

Request for Special Appropriations

Request for Fiscal Year: 2026

Organization's Name: Our Community Cares Camp (OCCC)

Address: PO Box 503

City, State, Zip: Richmond, Vermont 05477

Website address: www.ourcommunitycarescamp.org

A. GENERAL INFORMATION

1. Program Name: Our Community Cares Camp
2. Contact Person/Title: Susanne Parent, Executive Director

Telephone Number: 802-434-6006

E-mail address: occcvermont@gmail.com

3. Total number of individuals served in the last complete fiscal year by this program:
118 Individuals

4. Total number of the above individuals who are Town residents:
**12 Richmond Extended School Year Children, 28 Richmond Campers
and 15 Summer Staff.**

Please attach any documentation that supports this number.

Percent of people served who are Town residents: 36%

5. Amount of Request: \$6,000

6. Total Program Budget: **\$137,500** Percent of total program budget
you are requesting from the Town of Richmond: **4.3%**

7. Please state or attach the mission of your agency:

To provide summer food for Chittenden East children and to provide a summer enrichment camp for children who would not otherwise be able to attend a summer camp.

8. Funding will be used to:
- Maintain an existing program
 - Expand an Existing Program
 - Start a new program

9. Has your organization received funds from the Town in the past for this or a similar program? **Yes**

If yes, please answer the following:

- a. Does the amount of your request represent an increase over your previous appropriation? **Yes** If yes, explain the reason(s) for the increase. **Yes**
We have grown as an organization. To remain transparent and auditable, we now have a payroll company and a bookkeeper. Other staff required for our organization are an Executive Director and a Grant Writer. There are no full-time paid staff.

Were any conditions or restrictions placed on the funds by the Selectboard? **No.**
If yes, describe how those conditions or restrictions have been met.

B. PROGRAM OVERVIEW

1. Statement of Need: Identify the issue or need that the program will address (use statistical data to justify the need for the program). To what extent does this need or problem exist in the Town of Richmond?

Approximately 1 in 4 children enrolled in Richmond Elementary School receive free or reduced meals during the school year. An additional number of children come from families where costs of living (rent/mortgage and childcare) exceed 45% of their income and funds for enrichment activities like art, music classes and summer camp are not available. The percentages in the other served towns vary from 15% to 33% free and reduced eligible. There is a great need for quality activities and positive role models for young people. OCCC also has a job training program for teens 14 and above teaching them personal responsibility and providing them with basic job skills while also reinforcing their self-esteem and cultivating leadership skills. OCCC activities for campers and interns help children acquire skills for resiliency within a strong and supportive community.

2. Program Summary:

a. Identify the target/recipients of program services. Specify the number of Town residents your program will serve during the fiscal year and explain the basis upon which this number is calculated. Indicate any eligibility requirements your program has with respect to age, gender, income or residence.

OCCC will continue to serve summer food for children from grades K-12 from the Mount Mansfield Union School District as well as the children receiving their summer tutoring services at Richmond Elementary School during July. It will also offer a summer enrichment camp for children from grades K-8. For teens in grades nine and above, OCCC offers job training opportunities through the internship program. OCCC provides high-quality summer employment for local high school and college students and includes summer gap employment for local adults employed by the school district during the school year. We receive referrals from school principals, guidance counselors, local doctors, social workers, and Howard Clinicians to ensure we are reaching the families and children who will benefit the most from our camp.

b. Identify what is to be accomplished or what change will occur from participating in the program. How will people be better off as a result of participating in the program? OCCC has proven to be a staple of the community for over fifteen years providing enrichment and food services to children, internship opportunities for youth, and job training and development for young adults. This program has clear results for participants and their families: it provides the opportunity for children from less affluent families to experience summer camp, counselors provide children with positive role models and friendships that last longer than camp, and families have four weeks during the summer where their children can attend safe, fun and educational camp for free, reducing the stress that summer often causes for parents trying to work and afford to send their children to a quality program.

Describe the steps you take to make the project known to the public, and make the program accessible and inclusive?

Through Our Community Cares Camp, we work closely with school principals and guidance counselors to identify students who will benefit from this service and provide support for their applications to the camps. We also promote the camp through social media, our website, Front Porch Forum, and local newspapers. Additionally, we have former staff and participants table at community events throughout the year to reach potential donors, families and campers. OCCC has worked hard over the years to have a public appearance whenever possible.

3. Program Funding:

a. Identify how Town funds, specifically, will be used (i.e., funds will provide “X” amount of units of service.)

The requested funds would cover expenses related to providing a high-quality camp experience, such as programming, food, field trips, supplies, and summer salaries.

b. List the other agencies to whom you are submitting a request for funds for this program and the amount requested. How would this program be modified should revenues be lost?

We are submitting requests to the other four towns served by OCCC.

OCCC will continue to submit grant applications to several philanthropic organizations, mostly private foundations, solicit donations from individuals and businesses, and sponsor several fundraising events each year.

C. ORGANIZATIONAL CAPACITY

1. Describe your agency’s capability to provide the program including its history, previous experience providing this service, management structure and staff expertise. __

OCCC has been a staple of the Richmond community for fifteen-plus years and has grown incrementally each year in the number of students it serves, feeds, and nourishes for four weeks during the summer. Throughout this time, stability and staff structure has been a critical growth area for the organization. Under the direction of the Executive Director, there are kitchen leads and lead counselors who run programs and have been trained to operate using standard operating procedures safely and effectively. Leaders and staff are cross-trained within the programs to avoid disruptions should staffing changes occur.

2. How will you assess whether/how program participants are better off? Describe how you will assess program outcomes. Your description should include: what (what kind of data), how (method/tool for collecting the data), from whom (source of data) and when (timing of data collection).

We conduct annual surveys of participants, families and staff that are given and collected after camp. We also connect with principals and staff throughout the year and assess how the program is working. Please see our annual report and the attached document about the number of meals served that will provide you with more information on outcomes.

3. Summarize or attach program and or service assessments conducted in the past two

years. _ Please see attached.

4. Does your organization have a strategic plan and a strategic planning process in place? We do not have a strategic plan. We have chosen so far to spend our funds directly towards children.

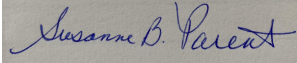
The strategic plan should include a mission statement, goals, steps to achieve the goals, and measures that assess the accomplishments of the goals.

5. What is the authorized size of your board of directors? 5-9

How many meetings were held by the board last year? 6

I, the undersigned, confirm the information contained herein is accurate and can be verified as such. I understand and agree that if the requested funds are approved, the disbursement of funds are subject to all conditions established by the Richmond Selectboard.

Signatures of Applicants

A handwritten signature in blue ink that reads "Susanne B. Parent". The signature is written in a cursive style and is placed on a light gray rectangular background.

Date: October 7, 2024

Susanne Parent

Executive Director



Our Community Cares Camp

Mission, Vision, & Core Values

Mission:

Creating a caring, nourishing community for Chittenden East children where every child can find success.

Vision:

Developing a rich culture of community that includes health, safety, happiness, gratitude and citizenship that the campers carry with them throughout their lives.

Core Values:

Nutrition: Combating food insecurity by serving campers two meals a day prepared with fresh, high-quality food and helping them make healthy food choices.

Community: Fostering an inter-generational community of inclusiveness and diversity, and service. Encouraging campers to continue service in their greater community.

Opportunity: Offering access to a variety of activities such as art, music, sports, creative play, gardening, and cooking.

Discovery: Supporting each child to discover new talents, for each child to glimpse more of their potential.

Encouragement: Create positive, supportive relationships with caring teens and adults, reinforcing good choices in food and behavior.

Empowerment: Inspiring children to envision their future and work for the common Good.

Racial Equity: Learning to understand, see, and disrupt racism in our community.

Our Community Cares Camp, Inc. is a registered 501(c) (3) non-profit corporation.

PO Box 503, Richmond, VT 05477

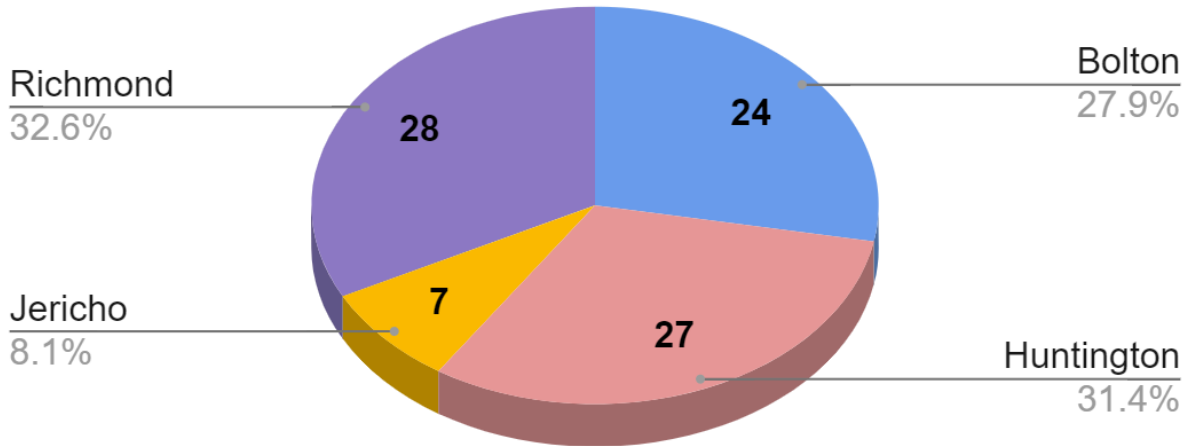
www.ourcommunitycarescamp.org

<https://www.facebook.com/OCCCVT>

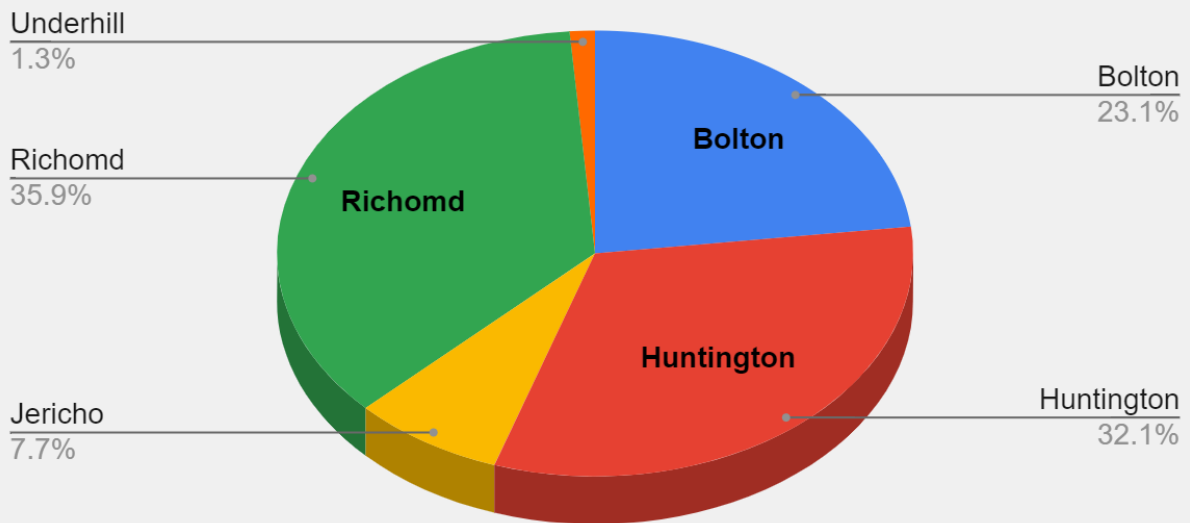
Building a caring community - where every child can find success.

	Income					
				Donations		68260
				Restricted Contributions		0
				Restricted Grants		0
				Unrestricted Grants		21000
				Inkind Income		3400
	Total Income					92660
	Expenses					
		Administration				
			Advertising			110
			Bank Charges & Fees			140
			Business Registration Fees			20
			Inkind Expenses			
			Other Costs			1000
			Postage, Mailing Service			1000
			Printing & Copying			100
			Professional Fees			
				Accounting Fees		1000
				Outside Contract Services		4500
			Total Professional Fees			5500
			Telephone, Telecommunications			150
			Total Administration			7970
			Books, Subscriptions, Reference			200
			Fundraising Expenses			300
			Insurance			750
				Accident Ins		200
				Directors/Officers Ins		1600
				General Liability Ins		1500
				Workers Comp Ins		2500
			Total Insurance			6550
			Program Expenses			
			Food			10900
			In kind expenses			3400
			Other			130
			Payroll Expense			5500
				Payroll Processing Fee		6000
				Payroll Tax		7500
				Child Care Contribution Tax		400
				Salaries		88700
			Total Payroll Expense			108100
			Supplies			500
			Transportation/Mileage			100
			Total Program Expenses			122430
		Total Expenses				137500
	Total Income					

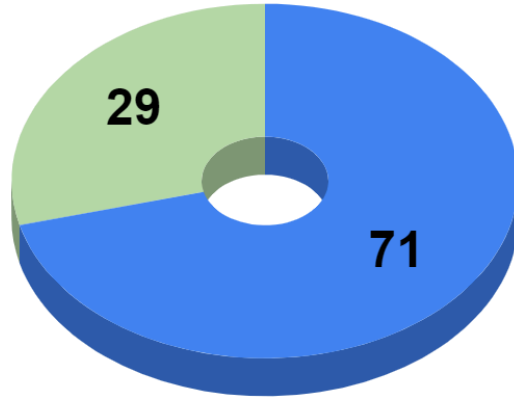
Campers By Town Summer 2023



2024 Campers By Town

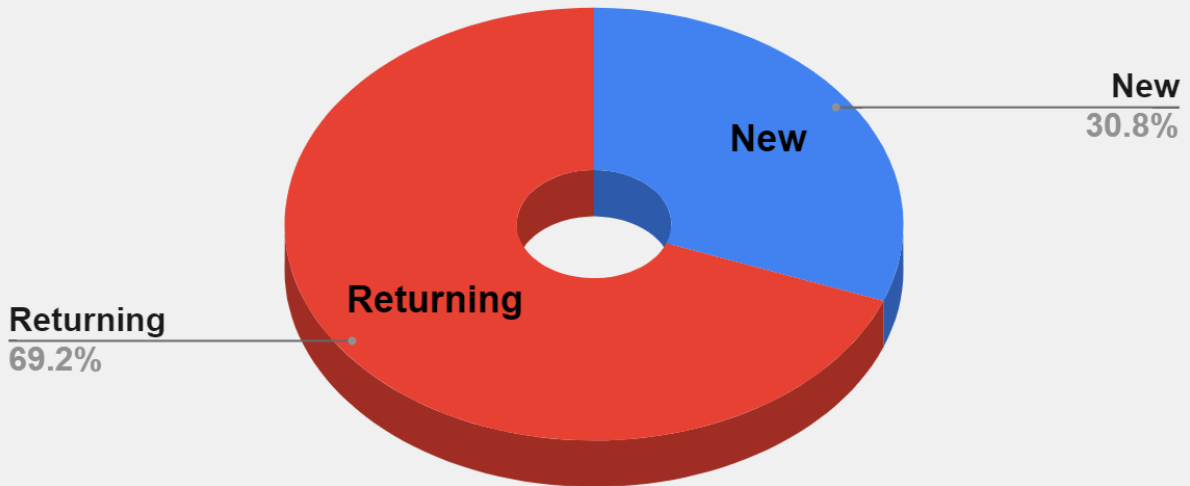


Campers New and Returning Summer 2023

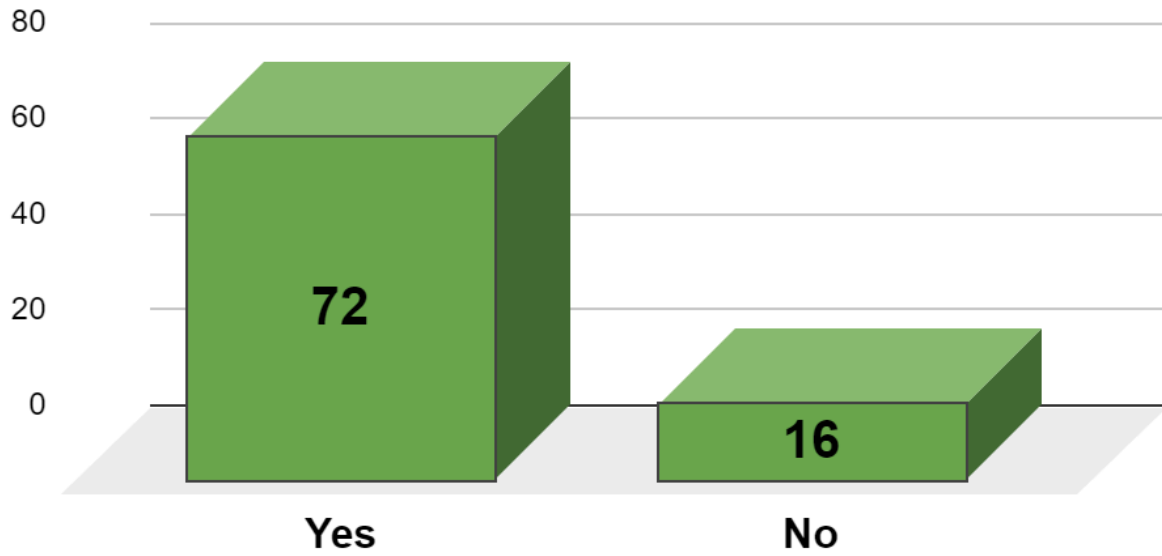


● Returning ● New

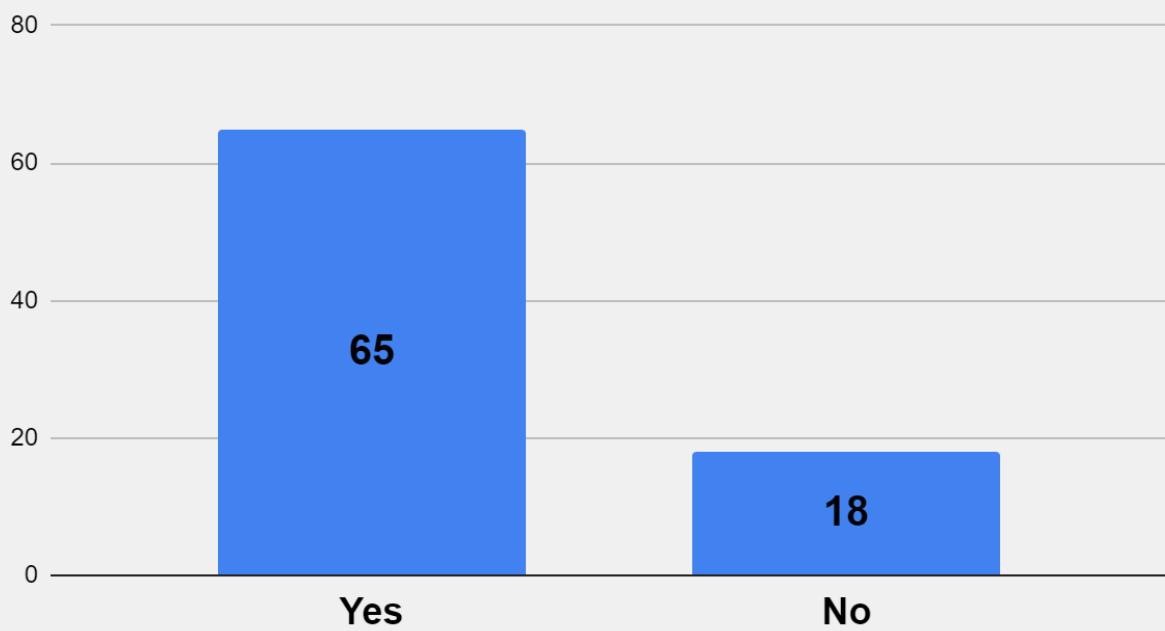
2024 New and Returning



Campers Used Transportation Summer 2023

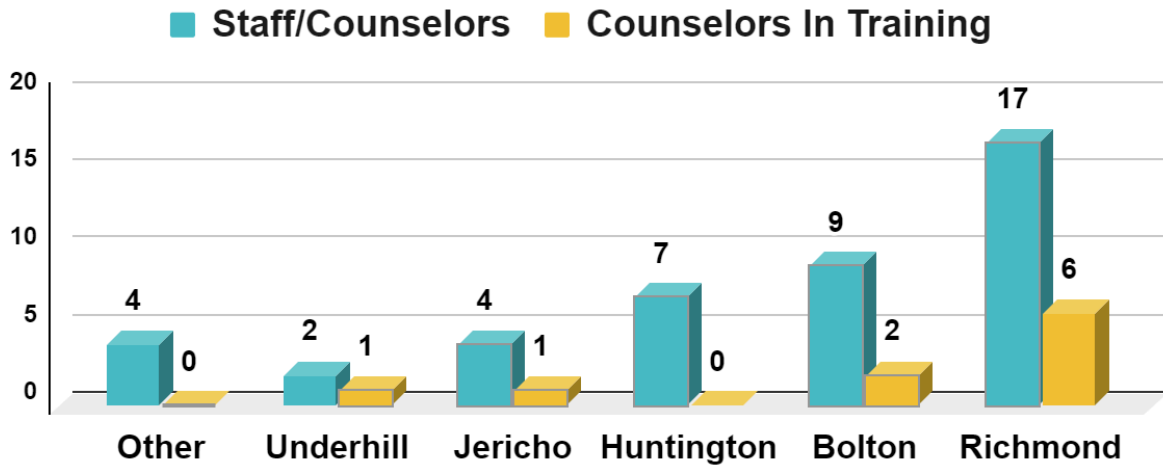


2024 Request For Transportation



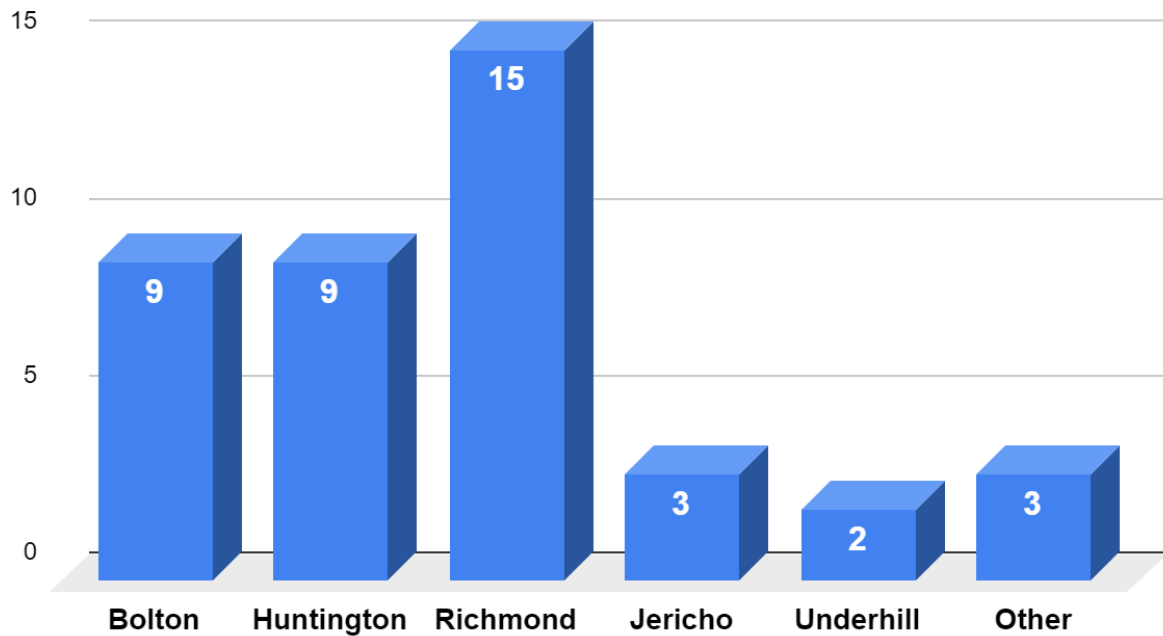
Staff By Town

Summer 2023

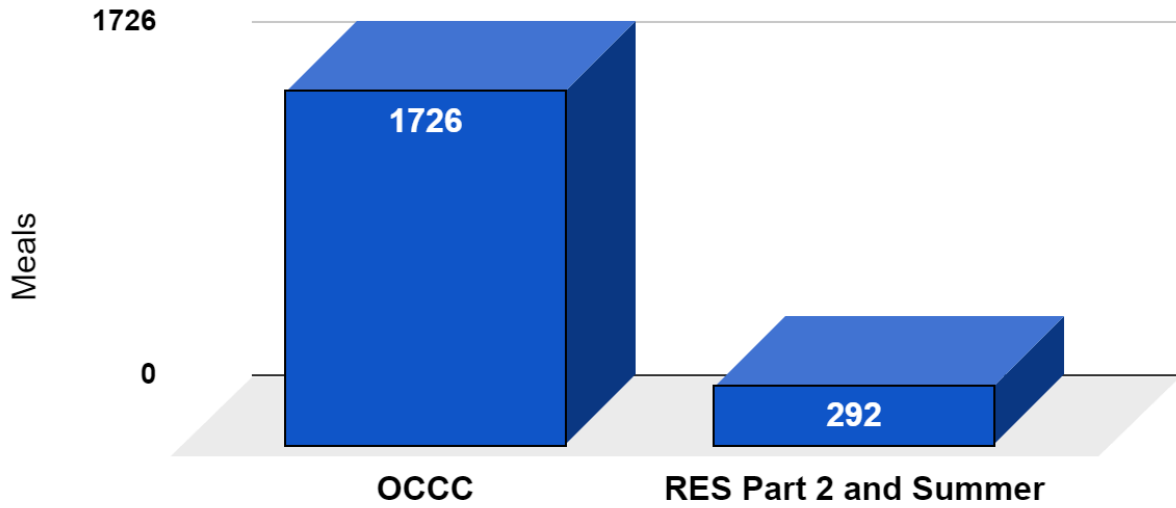


Staff/Counselors and Counselors In Training

2024 Staff By Town



Summer 2023 Meals by Program



2018 Total Meals Served

2024 OCCC and Summer Tutoring Meals 2176 Total Meals Served

