participants have been previously registered
- Rotary members will distribute backpacks and refreshments to the families.
- Registered participants who fail to show up, receive a call from staff (backpacks will be stored in a safe place until registered participant can pick up)
- The giveaway will take place at the Gus Velasco Neighborhood Center
- The city staff photographer will take pictures at event

The City of Santa Fe Springs appreciates the support and collaboration of the Rotary Club of Santa Fe Springs and I look forward to working with you in addressing the needs of our youth in the community.

Sincerely,



Edmund Ramirez, Community Services Supervisor
 Family & Human Services Division, Department of Community Services

Cc: Maricela Balderas, Director of Community Services

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