

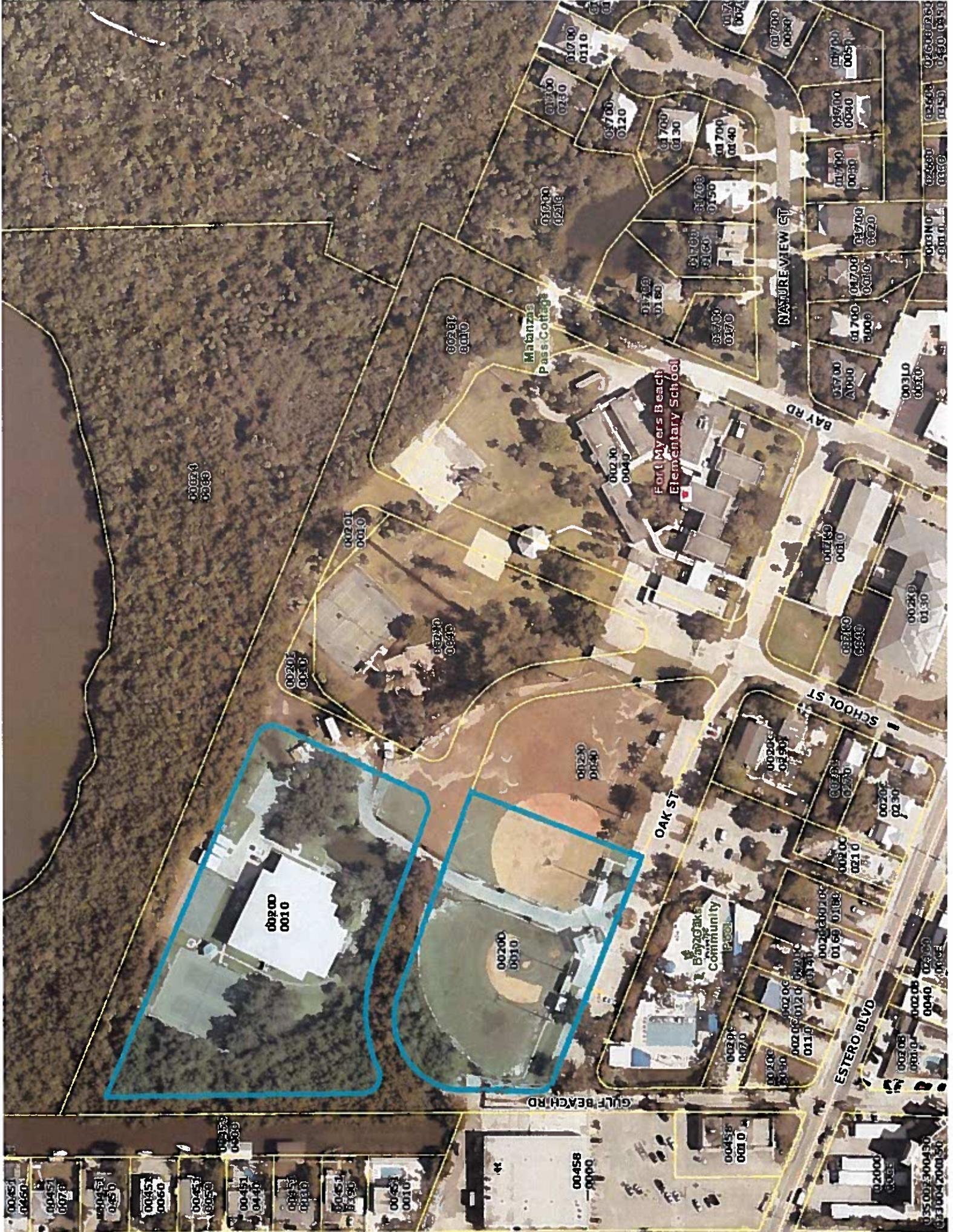
# Bay Oaks Recreation Campus

Snap Shot 4-24-2016

# Infrastructure Ownership

- Bay Oaks Campus Entrance Way
- Parking Facility ( existing spots)
- Bay Oaks Recreation Center
- Bay Oaks Pool & Pool Buildings
- Campus Grounds, picnic areas & small game areas
- West Tennis Court
- Basketball Court
- West Ball Field
- Portion East Ball Field
- Portion East Ball Field Batting Cage
- Concession Building & Bathrooms
- Lighting & Irrigation
- Fencing, Gates, Dugouts, Scoreboards
- Right of Way Consisting of Access to the Buildings
- Shared Storage Sheds & Maintenance Area







## Infrastructure- Not Owned

The Lee County School Board owns the property that consists of the

Portion of East Ball Field

Portion of East Ball Field Batting Cage

Playground (used for recess)

East Tennis Court

Open Space



There is reference to an interlocal agreement through 2019 with the Lee County School Board, yet one has not been confirmed by Lee County or the School Board; thus it appears to be a verbal agreement that the Town maintains these facilities and usage is restricted during school hours of operation.



## Infrastructure- Action Item

Should Town utilize or not utilize school property?

Should Town utilize only a portion of school property?

Can the Town seek to obtain full ownership for all or part of the shared property?

If yes a formal discussion and execution of an interlocal agreement with the School Board pertaining to use and maintenance needs to be put in place.

If revenue is derived from usage how should it be allocated?

Insurance liabilities?

## Capital Improvement Plan

Work In Progress – See Attached File for  
Detail Items

Plan indicates several items are past  
replacement time frame.

Areas that relate to health and safety must  
be addressed on a consistent and continual  
basis.

Anticipated replacement value is calculated  
using 2% increase per year.

To be calculated: Annual reserve amount is  
determined by taking the anticipated  
replacement value and dividing it by the  
number of years remaining for the item.

Capital Items in need of prioritization as  
requested by Staff

- Pool Deck Resurfacing
- Pool Umbrellas
- Pool Pumps
- Recreation Center Air Conditioning
- Recreation Center Flooring (once  
program usage is determined)
- Resurface West Tennis Court
- Bridge Entrance to Recreation Center

Type	Acquisition Year	Useful Life	Replace Year	Years Remaining	Acquisition Value	Replace Cost	LOC	Description	Condition	Service History	Funding	Operating Impact
Buildings	2009	50	2059	43	685,720.00	\$ 726,863.20	BORC	Building - Bay Oaks Recreation Center				
Land	2009		2009	-7	5,721,940.00		BORC	Land - Bay Oaks Recreation Center				
Other Equipment	2003	7	2010	-6	6,463.95	\$ 6,851.79	BORC	Equipment #63 - Lawn Mower w/attachments - BORC				
Other Equipment	2005	7	2012	-4	4,585.00	\$ 4,860.10	BORC	Baseball/Softball signs with sponsor panels - BORC				
Other Equipment	2005	7	2012	-4	4,585.00	\$ 4,860.10	BORC	Baseball/Softball signs with sponsor panels - BORC				
Vehicles	2011	7	2018	2	20,577.40	\$ 21,400.50	BORC	Equipment #79 - E350 VAN - Bay Oaks				
Other Equipment	2011	10	2021	5	3,037.00	\$ 3,340.70	BORC	Ice Machine - Bay Oaks				
Other Equipment	2011	10	2021	5	6,718.00	\$ 7,389.80	BORC	Bay Oaks Sign - out by Estero Blvd				
Other Equipment	2012	10	2022	6	5,321.95	\$ 5,960.58	BORC	Playground Equipment - Bay Oaks				
Other Equipment	2013	10	2023	7	1,621.00	\$ 1,847.94	BORC	Noise reduction curtain - BORC Senior Room				
Other Equipment	2013	10	2023	7	7,999.98	\$ 9,119.98	BORC	Six panel Stage - BORC				
Other Equipment	2014	10	2024	8	20,211.08	\$ 23,444.85	BORC	2 new scoreboards - BORC				
Vehicles	2015	7	2022	6	13,895.49	\$ 15,562.95	BORC	Equipment #92 - 2015 Kubota RTV - BORC				
Office Furn Equipment	2012	5	2017	2	16,095.00	\$ 16,416.90	BORC	Card Swipe Security System - Bay Oaks				
Office Furn Equipment	2013	5	2018	2	4,279.00	\$ 4,450.16	BORC	Card Swipe System -BORC ball field restroom				
Buildings	2009	20	2029	13		\$ 400,000.00	BORC	Center Roof				
Buildings	2006	10	2016	0		\$ 75,000.00	BORC	A/C 1				
Buildings	2006	10	2016	0		\$ 75,000.00	BORC	A/C 2				
Buildings	2006	10	2016	0		\$ 75,000.00	BORC	A/C 3				
Buildings	2001	16	2017	1		\$ 200,000.00	BORC	Main Floor				
Buildings	2001	16	2017	1		\$ 75,000.00	BORC	Flooring Rooms				
Buildings	2007	10	2017	1		\$ 15,000.00	BORC	Painting				
Buildings	2005	20	2025	9		\$ 25,000.00	BORC	Bathrooms				
Field	2005	15	2020	4		\$ 20,000.00	BORC	Tennis Court Resurface				
Field							BORC	Field Resod				
Field	2013	20	2033	17			BORC	Little League Boxes				
Field	2005	15	2020	4		\$ 30,000.00	BORC	Irrigation System				
Field	2006	15	2021	5		\$ 35,000.00	BORC	Lighting Field				
Other Equipment	2014	3	2017	1		\$ 5,000.00	BORC	repaint and reseal slide				
Other Equipment							BORC	Tennis Court Lights				
Other Equipment							BORC	Tennis Court Awning				
Other Equipment							BORC	Gym Water Fountains				
Other Equipment							BORC	Gym Lights				
Other Equipment							BORC	Batting Cage				
Other Equipment							BORC	Passenger Van				
Other Equipment							BORC	Senior Van				
Other Equipment							BORC	Dugouts				
Other Equipment							BORC	Scoreboards				
Other Equipment							BORC	Tennis Court Water Fountain				
Other Equipment							BORC	Outdoor Basketball Lights				
Other Equipment							BORC	Town Playground Equipment				
Other Equipment							BORC	Fitness Room Cardio Equipment				
Other Equipment							BORC	Fitness Room Equipment				
Other Equipment							BORC	Remodel Bridge Access				
Other Equipment							BORC	White Fencing				
Other Equipment							BORC	Wire Fencing Fields				
Other Equipment							BORC	Tables & Chairs				
Other Equipment	2009	10	2019	3	5,000.00	\$ 5,300.00	BORC					

Type	Acquisition Year	Useful Life	Replace Year	Years Remaining	Acquisition Value	Replace Cost	LOC	Description	Condition	Service History	Funding	Operating Impact
Office Furn Equipment	2012	5	2017	1	10,139.00	\$ 10,341.78	POOL	Card Swipe Security System - Pool				
Buildings	2000	50	2050	34	1,592,674.00	\$ 2,675,692.32	POOL	Building-Pool				
Improvements	2000	15	2015	-1	607.00	\$ 594.86	POOL	Improvements - Pool - fence				
Improvements	2000	10	2010	-6	53,397.00	\$ 46,989.36	POOL	Improvements - Pool				
Land	2000		2000	-16	711,903.00	\$ 484,094.04	POOL	Land - Pool				
Other Equipment	1999	3	2002	-14	3,236.10	\$ 2,329.99	POOL	Defibrillator Equipment - Pool				
Other Equipment	1999	5	2004	-12	1,380.50	\$ 1,049.18	POOL	Sentinel Guard Chair - Pool				
Other Equipment	1999	5	2004	-12	1,769.00	\$ 1,344.44	POOL	Quicksilver Guard Chair - Pool				
Other Equipment	1999	5	2004	-12	1,769.00	\$ 1,344.44	POOL	Quicksilver Guard Chair - Pool				
Other Equipment	1999	5	2004	-12	1,769.00	\$ 1,344.44	POOL	Quicksilver Guard Chair - Pool				
Other Equipment	1999	5	2004	-12	910.00	\$ 691.60	POOL	Wave Eater Lane divider - Pool				
Other Equipment	1999	10	2009	-7	2,267.27	\$ 1,949.85	POOL	Pool Desk				
Other Equipment	1999	5	2004	-12	3,250.00	\$ 2,470.00	POOL	16' Storage reel for blanket - Pool				
Other Equipment	2000	10	2010	-6	52,074.00	\$ 45,825.12	POOL	Pool Equipment				
Other Equipment	2003	3	2006	-10	1,071.00	\$ 856.80	POOL	Fumbrella 1 - Pool				
Other Equipment	2003	3	2006	-10	1,071.00	\$ 856.80	POOL	Fumbrella 2 - Pool				
Other Equipment	2003	3	2006	-10	1,071.00	\$ 856.80	POOL	Fumbrella 3 - Pool				
Other Equipment	2004	5	2009	-7	4,892.37	\$ 4,207.44	POOL	Lifeguard Chair - Pool				
Other Equipment	2007	5	2012	-4	7,940.00	\$ 7,304.80	POOL	Recover pool shade				
Other Equipment	2007	3	2010	-6	3,399.99	\$ 2,991.99	POOL	Hot water pressure washer - pool				
Other Equipment	2008	3	2011	-5	6,760.00	\$ 6,084.00	POOL	Pool - Thermal blankets				
Other Equipment	2010	5	2015	-1	6,286.55	\$ 6,160.82	POOL	Pool Pump for play structure				
Other Equipment	2010	5	2015	-1	1,114.34	\$ 1,092.05	POOL	Drinking Fountain - Pool				
Other Equipment	2011	10	2021	5	3,873.02	\$ 4,260.32	POOL	Pool slide				
Other Equipment	2011	5	2016	0	12,926.00	\$ 12,926.00	POOL	3 - Rheem Model #M8350 Pool Heaters and control board				
Other Equipment	2012	7	2019	3	5,214.00	\$ 5,526.84	POOL	Picnic Tables - 7 - Bay Oaks and Pool				
Other Equipment	2012	10	2022	6	3,040.00	\$ 3,404.80	POOL	Pool Office A/C Heat System Replacement				
Other Equipment	2013	5	2018	2	6,900.00	\$ 7,176.00	POOL	ADA Pool Lift				
Other Equipment	2014	5	2019	3	5,970.00	\$ 6,328.20	POOL	Hot Water Tank - Pool				
Other Equipment	2015	3	2018	2	8,978.95	\$ 9,338.11	POOL	Inflatable Obstacle Course - Pool				
Other Equipment	2015	3	2018	2	1,199.00	\$ 1,246.96	POOL	Philips HeartStart HS1 OnSite Defibrillator - Pool				
Other Equipment							POOL	Wire Fencing Pool				
						\$ 5,279,349.70						
Total												

# Hours of Operation

## Pool operations:

Staff's recommendation is to retain the existing schedule for the pool operations.

In the winter the pool has been closed for extended periods to perform comprehensive maintenance.

Town staff will pre-plan maintenance needs and post these dates. The goal is to try and be open during Lee County school holidays, providing families use of the pool facility as well as the recreation campus.

Should any of pre-planned maintenance weeks anticipate being unseasonably warm a determination will be made to adjust maintenance to accommodate the warmer weather; offering additional pool hours.

## Sunday Bay Oaks Recreation Center

Sunday opening as open play or self guided programs. If there is a wish to open propose opening would be from noon to 6 pm to coincide with pool hours.

Estimated personnel cost for Coordinator and 2 recreation aides would be \$300-400 plus utility costs.

YEAR ROUND BAY OAKS

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN	TOTAL HOURS
730								
8								
9								
10								
11								
12	O P E N	O P E N	O P E N	O P E N	O P E N	O P E N	C L O S E D	
1	7 3 0	7 3 0	7 3 0	7 3 0	7 3 0	7 3 0		
2	A M	A M	A M	A M	A M	A M		
3	t o	t o	t o	t o	t o	t o		
4	9	9	9	9	9	9		
5	P M	P M	P M	P M	P M	P M		
6								
7								
8								
9								
10								
11								
	13.5	13.5	13.5	13.5	15.5	15.5	85	



## Staffing – Recreation Center

Currently Bay Oaks Recreation Center is operating 6 days a week totaling 85 open hours.

Current positions include Program Coordinators, Lead Coordinators and Recreation Aides; Seasonal winter staff and Summer camp counselors.

We will provide a baseline example and an example of the baseline with afterschool program added to begin the discussion. As additional programs get added we will provide the costs.

Proposed: Utilize 2-3 dedicated volunteers for the front desk who will monitor attendance, sign in and cashing administrative duties only.

If we have no volunteers we would seek part time administrative positions at minimum wage. This provides consistency at the desk and frees up trained staff for programming.

# Staffing - Pool

## Pool Operating Hours

7 days a week in the summer totaling 54 hours ; and 5 days a week in the winter totaling 38 hours

Current positions include Program Coordinator - posted, Lead Lifeguards and Lifeguards; Seasonal Lifeguards

We will provide the baseline for both winter and summer.

Proposed: Review of staffing an personnel comparisons has identified that we wish to have the Program coordinator a full time dedicated position which will also have allow lifeguard duties.

To be competitive in hiring we want to commit a set amount of hours each week. Thus identify a year round 30 hour position and year round 20 hour positions.

Summer season we would increase the number of 20 hour positions and/or up to 30 hours within the allotted payroll dollars/hours.

## Programs

Historically the programs have been offered and subsidization of participation has been at a very high level.

Historically the off site programs/trips were not fully covering the cost of staffing assisting with the off site trip, nor the recreation center replacement personnel needed to cover center hours.

Sponsorship and scholarship have been used to reduce program costs.

## Programs

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Local sponsorship and scholarship have been used to offset program costs.

Program sheets for Summer Camp, Club Rec and Fun Days are attached to begin the program discussions.

**Program Name:** Summer Camp

Core Program \_\_\_x\_\_\_Self-Directed Program\_\_\_Leader Directed Programs and Services X  
Facilitated Programs and Services\_\_\_\_\_Cooperative Programming\_\_\_\_\_

**Program Objective:**

To provide leisure and recreation services to Fort Myers Beach children and their guests during 8 weeks of the summer.

**Program and Service Stats:**

Weekdays: Monday- Friday

Hours: 7:30 am – 6:00 pm

(10.5 hours per day x 48 days)

Age Group: 6 to 12

**Program and Service Determinants:**

Capacity: 60 children

Supervision Ratio: 12 -1, with the addition of Counselor in Training, ideally 1 CIT per counselor.

Curriculum and Calendar: Attached

Estimated Cost: Attached

Staff: Program Contact Sarah Mayer

1 lead counselor, 4 counselors.

**Supplies:**

Food: snack is provided.

Offsite Trips: 1 off campus trip per week.

**Charge for Service:**

Members \$75 per week

Non-members \$100 per week

Non-member Discount \$20 per child if signing for the entire program,

**Estimate from Last Year**

40 Members for 8 week's

20 Non Members for 8 weeks

\$24,000

\$16,000

\$40,000 Revenue

Sarah Prep + Oversight  
2 weeks Training  
Program @  
Supplies + Snacks

\$ 5,000.<sup>00</sup>  
\$ 1,000.<sup>00</sup>  
\$ 29,000.<sup>00</sup>  
3,200.<sup>00</sup>

\$ 38,200 Expense  
Estimate

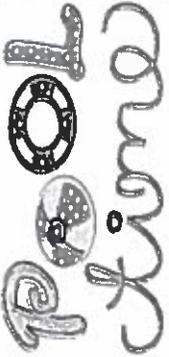
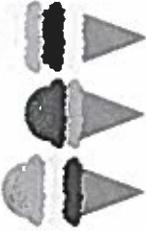
No Trips factored IN

# Bay Oaks Traditional Summer Camp – Week 1

15 Monday	16 Tuesday	17 Wednesday	18 Thursday	19 Friday
<p>Announcements 9:15am</p> <p><b><u>Welcome to Camp!</u></b></p> <p><i>Get to know your counselors and fellow campers! Icebreakers within your groups.</i></p> <p>Lunch 11:15am-12pm</p> <p>Group Crafts</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p>Group Crafts</p> <p>Lunch 11:15am-12pm</p>	<p>Announcements 9:15am</p> <p><b>Field Trip!</b></p> <p><b>Imaginarium</b></p> <p>9:30am-3:30pm</p>	<p>Announcements 9:15am</p> <p>Neon Color Day!!</p> <p>Wear your brightest colors to camp!</p> <p>Lunch 11:15am-12pm</p>	<p>Announcements 9:15am</p> <p>Lunch 11:15am-12pm</p> <p><b>Pool Party</b></p> <p>1pm-3pm</p>

# Bay Oaks Traditional Summer Camp – Week 2

## Bay Oaks Recreation Center– Water Week. June 22nd-June 26th

22 Monday	23 Tuesday	24 Wednesday	25 Thursday	26 Friday
<p>Announcements 9:15am</p> <p>Lunch 11:15am-12pm</p> <p>pm-3pm</p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p>Color yourself art project</p>  <p>Lunch 11:15am-12pm</p> <p>FISHING GROUPS 1 &amp; 2</p> <p>12:30PM-2PM</p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p>  <p>Miracle Big Splash</p> <p>Baseball Game</p> <p>9:00am-3:30pm</p>  <p>-School Lunch is still provided.</p> <p>-This is a water event, wear your swimsuit and sunscreen.</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p>Relay Races</p>  <p>Lunch 11:15am-12pm</p>  <p>FISHING GROUPS 3,4 &amp; 5</p> <p>12:30PM-2PM</p> <p><b>CLUBS</b></p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p>  <p>Lunch 11:15am-12pm</p>  <p>Ice Cream from 2000 Flavors</p> 

**Please Note:**

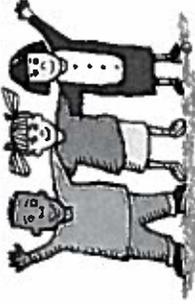
- Camp hours are 7:30am-6:00pm
- Lunch and snack are provided daily. Camper are welcome to bring their own lunch.
- Please wear camp shirts on field days.

**Please Note:**

- Please leave personal items at home, iPods, Games, Phones..etc.
- Campers please pack bathing suite, towel and sandals on pool or water days.
- Campers must wear closed toe/heel shoes daily.

# Bay Oaks Traditional Summer Camp – Week 3

## Bay Oaks Recreation Center– USA Week. June 29th-July 2nd

29 Monday	30 Tuesday	1 Wednesday	2 Thursday	3 Friday
<p>Announcements 9:15am</p> <p><b>Beads</b></p>  <p>Lunch 11:15am-12pm</p> <p><b>POOL</b> <i>Time</i></p> <p>1pm-3pm</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p>  <p><b>PEDIATRIC DENTISTRY</b> of Ft. Myers</p> <p>9:30am-10:30am</p> <p>Lunch 11:15am-12pm</p> <p><b>America Day!</b></p> <p>Wear your Red, White &amp; Blue!</p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>Camp Activities Day!</b></p> <p>Wa-ke Hatchee</p>  <p>Lunch 11:15am-12pm</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>We're Having a COCKOUT!</b></p>  <p>(Lunch Supplied)</p>  <p>Bay Oaks Free Slurpee Day!</p>  <p><b>Decorate the float!</b></p>	<p><b>No Camp</b></p>  <p><b>Have A Safe 4th of July!</b></p>

**Please Note:**

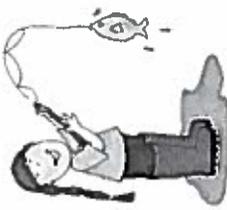
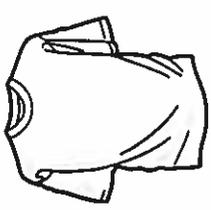
- Camp hours are 7:30am-6:00pm
- Lunch and snack are provided daily. Camper are welcome to bring their own lunch.
- Please wear camp shirts on field days.

**Please Note:**

- Please leave personal items at home, iPods, Games, Phones..etc.
- Campers please pack bathing suite, towel and sandals on pool or water days.
- Campers must wear closed toe/heel shoes daily.

# Bay Oaks Traditional Summer Camp – Week 4

## Bay Oaks Recreation Center—Sun Week. July 6th-July 10th

6 Monday	7 Tuesday	8 Wednesday	9 Thursday	10 Friday
<p>Announcements 9:15am</p> <p><b>Outside Games</b></p> <p>Lunch 11:15am-12pm</p> <p>1pm-3pm</p> <p><b>Pool Time</b></p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>Fishing</b></p>  <p>Lunch 11:15am-12pm</p> <p><b>Arts &amp; Crafts</b></p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p>  <p>9:30am-3:30pm</p> <p>Wear your bathing suit and camp shirt</p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p>  <p>Lunch 11:15am-12pm</p> <p><b>Indoor Games</b></p>  <p>Free Slurpee's</p>	<p>Announcements 9:15am</p> <p><b>Group Games</b></p> <p>Lunch 11:15am-12pm</p> <p><b>Pool Time</b></p> <p>1pm-3pm</p> 

**Please Note:**

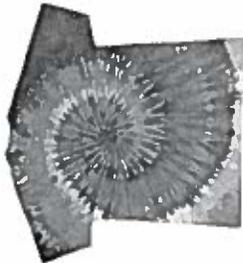
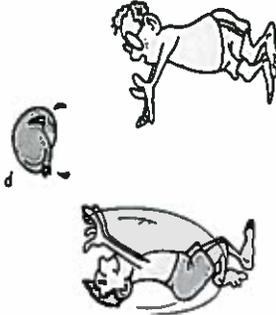
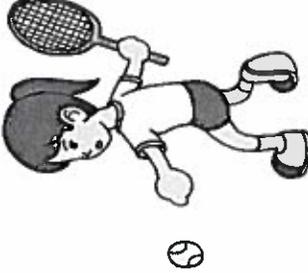
- Camp hours are 7:30am-6:00pm
- Lunch and snack are provided daily. Camper are welcome to bring their own lunch.
- Please wear camp shirts on field days.

**Please Note:**

- Please leave personal items at home, iPods, Games, Phones..etc.
- Campers please pack bathing suite, towel and sandals on pool or water days.
- Campers must wear closed toe/heel shoes daily.

# Bay Oaks Traditional Summer Camp – Week 5

## Bay Oaks Recreation Center—Wacky Week. July 13th-July 17th

13 Monday	14 Tuesday	15 Wednesday	16 Thursday	17 Friday
<p>Announcements 9:15am</p> <p><b>Campers Choice</b></p>  <p>Lunch 11:15am-12pm</p> <p><b>POOL Time</b></p> <p>1pm-3pm</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>Tie Dye</b></p>  <p>Lunch 11:15am-12pm</p> <p><b>Indoor Group Games</b></p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>Let's Be Messy</b></p> <p>Wear a bathing suit and clothes that can get MESSY!!</p> <p>Lunch 11:15am-12pm</p>  <p><b>OUTDOOR WATER GAMES</b></p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p>  <p>Lunch 11:15am-12pm</p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>Group Games</b></p> <p>Lunch 11:15am-12pm</p> <p><b>POOL Time</b></p> <p>1pm-3pm</p>

**Please Note:**

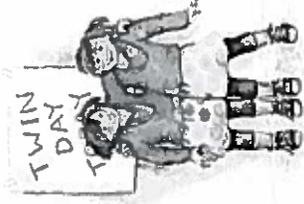
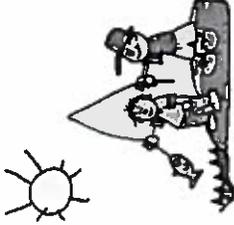
- Camp hours are 7:30am-6:00pm
- Lunch and snack are provided daily. Camper are welcome to bring their own lunch.
- Please wear camp shirts on field days.

**Please Note:**

- Please leave personal items at home, iPods, Games, Phones...etc.
- Campers please pack bathing suite, towel and sandals on pool or water days.
- Campers must wear closed toe/heel shoes daily.

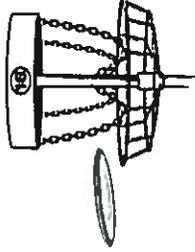
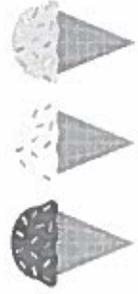
# Bay Oaks Traditional Summer Camp – Week 6

Bay Oaks Recreation Center—Together Week. July 20th-July 24th

20 Monday	21 Tuesday	22 Wednesday	23 Thursday	24 Friday
<p>Announcements 9:15am</p> <p><b>Inside Group Games</b></p>  <p>Lunch 11:15am-12pm</p> <p><b>Pool Time</b></p> <p>1pm-3pm</p> <p><u>Afternoon Snack @ 3pm</u></p>	<p>Announcements 9:15am</p> <p><b>CAPTURE THE FLAG</b></p> <p><b>Whole Camp Games</b></p> <p>Lunch 11:15am-12pm</p>  <p><b>Clubs</b></p> <p><b>Club Day</b></p> <p><u>Afternoon Snack @ 3pm</u></p>	<p>Announcements 9:15am</p> <p><b>Indoor Games</b></p> <p>Lunch 11:15am-12pm</p> <p><b>Field Trip</b></p>  <p>Remember to wear your camp shirt</p> <p><u>Afternoon Snack @ 3pm</u></p>	<p>Announcements 9:15am</p>  <p>Lunch 11:15am-12pm</p> <p><b>Crafts</b></p> <p><u>Afternoon Snack @ 3pm</u></p>	<p>Announcements 9:15am</p>  <p><b>Fishing</b></p> <p>Lunch 11:15am-12pm</p> <p><b>Pool Time</b></p> <p>1pm-3pm</p> 

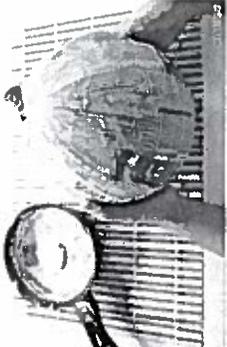
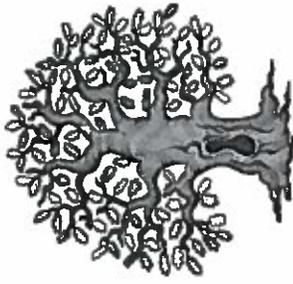
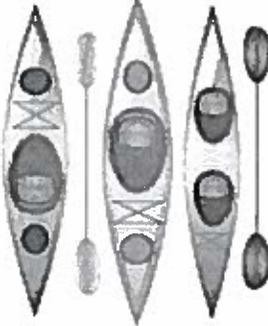
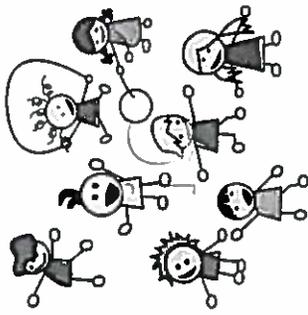
# Bay Oaks Traditional Summer Camp – Week 7

## Bay Oaks Recreation Center – Wacky Week. July 27th-July 31st

27 Monday	28 Tuesday	29 Wednesday	30 Thursday	31 Friday
<p>Announcements 9:15am</p>  <p><b>4 Square</b></p> <p>Lunch 11:15am-12pm</p> <p><b>Pool</b></p> <p>1pm-3pm</p> <p>Afternoon Snack @ 3pm</p> 	<p>Announcements 9:15am</p>  <p><b>Kick Ball</b></p> <p><b>Tournament</b></p> <p>Lunch 11:15am-12pm</p> <p><b>Clubs</b></p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>Individual</b></p>  <p>Lunch 11:15am-12pm</p>  <p>We will be walking across the street to the beach! Remember to bring your swimsuit. Also towel and sandals if you would like.</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>Crafts</b></p>  <p>Lunch 11:15am-12pm</p> <p><b>Campers Choice</b></p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>Group Games</b></p> <p>Lunch 11:15am-12pm</p> <p><b>Pool</b></p> <p>1pm-3pm</p> <p>Afternoon Snack @ 3pm</p> <p>Ice Cream</p>  <p><b>Movie</b></p>

# Bay Oaks Traditional Summer Camp – Week 8

## Bay Oaks Recreation Center—Adventure Week. August 3rd-7th

3 Monday	4 Tuesday	5 Wednesday	6 Thursday	7 Friday
<p>Announcements 9:15am</p> <p>Make a Piñata</p>  <p>TRAIL</p>	<p>Announcements 9:15am</p>  <p>Nature Walk</p> <p>Lunch 11:15am-12pm</p>  <p>Kayaking</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p>  <p>MOUNDHOUSE</p> <p>Lunch 11:15am-12pm</p>  <p>Indoor Group Games</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p>Group Games</p>  <p>Lunch 11:15am-12pm</p> <p>Piñata</p>  <p>Paint Piñatas</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p>Fun Friday</p> <p>Lunch 11:15am-12pm</p> <p>TRAIL</p> 

**Please Note:**

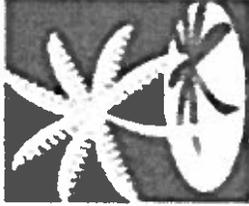
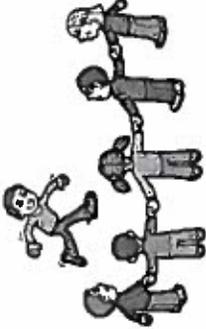
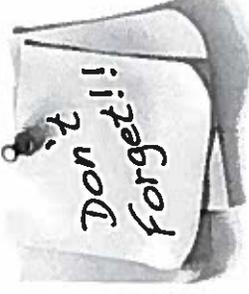
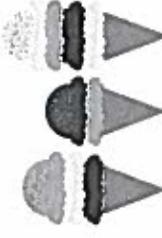
- Please leave personal items at home, iPods, Games, Phones..etc.
- Campers please pack bathing suit, towel and sandals on pool or water days.
- Campers must wear closed toe/heel shoes daily.

**Please Note:**

- Camp hours are 7:30am-6:00pm
- Lunch and snack are provided daily. Camper are welcome to bring their own lunch.
- Please wear camp shirts on field days.

# Bay Oaks Traditional Summer Camp – Week 9

## Bay Oaks Recreation Center—Farewell Week. August 10th-14th

10 Monday	11 Tuesday	12 Wednesday	13 Thursday	14 Friday
<p>Announcements 9:15am</p> <p><b>Camp Choice</b></p> <p>Lunch 11:15am-12pm</p> <p><b>POOL Time</b></p> <p>Afternoon Snack @ 3pm</p> <p><b>SNACK TIME</b></p>	<p>Announcements 9:15am</p> <p>Bus leaves at 11am.</p>  <p><b>BROADWAY PALM DINNER THEATRE</b></p>  <p>-Bus will return approximately at 3:30pm. -Lunch is included</p>	<p>Announcements 9:15am</p> <p><b>Camp Games</b></p>  <p>Lunch 11:15am-12pm</p> <p>Sports Day! Dress as your favorite athlete.</p>  <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><b>Group Games</b></p> <p>Lunch 11:15am-12pm</p>  <p>Don't forget to check lost and found.</p> <p>Afternoon Snack @ 3pm</p>	<p>Announcements 9:15am</p> <p><i>Pyjama Day</i></p>  <p>Lunch 11:15am-12pm</p> <p><b>POOL Time</b></p> 

**Please Note:**

- Camp hours are 7:30am-6:00pm
- Lunch and snack are provided daily. Camper are welcome to bring their own lunch.
- Please wear camp shirts on field days.

**Please Note:**

- Please leave personal items at home, iPods, Games, Phones..etc.
- Campers please pack bathing suit, towel and sandals on pool or water days.
- Campers must wear closed toe/heel shoes daily.

**Program Name:** After School Program – Club Rec

Core Program   x   Self-Directed Program        Leader Directed Programs and Services   X    
Facilitated Programs and Services        Cooperative Programming       

**Program Objective:**

To provide leisure and recreation services to Fort Myers Beach children during the school year

**Program and Service Stats:**

Weekdays: Monday- Friday

Hours: 2:00 pm – 6:00 pm

(4 hours per day x 5 days) There are a total of 5 early dismissal (12:10pm rather than 2:10pm) days per school year, no additional cost.

Age Group: 5 - 10

**Program and Service Determinants:**

Capacity: 60 children

Supervision Ratio: 10 -1 (15-1 max)

**Curriculum and Calendar:**

Structured Activity 90-120 minutes

Homework Time 30-45 minutes

Snack time 20 minutes

Supervised recreation activity 60-90 minutes (free time/playground)

**Estimated Cost:**

**Staff: Program Contact Sarah Mayer**

1 FT program coordinator for 180 days 3-4 recreation aides for 180 days.

**Supplies: Pencils, minimal athletic/arts and craft equipment**

**Food: Snacks 5 days x 60 kids x 180 days = \$2400 (\$13.34/day)**

**Offsite Trips: None (FMB community pool, free of charge)**

**Charge for Service:**

Members \$100 per semester = 90 Days

Non-members \$135 per semester = 90 Days

For 2016 (October 15 through September 16) Club Rec is allowed 2,000 units (unit = one child per day) (roughly 10 children per day)

**(Since most children aren't attending every day we can sign up as many eligible children as we need to in order to use all the units)**

Estimate from Last Year

60 Members for 180 days (full school year)

**Program Name: Fun Days**

Core Program \_\_\_\_\_ Self-Directed Program \_\_\_\_\_ Leader Directed Programs and Services  X  
Facilitated Programs and Services \_\_\_\_\_ Cooperative Programming \_\_\_\_\_

**Program Objective:**

To provide leisure and recreation services to Fort Myers Beach children during the school year on days designated as a school holiday (See Draft school calendar) and not a Town of Fort Myers Beach observed holiday.

**Program and Service Stats:**

Weekdays:

Hours: 7:30 am – 6:00 pm

Approximately 25 Fun Days per year.

Age Group: Elementary and Middle School

**Program and Service Determinants:**

Capacity: 30 children

Supervision Ratio: 12 -1

**Curriculum and Calendar:**

Structured Activity varies Homework Time \_\_NA\_\_ minutes Lunch time \_\_45\_\_ minutes

Snack time \_\_30\_\_ minutes Supervised recreation activity varies

**Estimated Cost:**

**Staff: Program Contact Sarah Mayer**

2 recreation aides

**Supplies:**

**Food: Snack 25 days x 30 kids x \$12-15/day= \$0.40-\$0.50 per kid. (snack and # of child vary). Participants are required to bring a lunch.**

**Offsite Trips: Occasional off campus trips are included for an additional fee**

**Charge for Service:**

Members \$15 per day

Non-members \$20 per day

Estimate from Last Year

15 Members 1 Non Members

## SPECIAL EVENTS

Propose 4 quarterly events for staff to focus on and improve the community participation:

October – Halloween Fright Night

January – Town's Birthday Celebration

April – Spring Fling

July – July 4<sup>th</sup> Parade, Hot Dog Eating Contest and Picnic

# COMMUNITY EVENTS

Propose a monthly community event in off months

Examples:

November – Thanksgiving

December – Christmas

February – Super bowl

March – St Patrick's Day

April – Spaghetti Dinner

May – Mother's Day

June – Father's Day

August – Back to School

September – Health Fair

## CORPORATE SPONSORSHIP

The Town has an existing sponsorship policy. (Attached)

Determine if Town Council wishes any updates or restrictions be applied

Options:

Naming of the Pool

Naming of the Recreation Center

Naming of the Field

Naming of the Tennis Court

Naming of the Basketball Court

Naming of the Inside Arena of the Recreation Center

## ADVERTISING AVAILABILITY

In the past Little League/Soccer obtained promotional banners on the field.

Determine if this area is to be controlled solely by the Town and/or School Board

Determine cost for banner display area

Determine if part of rental of field

Determine options for inside areas of the recreation center.

## **Town of Fort Myers Beach Sponsorship Policy**

The Town of Fort Myers Beach Sponsorship Program offers sponsoring entities the opportunity to participate in certain Town activities and events in a way that can complement or enhance an entity's marketing efforts. By participating, sponsors contribute to a public service and help save taxpayer dollars while reaching the target audience they seek.

### **I. GENERAL POLICY STATEMENT**

The Town of Fort Myers Beach shall seek sponsors that further its mission by providing monetary or in-kind support for town programs or services. The Town of Fort Myers Beach realizes that the public trust and perception of its impartiality may be damaged by sponsorships that are aesthetically displeasing, politically oriented, or offensive to segments of its citizenry. When the Town loses public trust and public perception of impartiality, its ability to govern effectively in the interest of its citizens is impaired. Therefore, the Town of Fort Myers Beach permits private sponsorships of government events, programs or services in limited circumstances as a means to generate funds for improving or expanding those events, programs and services. The Town of Fort Myers Beach currently limits its sponsorship program to nonpublic forums and exercises sole discretion over who is eligible to become a sponsor according to the terms of this Policy.

Whenever possible, sponsorships shall be linked to specific activities, events, programs or publications. The Town of Fort Myers Beach will neither seek nor accept sponsors that manufacture products or take positions inconsistent with local, state, or federal law or with Town of Fort Myers Beach policies, positions, or resolutions. The acceptance of an Application for Sponsorship or the establishment of a sponsorship agreement does not constitute an endorsement by the Town of Fort Myers Beach of the sponsor's organization, products or services.

### **II. PURPOSE AND INTENT**

The purpose of this Policy and its related practices and guidelines are to define the conditions upon which sponsorship messages may be placed upon property or in publications of the Town and to establish definitive guidelines for the acceptance and placement of such messages. It is the intent of the Town of Fort Myers Beach to preserve its full rights and discretion to restrict access to Town properties or Town publications and to reject or refuse placement of any or all sponsorship messages. To the extent that any such messages are accepted, the Town of Fort Myers Beach reserves the right of full editorial control over the placement, content, appearance and wording and to determine and prohibit types of sponsorship messages which are deemed inappropriate for or inconsistent with the business of the Town or the services provided to Town of Fort Myers Beach residents. Sponsorships are not to be confused with corporate donations or gifts for which there is no recognition or compensation. This policy is not applicable to gifts, grants or unsolicited donations in which no benefits are granted to the corporation and where no business relationship exists.

More specifically, the purpose of this policy is to:

(1) Clearly state that by authorizing sponsorships and the display of sponsorship material in certain areas of the Town, the Town is not authorizing or establishing a public forum for

communication and debate. The rights granted by the sponsorships are established and retained at Town of Fort Myers Beach's discretion. The Town of Fort Myers Beach reserves the right to amend these policies and standards at any time. Any revisions or amendments to this policy will be in writing and supplied to all advertising contractors.

(2) To outline the guidelines and procedures for entering into sponsorship agreements consistent with Town of Fort Myers Beach's mission.

(3) To recognize that sponsorships provide an effective means of generating new revenues and alternative resources to support Town of Fort Myers Beach's programs and services.

(4) To establish definitive guidelines for the acceptance and placement of sponsorship messages placed upon property or in publications of the Town.

### **III. DEFINITION OF TERMS**

"Sponsorship" is the right of an external entity (for-profit or not-for-profit) to associate its name, products, or services with Town of Fort Myers Beach events, programs, services, or name. Sponsorship is a business relationship in which the Town of Fort Myers Beach and the external entity exchange goods, services, and donations for the public display of a message on Town property acknowledging private support.

The term "open, limited, or designated public forum" means either a forum under the control of the Town that is traditionally open to the unfettered exchange of ideas, (such as a park or a sidewalk), or a forum under the control of the Town that is non-traditionally open but is nevertheless intentionally and affirmatively opened by the Town for speech (such as a street-side kiosk for posting pamphlets or a special area designated for making speeches).

The term "nonpublic forum" is broadly defined as any property that is not by tradition or designation a forum for public communication (such as most government publications and websites).

### **IV. SPONSORSHIP STANDARDS, GUIDELINES AND RESTRICTIONS**

In addition to the terms and conditions set forth in each Sponsorship Package, the following standards, guidelines and restrictions shall apply:

#### **A. SPONSORSHIP CRITERIA**

The following criteria shall be taken into consideration when evaluating a sponsorship proposal to determine compatibility; in all cases the Town of Fort Myers Beach Town Council and Town Manager will have the prerogative to accept or reject a proposal:

- The compatibility of the corporation's products, customers and promotional goals with Town of Fort Myers Beach's mission;
- The corporation's past record of involvement in the community and Town projects;
- The desirability of association – the image;
- The timeliness or readiness of the corporation to enter an agreement;

- The actual value in cash, or in-kind goods or services, of the proposal in the relation to the benefit to the corporation;
- Community support for, or opposition to, the proposal;
- The operating and maintenance costs associated with the proposal; and
- The corporation's record of responsible environmental stewardship.

#### B. CRITERIA FOR SPONSORSHIP OFFER

Sponsorship Offers for Town of Fort Myers Beach events, programs or services shall clearly outline the form(s) of support sought and offered, and the recognition to be given by the Town. Acceptance of a sponsorship offer by the Town shall result in the creation of a sponsorship agreement that will detail the following information, at a minimum:

- Activities, products and services of the private entity, its parent, subsidiaries, affiliates and predecessor companies;
- Benefits to be given to the proposed sponsor by Town of Fort Myers Beach, and the estimated monetary value of those benefits;
- Benefits given to Town of Fort Myers Beach by the proposed sponsor, and the estimated monetary value of those benefits;
- Prominence of the proposed public recognition of support;
- Content of the proposed public recognition of support;
- Duration of the proposed public recognition of support; and
- Conditions under which the sponsorship agreement may be terminated.

The Town of Fort Myers Beach recognizes that entering into a sponsorship agreement with an external entity does not constitute an endorsement of the entity or its services and products but does imply an affiliation. Such affiliation can affect the reputation of Town of Fort Myers Beach among its residents and its ability to govern effectively. Therefore any proposal for sponsorship of a Town of Fort Myers Beach program or service in which the involvement of an outside entity compromises the public interest will be rejected. Town of Fort Myers Beach shall consider the following criteria before accepting a sponsorship offer or entering into a sponsorship agreement:

- Extent and prominence of public display of sponsorship;
- Aesthetic characteristics of the public display of sponsorship;
- Importance of the sponsorship to the mission of Town of Fort Myers Beach;
- Level of support provided by sponsor;
- Cooperation necessary from other Town of Fort Myers Beach units to implement the

sponsorship;

- Inconsistencies between Town of Fort Myers Beach policies and the known policies or practices of the potential sponsor;
- Other factors that might undermine public confidence in the Town's impartiality or interfere with the efficient delivery of Town services or operations, including, but not limited to, current or potential conflicts of interest between the sponsor and Town of Fort Myers Beach employees, officials, or affiliates; and the potential for the sponsorship to tarnish the County's standing among its residents or otherwise impair the ability of Town of Fort Myers Beach to govern its residents.

#### C. PERMISSIBLE SPONSORS AND MESSAGE CONTENT

Sponsorships on Town of Fort Myers Beach property are maintained as a nonpublic forum. The Town of Fort Myers Beach intends to preserve its rights and discretion to exercise full editorial control over the placement, content, appearance, and wording of sponsorships, affiliations, and messages. Town of Fort Myers Beach may make distinction on the appropriateness of sponsors on the basis of subject matter of a potential sponsorship recognition message. Town of Fort Myers Beach will not deny sponsorship opportunities on the basis of the potential sponsor's viewpoint.

#### D. PERMISSIBLE RECOGNITION MESSAGES

Sponsorship recognition messages may identify the sponsor but ordinarily should not promote or endorse the organization or its products or services. Statements that advocate, contain price information or an indication of associated savings or value, request a response, or contain a comparative or qualitative descriptions of products, services or organizations will ordinarily not be accepted. In accordance with the provisions of Section V of this Policy, the Town Manager and the Director of Parks and Recreation shall have the ultimate authority to determine what is permissible in a recognition message. Only the following content will be deemed appropriate:

- The legally recognized name of the sponsoring organization;
- The sponsor's organizational slogan if it identifies rather than promotes the organization or its products or services;
- The sponsor's product or services line, described in brief, generic, objective terms. Generally, only one product or service line may be identified;
- Brief contact information for the sponsor's organization, such as a phone number, address or internet website;
- Sponsor contact information should be stated in a manner that avoids an implication of urging the reader to action.

The Town of Fort Myers Beach will not make any statements that directly or indirectly advocate or endorse a sponsor's organization, products, or services. No materials or communications, including, but not limited to, print, video, Internet, broadcast, or display items developed to promote or communicate the sponsorship using Town of Fort Myers Beach's name, marks, or logo may be issued without written approval from the Town of Fort Myers Beach Manager and Town Attorney, or their designees.

#### **E. PROHIBITED MESSAGE CONTENT**

Sponsorship from an organization that is engaged in any of the following activities, that has a mission of supporting any of the following subject matters, or that, in the sole discretion and judgment of the authorized representative of the Town or the Town Council, is deemed unsuitable for and contrary to community standards or appropriateness for government publication, shall be prohibited on any Town property or in Town publications:

- Promotion of the sale or consumption of alcoholic or cereal malt beverages, in name likeness or implication or promotion of establishments that are licensed for and primarily sell alcoholic or cereal malt beverages, including bars; provided, however restaurants or other food services establishments and hotels or other place of lodging may be authorized when the commercial message or advertisement promotes only the food services or lodging;
- Promotion of the sale or consumption of tobacco products or depiction of the use of tobacco products;
- Commentary, advocacy or promotion of issues candidates campaigns or organizations of social, political, religious, or rhetorical nature;
- Promotion of gambling, pari-mutual betting, or games of chance, in name, likeness or implication, or promotion of establishments providing such services or activities of a related or similar nature;
- Depiction in any form of nudity or semi-nudity, profanity, obscenity, or lewdness, or characterizations which suggest, depict or promote any such element or sexually oriented products, activities or materials;
- Promotion in any form of illegal drugs, illegal drug use or illegal drug materials, or characterizations which suggest or depict the promotion or glorification of any such products, activities or materials;
- Promotion of the use or sale of firearms, explosives or other weapons, or the depictions, suggestion or glorification of violence or acts of a violent nature;
- Use of language or descriptive materials which taken in form and context is deemed to be unsuitable for a contrary to community standards of appropriateness for governmental for family publications;
- Use of words, language, representations or descriptive materials of any kind having more than one meaning or connotation, one of which would otherwise be prohibited under this Policy;
- Inclusion of materials, depictions, promotions or offerings which are the type prohibited by, or by their nature would violate, any postal restrictions or regulations or any federal, state or local law, rule or regulation.

#### **F. OTHER GENERAL CONDITIONS:**

1. Sponsors are solely responsible for obtaining necessary permission to use photographs, trademarks, trade names, copyrighted material or any other legally protected property and

shall hold the Town harmless for any such use, including all consequences or damages resulting therefrom. All commercial messages or advertisements shall be accepted and published by the Town upon the representation that the agency or sponsor is authorized to publish the entire contents and subject matter thereof. Sponsor agrees to indemnify and hold harmless the Town, its officers, agents and employees against all damages, costs and expenses including, without limitation, attorney's fees resulting from any claim, action or proceeding alleging that the commercial message or sponsorship infringes on any copyright, violates any right of privacy, or other personal or property right, constitutes libelous matter, plagiarism, unfair competition, unfair trade practice, infringement of trademarks, or other matter contrary to law or contains any formula or instructions injurious to the user of a sponsor's product.

2. Sponsors assume liability for all content (including text photographs, representations, illustrations, sketches, maps, labels, trademarks or other copyrighted matter) of sponsorship message printed or placed and also assume responsibility of any claims arising therefrom made against the Town.

3. The Town is not liable for delays in publication or presentation of sponsorship messages in any event or for any reason, including acts of God, action by any governmental or quasi-governmental entity, lack of funds, fire, flood, insurrection, riot, explosion, embargo, strikes whether legal or illegal, labor or material shortage, transportation interruption of any kind, work slowdown, or any condition beyond the control of the Town, affecting publication or presentations of sponsorship in any manner.

4. If an error or omission occurs in the publication or placement of any sponsorship message, the Town's liability shall be limited to the amount of reduction in the value of the sponsorship due to the error or omission, but in no event shall liability exceed the total cost payable for the sponsorship space.

5. The words "a paid sponsorship", or some like term, may be added to sponsorship messages that, in the sole opinion of the Town, might be confused with editorial matter.

## **V. PROCESS OF SECURING SPONSORSHIPS**

1. The Parks and Recreation Director shall review each potential sponsor to determine whether the Sponsor falls within the adopted standards and guidelines.

2. Sponsors seeking to enter into agreement for sponsorship shall be recommended to the Parks and Recreation Director for approval based on compatibility within the adopted guidelines, standards and restrictions set forth in this policy.

3. The cost of each Sponsorship Package will be based on the value of the exposure and the amount of benefits that are received by the potential sponsor for each sponsorship.

4. All details involved with a Sponsorship Package will be approved by the Director of Parks and Recreation and others as outlined therein.

5. All billing for sponsorship fees will be processed through the Town of Fort Myers Beach's Finance Department.

## **VI. AUTHORIZATION REQUIREMENTS AND PROCESS**

All property and publications of Town of Fort Myers Beach are intended and exclusively used for business operations of the Town in providing governmental services and programs to and for the Town residents, and, except as required by law or expressly established by an affirmative action of the Town Council, no property or publication of the Town shall be intended or considered as an open, limited or designated public forum, and no person shall have a right to access or use any Town property or publication for any purpose other than the intended and authorized governmental purpose or service. Placement of sponsorship messages upon Town property or in Town publications shall require specific authorization.

Town of Fort Myers Beach possesses sole and final decision-making authority for determining the appropriateness of a sponsorship relationship and reserves the right to refuse to enter into any proposed sponsorship agreement. Sponsorship requests shall be submitted through a Sponsorship Offer Form ("Sponsorship Offer") and sponsorship agreements based on responses to a Sponsorship Offer shall be reviewed in accordance with the following authorization procedures and guidelines:

- Sponsorship agreements projected to generate \$10,000 or more shall require the written approval of the Town Manager, who shall inform the Town Council.
- Sponsorship agreements projected to generate less than \$10,000 shall require the written approval of the Parks and Recreation Director.
- At the discretion of the Town Manager, any proposed sponsorship agreement may be referred to the Town Council for approval.

## **VII. ADDITIONAL CONSIDERATIONS**

1. **USE OF FUNDS** – All funds derived from the acceptance of placement sponsorship messages shall be recorded, accounted for and used by the department, office, or related entity for authorized purposes in accordance with applicable, standard policies and procedures adopted by the Town Council for the budgeting and expenditure of funds.

2. **SPECIAL EVENTS** – Nothing in this Policy shall be interpreted to prohibit the conduct of special events by the Town or its offices, departments or related entities and the use and recognition by sponsors, products, sales or prizes including the United Way, Arts and Science Council campaigns or similar programs and events.

3. **ETHICAL CONDUCT** – All offices, departments, and related entities of Town of Fort Myers Beach and its employees shall follow the highest level of ethical standards dealing with sponsors or in the implementation of this Policy.

4. **IMPLEMENTATION** – This Policy shall be and become effective upon the adoption by the Town Council and shall thereafter apply to the acceptance and placement of sponsorship messages as provided in the Policy; provided, however, that sponsorship messages which were made prior to the adoption of this Policy shall not be considered in violation of the Policy, and to the extent possible shall be constructed and completed, if necessary, in the matter most consistent with the Policy.

## FUNDRAISING

Propose that the volunteers and committees develop a separate fundraising arm specifically for Bay Oaks capital and program needs.

Recommend the creation of a 501 C-3 so that donations provided may be utilized as individual tax return write offs.