



CITY OF DUBLIN
YOUTH ADVISORY COMMITTEE
SPECIAL MEETING AGENDA

WEDNESDAY, December 9, 2015, 7:00 PM
DUBLIN SENIOR CENTER, 7600 AMADOR VALLEY BLVD.

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ORAL COMMUNICATIONS**

3.1 Public Comments

At this time, the public is permitted to address the Youth Advisory Committee on non-agendized items. The Advisory Committee must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Advisory Committee may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Parks and Community Services Department related to the proper procedure to place an item on a future Youth Advisory Committee agenda. The exceptions under which the Youth Advisory Committee MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).

4. **MINUTES OF THE REGULAR MEETING**

4.1 Minutes of the October 28, 2015 Regular Meeting

The Advisory Committee will consider approval of the minutes of the October 28, 2015 Regular meeting.

STAFF RECOMMENDATION:

Approve the minutes of the October 28, 2015 Regular meeting.

5. **WRITTEN COMMUNICATIONS – None**

6. **UNFINISHED BUSINESS – None**

7. **NEW BUSINESS**

7.1 Change to Action Based Minutes for Commissions and Advisory Committees

The Advisory Committee will receive a report on the proposal to change the format of meeting minutes.

STAFF RECOMMENDATION:

Receive the Report.

7.2 Youth Advisory Committee Mini Grant Program Applications Review and Selection

The Advisory Committee will review and rate Youth Advisory Committee Mini Grant applications.

STAFF RECOMMENDATION:

Review and rate each Youth Advisory Committee Mini Grant application.

8. **OTHER BUSINESS** – Brief INFORMATION ONLY reports from Advisory Committee Members and/or Staff, including Reports by Advisory Committee related to Meetings Attended at City Expense (AB 1234).

9. **ADJOURNMENT**

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Shannon Community Center (925) 556-4500 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Youth Advisory Committee Meeting or, in the event that it is delivered to the Advisory Committee less than 72 hours prior to a Youth Advisory Committee Meeting, as soon as it is so delivered. The packet is available at the Shannon Community Center, 11600 Shannon Avenue, Dublin.



STAFF REPORT YOUTH ADVISORY COMMITTEE

DATE: December 9, 2015

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Minutes of the October 28, 2015 Meeting of the Youth Advisory Committee
By: Kristen Middleton, Senior Office Assistant

EXECUTIVE SUMMARY:

The Youth Advisory Committee will consider approval of the minutes of the October 28, 2015, meeting of the Youth Advisory Committee.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the October 28, 2015 meeting of the Youth Advisory Committee.

DESCRIPTION:

The Youth Advisory Committee will consider approval of the minutes of the October 28, 2015 meeting of the Youth Advisory Committee.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the October 28, 2015 meeting of the Youth Advisory Committee.



YOUTH ADVISORY COMMITTEE

REGULAR MEETING

Minutes

CITY OF DUBLIN

October 28, 2015

The October 28, 2015 meeting of the Youth Advisory Committee was called to order at 7:01 PM at the Dublin Senior Center by Chair Bedi.

PLEDGE OF ALLEGIANCE

Chair Bedi led the Pledge of Allegiance.

ROLL CALL

Committee Members (CM) Present: Alini, Bedi, Meghan Butler, Nicki Butler, Sophie Butler, Gole, Marquez, Nurudin, Rajikumar, Shah, Sher, Tran, Wong

Committee Members Absent: Nunez, Tomlinson, Won

Liaison Absent: Tabaracci, Parks and Community Services Commission Liaison

Staff Present: McPherson and Middleton

ORAL COMMUNICATIONS

3.1 Public Comments

Ms. Yvonna Cazares from Bay Area Air Quality Management District provided information to the Youth Advisory Committee on the Youth for the Environment and Sustainability Conference being held on January 30, 2016 from 10:00 AM to 3:00 PM at the UC Berkeley Lawrence Hall of Science. The purpose of the Conference is for students to discuss transportation issues, climate change and improving air quality in the San Francisco Bay Area. The Conference will consist of student led workshops and keynote speakers. Ms. Cazares encouraged the Youth Advisory Committee to provide event information to their peers. Event Admission is free of charge.

APPROVAL OF MINUTES

4.1 Regular Meeting September 23, 2015

On a motion by CM Sher, seconded by CM Shah, and by a vote of 13-0-0, the Youth Advisory Committee voted to approve the minutes of the regular meeting of September 23, 2015 as presented.

WRITTEN COMMUNICATIONS – None

UNFINISHED BUSINESS – None

NEW BUSINESS

7.1 Tree Lighting Ceremony

Ms. Lisa McPherson, Recreation Supervisor, presented the specifics of the Tree Lighting Ceremony as outlined in the Staff Report. Neil Bedi indicated that volunteers are needed to work as Santa's Helpers, pass out candy canes, and serve snacks and beverages. Staff encouraged the Youth Advisory Committee to provide information on the Tree Lighting Ceremony volunteer opportunities to their peers.

7.2 Tri-Valley Youth Advisory Committee Roundtable

Ms. Lisa McPherson, Recreation Supervisor, presented the specifics of the Tri-Valley Youth Advisory Committee as outlined in the Staff Report. Chair Bedi shared an email that he received from the City of San Ramon Teen Council requesting that the Youth Advisory Committee participate in a teen focused stress event. Vice-Chair Nicki Butler indicated that Dublin High School is currently providing seminars on managing stress. Chair Bedi suggested adding a stress management topic to the Tri-Valley Youth Advisory Committee Roundtable or adding the topic as a workshop at the Teen Job Fair. On a motion by Vice-Chair Nicki Butler, seconded by Chair Bedi, and by a vote of 13-0-0, the Youth Advisory Committee Members voted for the Youth Advisory Committee to host the Roundtable meeting on Saturday, January 23, 2015 at the Dublin Senior Center from 1:00 PM to 4:00 PM. On a motion by Chair Bedi, seconded by CM Megan Butler, and by a vote of 13-0-0 the Youth Advisory Committee Members voted to allocate \$250 from the Fiscal Year 2015-2016 Teen Special Events Program budget to purchase light refreshments for the Roundtable.

OTHER BUSINESS

8.1 Dublin Police Department Safety Fair

Chair Bedi provided an overview of the Safety Fair held on Saturday, October 3, 2015 at the Dublin Civic Center. Chair Nicki Butler informed the Youth Advisory Committee that proceeds from the Spin Wheel, Dunk Tank and Bounce House were donated to the Youth Fee Assistance Program. Staff informed the Youth Advisory Committee that over \$600.00 was raised at the event.

ADJOURNMENT

Being no further business the meeting adjourned at 8:00 PM.

Minutes prepared by Kristen Middleton, Senior Office Assistant.

Neil Bedi
Chairperson

ATTEST: _____
Lisa McPherson
Recreation Supervisor



STAFF REPORT YOUTH ADVISORY COMMITTEE

DATE: December 9, 2015

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services

Micki Cronin

SUBJECT: Change to Action Based Minutes for Commissions and Advisory Committees
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Youth Advisory Committee will receive a report on the proposal to change the format of meeting minutes from summary minutes to action minutes for the Department's Commissions and Advisory Committees.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Receive report.

DESCRIPTION:

The Parks and Community Services Department is providing Staff support to five (5) advisory bodies: Heritage and Cultural Arts Commission, Human Services Commission, Parks and Community Services Commission, Senior Center Advisory Committee, and Youth Advisory Committee. As a result, Staff has developed a plan to streamline processes and gain efficiencies Department-wide while continuing to meet established requirements.

Staff is required to keep a record of minutes of Commission and Advisory Committee meetings. This requirement, however, is not specific as to the format or content of the minutes. There are generally three formats for meeting minutes: action, summary, or verbatim. Action minutes usually contain only the motion and the vote(s) with very little, if any, narrative. Summary minutes include a narrative of Commission, Staff, and public comments. Verbatim minutes are a word-for-word transcript of the meeting.

Staff currently prepares summary minutes for the Commission and Advisory Committee meetings. The minutes are prepared within a week of the meeting and presented to the Commissions and Advisory

Committees for approval at the following meeting. The preparation of summary minutes is very time-consuming and requires dedicated time for accurate transcription. It takes up to three (3) hours for each hour of the meeting to prepare the detailed summary minutes that are currently being provided. Staff that prepare minutes are non-exempt employees. In order to maintain this schedule and level of detail with the addition of another Commission, it is estimated that overtime hours to prepare the meeting minutes may be required on an ongoing basis.

In addition to the written meeting minutes that are prepared, the Advisory Committee discussions and actions will also be captured by a full digital audio recording of the meeting. The action minutes would be presented to the Advisory Committee for approval, and then placed on the website along with the audio recording which can be referenced by Staff or the public to hear the Advisory Committee's discussion and/or direction for each item.

By accepting action minutes as the official record for all of the Department's Commission and Advisory Committee meetings, the City would realize the following benefits:

- Staff would be able to prepare action minutes that could be available to the public within two business days.
- The action minutes would be posted to the City's website with a link to the audio recording for each item providing easier access to the details of the meeting.
- Action minutes would save Staff time to focus on other high priority projects and initiatives.

As required by the City's Record Retention Schedule, meeting minutes are permanent records. The City's website contains up to four years of meeting minutes. Meeting minutes that are older than four years are contained in the City's records repository and are available to the public, as needed.

At the December 20, 2011 City Council meeting, the City Council unanimously voted to approve the move to accept action minutes for City Council meetings.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None

ATTACHMENTS:

1. Sample Action Minutes
2. Current Summary Minutes Format

SAMPLE ACTION MINUTES FORMAT

**YOUTH ADVISORY COMMITTEE****REGULAR MEETING***Minutes***CITY OF DUBLIN**

October 28, 2015

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PLEDGE OF ALLEGIANCE

Chair Bedi led the Pledge of Allegiance.

ROLL CALL

Committee Members (CM) Present: Alini, Bedi, Meghan Butler, Nicki Butler, Sophie Butler, Gole, Marquez, Nurudin, Rajikumar, Shah, Sher, Tran, Wong

Committee Members Absent: Nunez, Tomlinson, Won

Liaison Absent: Tabaracci, Parks and Community Services Commission Liaison

Staff Present: McPherson and Middleton

ORAL COMMUNICATIONS**3.1 Public Comments**

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APPROVAL OF MINUTES**4.1 Regular Meeting September 23, 2015**

On a motion by CM Sher, seconded by CM Shah, and by a vote of 13-0-0, the Youth Advisory Committee voted to approve the minutes of the regular meeting of September 23, 2015 as presented.

WRITTEN COMMUNICATIONS – None

UNFINISHED BUSINESS – None

NEW BUSINESS**7.1 Tree Lighting Ceremony**

Ms. Lisa McPherson, Recreation Supervisor, presented the specifics of the Tree Lighting Ceremony as outlined in the Staff Report.

The Advisory Committee received the report.

7.2 Tri-Valley Youth Advisory Committee Roundtable

Ms. Lisa McPherson, Recreation Supervisor, presented the specifics of the Tri-Valley Youth Advisory Committee as outlined in the Staff Report.

On a motion by Vice-Chair Nicki Butler, seconded by Chair Bedi, and by a vote of 13-0-0, the Youth Advisory Committee Members voted for the Youth Advisory Committee to host the Roundtable meeting on Saturday, January 23, 2015 at the Dublin Senior Center from 1:00 PM to 4:00 PM.

On a motion by Chair Bedi, seconded by CM Megan Butler, and by a vote of 13-0-0 the Youth Advisory Committee Members voted to allocate \$250 from the Fiscal Year 2015-2016 Teen Special Events Program budget to purchase light refreshments for the Roundtable.

OTHER BUSINESS

8.1 Dublin Police Department Safety Fair

Brief informational only reports were provided by Chair Bedi and Vice-Chair Butler.

ADJOURNMENT

Being no further business the meeting adjourned at 8:00 PM.

Minutes prepared by Kristen Middleton, Senior Office Assistant.

Neil Bedi
Chairperson

ATTEST: _____
Lisa McPherson
Recreation Supervisor

CURRENT SUMMARY MINUTES FORMAT

**YOUTH ADVISORY COMMITTEE****REGULAR MEETING***Minutes***CITY OF DUBLIN**

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Liaison Absent: Tabaracci, Parks and Community Services Commission Liaison

Staff Present: McPherson and Middleton

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WRITTEN COMMUNICATIONS – None

UNFINISHED BUSINESS – None

NEW BUSINESS**7.1 Tree Lighting Ceremony**

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ADJOURNMENT

Being no further business the meeting adjourned at 8:00 PM.

Minutes prepared by Kristen Middleton, Senior Office Assistant.

Neil Bedi
Chairperson

ATTEST: _____
Lisa McPherson
Recreation Supervisor



STAFF REPORT YOUTH ADVISORY COMMITTEE

DATE: December 9, 2015

TO: Honorable Chair and Committee Members

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Youth Advisory Committee Mini Grant Program Applications Review and Selection
By: Lisa McPherson, Recreation Supervisor

EXECUTIVE SUMMARY:

The Youth Advisory Committee Members will review and rate the Youth Advisory Committee Mini Grant applications, and select qualified applicants to attend a Youth Advisory Committee meeting in January 2016 to provide a five-minute presentation regarding the organization's/club's funding request.

FINANCIAL IMPACT:

The Youth Advisory Committee Mini Grant program has a total of \$1,600 budgeted in Fiscal Year 2015-2016.

RECOMMENDATION:

Review and rate each Youth Advisory Committee Mini Grant application, select qualified applicants, and direct staff to notify applicants on December 11, 2015.

DESCRIPTION:

Each year the Youth Advisory Committee offers the Youth Advisory Committee Mini Grant program for Dublin based youth organizations/clubs to apply for grant funding. On Monday, October 5, 2015 staff distributed the Youth Advisory Committee Mini Grant applications to Dublin High School, Wells Middle School, Fallon Middle School, St Raymond's, Valley Christian, and Quarry Lane. Staff also emailed the Youth Advisory Committee Members the Youth Advisory Committee Mini Grant applications for Committee Members to distribute. Dublin based youth organizations/clubs interested in applying for the Youth Advisory Committee Mini Grant had to submit their completed application and either email or mail their application before the deadline of 5:00 PM Friday, November 6, 2015. Applications received by the deadline will be given to the Youth Advisory Committee Members to review, rate, and select qualified applicants who will be invited to attend the a Youth Advisory Committee meeting in January 2016 to present a five-minute presentation to the Youth Advisory Committee Members. After the presentations, Youth Advisory Committee Members will

deliberate and discuss the amount of grant funding each organizations/clubs should be awarded. Staff will notify awarded grant applicants by phone and email.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None

ATTACHMENTS:

1. Youth Advisory Committee Mini Grant Rating Form
2. Dublin High School American Cancer Society Club
3. Dublin High School The Dublin Shield
4. Dublin High School Gael Force Robotics
5. The Fallon Bookworms



**City of Dublin
Youth Advisory Committee
Mini Grant Rating Form**

Organization: _____ **Program:** _____

		PROPOSAL SCORE
<i>Maximum of 15 points</i>		
RECOMMEND FUNDING	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Total Requested	Total Recommended	

RECOMMENDING FUNDING FOR THE FOLLOWING YOUTH ACTIVITIES: (CHECK ONE).

SCHOOL CLUB SPORT ORGANIZATION PERFORMING ARTS CULTURAL AWARENESS
 HEALTH AWARENESS OTHER YOUTH ACTIVITY/ORGANIZATION _____

THE WORD "PROGRAM" IS USED BELOW ON THIS FORM TO INCLUDE SERVICES, ACTIVITIES OR IMPROVEMENTS.

1. Organization/Management

- ♦ Youth benefitting from or involved with the project must include 75% Dublin residents who are of middle school or high school age.
- ♦ The youth organization/group, as presented in the application, is able to achieve the stated goals and outcomes.
- ♦ The youth organization/group has completed all required aspects of the application process.
- ♦ The youth organization/group has an adult sponsor that assists in the management or oversight of the organization/group.

(Maximum of 5) _____

2. Needs/Benefit

- ♦ The recipients is the appropriate target group (75% Dublin youth)
- ♦ The youth organization/group provides an activity to Dublin residents that other organizations do not provide.
- ♦ Applicant's proposed activity supports projects and programs serving or benefitting Dublin youth.
- ♦ The youth organization/group collaborates with other youth oriented organizations.

(Maximum of 5) _____

3. Funding/ Budget

- ♦ The youth organization/group described in detail what the funds will be used for
- ♦ The youth organization/group described how they will provide verification to the YAC that the funds were used as proposed

(Maximum of 5) _____

**City Of Dublin-Youth Advisory Committee
2015-2016 Youth Mini-Grants Application**

The application and proposal will be accepted until
Friday, November 6, 2015 at 5:00 PM
Early applications are encouraged.

Application Form

^{DHS}
Name of Organization/Club: American Cancer Society Club

Organization Address: 8151 Village Park Way, Dublin, CA 94568

City/Zip: Dublin, CA Phone: [REDACTED]

Primary Contact Person (Name & Title): Justin Virk (President)

Phone: [REDACTED]

Adult Sponsor (Name & Title): Jeanne Morgan

Phone: [REDACTED]

Amount Requesting: \$500

Number of People in Organization: 20

Percent of Dublin Youth Participants: 100%

I have reviewed the proposal and to the best of my knowledge the funds requested from the City of Dublin will be used to provide the services described in this Request for Proposal. I also attest that the above named organization/club have not received a grant from the City of Dublin within the past year.

Adult Sponsor (Signature):

Jeanne M. Morgan Date: 10/6/2015

Dublin High School American Cancer Society Club Proposal

The Dublin High American Cancer Society Club is a high school club whose goals mirror those of the American Cancer Society. The club focuses on raising money for cancer research and raising awareness for cancer. The club's big project this year is to bring the Relay for Life to the Dublin High campus. This Relay for Life will benefit the Dublin youth because it will involve Dublin High Schools and it will encourage them to raise money for cancer research and to raise awareness for cancer. Most of all, the Relay for Life will get the Dublin youth to join in the fight against cancer. The funds will be used to prepare for the Relay for Life and to supply the club with any money it needs to accomplish its goals. These goals being various fundraisers to raise money for cancer research, events to raise cancer awareness, and to cover any costs required on behalf of the club to be a part of the relay. The proof that will be given to the Youth Advisory Committee that the funds were used as proposed is a written document signed by a local American Cancer Society representative and the club advisor stating that the funds were used accordingly. Pictures of the Relay for Life after it has been accomplished will also be given to show the involvement of the Dublin youth in the event. The funds provided by the Youth Advisory Committee will assist the Dublin High American Society Club in its goal of bringing the Relay for Life to the Dublin High campus and in involving the Dublin youth in the fight against cancer.

City Of Dublin-Youth Advisory Committee
2015-2016 Youth Mini-Grants Application
The application and proposal will be accepted until
Friday, November 6, 2015 at 5:00 PM
Early applications are encouraged.

Application Form


Name of Organization/Club: The Dublin Shield

Organization Address: 8151 Village Parkway

City/Zip: Dublin CA 94568

Phone: 

Primary Contact Person (Name & Title): Elizabeth Fu — Editor-In-Chief

Phone: 

Adult Sponsor (Name & Title): Bidjan Aminian — Advisor

Phone: 

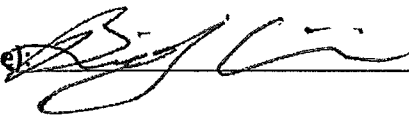
Amount Requesting: \$300

Number of People in Organization: 41

Percent of Dublin Youth Participants: 100%

I have reviewed the proposal and to the best of my knowledge the funds requested from the City of Dublin will be used to provide the services described in this Request for Proposal. I also attest that the above named organization/club have not received a grant from the City of Dublin within the past year.

Adult Sponsor (Signature):



Date: 11/05/15

the dublin shield

2015-2016 Youth Mini Grant Request Proposal

Description of organization

The Dublin Shield is the official magazine/newspaper and news source of the student body at Dublin High School. This journalism club serves to promote activities that are occurring at Dublin High through frequently updated articles on the online edition, thedublinshield.com. The photography section of the club, *Humans of Dublin High* (@humansofdublinhigh on Instagram) features short student and staff interviews that celebrate the individuality and diversity of Dublin High's student body. Magazines are published every few months and contain articles about student life, staff interviews, entertainment articles, and club activities, as well as world and community news. Copies of these magazines/newspapers are distributed throughout classrooms as well as in the library.

Description of project and how it will benefit Dublin youth

The Dublin Shield can benefit the Dublin youth through the publication of the magazine issues. Students at Dublin High are busy with extracurriculars and academics, and many do not know about the happenings around the school campus or around the world. The publication of the magazine issues allows students a way to connect to the occurrences and activities both in and out of school. It also gives students a platform on which to publish their work, allowing it to be seen by their peers and community. When students are updated about what is happening around school, they become more involved in school activities. *The Dublin Shield* helps with this by alerting the student body on upcoming events and activities at and around school.

Description of fund/grant planned usage

The printing of physical magazines is costly, and it typically costs around 500 to 600 dollars to print a single issue. The funds from the grant would be used to alleviate the cost. *The Dublin Shield* hopes to distribute a magazine issue by late November, and currently, the main concern is with the cost of publication. We hope to distribute multiple issues of the magazine throughout the year and the funds from the grant would help immensely.

Proposed proof to Youth Advisory Committee

To prove that funds were used as proposed, *The Dublin Shield* would submit a receipt of the cost of the magazine publication. The club would also show proof of publication through a physical or digital copy of the magazine issue itself.

City Of Dublin-Youth Advisory Committee
2015-2016 Youth Mini-Grants Application
 The application and proposal will be accepted until
 Friday, November 6, 2015 at 5:00 PM
Early applications are encouraged.

Application Form

Name of Organization/Club: DHS Robotics Club

Organization Address: 8151 Village Parkway

City/Zip: Dublin / 94568 Phone: _____

Primary Contact Person (Name & Title): Kana Mishra, Vice President

Phone: [REDACTED]

Adult Sponsor (Name & Title): Eugene Chow


Phone: [REDACTED]

Amount Requesting: \$500

Number of People in Organization: 50

Percent of Dublin Youth Participants: 100%

I have reviewed the proposal and to the best of my knowledge the funds requested from the City of Dublin will be used to provide the services described in this Request for Proposal. I also attest that the above named organization/club have not received a grant from the City of Dublin within the past year.

Adult Sponsor (Signature):  Date: 11/04/2015



Dublin High School's Official Robotics Club

GAEL FORCE ROBOTICS

VEX Robotics
Team Number



November 6, 2015

Dear Dublin Youth Advisory Committee,

Dublin High School's Gael Force Robotics Club participates in multiple robotics events around the Bay Area, the largest of which is the VEX Robotics Competition. The VEX Robotics competition utilizes the VEX Robotics platform and consist of challenges that test teams' abilities to design, maintain, and control robots. In this year's challenge similar to basketball, called Nothing But Net, robots perform a variety of tasks on a 12-foot by 12-foot field. Currently, our club has four VEX Robotics teams. All four teams attend four to five competitions per year, with registration costs averaging seventy-five dollars per team per competition. Each team's robot costs about one thousand dollars to build and maintain, as parts like metal bars and motors constantly need to be fixed and replaced.

Aside from participating in VEX Robotics competitions, we also participate in several events that directly impact the schools in our community. For the past four years, we have helped special education students by designing and building machines to allow them to participate in various sporting events. We built a soccer ball launching robot and a basketball launching robot and showcased them at several Special Olympics events in the Tri-valley. Also, similar to the many previous years where we have demonstrated our competition robots in Green Elementary School and the Bay Area Science Festival, this year we hope to have even more demonstrations throughout Alameda County to engage the students of our community in this field.

With the addition of several new members this year, we hope to continue and begin many new projects to help us develop many life and engineering skills. Some of the projects we've worked on include a 3D pancake printing robot and a t-shirt launching air cannon. These types of projects allow for our members to explore different engineering disciplines and pursue projects in their fields of interest. The parts required for such projects vary greatly on the project itself but can range anywhere between twenty and five hundred dollars.

Our club is a nonprofit organization, so our activities are entirely funded by community and corporate donations. As we have greatly expanded in size this year, we need an estimated 17500 dollars to sustain ourselves, so it would be greatly appreciated if the YAC could help us cover 500 dollars of our costs. For more information about our club and what we do, please visit our website at dhsrobotics.com. Thank you so much for your consideration, and we hope to hear back from you soon.

Sincerely,

Kana Mishra
Vice President

**City Of Dublin-Youth Advisory Committee
2015-2016 Youth Mini-Grants Application**
The application and proposal will be accepted until
Friday, November 6, 2015 at 5:00 PM
Early applications are encouraged.

Application Form

Name of Organization/Club: The Fallon Bookworms

Organization Address: 3601 Kohnen Way

City/Zip: Dublin, CA Phone [REDACTED]

Primary Contact Person (Name & Title): Paloma Trujillo-student

Phone: [REDACTED]

Adult Sponsor (Name & Title):
Liana Smith-Library-Media Technician and
Lorrin Harris-FMS 7th grade English/History teacher

Phone: [REDACTED]

Amount Requesting: \$700

Number of People in Organization: approx.. 25

Percent of Dublin Youth Participants:100% students plus
adult advisors

I have reviewed the proposal and to the best of my knowledge the funds requested from the City of Dublin will be used to provide the services described in this Request for Proposal. I also attest that the above named organization/club have not received a grant from the City of Dublin within the past year.

Adult Sponsor (Signature): Liana Smith Date: 11-10-15

YAC Mini Grant Application

Fallon Bookworms

- 1. Brief Description of organization:** Fallon Bookworms has been a student lead organization at Fallon Middle School for the past 3 years. This organization's purpose is to promote the love of reading and literacy at Fallon by raising funds to purchase books for the library media center, as directed and approved by the student council and indirectly by the school principal and the governing boards of the Dublin Unified School District. Past activities have include a student run book fair and fundraising for books that have been requested by students. (copy of 2015-16 Bookworms Constitution is attached for reference)
- 2. Project description:** We would like to expand our activities to include a monthly or quarterly group book club for the students. The group will meet on Wednesday at their mutually scheduled lunch time to select what books will be read. After the selection process is completed the meetings will change focus to the discussion of the selected book. The frequency of the titles will be determined by the funds available for using to make the purchases and the number of students participating in each title rotation.
- 3. How funds will be used:** The funds will be used to purchase agreed upon book titles for the group to read and discuss. Selections will also be guided by the book being in a paperback version to assist in keeping expenses down. We anticipate the cost, if titles rotate once per month, to be approx. \$1,400. Half the funds are being requested through this grant and the remaining funds will be requested from the Fallon Parent Faculty Club

4. **Proof of expenditures:** A log will be kept recording the titles selected, the quantities purchased and the extended cost per title. Receipts and invoices will be saved and retained with the records.

**FALLON MIDDLE SCHOOL
BOOKWORMS CONSTITUTION 2015-2016**

Article I- Name, Purpose & Authority

The name of the organization will be the *Bookworms* of the Fallon Middle School. This organization will have as its purpose, to promote literacy at Fallon by raising funds to purchase material and supplies to support the Fallon's Library Media Center, as directly approved by the student council and indirectly by the school principal and the governing board of the Dublin Unified School District.

Article II- Membership

All students enrolled in Fallon Middle School are eligible for membership.

Article III- Meetings

Meetings will be held during lunch period on Wednesdays and prior to fundraising activities unless a special meeting is called.

Article IV- Club Officers

The club officers shall consist of the following:

- President
- Treasurer
- Secretary

Article V- Duties

The club president will have the following duties:

- To preside over meetings of the club
- To call special meetings of the club
- To plan and prepare an agenda for the club meetings

The club treasurer will have the following duties:

- To maintain complete and accurate record of all club receipts and disbursements
- To oversee club fund-raising efforts
- To supervise the preparation of the club budget

The club secretary will have the following duties:

- To maintain accurate minutes of each club meeting
- To carry out all correspondence for the club

Article VI - Elections

The club will hold the election of officers once a year. The voting will take place by secret ballot.

Article VII - Amendment

A two-thirds majority vote of the members in attendance is required to amend this club constitution.

Article VIII- Faculty Advisor

The 2015-16 school year faculty advisor is Lorrin Harris, Adult sponsor-Liana Smith:
Library Media Technician