

Camp Spearhead/Build America Summer Camp Work Project 2014 (Budget)

Scope of Project: Camp Spearhead Build America project for the summer of 2014; primary project will be the construction of an accessible hammock village for use by Camp Spearhead. This project will require the construction of a 40'x20' deck, clearing area for hammocks and setting hammock post. Additional projects for the group will be the construction of a GAGA Pit and repairing an accessible ramp and deck for our challenge course.

Hammock Village Budget:

Expenses

Building Materials for the Deck	\$2,000.00
Sidewalk Extension for Accessibility	\$5,000.00
Additional Hammocks (6)	\$500.00
Rope and Hardware for Hammocks	\$150.00

GAGA PIT Budget:

Expenses

Building Materials for GAGA Pit	\$600.00
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Alpine Tower Ramp/Deck Repair:

Expenses

Buildings Materials	\$800.00
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Total for All Project Materials **\$9,050.00**

Other Cost: Below cost reflect actual cost if we were hiring a group to complete these projects and will not the reflected in the budget total.

Lodging(20)	\$2,900.00
Meals (20)	\$3,600.00
Potential Labor Cost	
20 Man Hrs x 40 Hrs	\$14,400.00

Total for all other cost **\$20,900.00**

Funds for Project:

Camp Spearhead Legacy Funds	\$5,000.00
Build America Grant Funds	\$5,000.00

Build America Grant Application



History:

Push America, the national philanthropy of Pi Kappa Phi Fraternity, was founded in 1977 when the fraternity sought to better serve its community through forming a new service organization. Rather than partnering with an existing charity, Pi Kappa Phi created Push America to set themselves apart from other fraternities while working towards the common goal of serving people with disabilities. Through Push America, Pi Kappa Phi members have grown to become leaders through service at their colleges and universities, as well as in their communities.

Mission:

The mission of Push America is *"Building leaders of tomorrow by serving people with disabilities today."* We are committed to improving the lives of others through our service projects while teaching disability awareness to the men who are dedicating their time. The men who participate in these events raise money for Push America's service projects. This allows them to see first hand where the money is distributed across the country. Our construction project grants are awarded to organizations that can help provide in the mission of Push America.

Build America:

Build America is a six-week program during the summer where undergraduate members of Pi Kappa Phi construct accessible amenities at six camps that serve people with disabilities across the country. Team members also have the opportunity for personal interaction with the campers who will benefit from their hard work. Founded in 2003, Build America is the premier program of Push America. Embedded into the heart of Build America are the ideals that have made Push America flourish for over 30 years; abilities, teamwork, empathy, and integrity. A team of 25 collegiate members will have the opportunity to serve people with disabilities through construction oriented service projects and personal interaction with the people they are serving while traveling across the United States.

Push America Contact:
Director of Special Events
P.O. Box 241368
Charlotte, NC 28224
(704) 504-2400 ext. 5385
(980) 318-5296 (fax)
www.pushamerica.org



ABILITIES TEAMWORK EMPATHY INTEGRITY

Build America Grant Application

The following items must be filled out for a Build America grant. We do not stress lengthy applications.

1. Application form:

The application form (found on next page) must be completed in its entirety. All information is necessary.

2. Proposal:

In addition to the application form, a proposal also must be submitted giving a more detailed description of the grant. Please include the following subheadings:

- a. ✓ An explanation of the need for the grant.
- b. ✓ Description of the population to be served, including the number of people.
- c. ✓ An explanation of how the grant will meet the need.
- d. ✓ A description of the intended results.
- e. ✓ A plan to show how the funds will be matched if applicable.
- f. ✓ A description of all previous relationships and activities with Push America and Pi Kappa Phi (if any).
- g. ✓ A plan for sustaining activities with Push America/Pi Kappa Phi on a local or national level.
- h. ✓ Brief statement of organization's history (i.e. brochures/pamphlets).
- i. ✓ Pictures of the work site area(s).

3. Budget:

Please include the following budgetary information. This is necessary for our records.

- a. ✓ Submit a one page, line item budget (include both anticipated income and expenditures) for the organization's fiscal year for which funds are being requested.
- b. ✓ Submit a one page grant budget for the specific grant.

4. Verification of tax-exempt status.

✓ 5. A copy of the last audited financial statements.

6. All materials must be purchased two weeks prior to the event and copies of original material receipts must be sent (via mail, e-mail or fax) to the director of special events one week prior to the event.

✓ 7. A copy of your organization's Crisis Management Plan (document that details the response and steps taken in the event of a serious accident to someone on your organization's property).

Correspondence:

It is important that Push America receive correspondence from the camp at various times following the project. There should be follow-up every 3-6 months with the following information:

- * Pictures of the project in use with campers/clients of the organization
- * Copies of any dedication type materials (plaques)
- * Stories or personal accounts of how Push America helped an individual
- * News and media clippings/videos

This will help us to continue our projects on a larger scale.

Application Deadlines:

- We need to receive the applications to start planning all the logistics for the Build America team. Applications are due on or before **December 1**.



ABILITIES TEAMWORK EMPATHY INTEGRITY

Build America Grant Application

Amount of Build America grant = \$5,000

Grant Application:

Name of organization: Camp Spearhead (Greenville Rec)

Main contact: Marty Daigle Title: Facility Manager

Secondary contact: Randy Murr Title: Therapeutics Manager

Address: 4806 Old Spartanburg Rd.

City, State, Zip: Taylor SC 29687

Phone: (804) 660-1065 Fax: (804) 836-8569

E-mail (if applicable): marty@greenvillecounty.org

Project:
Project title/description: Hammock Village Deck with Accessible Boardwalk

Supervisor of project/ title: Marty Daigle / Facility Manager

Location/address of project: Camp Spearhead, 4232 HWY 11 Marietta SC 29661

Location/address of lodging: SAH

How much would the project cost without the help of Push America? _____

What are the savings to the camp if the project is granted? Number of men x hours worked x hourly dollar amount.

Make grant check out to? Camp Spearhead

Potential Funding:

What funds from other sources (foundations, corporations, government, earned income, endowment, memberships, special fundraising activities, etc.) have been received or are under consideration for this project? Please indicate whether the funds have been received or confirmed, or are under consideration.

Camp Spearhead Legacy confirmed received under consideration
 confirmed received under consideration
 confirmed received under consideration

Future Funding:

If the project is to be continued beyond one year, do you intend to return to Push America for funding in future years? Yes No If yes, for approximately how many years? _____

Long-Range Plans:

Do you have a long-range plan over the next three to five years which will enable you to operate this project without Push America funding? Yes No If yes, approximately what year? _____

What are the plans for long-range funding over the next three to five years?
Funding to sustain this project is included in facility Maint. Budget.

In-Kind Amounts:

Please list the in-kind amounts of how much it will cost the camp to provide lodging and meals to the volunteers and any other expenses to host the Build America team.

Meal Cost - \$3,600.00 Lodging Cost - \$2,900.00

Please mail or fax the completed application to:

Push America
Attn: Director of Special Events
P.O. Box 241368
Charlotte, NC 28224
(704) 504-2400 ext. 5385
(980) 318-5296 (fax)



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Build America Project and Visit Ideas

Types of projects the Build America would like to do:

- Projects which promote service oriented volunteerism.
- Projects which directly address the needs of people with disabilities.
- Projects which generate public awareness and offer opportunities for people with disabilities.
- Projects which develop leadership skills.
- Projects that offer interaction between volunteers and people with disabilities.

Projects Build America can build, but not limited to, at your camp site:

- Accessible ramps on cabins
- Remolding and renovation of inaccessible cabins
- An accessible community playground
- Accessible amphitheater and stage
- A slipboat dock
- An accessible fishing pier
- An accessible climbing tower
- A gazebo
- A petting zoo/animal stable area
- Roofing cabins & shelters
- Boardwalks, on the waterfront & wooded
- High & low ropes courses
- Playground shelters
- Garden houses/accessible gardens
- Concrete patios & sidewalks
- Storage sheds

Friendship Visits:

These are an opportunity for the team members and campers to get to know each other through various forms of interaction. With our other programs, we often have done the following with Friendship Visits.

- Dances (many have a theme like "Hawaiian Luau")
- Carnivals
- Contests
- Scavenger hunts
- Outings to theme parks (water parks have been a success)
- Going to a sporting event
- Cooking contest
- Arts and crafts
- Swimming
- Sports games
- Talent show



ABILITIES TEAMWORK EMPATHY INTEGRITY

Build America Sample Camp Schedule

The following is a sample schedule for the duration that the Build America team would be at your camp. On an average day, the team's time will be dedicated to constructing amenities while also having time to interact with your campers. After the dates are set for each camp, you can begin work with our director of logistics and Build America project manager to finalize the each day's agenda.

Day 1: Sunday

5:00 p.m.	Arrival at camp
5:00 p.m. - 5:30 p.m.	Team unpacks
5:30 p.m. - 6:00 p.m.	Build America advocacy presentation
6:00 p.m. - 7:00 p.m.	Dinner with campers
7:00 p.m.	Programming - Opening campfire

Day 2: Monday

7:00 a.m.	Team wake-up
8:00 a.m.	Breakfast
8:30 a.m. - 11:30 a.m.	Begin work projects
12:00 p.m.	Lunch with campers
1:00 p.m. - 4:00 p.m.	Continue work projects
4:00 p.m. - 6:00 p.m.	Clean up
6:00 p.m. - 7:00 p.m.	Dinner with campers
7:00 p.m. - 8:30 p.m.	Programming - Talent show

Day 3: Tuesday

7:00 a.m.	Team wake-up
8:00 a.m.	Breakfast
8:30 a.m. - 11:30 a.m.	Begin work projects
12:00 p.m.	Lunch with campers
1:00 p.m. - 4:00 p.m.	Continue work projects
4:00 p.m. - 6:00 p.m.	Clean up
6:00 p.m. - 7:00 p.m.	Dinner with campers
7:00 p.m. - 8:30 p.m.	Programming - Game night

Day 4: Wednesday

7:00 a.m.	Team wake-up
8:00 a.m.	Breakfast
8:30 a.m. - 11:30 a.m.	Begin work projects
12:00 p.m.	Lunch with campers
1:00 p.m. - 4:00 p.m.	Continue work projects
4:00 p.m. - 6:00 p.m.	Clean up
6:00 p.m. - 7:00 p.m.	Dinner with campers
7:00 p.m. - 8:30 p.m.	Programming - Movie night

Day 5: Thursday

7:00 a.m.	Team wake-up
8:00 a.m.	Breakfast
8:30 a.m. - 11:30 a.m.	Begin work projects
12:00 p.m.	Lunch with campers
1:00 p.m. - 4:00 p.m.	Continue work projects
4:00 p.m. - 6:00 p.m.	Clean up
6:00 p.m. - 7:00 p.m.	Dinner with campers
7:00 p.m. - 8:30 p.m.	Programming - Dance

Day 6: Friday (Times depend on travel time to weekend destination)

7:00 a.m.	Team wake-up and van packing
8:00 a.m.	Breakfast
8:30 a.m.	Camp send-off to Build America team



ABILITIES TEAMWORK EMPATHY INTEGRITY

Expectations of Camp and the Build America Team

The purpose of this section is to clearly communicate the needs of the Build America team but to also serve as a guide to what your camp can expect from the team.

• Camp Expectations:

- **Complete application:** All proposal items fulfilled, and budget items submitted. A matching funds plan is not needed.
- **Project list:** List submitted on the enclosed application, including number of team members needed for each project, costs associated with each project, and anticipated amount of time to complete each project. Please also include photos of the work sites if possible. **ALL of the \$5,000 grant must be used toward the purchasing of materials for the projects that the Build America team works on.**
- **Skilled supervisor:** A contractor, carpenter, engineer, supervisor, etc. for each project. This person (persons) will be responsible for designing the project, preparing the site prior to the arrival of our team members, ordering material to complete the projects, and overseeing the team members until the completion of the projects.
- **Lodging accommodations:** Lodging accommodations are needed for the duration of the team's stay. The Build America team needs to be placed in cabins away from the campers. If there is not space at camp then alternate arrangements need to be made (local church, YMCA, gym, etc.) Please allow access to showers, bathrooms, etc.
- **Meal accommodations:** Accommodations are needed for the duration of the team's stay. Remember these are college-aged men who are working all day long. Evening snacks are greatly appreciated.
- **Evening meeting space:** Build America will possibly need space dependant on their schedule. These specific times will be coordinated by the project manager.
- **Laundry:** The team will need access to laundry facilities. They will be working all day and getting dirty at your camp. Laundry facilities are always a plus for the team during the summer.
- **Evening recreation opportunities:** Please provide an opportunity and access to evening recreation (basketball, tennis, swimming, fishing, billiards, board games, TV rooms, etc.) if possible.
- **Appendix:** Please read the "Appendix" and sign the last page. Please call the director of special events with any questions you may have.

• Build America Team Expectations:

- **Work projects:** Work projects will be completed by the time Build America departs your camp, including the side projects if time allows.
- **Attitudes:** The team members will have a positive and motivated attitude at all times when interacting with your campers and fellow staff. Push America requires a professional level attitude of all volunteers.
- **Interaction:** Team members will be involved in your programming and activities at all times.
- **Alcohol:** Alcohol has no role with the Build America team. No alcohol will be tolerated.
- **Camp Rules:** All rules of the camp will be followed by the team members, without exception.
- **Visit:** The Build America team will stay with your camp the entire time, without leaving, unless programming is off the camp grounds.
- **Media:** Your camp will be included in press releases advertising the Build America program. If you know of media contacts in the area, please let the Push America staff know.



ABILITIES TEAMWORK EMPATHY INTEGRITY

Build America Application Appendix

Thank you for your interest to sponsor the Build America team. The purpose of this appendix is to serve as a guide and to further explain what might be needed and expected at each camp. If at anytime you have questions, please call the director of special events at (704) 504-2400 ext. 5385.

• Projects/Grant

- A. Each camp will receive a grant for \$5,000 which **MUST BE USED** to cover the costs associated with the work projects the Build America team completes.
- B. The grant applied for must be used for the project in which the members of Build America work on. Side projects must be in contingent with the main project granted. Please create a list of side work to be completed as well.
- C. Meals and lodging are required for the team in order to receive the grant.
- D. The check will be mailed two weeks prior to the arrival of the team.

• Interaction with Campers

- A. Build America team will plan on spending time with your campers each day.
- B. Please allow for the Build America team to take an "appropriate assistant counselor role." Bathing, giving medicine, bathroom assistance, etc. would not be appropriate due to lack of training.
- C. The Build America team will follow all rules expected of your counselors.
- D. The team will participate in any programming you have planned.

• Daily Agenda

- A. Each day the team will awake according to your camp schedule.
- B. The team will eat at your suggested times each day, preferably with your campers.
- C. A work schedule will be designed so each man has the opportunity to work and interact with the campers
- D. At the conclusion of each day (when campers are in bed), please allow the Build America team access to your recreational activities.
- E. At no time will members of the team leave campgrounds for leisure activities, unless it is a camp sponsored activity.

• Safety

- A. maintenance supervisor, contractor or qualified skilled worker is required to supervise the team while constructing each project. Projects need to be OSHA certified.
- B. The team will be supplied with work gloves, eye protective gear and will be advised on safe clothing to work in. Please allow access, as needed, to other safety materials such as hardhats, masks, etc. when needed.

• Tools

- A. Push America will supply some tools for the team. Please allow access to power tools (reciprocating saws, miter saws, impact drills, etc.) as necessary.
- B. Please discuss any tool issues with the director of special events or director of logistics prior to the start of the trip.

• Emergency Procedures

- A. In case of any emergency, the project manager will be the team spokesperson. Please allow any camp nurse to assess the situation. Call the following number in order to get in touch with the Push America staff once appropriate medical attention has been addressed:

Director of Special Events: (704) 504-2400 ext. 5385



ABILITIES TEAMWORK EMPATHY INTEGRITY

Build America Application Appendix Continued

- **Alcohol and Tobacco**

- A. At no point will the consumption of alcohol take place at any camp. This is grounds for immediate dismissal from the team.
- B. Push America policy concerning tobacco will be the same as your camp policy. Please notify the director of special events of your camp's tobacco rule.

- **Film and Photography**

- A. Push America will be taking photos of the Build America team at your camp, interacting with campers and of the work project being completed. Please inform Push America if this causes a discrepancy with camp rules. These pictures may be used for future publications.

- **Programming**

- A. The Build America team is expected to participate in any camp programming you wish them to. Please notify the Build America Project Manager with a schedule for the week so each day can be planned accordingly, as they will be doing most of the logistical preparation.

- **Miscellaneous**

- A. If possible please allow access to laundry facilities. Please let us know if this is a problem due to the mass number of people you care for in this capacity.

- **Closing**

- A. The Build America team is expected to act professionally as representatives of Pi Kappa Phi and Push America. If there are any issues please contact the necessary person(s). The project manager is in charge of all logistics for the team. Please speak freely with him if any problems arise. If necessary call director of special events at (704) 504-2400 ext. 5385 or the director of logistics at ext. 5390.

Thank you very much for your consideration in providing the Build America team access to your camp and campers. Please call the director of special events at any time to discuss any issue or components of Build America.



ABILITIES TEAMWORK EMPATHY INTEGRITY



Build America Signature Page

Please read the following, sign at the bottom and return with your completed grant application to:

Push America
ATTN: Director of Special Events
PO Box 241368
Charlotte, NC 28224
(980) 318-5296 Fax

"I have read the grant application and appendix and do agree to follow the guidelines set forth. If any of the items contained in the application/appendix are not possible, I agree to notify the director of special events by phone by **December 1.**"

Camp Spearhead
Camp Name

[Signature]
Camp Director's Signature

7/15/2014
Date

Applicant's Signature

Date

