

**SPECIAL EVENT
(Temporary Sales or Services License)
GENERAL PROCEDURES**

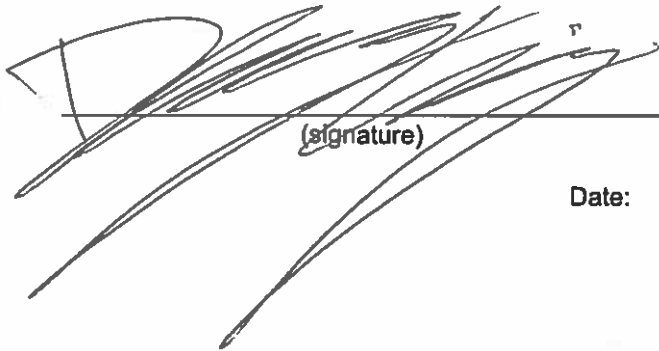
Definition: "Special event" means an assembly of less than 100 people per day of the event. An approved special event will be issued a temporary sales or service business license.

1. **APPLICATION.** Complete the form in ink. This application is for events with attendance less than 100 people per day the event unless the event is held on Federal, State, trust, or tribal lands. *If your event will have 100 or more people on any one day of the event, you must apply for either an outdoor community event license (100 to 999 persons on any one day of the event) or an outdoor festival license (1,000 or more persons on any one day of the event).* These event licenses are not required, however, if your event is being held on lands owned or managed by Washoe County Regional Parks and Open Space, or held on Federal, State, trust, or tribal lands.
2. **PARK FACILITY.** If utilizing a Washoe County park facility, you must reserve the park in advance. Please call Regional Parks and Open Space at 823-6500.
3. **APPLICATION DEADLINE.** All applications must be submitted at least 30 days in advance of the event.
4. **PROPERTY OWNER APPROVAL.** All applications must include a completed and notarized *Affidavit of Property Ownership and/or Permission to Conduct Event* (attached) form giving permission to set up and provide temporary sales/services on their property.
5. **LICENSING REQUIREMENTS.** All special event (temporary sales or service) licenses are valid for a maximum of 31 days in a calendar year (unless noted otherwise below). Event dates must be included as part of the application. Other requirements include:
 - *Animal shows*, consisting of exhibitions of domestic or large animals, are valid for a maximum time period of seven consecutive days.
 - *Christmas tree sales* are allowed between Thanksgiving Day and December 31st.
 - *Distressed Merchandise sales* are valid for a period of 90 days or less.
 - *Flea Markets and/or Farmer's Markets* may be charged additional booth fees if applicable. Applicants will be required to obtain a registration card from the Sheriff's Office.
 - *Garage and/or Yard Sales* licenses are required only if such sales exceed 72 hours in duration or occur on the same property more than twice in any six month period.
 - *Pumpkin patches* are allowed from October 1st to November 5th.
 - *Seasonal firewood sales* are valid for 90 days between September 1st and March 31st. Seasonal firewood sales cannot be part of a permitted, permanent firewood sales business. Seasonal firewood sales must also meet certain land use and zoning requirements.
 - *Solicitation by a Charitable Organization* licenses are valid for maximum of 90 consecutive days and the license fee is \$75.00. Applicants require a registration card from the Sheriff's Office.
6. **FEES.** The license fee for a temporary sales or service license is \$65.00. An additional fee will be added for the appropriate number of vendor booths (see table below). If intoxicating liquor is proposed to be served, a separate temporary intoxicating liquor license application is required. The temporary intoxicating liquor license fee is \$125.00. The temporary intoxicating liquor license will not be issued until after the approval and issuance of the temporary sales or services license.

BOOTH FEES			
1-4 booths	\$ 25	50-59 booths	\$ 300
5-9 booths	\$ 50	60-69 booths	\$ 350
10-19 booths	\$ 100	70-79 booths	\$ 400
20-29 booths	\$ 150	80-89 booths	\$ 450
30-39 booths	\$ 200	90-100 booths	\$ 500
40-49 booths	\$ 250	More than 100 booths	\$ 500 plus \$5 for each booth in excess of 100

7. **APPROVALS AND AGENCY SIGN-OFFS.** The applicant will be directed to applicable public agencies for approval. This approval will be recorded by the agency on a sign-off list provided to the applicant. These agencies will contact you separately if more information or changes to the application are required. Untimely return of the information or changes to the application may jeopardize license review and approval. Any food vendors, solid waste disposal, and sanitation needs will require separate permits from the Washoe County Health District (775-328-2434). If any reviewing public agencies have any additional application or permit fees, they will so inform you.
8. **CONDITIONS OF APPROVAL.** One or more of the reviewing public agencies may recommend conditions be attached to the temporary sales or services license. Washoe County Business License will determine which conditions are attached to the license, and issue the license with those conditions. All conditions must be met to the satisfaction of the imposing public agency, and it is the applicant's responsibility to contact the agency for condition compliance. Failure to comply with any pre-event conditions may cause Washoe County to not issue the temporary sales or services license. Failure to comply with during-event conditions may cause Washoe County to take appropriate measures to revoke or suspend the license. Failure to comply with post-event conditions may cause Washoe County to impose more stringent conditions on, or potentially jeopardize the approval of, future temporary sales or services license applications.
9. **ISSUANCE OF LICENSE.** The temporary sales or services license will be issued after all fees have been paid and all necessary approvals, with or without recommended conditions, have been received from reviewing public agencies. The temporary sales or services license receipt demonstrates proof of payment and acts as the temporary sales or service license, if the applicant does not receive the printed Washoe County temporary sales or services license. The license will be sent to the applicant by Email as an attached file. If an Email address is not provided in the application, the license will be sent through U.S. Postal Mail to the applicant's mailing address. **The license or receipt must be displayed prominently at the event and must be available for inspection.** The license is valid only for the temporary sales or services as contained in this application and approved/issued by Washoe County Business License, and not for any other event or location.

All applications must be signed and dated below by the applicant. By signature, the applicant attests an understanding of the application submittal requirements as contained in the General Procedures; understands that conditions may be attached to the temporary sales or services license and will comply with all imposed conditions; and, will not set up nor sell/provide services or products until the temporary sales or services license is approved and issued.


(signature)

Devenney Leijon
(printed name)

Date: 5/20/19

SPECIAL EVENT APPLICATION
Temporary Sales or Services License

Application date: 5/20/19

Applicant Information

Applicant's name: Devenney Leijon on behalf of Boys & Girls Club of North Lake Tahoe
Mailing address: PO Box 1617 Kings Beach CA 96143
Street or PO Box City State Zip code
Phone: 530-582-3760 (Business) 775-762-3390 (Home) same as home (Cell)

Event Information

Name of Event: BESK 2019
Sponsor's Name: Boys & Girls Club of North Lake Tahoe
Date(s) of Event: Saturday, September 14, 2019

List all dates proposed for the event. Most special event licenses may be issued for 31 calendar days in a year.

Hours of operation: 8am - 12pm
Location of Event: Village Green fields in Incline Village, NV
Assessor Parcel Number(s): _____

Will the event be held at a Washoe County Park facility? Yes No

(If yes, please contact Regional Parks and Open Space at 823-6500 for reservations)

Description of Event: 5K run event fundraiser to benefit the Boys & Girls Club of North Lake Tahoe

Are you representing a charitable or a not for profit organization? Yes No

If yes, name of organization: Boys & Girls Club of North Lake Tahoe

The primary purpose of the event or activity is:

- Charity fundraising Group fundraising
 Program for community benefit Government activity

Other: _____

Will an admission fee be charged for your event? Yes No

If yes, amount and type of fee(s): Registration fee ranging from \$20 - \$50

When will fee be collected? Pre-sales At entrance Limited amount of day-of registration.

Approximate number of participants and other persons: 200

Approximate number of customers and spectators: 50 - 95

Approximate maximum number of persons on any one day of the event: 250 - 295

Approximate number of vehicles to be parked at the event: 50 - 75

Parking Facilities: Location Aspen Grove / Aspen overflow Lot / Rec Center Spaces available 330 +

Sales and Vendor Information

Will food and/or beverages be served?

Yes No

whole fruit & packaged items only

(all food and beverage vendors must have the appropriate Washoe County Health District permits)

Will alcoholic beverages be served?

Yes No

(all intoxicating liquor vendors must be individually licensed with Washoe County Business License)

Will there be live music?

Yes No

Will amplified sound equipment be used?

Yes No

Will non-food items (such as t-shirts, posters) be sold?

Yes No

Will vendors be at your event?

Yes No

If yes, how many? For profit: _____ Not for profit: 1

Vendor List

(attach additional sheets if needed)

All food and beverage vendors must have an appropriate permit from Washoe County Health District

Name of Vendor

Type of product sold or services provided

Tahoe Tap

Water Stations (2)

SPECIAL EVENT APPLICATION
Temporary Sales or Services License
AFFIDAVIT OF PROPERTY OWNERSHIP
and/or PERMISSION TO CONDUCT EVENT

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

**contract for use of IRLTD
fields is in process - see
attached request form.*

I, _____ being duly sworn, depose, and say that I am an owner* of property involved in this temporary sales or services license application and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the proposed temporary sales or services license application and also own the property or properties on which the sales or services will be conducted;

OR

Affirm that I give permission to the applicants for the proposed temporary sales or services license to conduct the sales and services on the following property or properties which I own:

Assessor Parcel Number(s): _____

Physical Address: _____

Signed _____

Subscribed and sworn to before me this _____ day of _____, 20____

Notary Public in and for said county and state

My commission expires: _____

*Owner refers to the following. Please mark the appropriate box.

- OWNER/JOINT OWNER
- CORPORATE OFFICER/PARTNER
- POWER OF ATTORNEY (Provide copy of Power of Attorney)
- AGENT (Attach notarized letter from property owner giving legal authority to agent)
- LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP

OUTDOOR COMMUNITY EVENT LICENSE/PERMIT

Materials required for submittal

- X Fees – check(s) made payable to “Washoe County”
- Application fee**
- X \$50 non-refundable application fee
- Daily fee(s)**
- X \$350 daily fee plus appropriate booth fees
- Carnival, circus or tent show fees*
- n/a \$300 daily fee (maximum of \$4200) plus appropriate booth fees
- X Three packets and one electronic pdf file (memory stick or DVD). Each packet shall include the completed application and event plan. The event plan must include:
- X Site plan showing the arrangement of all facilities; including ingress, egress, parking and camping; and,
- Detailed explanations for:
- X Security and fire protection
- X Water supply and facilities
- X Sanitation facilities
- X Medical facilities and services
- X Vehicle parking spaces
- X Vehicle access and on-site traffic control
- X Communication system
- n/a Illuminating the premises (if applicable)
- n/a Camping (if applicable)
- X Cleanup and rubbish removal plan and cost estimates to return the event site to its pre-event condition
- X Certified copies of articles of incorporation filed in Nevada (if applicable)
- n/a Copy of partnership papers (if applicable)
- _____ Insurer Information and copy of insurance policy specific to event (copy must be furnished prior to the issuance of the license)

Submission Materials (continued)

- Na Property ownership affidavit and permission to conduct event signed by each property owner(s) and notarized (separate form for each property owner)
- X Vendor list
- X Statement of Assets
- f Statement of Liabilities
- X Personal history of all applicants (to include corporate officers and partners)
- X Names and addresses of any person contributing, investing or having an expected financial interest greater than \$500 in producing the event
- X Names and addresses of any person expected to provide, for consideration, services or activities ancillary to or in conjunction with the event
- f Release of claims and authorization to release information signed by each applicant (to include corporate officers and partners) and notarized

OUTDOOR COMMUNITY EVENT APPLICATION

(Requires a non-refundable \$50 application fee)

Application date: 5/20/19

Applicant Information

Applicant's name: Boys & Girls Club of North Lake Tahoe
Mailing address: PO Box 11617, Kings Beach, CA 96143
Phone: 530-582-3760 (Business) 775-762-3390 (Home) same as home (Cell)

All applicants, to include corporate officers or partners must complete a personal history form

Is the applicant a(n): [] Corporation [] Partnership [X] Individual on behalf of SOlc3

If a corporation or a partnership, list corporate officers or partners:

Table with 3 columns: Name, Address, Title. Row 1: n/a, ., .

Event Information

Name of Event: BESK 2019
Date(s) of Event: 9/14/19 Hours of operation: 8am - 12 pm
Location of Event: Village Green: 9100 Lakeshore Blvd., Incline Village, NV 89451
Assessor Parcel Number(s):
Description of Event: 5K run event fundraiser to benefit the Boys & Girls Club of North Lake Tahoe.

Name of the designated event representative who will be on-site during the event and who has authority to bind the applicant: Mindy Carbajal & Devenney Leijon

Will an admission fee be charged for your event? [X] Yes [] No
If yes, amount and type of fee(s): Registration fee ranging from \$20-\$50
When will fee be collected? [X] Pre-sales [X] At entrance Limited amount of day-of registration

Approximate number of participants and other persons: 200
Approximate number of customers and spectators: 50-95
Approximate maximum number of persons on any one day of the event: 250 - 295

Will food and/or beverages be served? [X] Yes [] No
(all food and beverage vendors must have the appropriate Washoe County Health District permits)

Will alcoholic beverages be served? [] Yes [X] No
(all intoxicating liquor vendors must be individually licensed with Washoe County Business License)

Will there be live music? [] Yes [X] No

OUTDOOR COMMUNITY EVENT LICENSE

Insurer Information

(see Insurance, Hold Harmless & Indemnification Requirements)

Name of Insurer: Menath Insurance Policy number: PHPK1841804

Attach copy of insurance policy specific to event (must be furnished prior to the issuance of the license)

Address of Insurer: 333 Village Blvd. Suite 203, Incline Village, NV 89451
Street City State Zip code

Limits of liability: see attached declaration pages

HISTORY OF SIMILAR EVENTS

(attach additional sheets if needed)

Describe the history of all similar events conducted, operated or promoted by the applicant. Include, at a minimum, event names, types, dates, locations, permits or licenses issued.

The template from the Butterfly Effect SK, held on September 5, 2015, was donated to the Club to create the BESK 2018 event which was held on October 13, 2018. The BESK 2019 will follow the BESK 2018 template.

Vendor List

(attach additional sheets if needed)

Name of Vendor	Type of service or product
Tahoe Tap	Water Stations (2)

**OUTDOOR COMMUNITY EVENT
AFFIDAVIT OF PROPERTY OWNERSHIP
and/or PERMISSION TO CONDUCT EVENT**

STATE OF NEVADA)
) ss:
COUNTY OF WASHOE)

**contract for use of IVLID fields is in process - see attached request form.*

I, _____ being duly sworn, depose, and say that I am an owner* of property involved in this outdoor community event and I do hereby:

(check appropriate box)

Affirm that I am an applicant for the below named proposed outdoor community event and also own the property or properties on which the event will be conducted

OR

Affirm that I give permission to the applicants for the below named proposed outdoor community event to conduct the event on the following property or properties which I own:

Assessor Parcel Number(s): _____

Proposed Outdoor Community Event: _____

Signed _____

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public in and for said county and state

My commission expires: _____

*Owner refers to the following. Please mark the appropriate box.

- OWNER/JOINT OWNER
- CORPORATE OFFICER/PARTNER
- POWER OF ATTORNEY (Provide copy of Power of Attorney)
- AGENT (Notarized letter from property owner giving legal authority to agent)
- LETTER FROM GOVERNMENT AGENCY WITH STEWARDSHIP

**OUTDOOR COMMUNITY EVENT
STATEMENT OF ASSETS**

As of June 30, 2018

(Describe fully and indicate assets pledged)
(If additional space is required, attached supporting pages or documents)

Current Assets

Cash on hand	_____	\$ <u>350.00</u>
Cash in safe deposit box	_____	\$ _____
Cash in <u>Bank of the West</u>	Location of Box	\$ <u>737,522.00</u>
Cash in <u>Wells Fargo</u>	Name, Bank and Branch	\$ <u>253,451.00</u>
Accounts and notes receivable (describe nature of receivable and when due)	_____	\$ _____
<u>Contributions, Grants & other receivables</u>	_____	\$ <u>95,143.00</u>
Other current assets	_____	\$ _____
<u>Prepaid expenses & other assets</u>	_____	\$ <u>167,608.00</u>

Investments

Stocks, Bonds, etc (Market value) (If close held corporation, furnish current balance sheet)	_____	\$ _____
<u>Vanguard Investments</u>	_____	\$ <u>147,943.00</u>
Investments, other than stocks and bonds	_____	\$ _____

Fixed assets

Real estate (Give location, description and fair value of each parcel)	_____	\$ _____
<u>Building - 8125 Steelhead Ave., Kings Beach, CA</u>	_____	\$ <u>2,303,326.00</u>

Other assets

Automobiles and other personal property	_____	\$ _____
<u>Land, Autos, office Equipment & other</u>	_____	\$ <u>169,718.00</u>

Total Assets \$ _____

Mindy Carbajal
Print Name

M. Carbajal
Signature

5/20/19
Date

**OUTDOOR COMMUNITY EVENT
STATEMENT OF LIABILITIES**

As of June 30, 20 18

(Describe fully, indicate secured liabilities)

(If additional space is required, attached supporting pages or documents)

Current liabilities

Notes payable _____ \$ 0
Name, Bank and Branch _____

Due _____ How secured _____

Notes payable _____ \$ 0
Name, Bank and Branch _____

Due _____ How secured _____

Notes payable _____ \$ 0
Name, Bank and Branch _____

Due _____ How secured _____

Notes payable _____ \$ 0
Name, Bank and Branch _____

Due _____ How secured _____

Other notes payable (indicate name, address and how secured)

_____ \$ 0
_____ \$ 0

Accounts payable \$ 50,416.00

Liability for Federal Income Tax (delinquent) \$ 0

Provision for current year's Federal Income Tax \$ 0

Provisions for other current taxes \$ 0

Liability for other delinquent taxes \$ 0

Mortgages payable (List each mortgage separately, how secured, and monthly payments due thereon)
_____ \$ 0
_____ \$ _____

Other liabilities
other accrued liabilities \$ 6,440.00
Unearned Revenue \$ 85,550.00
Payroll Liabilities \$ 108,981.00
Total Liabilities \$ 251,387.00

Contingent liabilities (describe)

Mindy Carbajal
Print Name

M. Carbajal 5/20/19
Signature Date

OUTDOOR COMMUNITY EVENT

PERSONAL HISTORY

(complete a separate form for each applicant, to include corporate officers and partners)

Name in full: Devenney A. Leijon
First Middle Last

List ALL other names you have been known by:

Residence address: 553 Boothill Ct., Incline Village, NV 89451
Street City State Zip Code

Residence phone: Business phone: 530-582-3760

Name of your present business or employer: Boys & Girls Club of North Lake Tahoe

Business address: 8125 Steelhead Ave. Building B, Kings Beach, CA 96143
Street City State Zip Code

Type of business: non-profit Position: Marketing & Special Events

How long engaged in this business: 1 year and 7 months

Date of birth: Age: Place of birth:

List cities in which you have lived during the last ten years:

Table with 3 columns: Dates From and To, City, State. Rows: 2005 - 2016, Reno, NV; 2016 - 2019, Incline Village, NV

I, the undersigned, have answered all questions in this application and to the best of my knowledge all answers are true and correct. I further understand that disclosure of any false, misleading or incorrect answers could result in the denial of the license. The filing of the application does not authorize the conducting of any event for which a license is required, and any carrying on of such event before a license is issued may also be grounds for denial of a license.

Devenney Leijon
Printed name of applicant

[Handwritten Signature]
Signature of applicant

5/20/19
Date

**OUTDOOR COMMUNITY EVENT
CONTRIBUTORS OR INVESTORS LIST**

(List the names and addresses of any person contributing, investing or
having an expected financial interest greater than \$500 in producing the event)
(attach additional sheets if needed)

Name

Address

n/a

ANCILLARY SERVICES OR ACTIVITIES LIST

(List the names and addresses of any person expected to provide, for consideration,
services or activities ancillary to or in conjunction with the event)
(attach additional sheets if needed)

Name

Address

Synergy Race Timing

813 Harbor Blvd. #305, West
Sacramento, CA 95691

**OUTDOOR COMMUNITY EVENT
RELEASE OF CLAIMS**

(complete a separate form for each applicant, to include corporate officers and partners)

The undersigned has filed with Washoe County Business License an application for outdoor community event license. In consideration of the assurance by the Board of County Commissioners that no vote on said application will be taken except after a deliberate, intensive and thorough investigation of the undersigned, including but not limited to criminal history background, associates and finances, the undersigned does for himself, his heirs, executors, administrators, successors and assigns, hereby release, remise and forever discharge the County of Washoe, Washoe County Sheriff's Office, Washoe County Commission, and Washoe County Business License from any and all manner of actions, causes of action, suits, debts, judgments, executions, claims, and demands whatsoever, known or unknown, in law or equity, which the undersigned ever had, now has or may have, or claim to have against any or all of said entities or individuals arising out of or by reason of the processing or investigation of or other action relating to the undersigned application.

AUTHORIZATION TO RELEASE INFORMATION

As an applicant for an outdoor community event license with Washoe County Business License, I am required to furnish information for use in determining my qualifications. In this connection, I authorize release of any and all information of a confidential or privileged nature.

I hereby release you, your organization and others from liability or damage, which may result from furnishing the information requested. This release will expire 180 days after the date signed.

I, the undersigned, have read this release and understand all its terms; I execute it voluntarily and with full knowledge of its significance.

IN WITNESS WHEREOF, I have executed this release at KINGS BEACH BANKIETHE WEST on the 20th day of MAY, 2019.

MINDY R. CARBAJAL
Printed name of applicant

[Signature]
Signature of applicant

Subscribed and sworn to before me this 20th day of MAY, 2019

[Signature] PLACER COUNTY STATE OF CALIFORNIA
Notary Public in and for said county and state

My Commission expires: 9/29/2022



**OUTDOOR COMMUNITY EVENT
INSURANCE, HOLD HARMLESS AND INDEMNIFICATION REQUIREMENTS**

Pursuant to Washoe County Code section 25.303, any applicant for a Washoe County outdoor community event license must ensure the following requirements are met to the satisfaction of the Washoe County Risk Management Division before the outdoor community event license may be issued.

INDEMNIFICATION & HOLD HARMLESS

As respects acts, errors or omissions relating to the event, APPLICANT agrees to indemnify and hold harmless COUNTY, its officers, agents, employees, and volunteers from and against any and all claims, demands, defense costs, liability or consequential damages of any kind or nature arising directly or indirectly out of the event or any activity leading up to, during, or following the event, excepting those which arise out of the sole negligence of the COUNTY.

APPLICANT further agrees to defend COUNTY and assume all costs, expenses and liabilities of any nature to which COUNTY may be subjected as a result of any claim, demand, action or cause of action arising out of the negligent acts, errors or omissions of APPLICANT or its agents concerning the event.

INSURANCE REQUIREMENTS

COUNTY requires that APPLICANT purchase General Liability Insurance as described below against claims for injuries to persons or damages to property which may arise from or in connection with the event by APPLICANT, its agents, representatives, or employees. The cost of all such insurance shall be borne by APPLICANT.

APPLICANT shall maintain coverage and limits no less than \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, the general aggregate limit shall be increased to equal twice the required occurrence limit, to apply separately to this event.

Any deductibles or self-insured retentions must be declared to and approved by the COUNTY Risk Management Division prior to the event. COUNTY reserves the right to request additional documentation, financial or otherwise prior to giving its approval of the deductibles and self-insured retention and prior to issuing the license. The COUNTY Risk Manager prior to the change taking effect must approve any changes to the deductibles or self-insured retentions.

APPLICANT shall provide COUNTY with a certificate of insurance that identifies COUNTY, its officers, agents, employees and volunteers as additional insured's.

NOTE: A certificate of insurance complying with the provisions stated above is not required with the outdoor community business license application, but must be furnished prior to the issuance of the license.

I hereby agree to the all of the provisions stated above:

BESK 2019

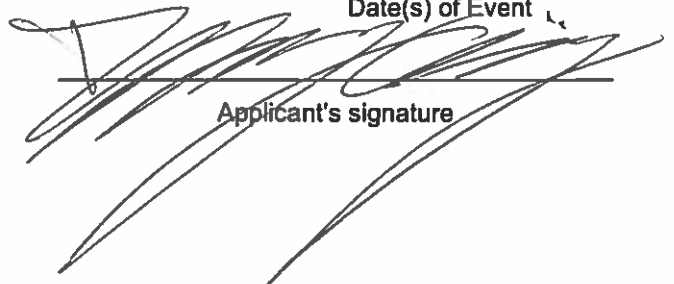
Name of Event

9/14/19

Date(s) of Event

Devenney Leijon

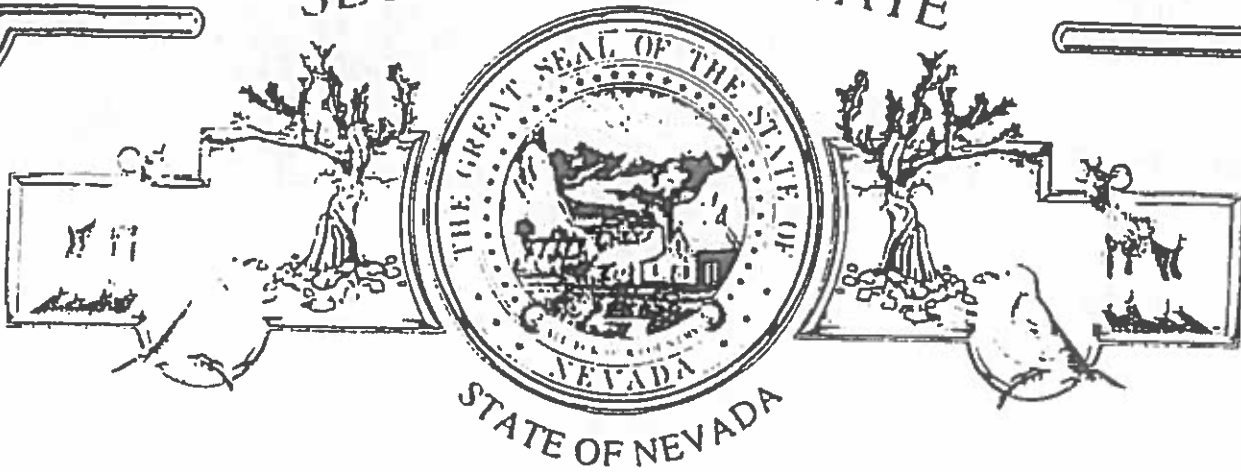
Applicant's name (printed)



Applicant's signature

Date: 5/20/19

SECRETARY OF STATE



CORPORATE CHARTER

I, DEAN HELLER, the duly elected and qualified Nevada Secretary of State, do hereby certify that **BOYS AND GILS CLUB OF NORTH LAKE TAHOE** did on June 26, 1997 file in this office the original Articles of Incorporation; that said Articles are now on file and of record in the office of the Secretary of State of the State of Nevada, and further, that said Articles contain all the provisions required by the law of said State of Nevada.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Great Seal of State, at my office, in Carson City, Nevada, on June 26, 1997.



Dean Heller

Secretary of State

By _____

Certification Clerk

SECRETARY OF STATE OF NEVADA

ARTICLES OF INCORPORATION

70000829

OF

BOYS AND GIRLS CLUB OF NORTH LAKE TAHOE

25.0

JUN 26 1997

BOYS AND GIRLS CLUB OF NORTH LAKE TAHOE

a Nevada Non-Profit Corporation (Pursuant to NRS 82)

Handwritten initials and signature

No. C13675-SP Dan Heller

1. The name of the corporation shall be: Boys and Girls Club of North Lake Tahoe

2 Resident Agent: Bill Crandall 761 Northwoods Ave. Incline Village, NV 89451

3. Purpose of the corporation: To promote the health, social, educational, vocational and character development of boys and girls, without regard for race, color, creed or national origin, to receive, invest and disburse funds, and all other legal purposes to advance the stated goals of the corporation.

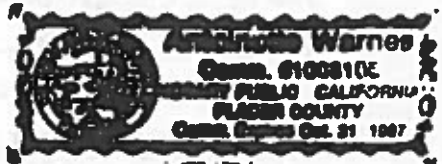
4. Governing Board: The corporation shall be governed by Directors. The first Board of Directors shall consist of 1 members. The names and addresses are as follows:

Name Address David Ferrazi P.O. Box 1215, Crystal Bay, NV 89402

5. Signature of Incorporator: Elizabeth M. Collins, Incorporator P.O. Box 732 Carnelian Bay, Ca 96140

State of California, County of Placer This instrument was acknowledged before me on June 11, 1997, by Elizabeth M. Collins, as incorporator of Boys and Girls Club of North Lake Tahoe

Antoinette Warnes Notary Public Signature (affix notary stamp or seal)



Certificate of Acceptance of Appointment of Resident Agent

I, Bill Crandall hereby accept appointment as Resident Agent for the above named corporation

Bill Crandall (signature)

June 14, 1997

3. Purpose of the corporation: To promote the health, social, educational, vocational and character development of boys and girls, without regard for race, color, creed or national origin, to receive, invest and disburse funds, and all other legal purposes to advance the stated goals of the corporation.

Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(e)(2) of the Internal Revenue Code or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLES OF INCORPORATION
OF

BOYS & GIRLS CLUB OF NORTH LAKE TAHOE
A Nevada Non-Profit Corporation
RESTATED AND AMENDMENT
DATED JULY 15, 2002

6. IRREVOCABLE DEDICATION-DISSOLUTION CLAUSE

This corporation is not organized, nor shall it be operated, for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits or dividends to the members thereof and is organized solely for nonprofit purposes. The property, assets, profits and net income of this corporation are irrevocably dedicated to charitable purposes and no part of the profits or net income of this corporation shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private shareholder or individual. Upon the dissolution or winding up of this corporation, its assets remaining after payment of, or provision for payment of, all debts and liabilities of this corporation shall be distributed to a nonprofit fund, foundation or corporation, which is organized and operated exclusively for charitable purposes and which has established its tax exempt status Section 501(c)(3) of the Internal Revenue Code. If this corporation holds any assets on trust, such assets shall be disposed of in such manner as may be directed by decree of the superior court of the county in which this corporation's principal office is located, upon petition therefore by the Attorney General or by any person concerned in the liquidation.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/27/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Menath Insurance 333 Village Blvd. Suite 203 Incline Village NV 89451		CONTACT NAME: Lisa Miller PHONE (A/C, No, Ext): (775) 831-3132 FAX (A/C, No): (775) 831-6235 E-MAIL ADDRESS:	
INSURED Boys and Girls Club of North Lake Tahoe PO Box 1817 Kings Beach CA 96143		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Philadelphia Indemnity Ins Co	NAIC # 18058
		INSURER B: Philadelphia Indemnity Ins Co	NAIC # 18058
		INSURER C: United States Liability Ins Co	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL1862733743 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		PHPK1841804	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000 OTHER \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			PHPK1841804	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE	Y		PHUB835625	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 DED <input checked="" type="checkbox"/> RETENTION \$ 10,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Directors and Officers Liability Claims Made - Full Prior Acts			TBD	07/01/2018	07/01/2019	Limit Per Claim \$1,000,000 Aggregate Limit \$1,000,000 Retention \$1,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Boys and Girls Clubs of America are additional insured as respects the general liability and sexual/physical abuse policies. Coverage is primary and non-contributory.

CERTIFICATE HOLDER

CANCELLATION

Boys and Girls Club of America 1275 Peachtree St NE Atlanta GA 30309	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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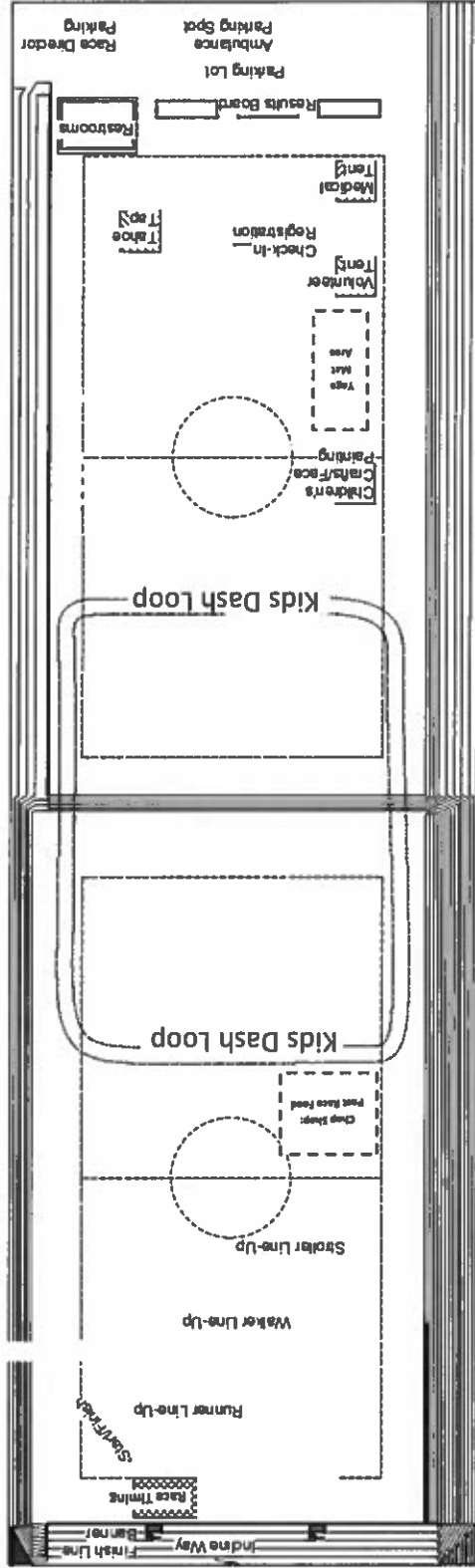
Boys & Girls Club of North Lake Tahoe

BESK

Overall View

7/24/18

NTS



Boys & Girls Club of North Lake Tahoe's BE5K Race Route—Traffic Specifications



Boys & Girls Club of North Lake Tahoe's BE5K Emergency Action Plan

Saturday, September 14, 2019

Village Green, 960 Lakeshore Blvd., Incline Village, NV 89451

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Purpose: This Plan defines responsibilities and provides procedures designed to identify unusual and unlikely conditions that may endanger the audiences and/or participants during the conduct of the Boys & Girls Club of North Lake Tahoe (BGCNLT) special event BE5K and to quickly and efficiently respond in order to prevent or minimize any loss of life and injury, or property.

This plan is to be reviewed annually or 90 days prior to event.

Responsibilities

Responsibilities of the Boys & Girls Club of North Lake Tahoe organization

Determine and identify the conditions or triggering events that initiate or require emergency actions, and specify the actions to be taken and by whom.

Provide Guidance on how to communicate the emergency to those who must be contacted.

Include sample warning messages tailored to specific situations.

Describe who is responsible for taking specific actions at the event after the notification procedures have been implemented.

Per EMS Code, Boys & Girls Club of North Lake Tahoe is *not* required to provide a staffed & licensed ambulance, physician or on-site treatment facility, so long as event population of participants and attendees is fewer than 10,000.

Responsibility for Notification

On the day of the event, an emergency should be reported to the Incident Response Director. It will be his/her duty to analyze the nature of the situation and to notify emergency personnel needed for response. It will then be his/her duty to stay at the scene until emergency personnel respond, unless the situation is unsafe and could cause harm to the Incident Response Director.

Vendor Responsibility

Each vendor is responsible for having its own emergency action plan.

Race Director

Devenney Leijon

P.O. Box 1617, Kings Beach, CA 96143

(775) 762-3390

dleijon@bgcnlt.org

Back Up: Ben Visney

P.O. Box 1617, Kings Beach, CA 96143

(530) 386-6960

bvisneyi@bgcnlt.org

Walk course and clear away obstacles; mark course clearly with signage and flour. Oversee set up of start/finish line and timekeeper. Oversee finish water station. Oversee PA system setup. Make announcements and start race. Gather and post participant race information. Determine medal winners and hand out prizes/ribbons if applicable. Race director shall have access to a vehicle near venue if she/he needs to get to course.

Volunteer Coordinator

Shanice Jefferson

P.O. Box 1617, Kings Beach, CA 96143

(775) 683-7485

sjefferson@bgcnlt.org

Back Up: Katie O'Brien

P.O. Box 1617, Kings Beach, CA 96143

(509) 200-6796

kobrien@bgcnlt.org

Recruit volunteers & assign to specific jobs. Ensure volunteers have signed waivers or the guardians of minors have signed a waiver on behalf of minors. Meet with key volunteers to lead various areas of the race and make sure they fully understand the needs of their group. Train volunteers, provide necessary event and emergency information, and assign age-appropriate duties. Volunteer coordinator should meet with volunteers at a designated volunteer check-in location & direct volunteers to their posts & review duties. Check on volunteers throughout the event. Check out volunteers at end of day.

Spanish-English Staff

Lorena Herrera

P.O. Box 1617, Kings Beach, CA 96143

(530) 386-4165

lherrera@bgcnlt.org

Back Up: Christian Riskey

P.O. Box 1617, Kings Beach, CA 96143

(805) 252-9105

criskey@bgcnlt.org

Be available during the event to provide translation services for emergency situations.

Ethan Gibson
Truckee STEM Coordinator

Lorena Herrera
Teen Services Coordinator

Sara Turner-Carbajal
Manager of Performing Arts / Director of Great Futures Productions

Devenney Leijon
Marketing & Special Events Coordinator

Vendors

Tahoe Tap
Madonna Dunbar, MFA/BFA, Resource Conservationist, IVGID Waste Not Program/Public Works
Executive Director, Tahoe Water Suppliers Association
(775) 354-5086
madonna_dunbar@ivgid.org

Event Risk Notification Procedure

Race Director will send participants email notification using the participant mailing group information of possible health risk; Race Director will also make an announcement on the event's social media web pages, and the Board shall post signs at venue, informing participants of risk.

Example of Warning:

"Dear BE5K Participant,

As the race approaches, the Boys & Girls Club of North Lake Tahoe would like to inform you of a potential hazard. [Reporting agency, e.g. AirNow.gov, Weather Underground, etc.], is reporting [condition]. Such conditions may pose a health risk. We would like to make you aware of this, so you can take any necessary precautions.

We would like all of our participants to have a positive race experience. If you are sensitive to these conditions, we ask that you choose to perhaps lessen your commitment (if you were planning on doing the run, the walk might be more appropriate) or not to participate in the race.

Here is a link to the [reporting agency] website, so you can decide what is best for you: {link}.

Your health is important to us."

Event Cancellation/Postponement Procedure

If the event needs to be cancelled, the Incident Response Director will follow Notification Chart to spread news. Participants will be informed by email using the participant mailing group from Eventbrite.com. Devenney Leijon will make an announcement on the Club's social media pages. The Boys & Girls Club of North Lake Tahoe Staff shall post signs at the venue. At least one member of the staff will remain at the site to answer questions of any participants.

"Dear BE5K Participant,

The Boys & Girls Club of North Lake Tahoe has been informed by [Reporting agency, e.g. AirNow.gov, Weather Underground, etc.] of [condition]. Such conditions may pose a serious health risk to anyone exercising outdoors. Here is a link to the [reporting agency] website: {link}

For your safety, we are [cancelling/postponing] the BE5K event. We would like all of our participants to have a positive race experience. Your health is important to us. We are disappointed to do this, but it is what we feel is best.

[The race will be rescheduled at the following time/date]"

Wildlife

In the event there is potential negative interaction with an animal, such as the presence of a bear close to the site, the Incident Response Director will call the Nevada Division of Wildlife. A volunteer shall be assigned to the area to ask participants to keep their distance.

Nevada Division of Wildlife
1100 Valley Rd.
Reno, NV 89512
(775) 688-1500 General Info
(775) 688-1331 Report Incidents to Dispatch
Bear League
24 hour hotline
(530) 525-7297

Children

All participants in the 5K will sign online waivers. For the Kid Dash Obstacle Course, parents and guardians will be required to sign Parent/Guardian Consent and Liability Waiver Form which supervising adult acknowledges responsibility of child and releases the Boys & Girls Club of North Lake Tahoe from responsibility of supervision.

Children who have been separated from their supervising adult will be brought to the Medic Tent. The Incident Response Director shall inform the MC to make an announcement. If possible, child's name should not be used; instead, the adult's name should be used ("[Adult's name], please meet your daughter/son at the medic tent"). The incident Response Director shall stay with the child until parent can be found if possible, or find a suitable replacement (such as a medical personnel). An Incident Report shall be filled out and include the name and contact information of the supervising adult who comes for the child. A reasonable attempt to verify/document identity and proof of relationship should be taken (For example, a driver's license verifying identity and photograph of child in adult's possession). Should the supervising adult not respond to medic tent within 5 minutes, a second announcement should be made. After an additional 5 minutes, emergency personnel shall be notified.

Should a supervising adult lose a child, the Incident Response Director shall have the MC announce the name of the child and adult. Details of the child should not be announced. If the child comes to the tent, an Incident Report shall be filled out as above and a reasonable attempt to verify identity and proof should be taken and documented. Should the child not respond within 5 minutes, a second announcement should be made, and emergency personnel should be notified. Incident Response Director shall stay with supervising adult at medic tent if possible or find suitable replacement.

Injury

Course Safety Precautions

Publish race route with local paper and given written notification to residences along race route.

Walk course and identify areas of potential injury (crossing roads, ditches, hills). Find volunteers to cheer and keep an eye out at these spots. Course volunteers should have one cell phone per group.

Should a participant or volunteer be unresponsive or severely injured, emergency personnel should be contacted immediately by whomever is on scene first. Once that has been done, the Incident Response Director and the above actions should be taken.

Volunteer or Racer in need of help at Village Green

The Incident Response Director is responsible for responding to any injury at the Village Green. She/he will enlist the immediate help of the Medics from the Medic Tent. Should the Medics determine further care is needed, the Incident Response Director shall contact emergency personnel for transport. She/he will stay with the injured person until the emergency is resolved or emergency personnel have responded. She/he will fill out an Incident Report. If emergency personnel were called, the Incident Response Director will contact insurance personnel and the Boys & Girls Club of North Lake Tahoe will make an attempt to contact the injured person after the event.

What to do if two medical emergencies arise at the same time

Should there be two emergencies, the Incident Response Director will respond to the one in which she/he is in closest proximity. She/he will direct the Race Director to the second emergency; Race Director will respond in the way that the Incident Response Director shall respond to emergencies. Once the Incident Response Director has fulfilled his/her responsibilities to the first emergency, he/she will then relieve the Race Director of the second response.

Communications

The primary communications will be through personal cell phones. Additionally, there will be 16 Walkie Talkies. The primary person in each role shall have one during the event (the Incident Response Director, Race Director, Race Spokesperson, Volunteer Coordinator, Spanish-Speaking staff, Head Medical staff (both Village Green and Water station). The remaining units will be given to volunteers at the discretion of the Race Director and Volunteer Coordinator.

All volunteers will be given the cell phone contact of all key personnel, and a flow chart of who to contact in case of an emergency. If a volunteer does not have a cell phone, the location of someone who has one will be given (i.e. Medic tent, MC, Water Station).

A volunteer who is told of or witnesses any incident shall report it to the Volunteer Coordinator, who will immediately inform the Incident Response Director. The Volunteer Coordinator will provide support to either the volunteer or the Incident Response Director if needed.

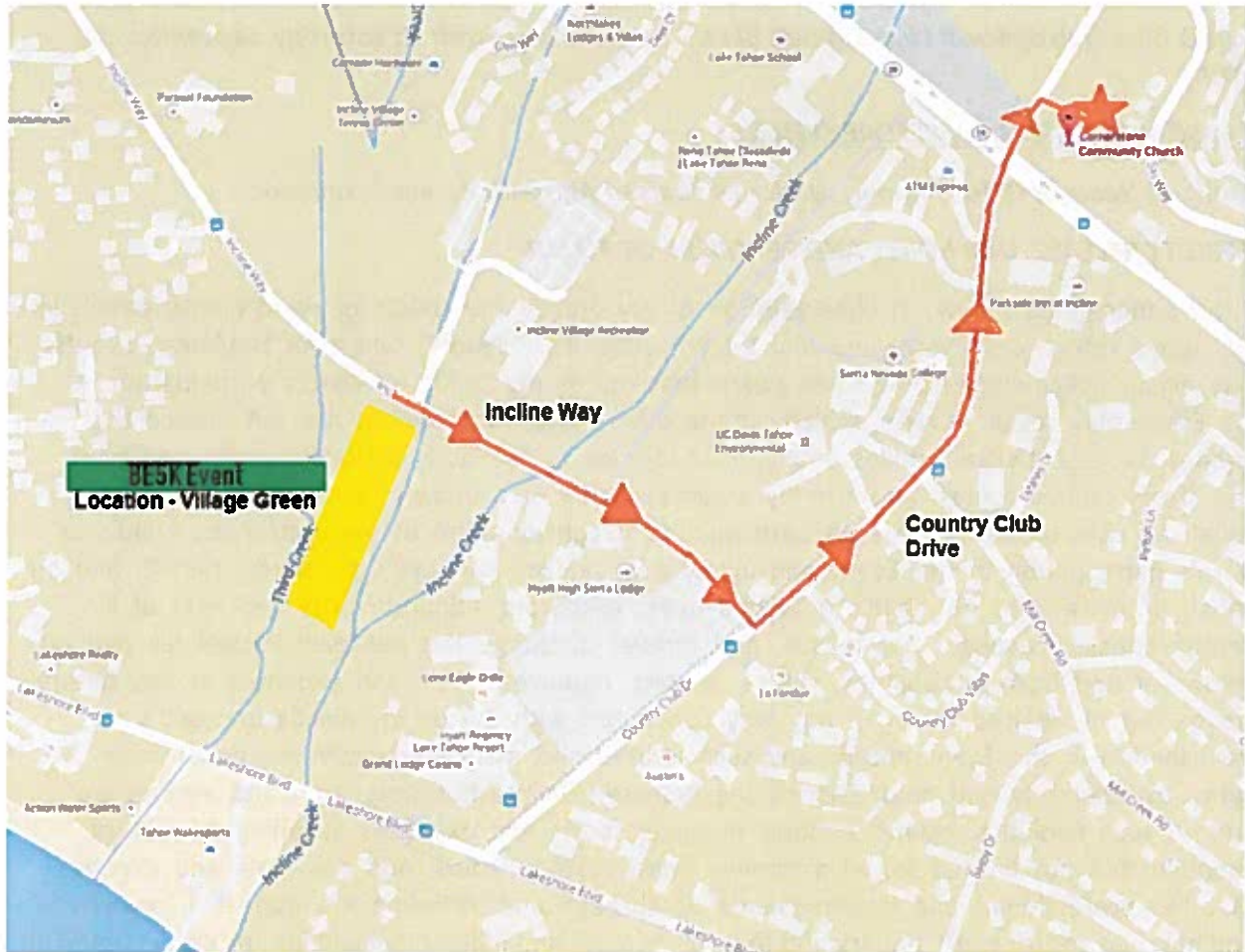
Key Personnel (Race Director, BGCNLT Staff, etc.) who is told of or witnesses any incident shall report it immediately to the Incident Response Director.

All key personnel must keep their cell phones on their persons during the event. All key personnel will have the Emergency Action Plan on their persons during the event (electronic format allowed).

If the Volunteer Coordinator or any other Key Personnel are unable to reach the Incident Response Director, they should attempt to reach the Backup Incident Response Director. Should that person be unreachable, the Volunteer Coordinator or other Key Personnel shall take lead as the Incident Response Director and respond as such until the Incident Response Director becomes available or a replacement is found.

Map of Emergency Location and Route

Cornerstone Community Church
300 Country Club Dr
Incline Village, NV
(775) 831-6626



AUTHORIZATION AND RELEASE TO USE LIKENESS: I further grant the Released Parties the right to photograph and/or videotape me and/or my child or ward and further to display, use and/or otherwise exploit my and/or my child's or ward's name, face, likeness, voice, and appearance forever and throughout the world, in all media, whether now known or hereafter devised (including, without limitation, in online web casts, television, motion pictures, films, newspapers, and magazines) and in all forms including, without limitation, digitized images, whether for advertising, publicity, or promotional purposes, including, without limitation, publication of Event results and standings, without compensation, reservation or limitation.

This Waiver, Release, Promise not to Sue, Authorization and Release to Use Likeness Form shall be governed by the laws of the State of Nevada, and any legal action related to or arising out of this Form shall be commenced exclusively in the Superior Court in and for Washoe County, Nevada (or if the Superior Court shall not have jurisdiction over the subject matter thereof, then to such other court sitting in Washoe County, Nevada having subject matter jurisdiction). I certify I am eighteen (18) years of age or older and, if I am executing this Waiver and Permission Form on behalf of my child or ward, the information set forth above pertaining to my child or ward is true and complete.

SEVERABILITY. If any provision of this Form shall be unlawful, void, or for any reason unenforceable, then that provision shall be deemed severable from this Form and shall not affect the validity and enforceability of any remaining provisions.

I HAVE READ, UNDERSTOOD AND ACCEPT THE CONDITIONS OF THIS (i) LIABILITY RELEASE, INDEMNITY, AND PROMISE NOT TO SUE, AND (ii) AUTHORIZATION AND RELEASE TO USE LIKENESS.

Participant Name _____
Signature _____ Date _____
Date of Birth _____ Emergency Contact Number _____

Parent or Court Appointed Guardian

(If Participant is under 18 years) _____

Signature _____ Date _____
Street Address _____ City _____ State _____ Zip Code _____

Email _____

Volunteer Waiver and Release Form Volunteer

Name: _____ Phone number: _____
Address: _____ City: _____ State: _____ Zip: _____
Emergency Contact: _____ Emergency Number: _____

I release the Boys & Girls Club of North Lake Tahoe (BGCNLT), each of its directors, officers, employees, and agents. The Volunteer desires to provide volunteer services and engage in activities related to serving as a volunteer. The Volunteer understands that the scope of Volunteer's relationship with BGCNLT is limited to a volunteer position and that no compensation is expected in return for services provided by Volunteer; that BGCNLT will not provide any benefits traditionally associated with employment to Volunteer; and that Volunteer is responsible for his/her own insurance coverage in the event of personal injury or illness as a result of Volunteer's services to BGCNLT.

1. Waiver and Release: I, the Volunteer, release and forever discharge and hold harmless Boys & Girls Club of North Lake Tahoe (BGCNLT) and its successors and assigns from any and all liability, claims, and demands of whatever kind of nature, either in law or in equity, which arise or may hereafter arise from the services I provide to BGCNLT. I understand and acknowledge that this Release discharges BGCNLT from any liability or claim that I may have against BGCNLT with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide to BGCNLT or may occur while I am providing volunteer services.

2. Insurance: Further I understand that BGCNLT does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of BGCNLT beyond what may be offered freely by BGCNLT in the event of injury or medical expenses incurred by me.

3. Medical Treatment: I hereby Release and forever discharge BGCNLT from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with BGCNLT.

4. Assumption of Risk: I understand that the services I provide to BGCNLT may include activities that may be hazardous to me including, but not limited to traffic, involving inherently dangerous activities. As a volunteer, I hereby expressly assume risk of injury or harm from these activities and Release BGCNLT from all liability.

5. Photographic Release: I grant and convey to BGCNLT all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made by BGCNLT in connection with my providing volunteer services to BGCNLT.

6. Other: As a volunteer, I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Nevada and that this Release shall be governed by and interpreted in accordance with the laws of the State of Nevada. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected. By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Signature (Or parent/guardian if under 18)

Date

Cost to repair: \$ _____

Were police notified? Yes No

Name of officer, shield number, report number:

Witnesses names and addresses:

Signature of Incident Response Director or volunteer in charge: Date:

Please use space below for any further details:



BOYS & GIRLS CLUB
OF NORTH LAKE TAHOE

Boys & Girls Club of North Lake Tahoe Statement of Financial Position

March 31, 2019

(Accrual Basis - Unaudited)

	March 31, 2019	June 30, 2018
Assets		
Cash		
Operating	488,254	676,961
Restricted Maintenance Endowment	314,590	314,473
Total Cash	<u>802,844</u>	<u>991,434</u>
Reserve Investments	147,205	148,874
Contributions, Grants & Other Receivables	1,038,941	1,111,466
Prepaid Expenses & Other Assets	23,388	42,743
Fixed Assets, Net - Unrestricted	203,210	151,077
Fixed Assets, Net - Restricted	<u>2,213,001</u>	<u>2,213,001</u>
Total Assets	<u>4,428,589</u>	<u>4,658,595</u>
Liabilities and Equity		
Liabilities		
Accounts Payable	39,543	40,584
Accrued Liabilities	0	10,020
Unearned Revenue	1,500	85,550
Payroll Liabilities	94,434	92,002
Total Liabilities	<u>135,477</u>	<u>228,156</u>
Net Assets		
Total Net Assets	4,293,112	4,430,439
Total Liabilities and Net Assets	<u>4,428,589</u>	<u>4,658,595</u>

Privileged and Confidential



Boys & Girls Club of North Lake Tahoe
Statement of Activities and Changes in Net Assets
March 2019 Fiscal Year-to-date
 (Accrual Basis-Unaudited)

	Administrative & Fundraising		Kings Beach Programs		Truckee Programs		Incline Programs		Preschool		Total		Variance	%	Annual Budget	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget				
Income																
Donations & Pledges	462,974	539,701	25,453	15,000	1,025	5,000	57,500	25,000	9	0	0	546,961	584,701	(37,740)	-6.5%	621,700
Grants	24,750	26,500	315,618	302,751	189,525	120,083	0	202,500	0	0	0	529,893	651,834	(121,941)	-18.7%	805,000
Contract Services	0	0	167,000	167,000	0	0	0	0	0	0	0	167,000	167,000	0	0.0%	196,000
Program Fees	0	0	244,019	199,500	13,664	14,000	8,860	14,000	125,583	139,219	0	392,126	366,719	25,407	6.9%	515,626
Fundraising Events	16,995	14,500	0	0	0	0	0	0	0	0	16,995	14,500	2,495	17.2%	109,500	
Rental/Other Income	20	3,800	0	0	0	0	0	0	0	0	3,720	3,800	(80)	0.0%	6,000	
Interest & Investment Gain	(1,552)	1,500	0	0	0	0	0	0	0	0	(1,552)	1,500	(3,052)	-203.5%	2,000	
Total Income	503,187	586,001	755,790	584,251	204,214	139,083	66,360	241,500	125,592	139,219	1,655,143	1,790,054	(134,911)	-7.5%	2,255,826	
Expense																
Administrative Expenses	28,380	31,136	15,959	14,150	879	1,750	419	2,450	0	0	0	45,637	49,486	3,849	7.8%	55,710
Building & Equipment	8,617	5,625	43,542	25,622	1,331	350	2,721	350	3,232	843	0	59,443	32,790	(26,653)	-81.3%	43,725
Computer & Telecom	8,541	9,225	1,851	3,075	2,667	1,949	2,246	1,786	0	0	15,305	16,035	730	4.6%	21,380	
Contract Services	27,748	20,970	53,597	30,752	0	0	0	0	0	298	0	81,345	52,020	(29,325)	-56.4%	69,360
Employment Costs	194,538	182,951	627,427	665,344	190,825	196,824	139,175	164,123	122,589	128,105	275	1,274,554	1,337,347	62,793	4.7%	1,742,004
Events & Activities	18,351	12,749	40,357	22,700	2,987	1,050	1,243	1,750	522	0	0	63,460	38,524	(24,936)	-64.7%	73,565
Insurance	18,607	17,126	0	0	0	0	0	0	0	0	18,607	17,126	(1,481)	-8.6%	22,832	
Other Staff Expense	17,665	6,824	19,347	11,329	3,253	3,850	2,806	3,500	2,045	3,203	45,116	28,706	(16,410)	-57.2%	39,950	
Supplies, Postage, Printing	10,793	5,749	118,738	95,362	34,023	18,900	17,278	14,350	8,171	7,988	189,003	142,349	(46,654)	-32.8%	187,300	
Total Expense	333,240	292,355	920,818	868,334	235,965	224,673	165,888	188,309	136,559	140,712	1,792,470	1,714,383	(78,087)	-4.6%	2,255,826	
Current year change	169,947	293,646	(165,028)	(184,083)	(31,751)	(85,590)	(99,528)	53,191	(10,967)	(1,493)	(137,327)	75,671	(212,998)	-281.5%	0	
Net Assets Beginning	876,109		2,662,500		28,751		863,079		0		4,430,439					
Net Assets -Ending	1,046,056		2,497,472		(3,000)		763,551		(10,967)		4,293,112					

Note: Depreciation expense not recorded until year end

Privileged and Confidential



**BOYS & GIRLS CLUB
OF NORTH LAKE TAHOE**

**Boys & Girls Club of North Lake Tahoe
Statement of Activities
March 2019 Month-to-date
(Accrual Basis-Unaudited)**

	Administrative & Fundraising		Kings Beach Programs		Truckee Programs		Incline Programs		Preschool		Total		Variance	% Variance	Annual Budget
	March	Budget	March	Budget	March	Budget	March	Budget	March	Budget	March	Budget			
Income															
Donations & Pledges	17,718	40,333	1,662	2,500	0	0	0	0	0	0	19,380	42,833	(23,453)	-54.8%	621,700
Grants	0	5,000	45,870	27,166	160,000	3,333	0	0	0	0	205,870	35,498	170,371	479.9%	805,000
Contract Services	0	0	9,667	9,667	0	0	0	0	0	0	9,667	9,667	0	0.0%	196,000
Program Fees	0	0	3,243	0	1,085	500	690	15,469	15,469	0	21,296	16,469	4,827	29.3%	515,626
Fundraising Events	0	5,000	0	0	0	0	0	0	0	0	0	5,000	(5,000)	-100.0%	109,500
Rental/Other Income	20	2,600	2,500	0	0	0	0	0	0	0	2,520	2,600	(80)	0.0%	6,000
Interest & Investment Gain	0	167	0	0	0	0	0	0	0	0	0	167	(167)	-100.0%	2,000
Total Income	17,738	53,100	62,942	39,333	161,085	3,833	690	16,278	15,469	16,278	258,733	112,235	146,498	130.5%	2,255,826
Expense															
Administrative Expenses	536	1,008	1,121	250	0	250	0	(242)	0	0	1,415	1,858	443	23.8%	55,710
Building & Equipment	1,345	625	7,081	2,826	424	50	5	30	94	0	8,885	3,645	(5,240)	-143.8%	43,725
Computer & Telecom	608	1,025	1,263	342	2,517	217	1,320	0	0	0	5,708	1,782	(3,926)	-220.3%	21,380
Contract Services	1,807	2,330	5,559	3,416	0	0	0	0	34	0	7,366	5,780	(1,586)	-27.4%	69,360
Employment Costs	32,175	27,155	78,772	88,594	38,772	35,087	27,681	18,878	18,878	30	196,576	197,669	1,093	0.6%	1,742,004
Events & Activities	1,651	917	4,307	1,500	13	150	0	49	0	0	6,020	2,847	(3,173)	-111.5%	73,565
Insurance	2,065	1,902	0	0	0	0	0	0	0	0	2,065	1,902	(163)	-8.6%	22,832
Other Staff Expense	1,968	591	1,604	1,257	250	550	31	77	350	0	3,930	3,248	(682)	-21.0%	39,950
Supplies, Postage, Printing	1,908	417	8,781	8,930	4,408	2,700	2,571	1,162	887	0	18,830	14,984	(3,846)	-25.7%	187,300
Total Expense	44,063	35,970	108,488	107,115	46,384	39,004	31,608	20,252	20,274	20,274	250,795	233,715	(17,080)	-7.3%	2,255,826
Total Revenue															
Over/(Under) Expenses	(26,325)	17,130	(45,546)	(67,782)	114,701	(35,171)	(30,918)	(3,974)	(4,805)	(3,974)	7,938	(121,480)	129,418	-106.5%	0

Note: Depreciation expense not recorded until year end

Privileged and Confidential

FIELD USE APPLICATION



Event Title: BGCNLT'S BESK TVGID Resident (circle one): Yes No
 Event Date: Saturday, September 14, 2019 Booking Number: _____
 Name of Applicant: Boys & Girls Club of E-mail address: dlcijon@bgcnlt.org
 Name of Organization: " " North Lake Tahoe Phone (home): 775.762.3390
 Mailing Address: PO Box 1617 Phone (bus.): 530.582.3760
 City: Kings Beach State: CA Zip Code: 96143

- | | | |
|--|---------------------------------------|---|
| Facility Requested: | Additional Amenities: | Type of Use: |
| <input type="checkbox"/> Preston Field | <input type="checkbox"/> Field Lights | <input type="checkbox"/> League team practice |
| <input type="checkbox"/> Incline Park Field #1 (soccer/softball) | <input type="checkbox"/> Scoreboard | <input type="checkbox"/> Sports Tournament |
| <input type="checkbox"/> Incline Park Field #2 (Youth Field) | <input type="checkbox"/> Soccer Goals | <input checked="" type="checkbox"/> Community Event |
| <input type="checkbox"/> Incline Park Field #3 (baseball/softball) | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Fundraiser |
| <input checked="" type="checkbox"/> Village Green (lower) | | <input type="checkbox"/> Private Party |
| <input checked="" type="checkbox"/> Village Green (upper) | | <input type="checkbox"/> Other _____ |

Approximate number of people: 200
 Requested facility opening time: 5am Closing time: 2pm
 Non-Profit Number: EIN 31-1549603 Expiration date: N/A
 (Please attach Federal or State non-profit status verification)

Alcohol beverages served? (circle one) Yes No Will alcohol be sold? (circle one) Yes No
 Liquor license number: N/A Insurance policy#: PHPA021017 → *Renews on 7-1
 Insurance carrier: Philadelphia Amount: \$3,000,000.00
 Description of event and special needs: Same overall event as the BESK the Club held on October 13, 2018. 5K run, walk or stroll for the community.

I have read and understand the statements on the reverse of this form and agree to all conditions of this contract and so indicate by my signature below.

[Signature] Applicant Signature N/A Parcel Number N/A Rec. Pass # 2/12/19 Date

OFFICE USE ONLY

Notes: _____

Billing Status (circle one): Regular Res. Commercial Res. Individual Local non-profit Exempt

 Recreation Manager Date

Booked by: _____ Date: _____ Security Deposit: _____ Receipt #: _____
 Date Invoiced: _____ Invoice: _____ Payment Type: Ch Cash CC Amount Rcvd: _____

Revised 3/03



Devenney Leijon <dleijon@bgcnlt.org>

BE5K 2019 Evacuation Location

5 messages

Devenney Leijon <dleijon@bgcnlt.org>

To: Tony Slavin <tony@cornerstonecommunity.net>, Matthew Campbell <matthew@cornerstonecommunity.net>

Fri, May 17, 2019 at 3:31 PM

Hi Tony and Matthew,

I am putting together the permit for the 2019 5k run that the Club puts together and I wanted to reach out to see if you approve of us using the church parking lot as an emergency evacuation location, should any evacuation be needed during the event (unlikely, but we have to plan for all scenarios). The event is taking place on Saturday, September 14th this year and I will be submitting the permit by the end of the month.

Just let me know and thank you!!

— "Your greatness is not *what you have*, but in *what you give*." - Alice Hocker

Devenney Leijon

Marketing & Special Events Coordinator

Boys and Girls Club of North Lake Tahoe

8125 Steelhead Ave.

P.O. Box 1617

Kings Beach, CA 96143

Phone: 530.582.3760

www.bgcnlt.org

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GREAT FUTURES START HERE.

KINGS BEACH | TRUCKEE | DUFFIELD YOUTH PROGRAM INCLINE VILLAGE

Tony Slavin <tony@cornerstonecommunity.net>

To: Devenney Leijon <dleijon@bgcnlt.org>

Cc: Matthew Campbell <matthew@cornerstonecommunity.net>

Fri, May 17, 2019 at 3:50 PM

Devenney, this seems alright to me, what do you think, Matthew?

[Quoted text hidden]

Tony Slavin, Pastor
Cornerstone Community Church
Incline Village, NV, 89451
775-831-6626
Cornerstonecommunity.net

Devenney Leijon <dleijon@bgcnlt.org>

To: Tony Slavin <tony@cornerstonecommunity.net>

Cc: Matthew Campbell <matthew@cornerstonecommunity.net>

Fri, May 17, 2019 at 4:00 PM

Thank you, Tony! I have attached the route we would use to evacuate to the parking lot by. It is unchanged from the 2015 Butterfly Effect 5K and last year's BE5K event.

Matthew, please let me know if you agree that it is alright to use this planned route again.

Thank you both!

[Quoted text hidden]



Emergency Evac Image.png
409K

Matthew Campbell <matthew@cornerstonecommunity.net>

To: Devenney Leijon <dleijon@bgcnlt.org>

Cc: Tony Slavin <tony@cornerstonecommunity.net>

Sat, May 18, 2019 at 9:10 AM

Good morning,

I'm fine with it. I hope it's a fantastic event again!

Blessings,

Matthew Campbell



5/20/2019

Boys & Girls Club of North Lake Tahoe Mail - BE5K 2019 Evacuation Location

Administrator
775-831-6626

[Quoted text hidden]

Devenney Leijon <dleijon@bgcnlt.org>

To: Matthew Campbell <matthew@cornerstonecommunity.net>

Cc: Tony Slavin <tony@cornerstonecommunity.net>

Mon, May 20, 2019 at 8:38 AM

Thank you both so much! I will list the church parking lot as our emergency evacuation spot again.

Happy Monday!

[Quoted text hidden]



Synergy Race Timing Contract for the 2019 BE5K

Race Date: September 14, 2019

Location: Incline Village, NV

Synergy Race Timing Responsibilities (Referenced in this contract as SRT):

PRE RACE:

- Event will be listed on the Events calendar on the Synergy Race Timing website (www.srtiming.com) with an active link to the BE5K website
- Race weekend logistics review in person or over the phone
- Data entry of all necessary participant information into our scoring software
- Download all online registrant information for chip assignment

PACKET PICKUP:

- SRT will not be present at any packet pickups for this event. SRT will provide a pre-registration chip assignment spreadsheet for use at packet pickup. SRT will ship chips prior to packet pickup so chips can be distributed at packet pickup.

START/FINISH LINE EQUIPMENT PROVIDED:

- Set-up of chip timing system at the start/finish line.
- Flags and cones for finish chute/corral
- Air horn for start of event
- Digital display clock with tripod
- Generator for powering arch
- LED clock
- Pop up tent, laptops, printers, chairs, tables, and power necessary for scoring
- Finish line arch with start/finish Velcro signs attached
- Bulletin board or wooden A-frames to post printed results on



RACE DETAILS:

- SRT will arrive at least one hour prior to the start of race day registration
- Setup disposable chip timing system and all finish line equipment prior to the start of race day registration

RESULTS:

- Produce preliminary race results for all participants in the race (typically results are posted within 5 minutes after the winner crosses the finish line and periodically thereafter until conclusion of race)
- Finish times will be posted for awards and results onsite.
- Overall and age group results are standard, if other types are needed confirm with SRT prior to race
- Results posting overseen by SRT staff
- Complete set of award winners (for awards ceremony based on established categories and divisions provided ahead of time by Race Director)
- Final print out of each race including: overall placing, male and female award winners, divisional breakdowns, special division breakdowns and team results (if applicable)
- Final race results online day of the race's completion.

POST RACE:

- Address and correct all result related issues following the race
- Provide an HTML copy of the final results to the Race Director
- Provide final Excel data file with all participant's information to Race Director



RACE DIRECTOR RESPONSIBILITIES:

- Provide Synergy Race Timing with a volunteer at the finish area.
- Responsible for managing all non-timing related items on race day. SRT will not be liable for anything other than what is addressed in this contract.
- Synergy Race Timing makes its computer equipment available for use by many members of the event staff and auxiliary volunteer crew on race day. In the event that this equipment is *lost, stolen or intentionally broken* by a volunteer or staff member, Synergy Race Timing will need to replace the equipment, and the cost will be billed to the Race Director.

FEES:

The **BE5K** agrees to the following payment schedule:

- Pay Synergy Race Timing the invoice balance upon receipt of invoice prior to race.
- Timing Fee (includes all registered participants).....\$1000.00
- Optional discount for using RunSignUp for online registration.....(\$25.00)
- Total Quote.....\$1000.00

****Late fee of \$25.00 will apply for payment received after race day****



The **BE5K** and **Synergy Race Timing** agree to the following: It is in agreement that all items and responsibilities listed in this contract must be upheld by both parties in order for the event to be successful.

Electronically Signed by:

Mindy Carbajal

Mindy Carbajal (Apr 17, 2019)

Mindy Carbajal
Contract Signer
BE5K

Eric Bauer

Eric Bauer (Apr 17, 2019)

Eric and Jennifer Bauer
Synergy Race Timing
813 Harbor Blvd #305
West Sacramento, CA 95691










9-14-19 BE5K timing contract

Final Audit Report

2019-04-17

Created:	2019-02-20
By:	Eric Bauer (eric@srtiming.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA-TWA6FrjK11ICb0qd_PG7YcKsSKRCnY

"9-14-19 BE5K timing contract" History

-  Document created by Eric Bauer (eric@srtiming.com)
2019-02-20 - 2:43:10 PM GMT- IP address: 76.14.153.130
-  Document emailed to Mindy Carbajal (dleijon@bgcnlt.org) for signature
2019-02-20 - 2:43:52 PM GMT
-  Document viewed by Mindy Carbajal (dleijon@bgcnlt.org)
2019-02-20 - 6:03:03 PM GMT- IP address: 66.249.84.23
-  Document viewed by Mindy Carbajal (dleijon@bgcnlt.org)
2019-04-13 - 1:41:03 AM GMT- IP address: 66.249.84.8
-  Document e-signed by Mindy Carbajal (dleijon@bgcnlt.org)
Signature Date: 2019-04-17 - 10:20:24 PM GMT - Time Source: server- IP address: 68.190.186.198
-  Document emailed to Eric Bauer (eric@srtiming.com) for signature
2019-04-17 - 10:20:25 PM GMT
-  Document viewed by Eric Bauer (eric@srtiming.com)
2019-04-17 - 10:41:22 PM GMT- IP address: 76.14.153.130
-  Document e-signed by Eric Bauer (eric@srtiming.com)
Signature Date: 2019-04-17 - 10:41:30 PM GMT - Time Source: server- IP address: 76.14.153.130
-  Signed document emailed to Mindy Carbajal (dleijon@bgcnlt.org) and Eric Bauer (eric@srtiming.com)
2019-04-17 - 10:41:30 PM GMT



Adobe Sign



North Lake Tahoe Fire Protection District

866 Oriole Way
Incline Village, NV 89451
Phone: (775) 831-0351 Fax: (775) 831-2072

DATE STAMP:

PROJECT SUBMITTAL APPLICATION

PROJECT NAME & ADDRESS:

CHECK PROJECT TYPE(S): Automatic Sprinkler Fire Alarm Extinguishing System

TRPA Pre-Review Other (Specify Type) Special Activity Permit

PROJECT AREA (Sq Ft): Upper: 45, 404 / Lower: 71/846 BUILDING USE: Field Use

OCCUPANCY TYPE: Event CONSTRUCTION TYPE:

PROJECT VALUATION: FEE PER NLTFPD 16-1

Property Owner

OWNER: IVGID Parks & Rec

MAILING ADDRESS: 980 Incline Way PHONE: 775-832-1300

CITY: Incline Village STATE: NV ZIP: 89451

EMAIL: Indra-wingquest@ivgid.org
Shane-Goddard@ivgid.org

Contractor

CONTRACTOR: _____ CONTRACTOR LIC#: _____ NV BUS. ID#: _____

MAILING ADDRESS: _____ PHONE: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____

Point Of Contact

APPLICANT: Boys & Girls Club of North Lake Tahoe Devenney Leigon

MAILING ADDRESS: PO Box 1617 PHONE: 775-762-3390

CITY: Kings Beach STATE: CA ZIP: 96143

EMAIL: dleigon@bgenLt.org

Event will be held on Saturday, September 14, 2019

By physically signing or electronically signing and submitting this application I acknowledge that all work will be performed in compliance with the codes and standards adopted by North Lake Tahoe Fire Protection District, Per Resolution 13-1,13-2 and 16-1. Furthermore, all work will be completed by contractors and/or employees licensed through either the Nevada State Fire Marshal Division and/or the Nevada State Contractors Board, as applicable by NAC 477.300 and NRS 624.029.

SIGNATURE: _____

* The POC or Point of Contact is the sole individual tasked with corresponding or communicating with the NLTFPD. All communications from this office will be addressed to the POC.

FOR OFFICIAL USE:

NLTFPD Permit #: _____ STAFF: _____ DATE: _____

AMOUNT REC'D: _____ NOTES: _____



Devenney Leijon <dleijon@bgcnlt.org>

BE5K 2019 Ambulance Courtesy Park

9 messages

Devenney Leijon <dleijon@bgcnlt.org>
 To: "Rancourt, Tia" <trancourt@nitfpd.net>

Fri, May 17, 2019 at 3:49 PM

Hi T!

We are getting ready to put together and submit the permit for the BE5K 2019 event. I wanted to reach out to see if we can get a courtesy ambulance park for the event again this year. The 5k will be taking place on Saturday, September 14th.

Please just let me know if this is a possibility again.
 Thank you!! Happy Friday!

— *"Your greatness is not what you have, but in what you give." - Alice Hocker*

Devenney Leijon

Marketing & Special Events Coordinator

Boys and Girls Club of North Lake Tahoe
 8125 Steelhead Ave.

P.O. Box 1617

Kings Beach, CA 96143

Phone: 530.582.3760

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Mail Delivery Subsystem <mailer-daemon@googlemail.com>
 To: dleijon@bgcnlt.org

Sat, May 18, 2019 at 4:43 PM