

Special Service Contract Program 2023–2025 Biennium

Description of Proposed Program:

Sandy Historical Society, Inc. would like to apply, once again, for participation in the City of Sandy's SSCP for the 2023–2025 biennium. In the SSCP (2017–2019), the City's goal was to promote the creation of youth programs and encourage the growth of tourism. The Sandy Historical Society currently operates the Sandy Visitor's Center thanks to a previous grant from the City of Sandy. We would like to continue to partner with the city by offering an ongoing Tourism/Historical local youth internship. This internship promotes job skills and work experience for the selected youth of Sandy. It also provides a positive image and education to visitors and tourists.

We have welcomed 18 youth interns into our program since it started in 2017 and continue to train three at this time. The goals and details of the existing program can be found in Appendix A (pages 2–3).

Need for the SSCP:

The volume of visitors/tourists seeking information about what Sandy has to offer has steadily increased to the point that the weekend staff needs to be two people. The youth interns have provided the assistance needed on weekends especially since our visitor growth has been increasing yearly. Last year our visitors that signed the guestbook were 1,923, with many more getting visitor information who do not sign the guestbook.

Funding and Proposed Budget:

The Sandy Historical Society, Inc. and Museum is asking the City of Sandy to provide funds in the amount of \$14,713.60 (see attached Appendix C (page 6) for 3 part-time youth intern positions that total 6 hours per week. The minimum wage rate for the City of Sandy per the State of Oregon is \$14.20 hr. which started July 01, 2023, and will increase to \$15.45 on July 1, 2024.

The museum will fund \$19,849.72 by providing knowledgeable staff supervision and training of the youth interns throughout the program. One intern works each Saturday as they are active in school and other activities. We have them work at our events, which

include our Antiques, Collectibles, Fabric and Book sale, the Trick or Treat Trail, our Artisan's Bazaar, the City of Sandy Tree Lighting open house and our Sandy Mt. Festival Corn Booth. The partnership between the City of Sandy and the Sandy Historical Museum has been beneficial to each of us and an extrinsic value to the community since 2017.

See the attached letter concerning our financial statements (Appendix D, page 7). The Sandy Historical Society, Inc. has been a 501(C)3 tax exempt organization since 1971, Employer ID number 93-6031823 (see attached letter of proof Appendix E, (page 8).

In Closing:

An active core operational group of 7-12 people operate the Visitor Center 5 days a week. We are continually answering questions from visitors about places to visit, where to find restaurants, gas and other local services and products. We have a TV monitor in the lobby that advertises local businesses. Our focus includes sharing the history of the Sandy area and its businesses and services. Promoting Sandy is our goal, and we continue to need the help of the Youth Intern Program to serve the visitors.

The Sandy Museum can accomplish a Sandy city council goal, meet community needs and provide a public benefit to all visitors. The interns in the program will gain valuable job skills and experience with working with the public, computer and sales skills as well as acquire knowledge of Sandy's pioneer history and the preservation of artifacts.

The Sandy Museum does not have a dedicated source of income and depends on fundraisers, memberships, gift shop sales and donations. Without the funds provided by the SSCP for the Youth Intern program, the museum might have to reduce their hours as many volunteers do not prefer to work on weekends. Volunteers typically help with projects, archiving, exhibits and fundraisers which our Youth Interns will also assist with.

Appendix A: Summary of Existing Program

To meet the Sandy City Councils' goals of ongoing youth programs and opportunities, the Sandy Museum has created part-time youth positions, one intern each Saturdays from 10 am-4 pm (6 hours), during which the youth interns will be mentored by knowledgeable museum staff in job skills such as: greeting and assisting visitors in the Sandy Visitors' center, assisting with retail sales in the gift shop, archiving artifacts, conducting historical tours of the museum and computer skills for accessioning historic objects and ephemera. See attached "Weekend Intern Training" (page 9) for additional job training opportunities.

Currently we are open Tuesdays through Saturdays. We are planning to open on Sundays, with an additional staff member, from June through August, starting next year that will require an additional staff member which would be one of our interns.

The Youth Interns will be required to work the weekends when the museum is open. On snow days or days of inclement weather or when the museum does close due to other factors, the interns will be notified by the responsible staff member who makes the closure decision.

Youth applicant criteria:

- 16–19 years of age.
- Currently enrolled at one of the Oregon Trail Schools, or homeschooled, lives in the area, and demonstrates regular attendance and punctuality.
- Demonstrates ability to effectively communicate and work as part of a team with a variety of personalities.
- Interested in history and learning new job skills.
- Has ability to take direction and follow through with tasks efficiently.
- Has some basic familiarity with computers.
- Will respond to visitor questions in a concise and enthusiastic manner.
- Has the ability to commit to the entire term of employment of 6–12 months.

Physical requirements would require periods of standing, frequent walking indoors, repeated bending, crouching, stooping, stretching, or reaching; ability to lift objects up to 20 pounds occasionally.

Intern Application Process: Youths interested in these positions would submit a letter describing:

1. What year of school and school attending.
2. Why you would like museum experience.
3. What job skills you are particularly eager to learn.
4. How you hope this internship will help you toward gaining skills for a future career.

They are to include two letters of recommendation, one from a teacher and one from an unrelated adult.

Appendix B: Tourism–Historical Intern Program Summary

Article written April 21, 2019, by volunteer David Nelson

What do the City of Sandy and the Sandy Historical Society have in common? High School Interns! If you happen to spend some time touring the museum on a weekend, you will have an opportunity to meet one of the three interns as they happily take on whatever task assigned by their Student Intern Coordinator, Cathy Crownover.

The two–year grant, which must be renewed in 2019, provides funding for the student interns to work weekends, learning about all things historical. But, as the older volunteers have discovered, these energetic interns came with great ideas and never–ending stamina.

“We have gained a lot of these kids,” Crownover said. “They always seem to have ideas that will make our work easier or more streamlined. It’s amazing to work with them. I can give them a boring repetitive job and they either just whiz through it or have an idea of how to do it better. I love working with them.”

So far, six students have participated in the internship program with three currently working.

“The generous funding from the City of Sandy has been a godsend for us and for the students,” said Ann Marie Amstad, Museum Director and Volunteer Coordinator. “From the beginning, as a direct result of the intern’s help, we’ve not only seen our workload decrease, but we’ve also seen the students gain confidence as they interact with volunteers and visitors.

“We requested a two–year grant for three students working at minimum wage. The funding expires June 2019. We are hoping to renew the funding because we’ve seen direct results of positive change in the intern’s lives and ours. This experience has truly been a win/win.

According to Yolanda Sanchez, 18, who is in her second year at the museum, “I was expecting the job to be sitting at a desk but it’s not really because I get to interact with people one on one. I’ve helped people who’ve come from across the country (some used to live here) find information about their family histories. I think that’s really neat.”

“Working with older people gives me a different perspective. In school you’re surrounded by people your own age and when you work here, you’re surrounded by people with different perspectives than you and I really like that. Working here has helped me understand older people because they tell me stories of how things were when they were my age. I like it here.”

Another beneficiary of Yolanda’s internship at the museum is 16-year-old, Alejandra Ortega, a fellow student at Sandy High School. “Last year, my friend, Yolanda, told me that the museum had an internship position available, and I have been considering looking for a job (my first). Last summer I came to the museum to look around and decided I wanted to be involved so I volunteered at the Annual Tree Lighting children’s craft activity and thought it was fun. That was the day I brought my completed application to Ann Marie.”

“In the beginning I thought the work would be routine but it’s not like that at all. You get to do different things and meet lots of people. You learn about the lives of people here and they become like family. It’s a very relaxed work environment.”

“I feel like I’m able to help by doing the books (cutting and pasting newspaper articles into binders) which allow other volunteers to do their specialties rather than working on this routine job. Sometimes I help with inventory for the same reason. As long as the city grant is in place, I hope to work here until the end of my senior year in 2020.”

The newest intern is Liz Corona, 16, whose first day was April 13, 2019. “I came in after school and got the application, filled it out and they accepted me. Today is my first day. I will be working Saturdays and some Sundays. They told me I would be working at the front desk and helping with computers. I like being around older people. My mom used to work at a retirement home, and I got to help. I help my aunt with community service at our church a lot. I need a job and I want to experience working at the museum.”

This grant would directly benefit both high school students and the Sandy Historical Society Museum which will continue to prove a worthwhile taxpayer expense if renewed this year.

Appendix C Museum Youth Internship Program Budget (page 6)

Appendix D Sandy Historical Society, Inc. letter concerning our 2022 Financial Statements (page 7)

Appendix E 501(c)3 Tax Exempt Status (page 8)

Appendix F Weekend intern training (page 9)

C

Sandy Historical Society Inc
Requested grant funding

| | 07/01-12/31/2023 | 01/01-6/30/2024 | 07/01-12/31/2024 | 01/01-12/31/2025 | Total grant requested |
|---|------------------|-----------------|------------------|------------------|-----------------------|
| Intern working hours: | | | | | |
| Saturdays, 6 hrs per week shift | 156 | 156 | 156 | 156 | 624 |
| Sundays, 4 hrs per week shift * | 56 | | 56 | | 112 |
| Annual events ** | 18 | 72 | 18 | 72 | 180 |
| Total hours | 230 | 228 | 230 | 228 | 916 |
| Hourly payrate thru 06/30/2023 | 14.20 | 14.20 | 15.45 | 15.45 | |
| Interns gross payroll, 6 hrs shift | 2215.20 | 2215.20 | 2410.20 | 2410.20 | 9250.80 |
| Interns gross payroll, 4 hrs shift | 795.20 | | 865.20 | | 1660.40 |
| Annual events | 255.60 | 1022.40 | 278.10 | 1112.40 | 2668.50 |
| Gross payroll | 3266.00 | 3237.60 | 3553.50 | 3522.60 | 13579.70 |
| Employer intern payroll tax expense: | | | | | |
| Social Security | 202.49 | 200.73 | 220.32 | 218.40 | 841.94 |
| Medicare | 47.36 | 46.95 | 51.53 | 51.08 | 196.91 |
| Oregon SUTA | 22.86 | 22.66 | 24.87 | 24.66 | 95.06 |
| Total employer payroll tax expense | 272.71 | 270.34 | 296.72 | 294.14 | 1133.90 |
| Total requested grant funds | 3538.71 | 3507.94 | 3850.22 | 3816.74 | 14713.60 |
| SHS inc gross training staff payroll based on total hours above | 4600.00 | 4560.00 | 4600.00 | 4560.00 | 18320.00 |
| SHS inc training staff employer payroll tax expense | 384.10 | 380.76 | 384.10 | 380.76 | 1529.72 |
| Total training staff funded by SHS Inc | 4984.10 | 4940.76 | 4984.10 | 4940.76 | 19849.72 |
| * 14 Sundays @ 4 hrs shift June 03-Sept 02, 2023 | 56 | | | | |
| 14 Sundays @ 4 hrs shift June 01-August 31, 2024 | | | | 56 | |
| ** Antiques/collectibles sales, Trick or Treat Trail, Artisans Bazaar, tree lighting, Sandy Mtn Festival corn booth | | | | | |

Weekend Intern Training

1. Be on time to open the museum on Saturdays at 10 am and Sundays at 12 noon and work until 4 pm.
2. Help turn on lights, open signs and turn on TV slide show in lobby.
3. Place donation box by guest book.
4. Give a warm welcome and tour to any visitors that come in our doors.
5. Give visitors information as needed which can include pamphlets, maps and places to visit.
6. Introduce museum visitors to the 3 focuses in the main exhibit hall (the Barlow Road section of the Oregon Trail, 100 years of logging and historic families, schools and businesses) and the library, resource center and family life in the upstairs exhibit hall.
7. Ask all guests to sign the guest book and thank them for coming to visit.
8. Demonstrate the player piano in the entry way for the visitors that are interested (especially children).
9. Learn to use the Point of Sale cash register from staff members, which will include scanning, using the credit card machine, printing receipts, making change and bagging and packaging the sale items.
10. Give a 20% discount to Sandy Historical members but not on consignments (pink of sales tag).
11. Answer the telephone "Sandy Historical Museum & Visitor Center, May I help you?", answer questions, transfer calls and take messages if necessary.
12. Work on projects that are given by staff members.
13. Work on the front desk as needed.
14. Closing the museum:
 - a. Help turn off lights and signs.
 - b. Put the donation box in the office.
 - c. Assist staff with any other closing procedure.
15. Fill out and turn in time sheet at the end of the month, adding signature at the bottom.

Projects and jobs:

- A. Newspaper articles are to be trimmed, glued to white paper and put into sheet protectors then placed by category into the long hanging file cabinet (2nd drawer) in the office.
- B. Newspaper obituaries should be trimmed, glued to a single sheet of white paper and put in the green folder at the right end of the counter.
- C. Jobs with directions are found in the bottom drawer of the long filing cabinet in the office. There are typing jobs such as Tables of Contents for 3 ring notebooks or scrapbooks or transcribing handwritten or faint mimeographed pages on the computer in the office. Print the results.
- D. Learn how to input objects and books into the PastPerfect archiving program on the laptop in the office. These will be found in the bottom long filing cabinet drawer in the office.
- E. Assisting with the production of our quarterly newsletter "Buckboard Tales" as needed.
- F. Cleaning (as needed and directed by staff) such as dusting the gift shop area, vacuuming lobby rugs, carpets in each exhibit area and stairs, dust mopping the wood floors in the gift shop area and entryway tile floor. Empty waste baskets, take out the trash and recycling.

Assist with seasonal events: All interns are permitted to work at these events.

- A. Help set up and assist at our annual Antiques, Collectibles & Fabric Sale on a Saturday in September.
- B. Dress up and give candy for the Trick or Treat Trail on the Saturday before Halloween with other Sandy merchants.
- C. Help set up and assist at our Artisan's Bazaar the Saturday before Thanksgiving.
- D. Help at the Sandy Tree Lighting event the first Friday in December from 5 to 8 pm helping staff the children's craft area in our meeting room.
- E. Work at the Sandy Mt. Festival Corn booth on the second weekend in July, Saturday and Sunday.
- F. Help at any other event or fundraiser as needed.