

**Office of Extended Learning
Request for Proposal
2021-2022**

Dear Potential Partner:

Thank you for your interest in providing services through The Racine Unified School District's Office of Extended Learning! We are looking to partner with local non-profit organizations that can offer programs and services in the areas of youth leadership training and character development, STEM, college and career readiness, fine arts, recreational sports and other activities, and literacy in after school programs. Programs should be engaging, wide-ranging, student-centered, and flexible with a focus on at least one of these areas.

Community based non-profit organizations and independent providers who have a tax-exempt, non-profit sponsor can submit a proposal to provide enrichment classes and other unique learning opportunities in a safe, enjoyable and nurturing environment of their own or at one of the extended learning program RUSD campuses. If you are proposing a program that does not require funds from RUSD to operate, you must still complete the proposal form.

Please be advised that funding is limited and will be awarded based on the department's need for program services offered by your organization and the costs associated with providing those services. The department is discontinuing any further consideration or awarding of bids for summer programs funding so proposals and budgets should not include any services to be offered outside the school year cycle which begins September 1, 2021 and concludes June 2, 2022.

Partner organizations are responsible for recruitment for their programs. You may create flyers and other marketing material and submit them to the Office of Extended Learning for posting to the department's website and social media platforms. You may also work with your assigned Program Campus Coordinator(s) to have the marketing material distributed directly to the students and parents of the program campus where you will host the club or activity.

You must recruit and enroll no less than 15 students before your class or activity will be approved to start and maintain an average daily attendance (ADA) rate of 10 students. If ADA rate persistently falls below 10 students, the Director of Extended Learning may place your program on pause or cancel your program entirely at any time and at his/her discretion.

Proposals must be submitted to our office by July 15, 2021 by 12 noon with expectation to start on September 7, 2021. No proposals will be accepted or considered after the July 15th submission deadline. No program is approved to begin and no requests for reimbursement will be honored without a signed and fully executed contract on file with our office.

Completed proposals should be emailed to: judith.beechem@rusd.org

Proposals can also be mailed to:

Racine Unified School District
Office of Extended Learning
Attn: Judith Beechem
3109 Mount Pleasant St.
Racine, WI 53404

If you have any questions regarding the proposal form or process, please contact our office at 262-664-6992.

Thank You,

Antonio Crane
Director of Extended Learning
Racine Unified School District

**Extended Learning Request for Program Proposal Form
2021-2022 Program Year
September 7, 2021 - June 2, 2022**

Provider Information *(Please write not applicable or none in spaces that do not apply):*

Business Name	City of Racine- Park, Recreation and Cultural Services
Business Address	800 Center Street Room 127
Business City, State, Zip Code	Racine, WI 53403
Business Phone Number	262-636-9445
Business Fax Number	
Business Website	
Business Structure	<input type="checkbox"/> Non-Profit (501c3) <input checked="" type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Other
Business Structure (Other)	Local Government

Primary Contact's Name (First, MI, Last)	Jason Mars
Primary Contact's Title	<i>SUPERINTENDENT OF RECREATION AND CULTURAL SERVICES</i>
Primary Contact's Phone Number	262-636-9454
Primary Contact's Email Address	Jason.mars@cityofracine.org

Program Information

Program Name	PRCS-RUSD Traditional Playground Program (summer day camp)
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Program Location *(Choose a program campus where you would like to provide services. If you are proposing the same program for multiple sites, use only one RFP and check all the schools of interest. If you are proposing different programs you must complete a different RFP per program offered. Choose off campus services provided if you will be facilitating the program(s) at your organizational facilities):*

Dr. Jones	<input checked="" type="checkbox"/> Wadewitz	<input checked="" type="checkbox"/> SC Johnson
<input type="checkbox"/> Montessori	<input checked="" type="checkbox"/> O. Brown	Janes
Fratt	<input checked="" type="checkbox"/> Julian Thomas	<input type="checkbox"/> Giese (closed)
<input checked="" type="checkbox"/> Knapp	Roosevelt	<input checked="" type="checkbox"/> Gifford
<input checked="" type="checkbox"/> Mitchell	<input checked="" type="checkbox"/> Gilmore Fine Arts	Jerstad
Starbuck	<input type="checkbox"/> REAL School	<input type="checkbox"/> Case

Off campus services will be provided

Program Content (Please check the box next to the applicable course content area that your proposed program will address):

<input type="checkbox"/> Literacy	Arts (music, dance, art, etc.)
<input type="checkbox"/> Math	Health and Wellness
<input type="checkbox"/> Science (STEM)	X Recreation
<input type="checkbox"/> Social Studies	Social/Emotional Development

Grade Level(s) of Targeted Participants	X Grades K-5 X Grades 6-8 <input type="checkbox"/> Grades 9-12
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Proposed Program Schedule (All programs will follow the RUSD scholastic calendar and will not operate when the District closes. A copy of the Extended Learning master activities calendar will be provided to you at the start of the programming cycle):

<input type="checkbox"/> 1 st Semester (September 7, 2021 – January 20, 2022)
X 2 nd Semester (January 24, 2022 – June 2, 2022) SUMMER SCHOOL 2022
Full Program Year (September 7, 2021 – June 2, 2022)
Days Offered: X Monday X Tuesday X Wednesday X Thursday

Program Description (Please provide a detailed and comprehensive description of your proposed program. Please share and describe club activities and curriculum, if any, that you plan for participants to engage in including how those activities are a means to meeting the program's objectives, specific actions and timelines for achieving those objectives, and how your program would be uniquely valuable to students. Type your abstract inside of the box below as it will expand and allow as much space as you need to provide as many details as possible):

Mission: To revive youth sports and activities in the Racine area, specifically within the city limits. To enhance opportunities for our younger youth to explore a variety of sports and activities in hopes to increase participation in youth sports and activities at the middle school level which in turn will make high school athletics increase their participation and rebrand our high school competitiveness and balance and give our student athletes an enhanced educational experience.

We will provide entry-level recreational activities through the extended learning program in partnership with Racine Unified School District. We will accomplish this by setting up an after summer school Playground Program at the 7 selected schools.

Traditional Playgrounds is a theme-orientated, six-week, “Summer Enrichment Program” that operates Monday- Thursday through the extended learning program from June - July at areas schools. Free to all children ages 6-14 enrolled in summer school and then enrolls into the playground program at their school. One experienced college student and two high school student leaders that are enrolled through RUSD education pathway supervise each site. All leaders receive extensive in service training. We are intentional in teaching and fostering 21st century skills daily and throughout the six-week program. All playground sites are diverse, safe and provide organized groups, activities, special events and low organized games. These activities and games foster lifelong skills all summer long. Each opportunity is intentional in teaching each youth skills such as; team building and strategy, communication, creative problem solving, self-awareness, self-confidence, and leadership!

Program Objectives: *(Please list and discuss in detail the expected student outcomes that are aligned with the State goals assigned to our programs by the Department of Public Instruction and required by the funding source that may support your proposal):*

State Goal #1	Challenge youth to develop as learners
Outcome:	Recreational activities are, proven to provide and impart skills and knowledge that develops the whole child. This program will help empower students to learn and to develop a growth mindset to become life-long learners in the classroom and out.
State Goal #2	Support the development of other skills necessary for success (Social and Emotional Learning)
Outcome:	Students will be able to interact, communicate, and work together as a team/cohort, because we will help increase their self-esteem and and positive sense of self
State Goal #3	Engage families in support of student learning

Outcome:	Program Components: Family Engagement. Student in the short outcome will increase their knowledge about physical fitness, academic skills, team work, and life/social skills. With intermidate outcome is improving school attendance and self-esteem. The long-term outcome is increase the number of youth with positive sense of self and psychological well-being. Also the final day of the camp we will invite parents to come support their student at the “City Wide Olympics” where the students will compete against each other and other sites in their favorite recreational activities they learned through-out the summer.
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Facilities and Program Space

Off Campus Facility

On Campus Facility Needs *(Indicate the type of room needed on campus to facilitate your program):*

<input type="checkbox"/> Classroom	<input type="checkbox"/> Auditorium/Stage for Fashion Show at end of the program
<input type="checkbox"/> Library	<input type="checkbox"/> Art Room if they have the tables I need
<input checked="" type="checkbox"/> X Gymnasium- for inclement weather days	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Other <i>(List the space needed if not included above): Outside space to play games/activities</i>	

Equipment *(All service providers must provide their own equipment unless it is an on-campus program and the equipment is available):*

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Program Capacity *(based on a 1:15 staff to student ratio. You must enroll a minimum of 15 students and maintain an average daily attendance of no less than 10 students):*

What is the total number of participants you plan to serve?	40 per site
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Staffing Information *(Please complete the fields for all program instructors and personnel who will be in regular contact with students. Attach a recent State of Wisconsin Dept. of Justice background check, immunization/declination, and drug screen results for each. Background check information must be no more than 90 days old by the time of submission of this proposal and request for funding. All information must be provided prior to the start of your program. If staffing fields are blank or read to be determined (TBD), your proposal will be placed on hold an processing will not continue until the missing information is provided in its entirety.)*

Name (First, MI, Last):	Matthew Gomez
Employee Title:	Recreation Supervisor- Director of Program
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	262-636-9445 or 262-664-1686

Mobile Phone (including area code):	262-664-1686
Email Address (required):	Matthew.gomez@cityofracine.org

Name (First, MI, Last):	Ambrial Miller-Sanders
Employee Title:	Assistant Director- Program Coordinator
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	none
Mobile Phone (including area code):	
Email Address (required):	

Name (First, MI, Last):	Jordann Ellison
Employee Title:	Program Coordinator
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	none
Mobile Phone (including area code):	262-672-7703
Email Address (required):	Jordann.ellison@rusd.org

Name (First, MI, Last):	Khiera Hood
Employee Title:	Lead Program Specialist
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	none
Mobile Phone (including area code):	262-456-8710
Email Address (required):	MIhood78@yahoo.com

Name (First, MI, Last):	Meaghan Crawford
Employee Title:	Lead Program Specialist
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	none
Mobile Phone (including area code):	262-497-0523
Email Address (required):	Meaghancrawford17@icloud.com

Name (First, MI, Last):	Jarrel Campbell
Employee Title:	Lead Program Specialist
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	none
Mobile Phone (including area code):	262-221-2550
Email Address (required):	cambelljarrel@gmail.com

Name (First, MI, Last):	Miranda Christensen
Employee Title:	Lead Program Specialist
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	none
Mobile Phone (including area code):	262-930-7503
Email Address (required):	christensenmiranda@ymail.com

Name (First, MI, Last):	Marquesa Long
Employee Title:	Lead Program Specialist
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	none
Mobile Phone (including area code):	262-721-4280
Email Address (required):	

Name (First, MI, Last):	Joshua Pitt
Employee Title:	Lead Program Specialist
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	none
Mobile Phone (including area code):	262-221-6244
Email Address (required):	Joshu.pitt52@yahoo.com

Name (First, MI, Last):	
Employee Title:	Lead Program Specialist
Address (including unit or apt. no.):	2221 Douglas Ave
City, State, and Zip Code:	Racine, WI 53402
Home Phone (including area code):	none
Mobile Phone (including area code):	
Email Address (required):	

Projected Program Budget

(All signatures are required before submission)

Revenue

Total amount of funding requested from RUSD:	\$176,174.80
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Salaries *(include payroll taxes in the total)*

Position	Total Number of Hours	Hourly Rate of Pay	Total Wages
Director of Program	160	\$40	\$6400.00
Recreational Specialist	429	\$30	\$12,870.00
Program Coordinator	429	\$20.16	\$8,648.00
8 Program Specialist	3,120	\$17.14	\$53,476.80
16 H.S. Student Leaders	4,752	\$15.00	\$71,280.00
Salaries Total:			\$152,674.80

Expenses

Employee Training (one 6 hour CPR Training)	\$900.00
Office Supplies	\$0
Program Supplies	\$3,000.00
Miscellaneous Supplies- Special events, activities, park parties, field trips	\$4900.00
Program T-Shirts for participants	\$5,000.00
Staff Uniforms	\$1,300.00
Transportation for Field Trips	\$8,400.00
Indirect Costs <i>(this covers office rent, accountant, etc., and is not to exceed 10% of total funding request)</i>	
Expenses Total:	\$23,500.00

Signatures	Date
Program Director:	
Board Member / COO:	

Itemized Projected Program Budget

All expenses that you budgeted on the previous budget form must be clearly and completely outlined in whole dollar amounts very specifically because all invoices submitted to the Office of Extended Learning must match the expenses information and designations outlined on this form. If they do not, they District may deny request for reimbursement in part or in whole for any item not clearly specified in this itemized budget. The district does not pay any payroll or sales taxes so please make sure that these expenses do not appear on any invoices submitted to our office for payment or it will be rejected and sent back to you for revision and resubmission. The purchase of gift cards is strictly prohibited. Complete as many sheets as needed per program and/or campus.

Salaries and Wages (The district does not pay any payroll taxes):

Employee Name	Position	Total Hours	Hourly Rate	Total Wages
Matthew Gomez	Director of Program	160	\$40.00	\$6400.00
Amberial Miller- Sanders	Recreational Specialist	429	\$30	\$12,870.00
Jordann Ellison	Program Coordinator	429	\$2016	\$8,648.00
Khiera Hood	Program Specialist	390	\$17.14	\$6,684.60
Meaghan Crawford	Program Specialist	390	\$17.14	\$6,684.60
Jarrel Campbell	Program Specialist	390	\$17.14	\$6,684.60
Miranda Christensen	Program Specialist	390	\$17.14	\$6,684.60
Marquesa Long	Program Specialist	390	\$17.14	\$6,684.60
Raymond	Program Specialist	390	\$17.14	\$6,684.60
vacant	Program Specialist	390	\$17.14	\$6,684.60
vacant	Program Specialist	390	\$17.14	\$6,684.60
16 H.S. Students-RUSD	Student Leaders	4,158	\$15.00	\$62,370

Supplies and Materials (Office, program, printing, etc. The District does not pay sales taxes):

Store/Vendor/Distributor	Item/Materials	Amount (Expenditure)
BSN Sports	Dodge balls, basketballs, Sports Eq	\$3,000.00
Sams Club	Food, arts & crafts	\$250.00
T-Shirts Students and Staff	Cratus Sports	\$5,000.00
Employee Training- City of Raci	One 6 hour CPR Training	\$700.00

S&S World	Paint, Arts & Craft supplies, paper, glue, etc	\$700.00
Staff Uniforms	Racine Screen	\$1,300.00
Dollar Tree	Miscellaneous supplies, decorations and et	\$250.00
Star Roller Rink	Skating Field Trip	\$1400.00
SkyZone Jump Park Ropes Course	Field Trip	\$2,500.00

Transportation *(Field trips must include a flyer and signed permission slip for off campus events)*

Transportation Vendor	Venue/Destination	Amount (Expenditure)
FIRST STUDENT	Other city schools, yacht club	\$4200.00
FIRST STUDENT	Star Roller rink, skyzone	\$4200.00

Indirect Costs *(Covers office rent, accountant, etc., and not to exceed 10% of total funding request)*

Indirect Costs (10%)	\$0
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Total Expenses	\$23,500.00
Total Funding Request	\$176,174.80

Office of Extended Learning Use ONLY – Do Not Write Below This Line

Request for Proposal Approved Request for Proposal Denied

Reason for Proposal Denial:

Budget Approved Budget Rejected

Reason for Budget Rejection:

Approval / Rejection Signatures	Date
Proposal:	



Office of Extended Learning
3109 Mt. Pleasant Street
Racine, WI 53404
262-664-6990
extended.learning@rusd.org

Budget:	
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