

PART 1 – APPLICANT INFORMATION

Name of Organization : Chamber Music Unbound

Contact Name & Title: Brian Schuldt, Executive Director

Mailing Address/City/Zip : PO Box 1219, Mammoth Lakes, CA 93546

Telephone Number : 760 934 7015 Email Address: Felici@ChamberMusicUnbound.org

Website: ChamberMusicUnbound.org

Type of Organization (i.e. non-profit, for-profit/Commercial, Government, HOA, etc.)
501(c)3 non-profit

Tax ID # 27-0054977

Name of Event : Mammoth Lakes Music Festival

Event Type (performing arts, educational, recreation event) : Performing arts and educational

Event Date(s) and Times: July – August, 2014. Please see #5 for full schedule

Event Location(s) Cerro Coso College, Mammoth Creek Park

Will this event be conducted if Measure U funds are not awarded? (X)Yes No

Funding Category:

- Recreational (special event)
- Arts & Culture
- Mobility

Funding Request: \$ 12,500

Funding Percentage of event's operating budget: 10%

Purpose of requested funds:

- Please specify how Measure U funds will be utilized:

Operations:	\$ 2,000
Marketing:	\$ 3,000
Entertainment/Artists	\$ 4,500
Supplies/Materials:	\$ 500
Facility lease/equipment:	\$ 2,500
Other:	\$ _____

1. Identify how your event aligns with Measure U priorities established by the Town?

Check all that apply and cite examples in a concise manner.

- X Economic stimulus / sustainability
- X High Impact
- X Ready to go / Implementation
- X Leverage
- X Exists in current plans and studies

Examples:

- "Economic Stimulus": The MLMF is a catalyst for economic stimulus; in 2013, 4,300 attendees generated an estimated \$250,000 in revenue for Mammoth Lakes.
- "High Impact": The MLMF is an established high-profile festival that attracts renowned artist/teachers from institutions of higher learning and the international professional classical performance scene
- "Ready to Go": The MLMF is its 14th season. General planning for 2014 is completed and the festival is ready to go.
- "Leverage": In collaboration with the Mammoth Lakes Events Coalition (MLEC) and Mammoth Lakes Tourism, the MLMF coordinates schedules, advertising, sharing of resources. The MLMF itself receives financial support from 250 individuals, government entities (Mono County) and non-government organizations. Community volunteers contribute over 1,200 hours to the successful implementation each year.
- "Exists in current plans and studies " **RecStrats** : Core Strategy 5 is "Support the highest quality and variety of special events". Core Strategy 7 is "Support the highest quality and variety of arts and culture". **TOML COMMUNITY VISION STATEMENT:** E.1.J. Policy: Promote special events year-round with emphasis on producing multi-day events with particular attention to midweek and shoulder seasons. E.2. GOAL: Achieve sustainable tourism by building on the area's natural beauty, recreational, cultural, and historic assets. E.2.A. Policy: Support a range of outdoor and indoor events, facilities, and services that enhance the community's resort economy. A.2.A. Policy: Encourage and support a wide variety of visual and performing arts, cultural amenities, events and festivals, and forums for local arts organizations

2. Have any public funds (including Measure R & U, general fund) been previously committed, or are presently committed to this event?

- X Yes No If yes, please specify: \$15,000 - past Measure U funding cycle award

3. Please check all that applies for your event:

- Traffic control required (MLPD, cones, barricades, signage, etc.)
- Equipment / vehicle staging on-site or off-site
- Use of Town of Mammoth Lakes streets or right-of-ways
- X On street and/or on venue parking
- Police, Fire or other municipal agency participation
- X Over 250 attendees at one time
- Sales events, sidewalk sales, parking lot sales
- Tents and/or semi-permanent structures utilized
- X Serving of food or alcohol
- 12-24 hour event duration with single or multiple event sites

- Adjacent to residential property
- Use of amplified music and/or entertainment
- Waste / recycling collection
- Wildlife management

4. How many years has this event been conducted?

- 1-3 years 4- 6 years 7+ years

5. Submit a proposed Event Budget and Business Plan that includes:

- Identification of event organizer (applicant) and organizing (delivery) committee or team
- List organizer's event/business experience, qualifications and recently hosted events
- One page Executive Summary
- Operational plan (event schedule/days/times/location(s), site plan, survey plan, and trash management plan, etc.)
- Staffing plan / Volunteer plan
- Marketing/advertising/social media plan
- Emergency operations plan (not just call 911)
- Proposed event budget and previous year's actual event budget (see template)
- Identify all funding sources (Grants, Fundraising, Sponsorships, In-kind, Ticket Sales, donations, etc.)

PART 2 – ORGANIZATION INFORMATION

1. What is the organization's Mission Statement?

CMU is dedicated to providing year-round world-class classical music performances and quality music education to the residents and visitors of Mono and Inyo counties, nurturing the love for music in people of all ages and backgrounds.

2. Please identify the event goals and tell us how you would define success for this event.

- a) To contribute a unique cultural facet to Mammoth's summer life, adding to the attractiveness of Mammoth Lakes as a cultural tourism destination.
- b) Present a world-class chamber music festival with international guest artists that attract concert goers for an extended stay visit to Mammoth Lakes.
- c) Conduct a summer music school that attracts students from far and near and offers local students incredible opportunities in studying with renowned artist-teachers.

Define success for your event:

Sell out eight formal concerts at elevated ticket prices from 2013. Attract highest caliber artists and being able to offer competitive fees and a uniquely collaborative festival atmosphere. Keep the maximum size and quality of the student body enrolled in Sierra Academy of Music (SAM) by being able to offer competitive scholarship options. Allow local students to earn college transfer credit hours in music through CCCC. Balance CMU summer budget and ideally, earn income that could help the budget of CMU's local year-round music school programs. Excited audiences, happy artists, hard-working students, who all partake in the beautiful natural surroundings, the housing and dining and a variety of recreational activities and entertainment that our town has to offer during their extended stays.

3. Identify all principal organizations and stakeholders involved in this event and their responsibilities (if applicable).

Principal: Chamber Music Unbound, presenter of the Mammoth Lakes Music Festival

Responsibilities:

1.Planning:

- securing of site (Cerro Coso Community College)
- artist contracting
- program development
- public relations, marketing
- fundraising

2.Implementation:

- Physical set-up (CCCC)
- recruit students for associated education programs SAM and SCEW
- instrument transportation/rental/maintenance
- facility rental/maintenance

3. Administration:

- volunteer effort coordination
- housing and meals for students and artists
- insurance
- scheduling
- transportation

Affiliated parties/agencies

MLEC members: coordinate schedules, share venues, make available resources, coordinate communication

ML Tourism: pools events for advertising Mammoth as destination resort

CMU volunteers: please see "Attachment A"

Cerro Coso College: rents facility/venue, maintains facility year-round

Consultant or other support

TOML staff, Stuart Brown: facilitates communication amongst MLEC members, gives input on town's goals, priorities, MLEC business plan, answers questions regarding town services, permits and processes

4. Provide your organization's summary budget for the current Fiscal Year (QuickBooks format is preferred). Please include:

- a. Income
- b. Expenses
- c. In-Kind Donations (volunteers, equipment, etc.)

--Attached

5. Financial Documentation

- a. Provide the organizations most recent IRS 990 or a copy of IRS 501 (c) 3 letter
--Attached

6. Feasibility Study

- a. All applicants requesting \$25,000 or more from Measure U for event funding are required to complete Part 2a of the application form.

PART 3 – PERFORMANCE REPORT

All applicants are required to submit a Performance Report within 90 days of the event or prior to the next funding award, which should include a brief description of both the measurable economic and quality of life benefits for the community of Mammoth Lakes.

Metrics include:

- Tickets sold/quantifiable attendance
- Actual use of funds (receipts)
- # of surveys collected
- Demographics (who, what, where, etc.)
- Local vs. out-of-town visitation + second homeowners
- Media exposure (\$ value)
- Number of room nights (if available)

APPLICATION CHECKLIST

- Executive Summary
- Event Budget, Business Plan & Operations Plan
- Most recent IRS 990 or a copy of IRS 501 (c) 3 letter
- Organizations profit and Loss statement (budget vs. actual for the most recently completed fiscal year - QuickBooks is preferred)
- Previous Year's Performance Report

Certification

I verify that all of the information contained in this application is true and correct to the best of my knowledge.

Signature

Title: Executive Director Date: December 2, 2013

CHAMBER MUSIC *Unbound*



PO Box 1219
Mammoth Lakes, CA 93546
Tel./fax (760) 934-7015
Email: Felici@ChamberMusicUnbound.org
www.ChamberMusicUnbound.org

Attachment A – Part 1, #5
Mammoth Lakes Music Festival, 2014

Event Organizer:

Chamber Music Unbound (CMU) is the sole presenter of the Mammoth Lakes Music Festival.

Presenting History:

Over the past 15 years, CMU has presented hundreds of recognized concerts, workshops and community events, including:

The Mammoth Lakes Music Festival (2000-)
Felici and Friends Winter Concerts (1998-)
CMU Community Music School (2003-)
Sierra Academy of Music (2003 -)
Pops in the Park (2008 -)

Executive Summary:

The Mammoth Lakes Music Festival (MLMF), now in its 14th year, has become an important facet of the town's summer event offerings and generates cultural tourism from a new visitor base. It is the only professional chamber music festival in the region, since the comparable festival in Lake Tahoe was suspended four years ago. The festival features, in addition to the public performances by world renowned artists, an associated educational program for music students of all ages, the Sierra Academy of Music (SAM) which attracts each year increasing numbers of students from across the country and abroad, in addition to serving local students of advanced instrumental skills.

Measure U funding would specifically be utilized for:

1) Enhanced Programming

The MLMF invites guest artists/educators who are touring musicians of world renown and professors of established educational institutions. Guests come from as close as L.A. and San Francisco, and as far as New York, Cleveland, Paris (France), Santiago (Chile), and Madrid (Spain) to Mammoth Lakes for three weeks of public performances, master classes, lectures and workshops on the Cerro Coso College campus. With its attractive programming, the MLMF continues to increase attendance every year. With Measure U funding, the MLMF will enhance its 2014 programs by hiring additional guest artists and augmenting educational offerings.

Total cost: \$4,500

2) Marketing

The MLMF uses direct mail marketing with specific event brochures, and coordinates with MLT to be included in their publications and advertisements. The MLMF uses Certified Folder Service to distribute brochures along Highway 395 and mails separate education brochures and posters to music schools, colleges and universities around the country and abroad. In addition, MLMF purchases ads in local media outlets, produces posters and connects with potential audience via social media. Measure U funds will be utilized to increase marketing for the MLMF, to broaden Mammoth's visitor base and address specific interest groups, such as concertgoers at venues within driving distance. In the past CMU has addressed the audiences of the LA Chamber Orchestra and the L.A. Philharmonic. This year we would like to focus on bay area audiences, as well as Reno/Carson. In addition, CMU needs to replace its aging signage which is posted locally to inform and guide event attendees.

Total cost: \$3,000

3) Facility Lease and Equipment Rental

The MLMF rents the Cerro Coso facilities for a three week period utilizing classrooms, office space and the Foyer as performance venue. CMU is during this period solely responsible for daily janitorial and maintenance costs and hires personnel on an hourly basis. CMU owns two grand and two upright pianos, but needs to rent and maintain at least four additional grands and uprights for the duration of the MLMF. The MLMF will utilize Measure U funds to aid with increasing facility costs, and to transport, rent, and maintain the additional pianos.

Total cost: \$2,500

4) Pops in the Park

This popular free outdoors concert takes place after the parade at Mammoth Creek Park and features young local musicians (Honors Strings of Mammoth and Bishop and members of the MHS Advanced Band), along with a 45-piece symphony orchestra (the core group are the members of the year-round Eastern Sierra Chamber Orchestra) in a program of popular music and patriotic tunes to celebrate the 4th of July. It is a great family-friendly event for residents and visitors alike and musically kicks off the MLMF's concert season. Measure U funds will be utilized to contract additional professional musicians, purchase music, and rent the tent and sound system. CMU is actively pursuing matching funds for the 2014 Pops.

Total cost: \$2,500

Chamber Music Unbound (CMU), the presenting non-profit arts organization of the MLMF is uniquely qualified to leverage public funds through its demonstrated capacity to generate outside funding from a great variety of private sources, through volunteer commitment and collaboration with community partners, including the MLEC, MLT and town staff.

CMU has since the inception of the MLMF added an entirely new and unique facet to the attractiveness of the TOML as a summer destination resort. Classical chamber music (a staple of cultural tourism to mountain resorts worldwide) contributes to the diversity of cultural offerings, benefitting the community's social and economic assets without any negative impact on its natural resources. The MLMF, which presents professional musicians of international renown, has a positive impact on the triple bottom line of our community. With its now fourteen-year track record of successfully implementing an event of the highest artistic quality (comparable to the great mountain festivals in Aspen and Banff), it represents a sound investment opportunity for measure U funds.

Measure U funds will be used specifically to enhance the MLMF's 2014 programming, increase the festival's marketing power to specific interest groups and support its growing operational costs.

The MLMF projects an immediate 20 fold return on investment, thus contributing to a healthy and stable summer economy in Mammoth Lakes.

Operational Plan:

Schedule:

- Pops in the Park, Mammoth Creek Park, July 4 after the parade
- 8 Chamber Music Concerts, Cerro Coso College, July 23, 25, 28, 30 & Aug. 1, 4, 6 & 8
- 6 Public Masterclasses, Cerro Coso College, July 22, 23, 24, 29, 30, 31
- 3 Student Concerts – July 26, 31 & August 9

Site Plan – see attached

Survey Plan – Survey will be distributed by volunteers to all event participants with incentive for completing and returning.

Trash Management – as part of the facility rental agreement, Cerro Coso College manages the trash for the festival.

Staffing/Volunteer Plan:

Staff:

- Plan and secure funding from a variety of sources
- Secure event sites
- Secure and contract artists
- Secure and contract equipment and facility related services
- Design and produce artistic and educational programming
- Prepare sheet music library and make available educational and performance materials
- Develop advertisement strategy and materials, implement advertising in media outlets, direct mailings of brochures
- Secure and facilitate housing and hospitality for artists/students
- Recruit, audition and enroll students
- Mobilize, coordinate, recognize volunteers
- Physical set-up, tear-down at event site
- Maintenance of sites
- Administrative processing of finances

Volunteers:

- Financial planning and Fundraising (CMU Board and special committee) – 500 hours
- Artist housing and hospitality, artist pick-up – 200 hours
- Set –up, tear-down, maintenance at concert events - 150 hours
- Administrative assistance in CMU office – 80 hours
- Music library services – 60 hours
- Box office – 120 hours

- Event hospitality – 80 hours
- Student registration, pick-up, housing and hospitality, 100 hours
- Conduct and evaluate MLT generated surveys, 60 hours

Marketing Plan:

Please see detailed plan under Executive Summary

Emergency Operations Plan:

Please see attached

Proposed Event Budget

Please see attached

Projected Funding Sources:

Projected income from ticket sales: \$30,000

Projected income from tuition: \$26,500

Projected income (pass-through) from housing: \$20,000

Government: Measure U: \$12,500

Concessions: \$1,500

Program Advertising Income: \$2,000

Please see attached list of CMU supporters including NGOs.: Projected \$33,000

Corporate Sponsorships: \$5,000

In-kind Donations: \$8,000

Event Budget - Actual and Projected

INCOME	Actual 2013	Projected 2014
Town of Mammoth Lakes - U	\$15,000	\$12,500
Contributions/Donations	\$25,000	\$33,000
Admissions & Ticket Sales	\$28,633	\$29,000
Concessions	\$1,514	\$1,500
Workshop + Tuition Fees	\$27,496	\$27,500
Workshop Housing & Meals Income	\$20,985	\$20,000
Advertising Income	\$1,850	\$2,000
TOTAL INCOME	\$120,478	\$125,500
EXPENSES		
Guest Artist Fees, Housing and Travel	\$42,984	\$45,000
Wages & Benefits	\$23,000	\$24,000
Payroll Taxes	\$2,000	\$2,200
Brochure	\$4,954	\$6,000
Poster	\$229	\$300
Media	\$4,415	\$6,500
Facility Rent	\$8,654	\$3,500
Set up Costs/Lighting/Sound	\$3,807	\$4,500
Student Meals	\$2,461	\$2,500
Piano Rental Tuning Costs	\$2,800	\$3,000
Postage	\$2,881	\$3,500
Supplies	\$1,378	\$1,500
Workshop Housing Costs	\$16,915	\$19,000
Cerro Coso Tuition	\$1,907	\$2,000
Promotional Items Purchased	\$868	\$1,000
TOTAL EXPENSES	\$119,252	\$124,500

Profit/Loss Statement Chamber Music Unbound

From July 1, 2012 through June 30, 2013 – Full Year

Fiscal year revenues:	ACTUAL \$ 332,347	BUDGETED \$ 329,516
Fiscal year expenses	ACTUAL \$ 336,600	BUDGETED \$ 332,748
Revenue/(Loss)	ACTUAL \$ (4,253)	BUDGETED \$ (3,232)

Chamber Music Unbound
Profit & Loss Budget Overview
July 2013 through June 2014

	<u>Jul '13 - Jun 14</u>
Income	
Contributions & Grants	174,950.00
Investment Income	36.00
CD Sales	1,000.00
Fundraising	12,000.00
Fundraising Events	6,500.00
Admissions & Ticket Sales	40,000.00
Advertising Income	2,600.00
School Outreach Program Fees	3,600.00
Concessions	1,500.00
Workshop & Tuitions	68,790.00
Workshop Housing Income	20,000.00
Student Meals - Income	1,000.00
Instrument Maint Fees	1,500.00
Total Income	333,476.00
Expense	
Employee Wages	123,560.00
Payroll Taxes	9,840.00
Workers' Comp Insurance	2,352.00
Health Insurance & Benefits	29,872.00
Instrument Allowance	1,800.00
CD Purchase and Costs	2,200.00
Media & Website	18,730.00
Rents	13,815.00
Office Utilities	2,100.00
Postage	4,310.00
Supplies	3,104.00
Bank/Visa Processing Fees	2,400.00
Accounting & Tax	900.00
Licenses & Fees	504.00
Dues & Subscriptions	360.00
Insurance	3,500.00
Sales Tax	150.00
Artist Fees, Housing & Travel	83,480.00
Event Set up Costs	6,000.00
Piano Rent & Tuning Costs	3,400.00
Employee Mileage	2,350.00
Student Meals	2,500.00
Workshop Housing Costs	19,000.00
Cerro Coso Tuition	2,000.00
Instrument Maintenance & Repairs	480.00
Total Expense	338,707.00
Net Income	-5,231.00

INTERNAL REVENUE SERVICE
P.O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

NOV 15 2007

CHAMBER MUSIC UNBOUND
PO BOX 1219
HAMMOTH LAKES, CA 93546

Employer Identification Number:
27-0054977

DLN:
17053272796057

Contact Person:
SHAWNDEA KREBS ID# 31072

Contact Telephone Number:
(877) 829-5500

Public Charity Status:
509(a)(2)

Dear Applicant:

Our letter dated August 2003, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading.

Please keep this letter in your permanent records.

Sincerely yours,



Robert Choi
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CQ)



MEASURE U PERFORMANCE REPORT

As a recipient of Measure U funds, the Mammoth Lakes Town Council has required that each organization provide a written report upon completion of their project, program or service.

"They [funding recipient] are responsible for record keeping, implementation and being able to provide proof of how public funds were spent and, in the case of multi-year funding support, making sure the project is achieving its goals. They will provide a written report to the Measure U Application Committee upon completion of the project or on an annual basis, determined by the timeline of the project."¹

The Measure U Performance Report is required to be completed and submitted no more than 60 days after the completion of your project/service/agreement, or upon receipt of purchased and/or used Measure U Equipment.

This Performance Report has to be completed prior to the submittal of an additional Measure U Funding Application. The recipient may also wish to present their Performance Report to the Measure U Application Committee as a public presentation.

Submittal Instructions:

Submit your Performance Report via email, hard copy, or on a USB memory stick. Applications can be in color or B/W, sized to, or folded to 8.5" x 11" (portrait). No faxes.

Submittal Address:

Town of Mammoth Lakes
Recreation Department
Attn: Stuart Brown
P.O. Box 1609
Mammoth Lakes, CA 93546
Ph: (760) 934-8989 ext. 210
Fax: (760) 934-8608
Email: sbrown@ci.mammoth-lakes.ca.us

Thank you!

¹ Page 16: Town of Mammoth Lakes *Measure U Funding Process Development Report*, Adopted by Town Council: February 15, 2012.

MEASURE U RECIPIENT PERFORMANCE REPORT

RECIPIENT INFORMATION

Name of Organization: Chamber Music Unbound
Type of Organization (non-profit, HOA, Govt.): Non-profit
Contact Person: Brian Schuldt
Organization's Address: PO Box 1219
State / Zip: CA, 93546
Office Phone Number: 760 934 7015
Email Address: felici@ChamberMusicUnbound.org
Internet Address: www.ChamberMusicUnbound.org

PROJECT SUMMARY

Name of Project: Mammoth Lakes Music Festival

Measure U Award Cycle: Fall 2012

Measure U Funds Requested: \$12,000

Measure U Funds Awarded: \$ 12,000

Measure U Funds Expended: \$ 12,000
(Please provide an itemized list of expenditures)

PROJECT DETAILS

1. Were all the Measure U Awarded Funds expended? Yes

If Yes, and more money was expended than awarded, please explain:

We will have additional costs associated with the Edison Pavilion, including rent and lighting, which were erroneously left off this year's application through miscommunication with the Mammoth Lakes Foundation. Stuart Brown is aware of the situation and we plan to submit a request for an additional \$3,000 in the next funding cycle.

If No, please explain why they were not used, and when you anticipate using the funds?

2. In detail, describe your project and/or service delivered and completed using Measure U funds

The Mammoth Lakes Music Festival is a highly-acclaimed three-week series of concerts, workshops and music courses held at Cerro Coso College. Festival artists are leading

professionals from prestigious universities, winners of international competitions and have been recognized through awards such as the Pulitzer, Grammys and Avery Fischer Career Grant. The Festival artists perform eight chamber music concerts over the three weeks and instruct four distinct music courses: the Sierra Academy of Music (SAM), SAM 'Tween, SAM Jr. and the Sierra Chamber Workshop for adults. In 2013, all concerts were sold-out, and all courses were at capacity, attracting talented students from across the country.

3. Please identify what products and/or services were purchased with Measure U funds

Measure U funds were utilized to enhance the 2013 Mammoth Lakes Music Festival in three key areas: Programming, Marketing and Operations.

Marketing: Measure U funds were utilized to increase marketing for the MLMF which broadens Mammoth's visitor base. Specifically, radio ads were purchased on KUNR, a 6000 contact list was rented from the LA Chamber Orchestra, a joint mailing of 20,000 pieces was produced and local and regional print ads were increased from last year.

Total cost: \$4,000

Enhanced Programming: With Measure U funding, the MLMF enhanced its 2013 programs by hiring additional guest artists, increasing the scope of performance events and augmenting educational offerings. Specifically, the MLMF contracted pianist, Ming Tsu, violinist Lorenz Gamma and cellist Cara Colon to increase their teaching and performing at the festival, meeting the increased demand for instructors and performers. This allowed the MLMF to schedule more public master classes and to have enough personnel to perform at the Pavilion. **Total cost: \$3,000**

Operations: Measure U funds were utilized to cover costs associated with the new Edison Pavilion. The MLMF had planned on utilizing U funding for other operations, such as facility and piano rental, per our signed "U" contract, but, through no fault of ours, the festival now has a shortfall of \$3,000 of "U" funding for operations. **Total cost: \$5,000.**

4. Based upon your project type, who is responsible for the maintenance of your project and/or service?

Chamber Music Unbound staff and volunteers.

5. Were volunteer hours used for any phase of your project and/or service?

If YES, please identify how many hours and the value of those hours:

Estimated Total: 1310 volunteer hours. Value: about \$20,000

6. Were any other funds (Public – includes Measure R or U, and/or Private) used to complete or deliver the project and/or service?

If YES, please list:

Please see attachment "List of CMU Donors"

7. Describe how your project and/or service is providing a measurable community benefit (incremental visits, revenue, etc.) to the residents and visitors of Mammoth Lakes?

The MLMF has helped to close a service gap in the offerings of Mammoth Lakes as a "premier year-round destination with national and international appeal". Classical music in mountain settings is a staple of American cultural tourism, and CMU has put Mammoth on the map with other successful resort towns with its offering of a professional chamber music festival of the highest artistic merit. Gradually this is changing the overall profile of Mammoth as a destination resort, to include arts and culture as one of Mammoth's major attractions, in addition to its great natural beauty and its fabulous recreation opportunities.

Numbers for the three-week long 2013 MLMF: 4,250 attendees generated the town an estimated \$250,000 in revenue. (\$98.32 per person/day at 60% regional attendance. Source: 2012 MLT Summer Visitor Survey)

The MLMF benefits greatly from the commitment of community volunteers that work tirelessly to make the concerts happen in the first place. We believe our volunteers' dedication is a measure of the meaning the festival and its associated education workshops have for community life.

8. Please provide any additional information regarding your project and/or service that you would like the Measure U Application Committee to review.

The education component of the MLMF provides an additional benefit to the community of Mammoth Lakes. Because the world-renowned guest artists that perform at the festival also serve on the faculty of the associated academy, local students have the extraordinary opportunity to study with professors from some of the Nation's most prestigious universities and music schools. This is especially valuable for students of the 'Tween program who can qualify for individual lessons with the artist faculty, and receive chamber music and orchestra coachings on a daily basis. Students at the entry level SAM Junior program do not have to audition (as do students at the academy level), in order to make the program available to all interested students. As they progress through the programs, local students need to meet higher and higher standards, thus building a culture of excellence within the community of local music learners. The social and musical interaction with peers from all over California, from across the country and even from abroad is as inspiring to our local students as is the learning with the exceptional faculty. Participation in the summer academy is one of the most valuable motivating forces for local students to follow through in their pursuit of excellence throughout the year.

9. Please provide your comments and/or suggestions on how the Measure U Application Committee can improve the Measure U funding process?

We look forward to working with the application committee and revising the measure U application process.

10. Will your organization be submitting a Measure U funding request in the future?

If YES, please explain:

Yes. As a non-profit arts organization, CMU relies on a great variety of funding sources to make a world-class festival possible in the first place. While the great majority of funding comes from individual supporters, grants made by private foundations, large companies, event specific sponsors, and government grants are all important pieces in the funding puzzle.

A local government grant is not only fiscally important to the success of our event, it also carries a symbolic value beyond the dollar amount granted: to the visitor who is a classical music fan it signals "the community of Mammoth Lakes cares about what I love," and to the many local volunteers who give generously of their time and expertise it signals "my work for the community is appreciated." These symbolic values are sometimes underestimated. Even modest grant awards can have a big effect on the morale of event organizers their helpers and the public that attends the events. Furthermore, evidence of local government support is almost always a pre-requisite for arts organizations pursuing state or federal grants.

In the past decade, CMU has seen unprecedented growth for the MLMF. This growth is posing new logistical challenges for our small non-profit arts organization that have to be met as the festival evolves further: event location, local partnerships, administrative and organizational needs have to be met if the festival is to continue its growth in the coming decade, especially with view to the still sluggish economy. We believe that the concerts and academy of the MLMF are a very important contribution to the summertime recreation opportunities that Mammoth Lakes is able to offer to its diverse visitors and residents.

If No, Please explain why:

Distinguished Donors

Shirley Blumberg
 County of Mono
 John Cunningham & Evanne Jardine
 Barbara & Al Garlinghouse
 Robin & Valerie Mackay
 Paul & Kate Page
 Don & Jodi Sage

Sustainers

Herbert & Phyllis Benham
 Jerry & Trish Dunlap
 in Memory of Evie Werthmann
 Mammoth Mountain
 Town of Mammoth Lakes – Measure "U"
 Ralph Rea
 Sharon Schuldt
 Donald M. Slager Sunset Foundation
 Henry & Betsy Thumann

Guarantors

Boeing, Inc.
 Sharon & Malcolm Clark
 Hedi & Bernhard Hang
 Henning & Grethe Jensen
 Jeanne Keegan
 Anne & Craig Knoche
 Mammoth Lakes Noon Rotary
 Club Foundation
 Michael & Cynthia Quinn
 Jim & Lynne Roe
 E.L. & Pat Smoogen
 Tony & Sherry Taylor
 Julie Hurdall Yost

Benefactors

Hilda Herrera Adler
 Gordon & Sharon Alper
 Anonymous (2)
 Jo Bacon
 Carol & Phil Benefiel
 Jan Clausen & John Lohr
 Ron & Tamara Clements
 Don & Sheila Cluff
 Bill Danielson
 Jane Deming Fund
 Jane Drinkwalter
 Marlene & Everett Emerson
 Patsy & Bob FitzGerald
 Anne Frincke
 Sally Gessford
 Nina & Bill Graham
 Richard & Maria Grant
 Harry & Ellen Hardebeck
 David & Willi Hasle
 Jean & Jim Holden
 John & Cheryl Hoven
 IBM, Inc.
 Bob, Irene & Claire Jellison
 Doug Jung & Brigitte Berman
 Gary & Diane Keegan
 Tim Konkol
 Barry Lazar
 Kenneth & Cornelia Lee
 Lee Vining Elementary PTO
 Mammoth Elementary School PTO
 Mammoth Emergency Physicians
 Mammoth Lakes Sunrise Rotary Club
 Music Society of the Eastern Sierra
 The Terry & Paula Plum Family
 Mark & Susan Robinson
 Michael & Mary Shore
 Ellen J. Siegal
 Bryce & Wilma Wheeler
 Gary & Julie Wright
 Carol Young
 Paul Zahn & Jackie Anderson
 Don & OJ Zeleny

Sponsors

K.Y. Shen & Mary Bresnan
 Cathy & Rich Foye
 Randy Gephart & Claudia Silverman
 Helmut Grigereit & Doris Lin
 Wes & Katie Hawks
 Ken & Edyth Irvine
 Joan Johnson
 June Lake Loop Women's Club
 Terry Lee & Lloyd Stephens
 Michael Loughman & Lorraine Masten
 Martin Ray Winery
 Roger & Jean Rea
 Sandy & Fran Rogers
 Seasons 4 Condominiums
 Ted & Kay Stern
 Stephen Swisher & Mary Bassler
 Thea & Arthur Tweet
 in honor of Anne Knoche
 Sid & Betsy Tyler
 Union Bank of California
 John Wehausen & Carolyn Tiernan

Supporters

Mickey Brown & Clint Hyde
 Carole & Sterling Claus
 Community Printing & Publishing
 Bill Cox & Barbara Cameron
 Eastern Sierra Community Bank
 Gerri & Lewis Ebersole
 Martha & William Farwell
 Jane & Roy Gillam
 Bea Hadinger
 Clark & Michiko Hammelef
 Sandy Hogan
 Corty Lawrence & Footloose
 Jeffrey Logan & Lina Bahn
 Lo Lyness
 Mammoth Lakes Women's Club
 Roberta McIntosh
 Jenny L. McLaughlin
 John & Jennifer Montin
 Susan & David Moss
 The Oliveira Family
 Stephen & Barbara Ritchie
 Gayle Rosander & William Bjorklund
 George & Patricia Savage
 Steve Schriver
 Brian Schuldt & Rebecca Hang
 Helen Shepherd
 Lee & Lisa Shugart
 David & Gloria Spencer
 Gail & Howard Theurer
 Elliott Thompson
 Douglas & Sheryl Lynn Will
 James E. & Leonora Williams
 Dr. Louis & Shana Yuster

Patrons

Christine Abbott
 Fred & Bobbie Anderson
 Anonymous (2)
 Robert Atlee-Sierra Maps
 Bob & Judy Bacskai
 David Baumwohl Law Offices
 Bea Beyer
 Dr. & Mrs. Ross Biederman
 Michael & Judy Bornfeld
 Debbie & Mike Boucher
 Charlie Broten
 Susan Burgett & Mary Pipersky
 Donald & Judy Collins
 Neil & Teresa Cooper
 Richard & Stephanie Coutts
 Patricia L. Dinsmore
 Dieter & Marlene Fiebiger
 Shalle Genevieve

Lynn Gossard
 Carol & Rodger Guffey
 Megan Guffey
 Robert & Sue Hassler
 Donald & Carolyn Honer
 Margaret Houck
 Joyce P. Kaufman & Robert Marks
 The Kazeef Family
 Tina Kun
 Louise Lalande
 Dr. & Mrs. Melvin Lewin
 Ross & Natalie Mather
 Priscilla McClure
 Sue Mehrhof
 Marvin & Mignon Moskowitz
 Nevados
 Barbara Ochman
 Gary Ochman
 Juliana Olinka
 Randy & Susan Onishi
 The Rafters
 Mike & Winnie Renta
 Evan & Kathie Russell
 Kirk & Stacy Schaubmayer
 Lora Schuldt & Andrew Thompson
 Tom & Barbara Sherman
 Mike & Mary Shore
 Jan & Erik Simpson
 Snowcreek Resort
 Millie Stockton & Greg Oxford
 Mike & Erica Swimmer
 Stephen Thiroux & Jennifer Adrian
 Bob & Mary Jane Thomason
 Tina & Dan Tonelli
 Kay Warta
 Pete Watercott & Kathryn Erickson
 S. Chrystal Watson
 Paul Werthmann
 Daniel Wood
 Collette & Cedric Zemitis

Friends

Anonymous
 Carolyn Balliet
 Charlotte & Walter Berkman
 Larry & Ruth Blakely
 Jean Dillingham
 Helen Forrester
 Gloria Fowler
 Dave & Molly Geirman
 Lorrie & Jim Gould
 David & Caroline Hui
 David Humes
 Victoria Kupetz
 Lenore & Jim Lemon
 Pat & Byron Light
 Maxine Marcellin
 Kim McCarthy & John Pedersen
 Ryan Naranjo
 Pamela Popovich in honor of
 Herb & Phyllis Benham
 Marina & John Robertson
 Gary Sill
 Ski Surgeon
 Jim & Barbara Smith
 Cecil & Jean Spearman
 Rhonda & Hank Starr-Garretson
 John & Lynn Vondracek
 Mitzi Walchak
 in Memory of Evie Werthmann
 WL Warren
 Brian & Terri Wilson
 Elizabeth Yerxa



**2013 MEASURE U AWARD
MAMMOTH LAKES EVENTS COALITION (MLEC) REIMBURSEMENT FORM**

DATE: 18-Sep-13

INVOICE #: _____

FUNDING RECIPIENT: Chamber Music Unbound/ML Music Fest
 FUNDING AWARDED: \$12,000
 MAILING ADDRESS: POB 1219
 CITY, ZIP: Mammoth Lakes, CA 93546
 PH: 760 934 7015
 EMAIL: Felici@ChamberMusicUnbound.org

SEND TO: Town of Mammoth Lakes
Attn: Stuart Brown/Measure U
P.O. Box 1609
Mammoth Lakes, CA 93546
Ph: (760) 934-8989 ext. 210
sbrown@ci.mammoth-lakes.ca.us

DESCRIPTION OF REIMBURSEMENT	AMOUNT
MARKETING/ADVERTISING:	\$ 4,000.00
Description of service: <u>Radio advertising KUNR - \$800</u>	
<u>LA Chamber Orchestra List Rental (\$600)</u>	
<u>Joint Mailer - design, printing and postage - \$1835</u>	
<u>Enhanced local and regional print/radio ads (\$2771 total * 25% = \$765)</u>	
PROGRAM ENHANCEMENT (BAND CONTRACTS):	\$ 3,000.00
Description of service: <u>Contracted services - Gamma, Tsu, (partial)</u>	
EQUIPMENT/FACILITY RENTAL:	PAID
Description of service: <u>Tent</u>	
OTHER:	
Description of service: _____	\$ -
TOTAL:	\$ 7,000.00

PLEASE ATTACH ALL RECEIPTS

THE TOWN SHALL REVIEW AND PAY THE APPROVED CHARGES AS DESCRIBED IN THE 'LETTER OF AGREEMENT' ON SUCH INVOICES IN A TIMELY MANNER.

OFFICE USE ONLY:

APPROVED FOR REIMBURSEMENT: _____	DATE: _____
AMOUNT: \$ _____	

KUNR 88.7 FM

Mail Stop 0294, University of Nevada, Reno
Reno, NV 89557-0294
Phone: 775-682-6052 Fax: 775-327-5386

Invoice

107188

Contract 30-00548503-002
Contract Date 07/05/13
Billing Date 07/31/13

BRIAN SCHULDT
CHAMBER MUSIC UNBOUND
PO BOX 1219
MAMMOTH LAKES, CA 93546

Aired Spots 7/1/2013 thru 7/31/2013

Description	Day	Date	Time	Copy	Amount
MAKE GOOD	Wed	07/24/13	2:59:15p	103173	0.00
	Thu	07/25/13	7:34:00a	103172	0.00
	Wed	07/31/13	8:34:15a	103172	0.00
	Wed	07/31/13	11:29:00a	103173	0.00
	Wed	07/31/13	4:19:00p	103172	0.00
Total Number of Spots 46	Total Gross for Credits Aired				800.00
	Amount Paid This Period				\$0.00
	Previous Amount Billed				\$0.00
	Previous Amount Paid				\$0.00
	Amount Due to Keep Contract Current				\$800.00

Original Contract Amount \$800.00

Payments Are Monthly Per Credit

For billing questions, please contact your Station Account Executive Theresa Reilly 775-682-6057

INVOICE

DATE	INVOICE #
05/10/2013	NA

BILL TO
Brian Schuidt Chamber Music Unbound PO Box 1219 Mammoth Lakes, CA 93546 760 934 7015 felici@aol.com

DESCRIPTION	AMOUNT
List Rental: 6,000 records (\$100/m) Please remit to Los Angeles Chamber Orchestra 350 S. Figueroa Street, Suite 183 Los Angeles, CA 90071	\$600.00
TOTAL	\$500.00

Jeffrey Kahane
 Music Director

 Rachel Fine
 Executive Director

 350 S. Figueroa Street, Suite 183
 Los Angeles, California 90071
 T 213 622 7001 F 213 626 2157
 info@laco.org

INVOICE

DATE	INVOICE #
05/16/2013	NA

BILL TO
Brian Schuldt Chamber Music Unbound PO Box 1219 Mammoth Lakes, CA 93546 760 934 7015 felici@aol.com

DESCRIPTION	AMOUNT
List Rental: 1,000 records (\$100/m)	\$100.00
Please remit to Los Angeles Chamber Orchestra 350 S. Figueroa Street, Suite 183 Los Angeles, CA 90071	
TOTAL	\$100.00

Jeffrey Kahane
 Music Director

Rachel Fine
 Executive Director

 350 S. Figueroa Street, Suite 183
 Los Angeles, California 90071
 T 213 622 7001 F 213 626 2157
 info@laco.org

Felici Piano Trio

From: Juliana Olinka [Juliana@MammothLakesFoundation.org]
Sent: Thursday, February 14, 2013 4:38 PM
To: flossnken@verizon.net; 'Felici Piano Trio'; fiddlinpete@hotmail.com
Cc: Evan Russell; Rick Davis; Amy Graham (aggrahamcpa@gmail.com)
Subject: Joint Mailer - Mammoth/Bishop P.O. Box drop

Importance: High

Hello All,

Safely returned from LA with many boxes of the joint mailer postcards in my car. I've been over to ML PO and have the paperwork ready to go in Tuesday morning around 11:30. The total cost for the PO Box drop postage is \$432—or \$108 ea. I would like to get the P.O. Box drop done on Tuesday. **Please advise by Noon tomorrow** if you can get me a check by Tuesday morning at 11:30 am made out to USPS. If not, we'll cut a check from here and then ask that you reimburse us in that amount, made out to Mammoth Lakes Foundation.

Please let me know your mailing pleasure by NOON TOMORROW – Friday, Feb 15, so I can get the appropriate check amount cut from here and make the mail drop happen on Tuesday. The other postcards all went out last Tuesday! YIPPEE!

Thank you.

Juliana

Juliana Olinka
Marketing Director
Mammoth Lakes Foundation
PO Box 1815
100 College Parkway
Mammoth Lakes, CA 93546
Tel: (760)934-3781
Fax: (760)934-6019
www.mammothlakesfoundation.org

MAMMOTH
FOOD & WINE
EXPERIENCE

Save the Date - July 5 - 7, 2013

Benefiting Education and the Arts in Mammoth
MammothFoodandWine.org



RED
 RESPONSE Everyone Deserves

INVOICE

3448 AVARILLO AVENUE
 SUN VALLEY CA 93063
 Phone 818 384.6614
 Fax 805 583 5655

DATE: March 15, 2013

INVOICE # 15069

FOR: DIRECT MAIL

BILL TO: MAMMOTH LAKES FOUNDATION
 100 COLLEGE PKWY
 MAMMOTH LAKES CA 93546
 760.934.3781

Note: Please make all checks payable to Patricia Duchene. Thank you!

DESCRIPTION	AMOUNT
COMBO CLIENT SUMMER EVENTS POSTCARD MAILING	
6 X 11 POSTCARD - 3 VERSIONS, 4/4 ON 80# COVER.	
PRINT, TRIM, CONVERT FILE, DE-DUPE, SORT, SET UP & INKJET, MAIL.	
DELIVER TO LA SCF.	
COSTS:	6,908.33
POSTAGE RECEIVED:	(3,100.00)
NOTE: BALANCE DUE PER CLIENT: \$952.08/EACH	
SUBTOTAL	\$ 3,808.33
SALES TAX	
DELIVERY	
TOTAL	\$ 3,808.33

Make all checks payable to Patricia Duchene. If you have any questions concerning this invoice, contact Trish Duchene at 818.384.6614.

THANK YOU FOR YOUR BUSINESS!

CHAMBER MUSIC UNBOUND

Trish Duchene

Joint Mail

3/29/2013

3573

952.08

PAYMENT
RECORD

Cash - UB of Ca Chec

952.08

628922 (6/12)



Rev 11 11

CHAMBER MUSIC UNBOUND

USPS

joint mailer

2/18/2013

3550

108.00

PAYMENT
RECORD

Cash - UB of Ca Chec

108.00

628922 (6/12)



Rev 11 11

Good evening –

To all: Please send a postage check in the amount of \$775.00, payable to the US Postmaster, to me. This is an estimated amount; any balance due or credit will be applied to the final production invoice.

The checks should be mailed (or overnighted!) to my attention at the following address:

3448 Amarillo Avenue
Simi Valley CA 93063

I need to receive the checks by Tuesday, 1/29/13.

If you have any questions, feel free to contact me.

Best,
Trish Duchene
818.384.6614

CHAMBER MUSIC UNBOUND
US Postal Service

Joint Mailer

1/25/2013

3543

775.00

PAYMENT
RECORD

Cash - UB of Ca Chec

775.00

628922 (6/12)



017851

Rev 11/11

The Sheet
 P.O. Box 8088
 Mammoth Lakes, CA 93546

Invoice

Bill To:
Chamber Music Unbound
P.O. Box 1219
Mammoth Lakes, CA 93546

Date	Invoice No.	P.O. Number	Terms	Project
08/10/13	706			

Item	Description	Quantity	Rate	Amount
1/4 Page Color	1/4 page color ad. July 6, 13, 20, 27 issues. Vol. 11, No. 27-30 *For Mammoth lakes Music Festival.	4	190.00	760.00
Discount	Non-profit discount 10%	1	-76.00	-76.00

CHAMBER MUSIC UNBOUND
 Ted Carlton

8/23/2013

3696

684.00

**PAYMENT
 RECORD**

Cash - UB of Ca Chec

684.00

Horizon California
 501 Old Mammoth Rd, #9
 Mammoth Lakes, CA 93546

Phone: 760-934-3929
 Fax: 760-934-3951

Statement	Agency/Client Name
08/01/13	BRIAN SCHULTZ
Total Amount Due	Due Date
1507.00	

CLASSIFIED INVOICE/STATEMENT	July	June	May	April	March
	1507.00	0.00	0.00	0.00	0.00

Page #	Billing Date	Billed Account Name & Address	Remittance Address
1	08/01/13	BRIAN SCHULTZ CHAMBER MUSIC UNBOUND PO BOX 1219 MAMMOTH LAKES, CA 93546	Horizon California PO Box 3929 Mammoth Lakes, CA 93546
Billed Account #			
3100336			
Telephone #			
(760)934-7015			

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

Date	Reference #	Description-Other Comments/Charges	Type	Runs	Amount	Total
		Balance Forward - 7/1/13			171.00	171.00
07/03/2013	125684	FW FELICI 1/4B	INV			
		WINE FOOD & WINE INSERT - FW FELICI 1/	PUB	1	175.00	346.00
07/04/2013	124729	FELICI TRIO 1/4B 4C	INV			
		2M Mammoth Times - FELICI TRIO 1/4B 4C	PUB	1	171.00	517.00
07/11/2013	124879	FELICI TRIO 1/2V 4C	INV			
		2M Mammoth Times - FELICI TRIO 1/2V 4C	PUB	1	387.00	904.00
7/18/2013	125031	FELICI TRIO 1/2V 4C	INV			
		2M Mammoth Times - FELICI TRIO 1/2V 4C	PUB	1	387.00	1291.00
07/19/2013	124130	Payment Check 3662	Check		-171.00	1120.00
07/25/2013	125845	FELICI TRIO 1/2V 4C	INV			
		2M Mammoth Times - FELICI TRIO 1/2V 4C	PUB	1	387.00	1507.00

Statement of Account Aging of Past Due Accounts

July	June	May	April	March	Total Due
1507.00	0.00	0.00	0.00	0.00	1507.00

Horizon California
 PO Box 3929
 Mammoth Lakes, CA 93546

Advertiser Information

Statement Date	Billed Account #	Agency/Client Number	Agency Name
08/01/13	3100336	3100336	

KMMT-FM
P.O. Box 1284
94 Laurel Mountain Rd.
Mammoth Lakes, CA 93546

Order #: 1088-00004
Description: CHAMBER MUSIC UNBOUND 2013
Order Date: 7/9/2013
P.O.#:
Salesperson: Payne, Paul
Billing: Billed at end of Media Month

CHAMBER MUSIC UNBOUND - 593
PO BOX 1219
MAMMOTH LAKES, CA 93546

On-Air Schedule

	Start Date	End Date	Station	Scheduled Time/Event	Repeated	Length	Qty	Rate	Total	M	Tu	W	Th	F	Sa	Su
1	7/12/2013	8/2/2013	KMMT-FM	06:00:00 to 18:30:00	Weekly	:30	95	5.00	475.00	4	4	4	4	5	5	4
2	7/12/2013	8/2/2013	KRHV-FM	06:00:00 to 18:30:00	Weekly	:30	95	0.00	0.00	4	4	4	4	5	5	4

Order Start Date: 7/12/2013 Order End Date: 8/2/2013 Spots: 190 Total Charges: 475.00

Projected Media Month Billing Totals for CHAMBER MUSIC UNBOUND - 593 / 1088-00004 :

			<u>Gross Billing</u>	<u>Adj. Gross Billing</u>
July	2013	-----	370.00	370.00
August	2013	-----	105.00	105.00
Total:			475.00	475.00

Confirmed & Accepted for KMMT-FM By: _____

Accepted for CHAMBER MUSIC UNBOUND - 593 By: _____

B. Almont

Please Sign and Return One Copy

Horizon California
 501 Old Mammoth Rd, #9
 Mammoth Lakes, CA 93546

Phone: 760-934-3929
 Fax: 760-934-3951

CLASSIFIED
 INVOICE/STATEMENT

Statement	Agency/Client Name
06/30/13	BRIAN SCHULTZ
Total Amount Due	Due Date
171.00	

June	May	April	March	February
171.00	0.00	0.00	0.00	0.00

Page #	Billing Date	Billed Account Name & Address	Remittance Address
1	06/30/13	BRIAN SCHULTZ CHAMBER MUSIC UNBOUND PO BOX 1219 MAMMOTH LAKES, CA 93546	Horizon California PO Box 3929 Mammoth Lakes, CA 93546
Billed Account #			
3100336			
Telephone #			
(760)934-7015			

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

Date	Reference #	Description-Other Comments/Charges	Type	Runs	Amount	Total
08/27/2013	123697	FELICI TRIO 1/4B 4C	INV			
		2M Mammoth Times - FELICI TRIO 1/4B 4C	PUB	1	171.00	171.00

AMBER MUSIC UNBOUND
 Horizon California

7/12/2013

3662

171.00

PAYMENT
 RECORD

Cash - UB of Ca Chec

171.00

8922 (6/12)



Rev 11/11

0.00	0.00	March	February	Total Due
		0.00	0.00	171.00
Horizon California Box 3929 Mammoth Lakes, CA 93546				

Advertiser Information			
Payment Date	Billed Account #	Agency/Client Number	Agency Name
06/30/13	3100336	3100336	

Chamber Music Unbound INDEPENDENT CONTRACTOR
SHORT TERM LETTER OF AGREEMENT 2013

NAME OF PROJECTS: 12 hours of coaching/teaching
Repertoire as listed on back of this contract

This Independent Contractor Letter of Agreement is between Ming Tsu, hereafter referred to as "Guest Artist" and Chamber Music Unbound (CMU).

The Guest Artist agrees to work as performer/coach from July 20-27, 2013, in Mammoth Lakes, California.

During this time the Guest Artist, will be compensated, as detailed below, for the above project(s). If the fee is over \$600, CMU will supply 1099 forms by January 31, 2014, with this information.

Fee: \$2000

Total compensation: \$2000

CMU will supply housing for the duration of this contract, in addition to the established compensation.

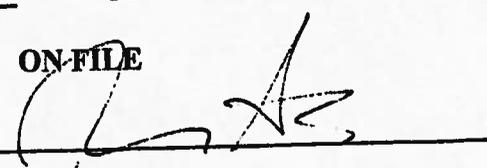
Please fill in any missing information and cross out and correct any incorrect information:

Address:

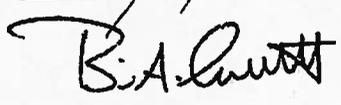
Ming Tsu
4173 Neosho Ave
Los Angeles, CA 90066

Telephone: 310 745 1812

SSN: ~~ON FILE~~

Signature: 

Date: 5/13/13

By: 

Brian Schuldt
Director, CMU
PO Box 1219
Mammoth Lakes, CA 93546

Please sign, date and add any needed information. Please fax (760 934 7015) or send/email one copy of the contract by June 1, 2013

Chamber Music Unbound INDEPENDENT CONTRACTOR
SHORT TERM LETTER OF AGREEMENT 2013

NAME OF PROJECTS: 12 hours of coaching/teaching
Repertoire as listed on back of this contract

This Independent Contractor Letter of Agreement is between Lorenz Gamma, hereafter referred to as "Guest Artist" and Chamber Music Unbound (CMU).

The Guest Artist agrees to work as performer/coach from July 20-27, 2013, in Mammoth Lakes, California.

During this time the Guest Artist, will be compensated, as detailed below, for the above project(s). If the fee is over \$600, CMU will supply 1099 forms by January 31, 2014, with this information.

Fee: \$2000

Total compensation: \$2000

CMU will supply housing for the duration of this contract, in addition to the established compensation.

Please fill in any missing information and cross out and correct any incorrect information:

Address: _____

Lorenz Gamma
4173 Neosho Ave
Los Angeles, CA 90066

Telephone: _____ 310 745 1812

SSN: _____ ON FILE

Signature: _____

Date: _____

By: _____

Brian Schuldt
Director, CMU
PO Box 1219
Mammoth Lakes, CA 93546

Please sign, date and add any needed information. Please fax (760 934 7015) or send/email one copy of the contract by June 1, 2013

7/10/2013

Ming Tsu

**2,000.00

Two Thousand and 00/100*****

Ming Tsu

Ming Tsu

7/10/2013

2,000.00

Cash - UB of Ca Chec

2,000.00

Ming Tsu

7/10/2013

2,000.00

Cash - UB of Ca Chec

2,000.00

7/10/2013

Lorenz Gamma

**2,000.00

Two Thousand and 00/100*****

Lorenz Gamma

Lorenz Gamma

7/10/2013

2,000.00

Cash - UB of Ca Chec

2,000.00

Lorenz Gamma

7/10/2013

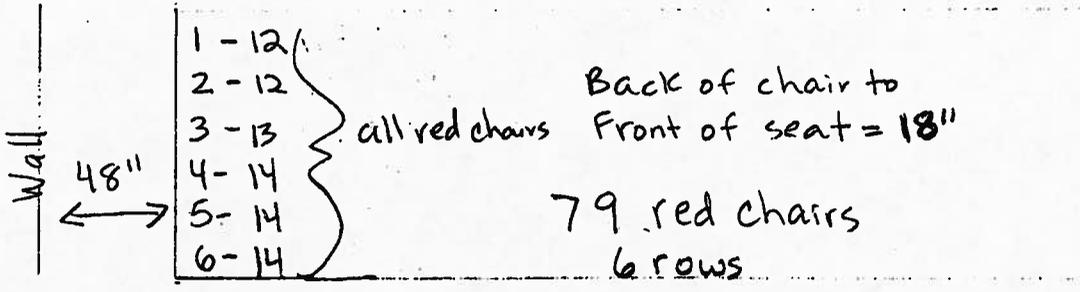
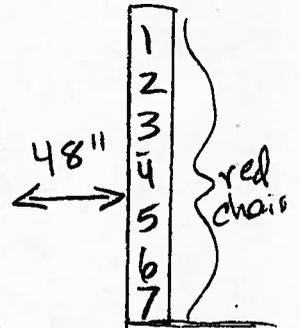
2,000.00

Cash - UB of Ca Chec

2,000.00

S.T.A.G.E.

36" ↓

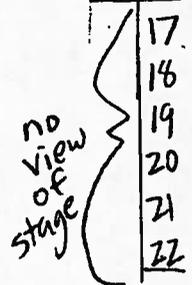
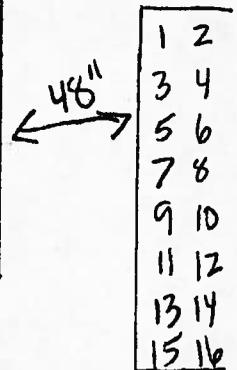
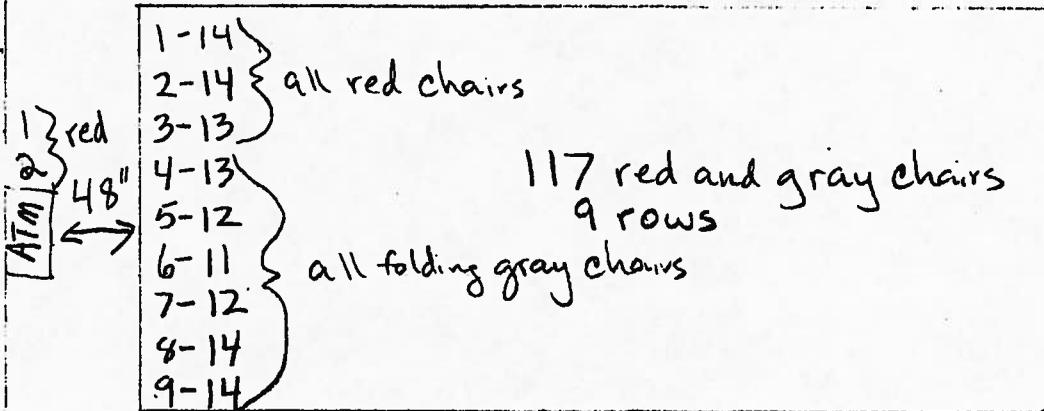
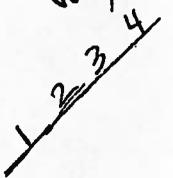


56" ↓

East Breezeway



West Breezeway



- 79 - Front main section
- 117 - back main section
- 7 - Front Facing stage
- 4 - East Breezeway
- 4 - West Breezeway
- 2 - Front of ATM
- 16 - west side of back main section
- 6 - no view of stage
- 235 Total chairs

* all chairs must be fastened together with zip ties

CERRO COSO COMMUNITY COLLEGE

Emergency Preparedness Plan

Cerro Coso Community College is committed to the welfare of its community – students, faculty, staff, visitors, and to preserving the institution. To fulfill the College's mission and commitments in the event of a disaster, the College strives to become disaster resistant. Disaster resistance is achieved through recognition and analysis of the risks of natural and man-made hazards, mitigation of the human and economic impact of disasters, and comprehensive planning for resumption of College functions. The Emergency Preparedness Plan provides the framework from which the college will minimize the danger to life and property resulting from natural and man-made disasters.

The procedures contained in this plan apply to all personnel, on and off campus buildings and grounds owned by Cerro Coso Community College. This document is to clarify the actions, roles, and responsibilities that are to be taken by individuals and departments in the event of a crisis or emergency that has a major impact on the Cerro Coso Community College community. Teamwork and preparedness through planning, education, and testing will help reduce confusion, injury, and the loss of life during a disaster incident.



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- H. EMERGENCY PRIORITY TASKS
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 - Appendix B -- Emergency Evacuation of Persons with Disabilities
 - Appendix C -- Emergency Notification System
 - Appendix D -- Emergency Evacuation Charts
 - IWV
 - KRV
 - South Kern
 - ESCC -- Bishop
 - ESCC -- Mammoth
 - Appendix E -- Chain of Command

A. EXPECTATIONS FOR DEPARTMENTS AND STAFF

Employees, Faculty, and Staff are expected to:

- Be familiar with and follows the Emergency Preparedness Plan.
- Participate in drills and training sessions as required.
- Walk over your primary and secondary evacuation routes at least once to familiarize yourself with emergency exits.
- Know where hazardous conditions or situations in your area may exist. Know the location of flammable, radioactive, biological, and other hazardous materials.
- Know where the fire alarm pull stations are located and how to turn them on.
- Know where fire extinguishers are located in your building and how to use them.
- Know the different alarm sounds, what them mean, and how to respond accordingly.
- Know where the first aid kits are located in your building.
- Orient and inform students and visitors of procedures to be followed in case of a building alarm or emergency. Students should have a brief orientation on the first day of class to be made aware that evacuation is required when the fire alarm system is activated. They should know where the nearest exits are located. Visitors unfamiliar with building procedures should be informed and assisted as appropriate.

Director of Maintenance and Operations is expected to:

- Act as a liaison with the responding emergency service and others if a building emergency occurs. In his/her absence, the most senior physical plant employee will coordinate response with the President or designee.
- Review the college Safety and Security Procedures and the Emergency Preparedness Plan at least annually and ensure they are current.
- Ensure that Building Security Coordinators (and Alternates) know what their duties are in case of an evacuation.
- Schedule employee safety and security training.
- Coordinate and conduct fire drills with Building Security Coordinators.
- Assure that the appropriate College personnel are notified for all emergencies, as necessary.

Instructors are expected to:

- Provide the class or audience with general information relating to emergency procedures. This information should be shared the first week of class.
- Know how to report an emergency from the classroom being used.
- Assure that persons with disabilities have the information they need to execute alternate emergency evacuation routes if needed.
- Take responsible charge of the classroom and follow emergency procedures for all building alarms and emergencies

Critical Incidence Team:

- Receives information about security concerns from students, faculty, and staff, then shares that information with the President and the Safety and Security Committee.
- Reviews and analyzes staff response to critical incidents and makes recommendations for improving procedures.
- Provides a written summary of critical incidents to the President designee. Copies should be forwarded to the Vice President of Academic Affairs and Vice President of Student Services for student related incidents.
- Assures that the appropriate College personnel are notified for all emergencies as necessary.

Stress Debriefing Team:

- Meets with students, faculty, and staff after an emergency has occurred to discuss plans to assure their safety.

Building Security Coordinators and Alternates:

- Assure that classroom instructors inform students about emergency procedures, exit routes, and assembly points during the first class meeting.
- Coordinate and record the results of fire drills with the Director of Maintenance and Operations.
- Attend training sessions and meetings to review procedures and duties, when necessary.

Director of Public Information

- Handle all media contacts.

B. DEFINITIONS

Emergency Director:

The President or designee serves as the overall Emergency Director during any major emergency or disaster. The following definitions of a crisis and emergency are provided as guidance to assist staff and Building Security Coordinators in determining the appropriate response.

When an incident occurs, immediately report it to the Director of Maintenance and Operations designee by calling (760) 384-6369, or (760) 382-0571. If there is no answer at the above numbers during business hours, call the campus operator by dialing 0. The campus operator will then contact the Director of Maintenance and Operations or designee by cellular telephone or radio to inform them of the problem.

During the evenings, contact the switchboard operator for the administrator who is on duty.

Crisis Situation—A crisis situation is defined as any situation or event that is identified by the President or the Emergency Management Team (EMT) as having a significant adverse impact on the campus community as a whole.

Emergency Management Team (EMT) Members—

1. President
2. Vice President of Academic Affairs
3. Vice President of Student Services
4. Dean of Career Technical Education (CTE)
5. Director of Maintenance and Operations
6. Director of Information, Development & Alumni Relations (PIO)
7. Manager of Human Resources
8. Director of Business Services
9. Building Security Coordinators (if appropriate)

Minor Emergency—Any incident, potential or actual, which will not seriously effect the overall functional capacity of the College.

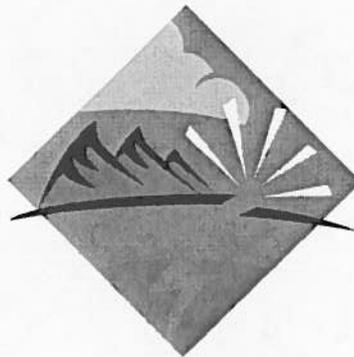
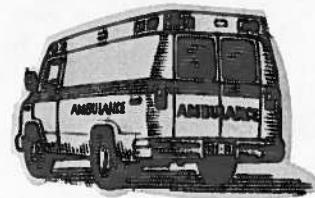
Major Emergency—Any incident, potential or actual, which effects an entire building or buildings, and which will disrupt the overall operations of the College. Outside emergency services will probably be required, as well as major efforts from campus support services. Major policy considerations and decisions will usually be required from the College Administration during times of crisis.

Building Emergency—A condition during which a specific building and it's occupants are subjected to, or potentially subjected to, special precautions/actions necessary to maintain order and to safeguard College personnel and property. Upon determination that conditions exists which could lead to a state of emergency or has the potential of existing in a single building through events restricted to a building (i.e., bomb threat, equipment malfunction, etc.), the Director of Maintenance and Operations (M&O) shall be notified immediately. The Director of M&O will immediately inform, the Critical Incident Team. The Building Security Coordinators, the Director of M&O, and the President shall implement the necessary procedures and notify appropriate personnel to ensure the safety and protection of the persons and property in the building. All contacts with the media will be handled by the Public Information Office. Any inquires from media representatives are to be referred to that office.

Disaster—Any event or occurrence which has taken place and has seriously impaired or halted the operations of the College. In some cases, mass personnel casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively control the situation. Outside emergency services will be essential.

Assumptions—The Emergency Preparedness Plan is predicated on a realistic approach to the problems likely to be encountered on a campus during a major emergency or disaster. Therefore, the following are general possibilities:

- a. An emergency or a disaster may occur at any time of the day, night, weekend, or holiday with little or no warning.
- b. The succession of events in an emergency are not predictable, therefore, published support and operational plans will serve only as a guide and checklist; these may require field modification in order to meet the requirements of the emergency.
- c. Disasters may affect residents in the geographical location of the College. Therefore, city, county, state, and federal emergency services may not be available. A delay in off-campus emergency response services may be expected.
- d. A major emergency may be declared if information indicates that such a condition is developing or is probable.
- e. The route of ingress and egress to the College may be restricted



C. CAMPUS STATE OF EMERGENCY

The authority to declare a campus state of emergency rests with the President or designee as follows:

During the period of any campus major emergency, the Director of Maintenance and Operations (M&O) shall place into immediate effect the appropriate procedures necessary in order to meet the emergency, safeguard persons and property, and secure control and access to campus physical facilities. The Director of M&O shall immediately consult with the Critical Incident Team regarding the emergency and the possible need for declaring a campus state of emergency. Depending on the nature of the emergency, a determination will be made as to the level of evacuation, if any.

When this declaration is made, only essential personnel, registered students, faculty, staff and normal emergency service agencies (i.e., police, fire, water, gas and electric company personnel) are authorized to be present on campus. Those who cannot present proper identification (registration, employee identification card, or other I.D.) showing a legitimate business reason for being on campus will be asked to leave the campus immediately.

In the event of earthquakes, after-shocks, fires, storms, or major disaster occurring in or about the campus, or which involves College property, the Director of M&O and other appropriate College personnel will be dispatched to determine the extent of any damage to the property.

D. TYPES OF EMERGENCIES

The following is a list of the types of emergencies that may be experienced by a college:

1. **Natural Causes**
 - Tornados
 - Earthquakes
 - Ice Storm
 - Severe Winter Storm
 - Building Emergency (Structural damage caused by any emergency)
2. **Accidental Causes**
 - Fires (chemical, natural gas, electrical or ordinary structural)
 - Hazardous chemical accidents or spills (vapor or liquid)
 - Transportation accidents (airplane, railroad car, automobile/truck)
 - Explosions (compressed gas, containerized liquid, or man made)
 - Prolonged utility outages (gas, electricity, cooling system, water)
3. **Societal Causes**
 - On-campus civil disturbance
 - Hostage situation
 - Bomb-threats or explosions
 - Terrorist action

E. INITIAL EMERGENCY PROCEDURES

The initial and primary source for all emergency information is the Director of M&O, (760-384-6369). While the Director of M&O may not be the first to detect an emergency situation, as soon as that person is notified, the following initial steps will be taken:

1. Upon notification or observation of an emergency situation, the Director of M&O will:
 - a. Ensure that the appropriate alarms are activated (fire, tornado, radio, or the Emergency Notification System) to alert the campus community of approaching/imminent danger.
 - b. Dispatch sufficient staff to the scene to alert the campus community and to prevent harm or destruction of College or private property.
 - c. Notify the Critical Incident Team of the emergency/disaster.
 - d. Notify city and county emergency personnel as needed.
2. The Director of M&O will take immediate steps necessary to intervene in the emergency in order to reduce the threat of potential injury and loss of life or property. The Director of M&O will inform the Crisis Incidence Team as appropriate.
3. The Public Information Office will be notified of the emergency situation. If appropriate, local media will be notified and all external communication and requests for information will route through that office.
4. The Critical Incident Team (CIT) will meet for a members briefing, consultations, and the development of an action plan. The CIT will advise the President as to whether a state of emergency should be called. If it is deemed that it is not necessary to declare a state of emergency, CIT members will work to ensure that the College returns to normal operation as soon as possible.

F. ESTABLISHMENT OF THE EMERGENCY COMMAND CENTER (ECC)

The Administrative conference room will serve as the Emergency Command Center (ECC). The alternate ECC location will be the Maintenance Building.

Emergency Management Team (EMT) Members—

- President
- Vice President of Academic Affairs
- Vice President of Student Services
- Director of Maintenance and Operations
- Director of Information, Development & Alumni Relations (PIO)
- Manager of Human Resources
- Director Business Services
- Building Security Coordinators (if appropriate)

G. DELEGATION OF AUTHORITY:

In the event of the absence of the President and/or Vice Presidents, the line of authority is:

1. Director of Maintenance and Operations
2. Director of Business Services
3. Manager of Human Resources
4. Director of Information, Development & Alumni Relations (PIO)

H. EMERGENCY PRIORITY TASKS

In any major emergency there are certain general tasks that must be performed. These are listed below in three priority categories.

Priority 1

1. Insure the safety of students, staff, and visitors.
2. Determine the nature and severity of the situation.
3. Shutdown of dangerous utilities.
4. Notification of persons using the Emergency Notification System.
5. Establishment of communications, both radio and telephone.
6. Provision of medical aid.
7. Application of fire suppression measures.
8. Initiation of search and rescue operations.
9. Control of hazardous substance.
10. Establish liaison for needed assistance from off-campus;
 - Local/State/Federal law enforcement
 - Local fire/rescue units
 - Local hospitals/paramedic units
 - County/State Health Departments
 - Local political jurisdiction offices: Mayor, County Executive
 - Kern Community College District Chancellor/ President of Board of Trustees/College President

Priority 2

1. Determine the extent of suspension of business and for how long.
2. Survey of facilities and utilities and recertification for use as appropriate.
3. Notification of selected local radio or television stations of any suspension or curtailment of activity.
4. Establishment and maintenance of public and media information.
5. Dissemination of information on campus.
6. Control of criminal activity on campus (control access in and out of campus).
7. Provisions for psychological assistance to trauma victims, as needed.

Priority 3

1. Survey of valuable materials and equipment (Library, Laboratories, etc.).
2. Survey of records, documents, and data.
3. Survey of academic and other departmental requirements.
4. Determination and consideration of financial concerns.
5. Determination and consideration of legal and liability concerns.
6. Acquisition of necessary supplies and equipment.
7. Resumption of full or limited academic and other programs and schedules.

8. Notification of selected local radio and television stations of resumption of activities.

I. SPECIFIC EMERGENCY PROCEDURES

EMERGENCY TELEPHONE NUMBERS:

Emergency (All Locations) Dial 911

Other Emergency Numbers:

Indian Wells Campus

Switchboard Operator (8:00 am to 9:00 pm. Mon. – Thurs, 8:00 am – 5:00 pm Fri) Dial 0

<i>Ridgecrest:</i> Police	(760) 499-5100
Fire Dept. (South)	(760) 371-2181
(North)	(760) 375-8466
Drummond Medical Group	(760) 446-4571
Ridgecrest Regional Hospital	(760) 446-3551
Kern County Sheriff Dept.	(760) 375-9761
Ambulance Service	(760) 375-6565
Poison Control Center	(800) 876-4766
Southern CA Edison	(800) 655-4550
Pacific Gas & Electric	(800) 743-5000
IWW Water District	(760) 375-5087
Ridgecrest Animal Control	(760) 375-8157



FIRE

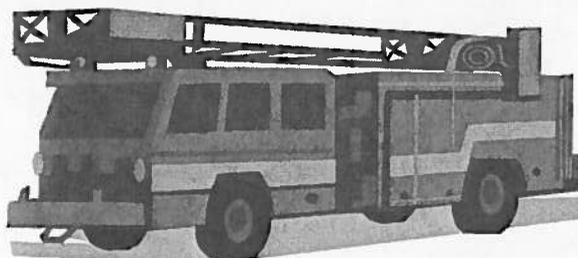
KNOW THE LOCATION OF FIRE EXTINGUISHERS, FIRE EXITS, AND PULL ALARM SYSTEMS IN YOUR AREA AND HOW TO USE THEM.

In the event of a fire, follow these steps:

1. If an emergency exists, activate the manual pull station building alarm system.
 - A. If a minor fire appears controllable, promptly direct the charge of the fire extinguisher toward the base of the flame.
 - B. If large fires appear uncontrollable, activate the manual pull station building alarm system, then DIAL 911. Proceed to evacuate all rooms, closing all doors to confine the fire and reduce oxygen – DO NOT LOCK DOORS
 - C. When the building alarm is sounded, an emergency exists walk quickly to the nearest marked exit and alert others to do the same.
2. **ASSIST THE DISABLED IN EXITING THE BUILDING! USE THE STAIRS; DO NOT USE THE ELEVATORS DURING THE FIRE.** See Appendix B "guidelines for Emergency Evacuation of Persons with Disabilities"
3. Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by a police officer, or appropriate emergency / college personnel

NOTE: Should you become trapped inside a building during a fire and a window is available, place an article of clothing (shirt, a coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor because the air will be less toxic. Shout at regular intervals to alert emergency crews of your location. DO NOT PANIC!



Accidents and Thefts

All accidents, thefts, or offenses that occur on campus must be reported to the Director of M&O. Keep records of all serial numbers of valuables. Mark your auto accessories so that they can be identified. Write your name in all textbooks. Do not leave valuables in your car. Always keep cars locked.

Accidents and Thefts – On-Campus

Witnesses or victims of an accident or theft should use their good judgment about the need to call for emergency personnel (911) but must contact the campus operator at 0 to report the incident. The college has no responsibility for personal vehicles, but will assist in the exchange of driver information and the investigation of accident.

Accidents – Off-Campus (in college vehicles)

Follow normal vehicle accident procedures. Exchange information for police reports. Insurance information is located in the glove box of each vehicle. If the accident is of a serious nature and injuries are involved or the college vehicle is disabled, Contact The Director of Maintenance and Operations.

Emergency Accident/Illness Procedures

There are various forms and procedures to follow regarding accidents or illness involving employees, students, and visitors. Even though these procedures should be followed, witnesses or victims of an emergency should use their good judgment about the need to call for emergency personnel (911) or to take the injured person to an emergency room. Following is a brief description of these procedures.

Personal Injury of a Student

In the event that a student is injured on any CCCC campus, a Personal Injury Report for Student or Visitor is filled out by the Vice President for Student Services (or designee) and forwarded to the Vice President for Academic Affairs. The Vice President of Student Services keeps a copy.

Personal Injury of a Visitor

If a visitor is injured, the Personal Injury Report for Student or Visitor form is filled out by the Manager of Human Resources and kept on file in that office. Blank forms are kept in the Students Services office and the Human Resources office.

Accidents Involving Pedestrians, Motor Vehicles, Bicycles, Animals, or Any Fixed Object

These accidents must be reported to the Director of M&O. The Director of M&O will then complete a CCCC Accident Report Form and forward it to the Human Resources Office. Blank forms are kept in the Human Resources office.

Athletic Injuries

In the event of an injury to a CCCC student participating in intercollegiate athletics, a First Report of Athletic Injury and Athletic Injury Form are filled out. These reports are to be completed by the College Athletic Director or coach, and copies are forwarded to the Vice President for Student Services. The purpose of the First Report of Athletic Injury is to identify the nature and details of the injury. The Athletic Injury Form is used to file a claim to the insurance company stating the nature of the athletic injury. Blank copies of both of these forms are kept in the office of the Director of Athletics.

Occupational Illness or Injury

First Report of Employee Injury or Illness form is filled out for any employee who is injured or becomes ill due to occupational duties while working at Cerro Coso Community College. The employee's immediate supervisor completes this form and copies are forwarded to the Assistant Director of Human Resources within 24 hours of the accident or illness. *Blank copies of the First Report of Employee Injury or Illness may be obtained in the Human Resources office, and a supply should be kept on file in each office.* The Manager of Human Resources will use the information provided in this form to complete the Accident Report Form when applicable. It includes pertinent background information, the nature of the injury, and a record of the supervisor's knowledge of the injury. After completion, the form is filed with the State Board of Claims and a copy filed in the Human Resources office.

NOTE: DURING ELECTRICAL STORMS, WE REQUEST YOU PLEASE WAIT UNTIL NO THREAT OF LIGHTNING EXISTS BEFORE ASKING A PHYSICAL PLANT EMPLOYEE FOR ASSISTANCE.

Maintenance Emergency

- Power (electrical) outages, electrical problems
 - Water leaks, ruptured water line
 - Gas leaks
 - Sewage problems
1. Any maintenance emergency should be reported immediately to the Director of M&O and his or her designee by calling (760) 384-6369, or (760) 382-0571. These are cellular telephones.
 2. If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 0. The campus operator will then contact the Director of M&O or his or her designee by either cellular telephone or radio to inform them of the maintenance problem.
 3. For evenings and weekends at the IWV campus, contact the switchboard for the Administrator in charge.



WARNING! NEVER TOUCH LIVE WIRES. DO NOT ATTEMPT TO RESCUE A PERSON EXPERIENCING ELECTRICAL SHOCK. SHUT OFF POWER WHERE APPLICABLE.

Bomb Threats

The Switchboard operator or any person receiving a bomb threat call will ascertain from the caller as much information as is possible, particularly about the voice of the caller or any background noise that can help identify the caller. See Bomb Threat Form for details.

The designated Administrator on duty will decide what action will be taken regarding evacuation, notification of emergency personnel, etc.

Suicidal Crisis

Procedures for Intervention of Suicidal Tendencies:

The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with suicidal tendencies, the employee should determine the level of the crisis and respond using the following as guidelines:

Emergency level—this level describes an individual who is making an attempt on his or her life now, or is threatening an immediate attempt.

In this situation you should:

IMMEDIATELY CALL 911.

Take steps to ensure your own safety and the safety of others.

Primary level—this level describes an individual who is seriously depressed and who has given thought to end his or her life. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening his or her life now, may do so later.

In this situation you should:

Not leave the individual alone.

Appear confident that you can help the individual.

Immediately escort the individual to the Student Services Counselor if student requests help.

If the individual is a college employee and requests help, IMMEDIATELY refer the person to their supervisor and provide them with information on our Employee Assistance Program.

Homicidal Crisis Intervention

Procedures for Intervention of **Homicidal Tendencies**:

The guidelines listed below are suggestions only. Employees are expected to exercise their best judgment in dealing with crisis situations in order to insure their personal safety and the safety of others.

Once an administrator, instructor, or staff member is aware of an individual with homicidal tendencies, the employee should assess the level of the crisis and respond using the following as guidelines:

Emergency level—this level describes an individual who is making an attempt on someone else's life now, or is threatening an immediate attempt.

In this situation you should:

IMMEDIATELY CALL 911

Take steps to ensure your own safety and the safety of others.

Primary Level—this level describes an individual who poses imminent danger and who has expressed intent to harm another individual. He or she might have a plan and means for carrying out that plan. He or she might also have experienced traumatic situations and behavioral changes. This individual, while not threatening another individual's life now, may do so later.

In this situation you should:

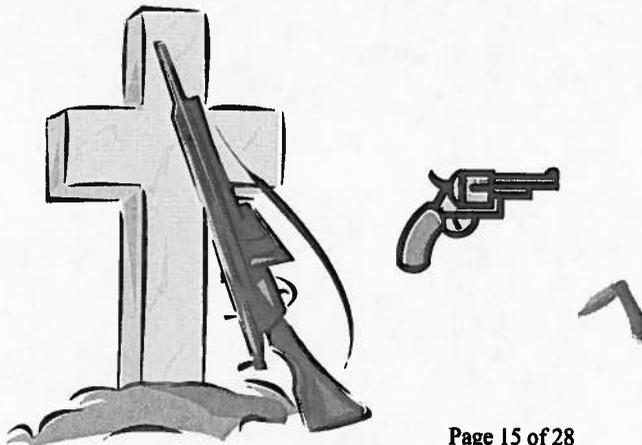
Not leave the individual alone.

Appear confident that you can help the individual.

Immediately escort the individual to a campus administrator in charge if student requests help.

If the individual is a college employee and requests help, IMMEDIATELY refer the person to their supervisor and provide them with information about our employee Assistance Program.

Notify the Campus Security for their information and assistance.



Hazardous Chemical—Gas leaks

Any spillage of a hazardous chemical or gas leak should be reported immediately to the Director of Maintenance and Operations or his or her designee by calling (760) 384-6369, or (760) 382-0571.

If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at 0. The campus operator will then contact the Director of M&O or his or her designee by radio to inform them of the maintenance problem.

For evenings at the IWV Campus, contact the switchboard for the Administrator on duty.

If an emergency exists, notify the switchboard who will call 911, activate the manual pull station building alarm system. When the building alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.

When reporting, be specific about the nature of the involved material and exact location. Emergency 911 Personnel will contact the necessary specialized authorities. The on-site instructor should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of the emergency personnel. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to the emergency personnel. Required first aid and clean up by specialized authorities should be started at once.

ASSIST THE DISABLED IN EXITING THE BUILDING (See APPENDIX B)!
DO NOT USE ELEVATORS; INSTEAD USE THE STAIRS IN CASE OF FIRE! DO NOT PANIC OR CAUSE OTHERS TO PANIC!

Once outside, move to a clear area up wind, if possible, at least 300 feet away from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by a police officer. After any evacuation, report to the following assembly points as spelled out on our evacuation plan. (Appendix D)

Natural gas leaks, with an odor in the building, may occur and may bring danger of an explosion. Natural gas rises and will often be outside because most gas lines are outside of a building.

CAMPUS EVACUATION PLAN

- Evacuations of all or part of the campus grounds will be announced by the President and/or the Director of M&O.
- All persons are to immediately vacate the area in question. Instructors and their designees are responsible for assisting persons with disabilities.



Medical Emergencies & Violent Crimes

CALL 911

INITIATE APPROPRIATE ACTION:

- A. Life-Threatening Emergencies – Unconsciousness, Difficulty Breathing, Choking, Seizures, Chest Pain, Serious Bleeding, Rape/Assault, etc.

GET HELP!

During the hours of operation dial "0" to the campus switchboard. The switchboard will then contact the 911 operator. If after hours follow the steps outlined below.

- **IF ALONE**, run to the nearest telephone and dial 911
 - **IF NOT ALONE**, send someone to the nearest telephone and dial 911
NOTE: ALL PAY PHONES ARE PROGRAMMED TO DIAL 911 WITHOUT A COIN.
 - If the nature of the emergency can be determined, report it.
 - If possible, report if the person is **Conscious, Breathing or Bleeding**.
- B. Render aid as appropriate.
- C. If possible, send someone to meet Emergency Personnel to direct them to the scene.
- D. General Medical Problems (Injuries/Illness): Conditions with no threat to life or limb.
- Render aid as appropriate.
 - Direct the person to the nearest First Aid Kit/AED.
 - Ask if they need assistance to home, hospital or doctor. Note: you should never transport a person to the hospital yourself, always call an ambulance.



**FIRST AID KITS AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
ARE LOCATED IN THE FOLLOWING DESIGNATED OFFICES:**

IWV Campus:

▪ **Main Building**

Admissions and Records	Room 117
Graphics/Print Shop	Room 126
Coyote Kitchen	Room 162
Counseling Offices (AED)	Room 224
Administrative Conference	Room 214D
Biology	Room 330
Physics	Room 328
Chemistry Lab	Room 334
Switchboard	Lobby

▪ **Occupation Education Building**

Machine Tool	Room 147
Ceramics	Room 168
Art 2 – D	Room 170
Applied Design	Room 184
Automotive Technology	Room 198
Welding	Room 192

▪ **Physical Education Building (AED)**

Weight Training	Room 409
Aerobics	Room 407
Athletic Training	Room 423

▪ **Child Care Center (AED)**

Lobby of the CDC

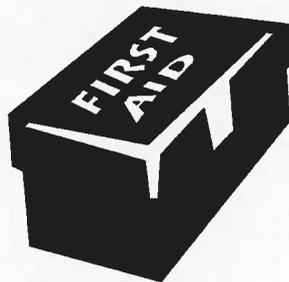
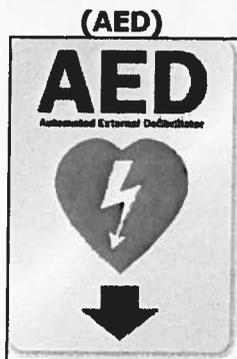
▪ **Learning Resource Center (AED)**

Circulation Desk

▪ **Maintenance and Operations Building (AED)**

Shop area

First aid kits and supplies are located in Maintenance and Operations office at the IWV Campus. To replenish supplies all request should be directed to the Director of Maintenance and Operations at: cc_mo@cerrocoso.edu



Campus Security Services

A security officer is on duty at the IWV Campus for your safety and protection and to maintain a safe and inviting physical environment. Duties of the security officer change according to campus needs and include:

- **Patrolling campus – exterior and interior; monitoring students, employees and visitors.**
- **Traffic control – accident investigation, issuing parking violations.**
- **Locking and unlocking campus doors – interior and exterior.**
- **Accompanying student to classroom and/or vehicles when they feel unsafe and request these services.**

Hand-Held Radio

The security officer has a hand-held radio to contact other College personnel for immediate response. The switchboard can contact security, via radio, upon request.

Temporary Closings

The President will confer with the Vice Presidents for the College, the Director of Information, Development & Alumni Relations (PIO) and other appropriate personnel on all closings due to emergencies or inclement weather.

Inquiries about possible closures or cancellations:

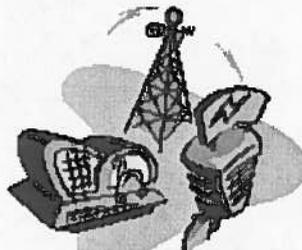
Students: Listen to the radio and television stations listed below. Any class day missed as a result of bad weather or emergency conditions will be rescheduled as appropriate.

Employees: *During school session*-You will be notified by your supervisor regarding temporary cancellations or campus closing.

During non-school hours-Listen to the radio and television stations listed below.

Once authorized, the Director of Information, Development & Alumni Relations (PIO) is responsible for contacting all area radio and TV stations. The following radio stations will be called first. Employees and students are encouraged to listen to the following radio stations:

Radio Stations: KLOA 1240 am or 104.9 fm, KRAJ 100.9 fm, KISS 102.7 fm



EARTHQUAKE

During a major earthquake, you may experience a shaking that starts out to be gentle, within a second or two grows violent, and knocks you off your feet.... Or you may be jarred first by a violent jolt—as though a truck hit the building. A few seconds later you will feel the shaking and you will find it difficult, if not impossible, to move from one room to another.

WHEN THE EARTH SHAKES

- If you are at **WORK OR SCHOOL**, **DROP** under a desk or sturdy table. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants, and other objects that could fall. Stay under **COVER** until the shaking stops.
- If you are in a **HIGH-RISE BUILDING** and not near a desk or table, move against an interior wall, and protect your head with your arms. Face away from windows. Do not use elevators. Do not be surprised if alarm or sprinkler systems come on.
- If **OUTDOORS**, move to a clear area, away from trees, signs, buildings, or downed electrical wires and poles.
- If you are on a **SIDEWALK** near a tall building, get into a building's doorway to protect yourself from falling bricks, glass, and other debris.
- If you are **DRIVING**, slowly pull over to the side of the road and stop.
- If you are in a **CROWDED STORE OR PUBLIC PLACE**, do not rush for exits. Move away from display shelves with objects that could fall on you.
- If you are in a **WHEELCHAIR**, stay in it. Move to cover, if possible, lock your wheels, and protect your head and arms.
- If you are in a **KITCHEN**, move away from the refrigerator, stove, and overhead cupboards. (*Take time NOW to anchor appliances and install security latches on cupboard doors to reduce hazards.*)
- If you are in a **THEATER OR STADIUM**, stay in your seat or get under it if possible, and protect your head with your arms. Do not try to leave until the shaking is over

AFTER THE EARTHQUAKE

- Evacuate slowly and carefully. Look before exiting to make sure there is no overhead danger.
- As you evacuate take note of utilities. Look for wires arcing, water running, and the smell of natural gas.
- Report to your predetermined assembly point (see below) and take note of who is missing and any injuries that may exist.
- At your assembly point, assist others and be sure to let someone know if you leave.

Anti -Terrorist Alert Plan

The City of Ridgecrest Police Department is networked with the California Anti-Terrorist Group, who sends out periodic alert updates, as well as the Department of Homeland Security. If an alert is received that indicates risk to Cerro Coso Community College at large, the RPD will contact the college President's office to alert us as to the risk of the threat. Action on our part will be assessed and implemented as needed.

Risk Assessment:

- A. Low to moderate risk is determined when a large number of public will be present on campus, or when hosting community events.
- B. High risk is when large crowds are attending events such as Graduation.

Alert Conditions:

Level 1/GREEN — Low:

Action steps:

- College employees are informed and trained on safety and security procedures on an annual basis.
- Communication equipment is checked weekly to ensure proper operation.
- Security lights and alarms are inspected to ensure proper operation.
- Conduct annual security assessments of all buildings to identify and correct deficiencies.
- Mail and packages are carefully opened.
- Emergency drills are held each semester.

Level 2/BLUE — Guarded:

Action steps

- Implement Level 1 Action Steps.
- Inform all employees of the change in alert level and that they should be more aware of suspicious persons, vehicles, mail, abandoned backpacks, etc. Employees are to report any suspicious behavior by contacting the Physical Plant Director or designee by calling (760) 384-6369 or (760) 382-0571.
- If you receive no answer at the above numbers during business hours and a maintenance emergency exists, call the campus operator at O. The campus operator will then contact the Director of M&O or designee by radio to inform them of the situation.
- Rooms that are not used will be kept locked.
- M&O will perform routine checks of buildings, parking lots, and grounds every morning and afternoon.
- Use extra precaution with mail and packages. (See Attachment A)
- Educate faculty and staff on opening mail and packages.
- Report suspicious persons to supervisors.

Level 3/YELLOW —Elevated:

Action steps

- Implement Levels 1 and 2 Action Steps.
- Rooms that are not in use will be kept locked.
- Director of M&O or designee performs routine checks of buildings, parking lots, and grounds every morning and afternoon.
- Entrance to buildings will be restricted no later than 8:00 p.m.
- All buildings will be locked no later than 10:00 p.m.
- Each building will have security and hall lights left on all night.

Level 4/ORANGE — High:

Action steps

- Implement Levels 1 - 3 Action Steps.
- Director of M&O or designee performs checks of buildings, parking lots, and grounds every hour.
- Mail and packages will be opened for inspection at a central location by an individual wearing appropriate protective clothing, gloves, and mask.

Level 5 – RED -- Severe:

Action steps

- Implement Levels 1 - 4 Action Steps.
- All persons attending a high-risk event will be canceled.
- Restrict parking to areas at least 300 ft. from buildings.
- Campus is evacuated and all buildings locked down.
- Access to buildings is limited to authorized personnel.
- Buildings remain locked until alert status is lowered

ALERT!

Appendix A

BUILDING SECURITY COORDINATORS, ALTERNATES, AND FIRST AID CONTACTS

BUILDING	TITLE	DAYTIME	EVENING	PHONE NO.	EMAIL
MAIN BUILDING	Coordinator				
	Alternate				
	First Aid Contact				
OCCU. ED/ART LABS	Coordinator				
	Alternate				
	First Aid Contact				
LRC	Coordinator				
	Alternate				
	First Aid Contact				
GYMNASIUM	Coordinator				
	Alternate				
	First Aid Contact				
EAST WING	Coordinator				
	Alternate				
	First Aid Contact				
MAINTENANCE	Coordinator				
	Alternate				
	First Aid Contact				
CHILD CARE CENTER	Coordinator				
	Alternate				
	First Aid Contact				
KERN RIVER VALLEY	Coordinator				
	Alternate				
	First Aid Contact				
SOUTH KERN CAMPUS	Coordinator				
	Alternate				
	First Aid Contact				
ESCC—BISHOP	Coordinator				
	Alternate				
	First Aid Contact				
ESCC—MAMMOTH	Coordinator				
	Alternate				
	First Aid Contact				

Building Security Coordinators, Alternates, and First Aid Contacts will be appointed by Direct Supervisor.

APPENDIX B

EMERGENCY EVACUATION OF PERSONS WITH DISABILITIES

VISUAL DISABILITIES

Most persons with visual impairments will be familiar with their immediate surroundings. In the event of an emergency, tell the person with a visual impairment the nature of the emergency and offer to guide the person to the nearest emergency exit. When you reach safety, orient the person to where he/she is and ask if any further assistance is needed.

HEARING DISABILITIES

Since most campus buildings are not yet equipped with visual alarms, a person with a hearing impairment may not hear the emergency alarm sound and will need an alternative warning technique. The best method of warning is to write a short, explicit note telling what the emergency is and the nearest evacuation route. For example: "Fire alarm! Go out rear door to right and down. Now!"

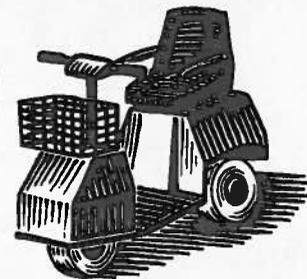
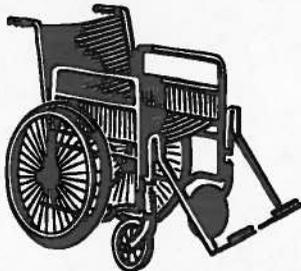
AMBULATORY DISABILITIES

Since elevators should **NEVER** be used for evacuation in case of fire, tornado, or earthquake, persons with mobility impairments will need assistance in evacuating unless they are on a ground floor with an accessible exit.

If the person is AMBULATORY—persons with mobility impairments who are able to walk independently, either with or without the use of crutches or a cane, may be able to negotiate stairs in an emergency situation with minor assistance. Even some persons who customarily use a wheelchair or scooter for long distance travel may be able to walk down stairs with some assistance; it is advisable that they wait until the heavy traffic has cleared before they attempt to evacuate. Someone should walk beside them to provide assistance, if needed. If it is apparent there is no immediate danger, the person may choose to stay in the building until emergency personnel arrive and determine the necessity to evacuate.

If the person is NON-AMBULATORY—the Office of Special Services compiles a Safety Evacuation Locator List each semester of students registered with that Office who are unable to independently evacuate a building. This list is kept on file in the Office of Special Services for quick reference in the event of an emergency. The information is taken from the students' class schedules. The list is arranged by building name, room number, day of week, and time of class. It includes the names of students and professors. While this information cannot account for the whereabouts of those who need assistance except during scheduled classes, it provides quick information with which to begin rescue efforts.

Evacuation of non-ambulatory persons is much more complicated than that of others. Unless danger is imminent, a wheelchair user should remain in the classroom with the door closed until emergency rescue personnel arrive and determine the necessity of their evacuation. Only in situations of extreme danger should untrained people attempt to manually evacuate wheelchair users before rescue personnel arrive because doing so may involve dangers of its own. It is never safe to move someone by lifting a wheelchair down the stairs. Wheelchairs have many movable parts and vulnerable points that are not constructed to withstand the stress of lifting. Place the mobility-impaired person in a chair to safely move down stairs. Such equipment is preferable to attempting to manually carry persons or move them in their wheelchairs.



APPENDIX C

GUIDELINES FOR IDENTIFYING AND HANDLING MAIL PIECES AND PACKAGES SUSPECTED OF CONTAINING A THREAT

- A. Characteristics of a suspicious parcel:
- Unexpected or from someone unfamiliar to you
 - Addressed to someone no longer with your agency or otherwise outdated address
 - No return address or one that cannot be verified as legitimate
 - Unusual weight, given its size or lopsidedness
 - Restrictive markings such as "Personal" or "Confidential"
 - Exhibits protruding wires, strange odors, or stains
 - Postmarked from a city which does not match the return address
 - Displays distorted handwriting or addresses with homemade labels or pasted lettering
 - Unprofessionally wrapped or secured with combinations of tape
 - Excessive postage
- B. What to do if you receive a suspected explosive device:
- **Do not** attempt to open the parcel
 - Isolate the parcel
 - Evacuate the immediate area
 - Notify your supervisor, who will in turn notify the Ridgecrest Police Department at (760) 499-5100 or 911 (or your local Police Department)
- C. What to do if you receive a suspected Anthrax threat by mail:
- **Do not** handle the piece of mail or package suspected of being contaminated
 - Double bag the letter or package in a zipper-type or zip-lock type plastic bag, using latex gloves
 - Immediately wash your hands with soap and water
 - Notify your supervisor, who will in turn notify the Ridgecrest Police Department at (760) 499-5100 or 911 (or your local Police Department)
 - Make sure that all suspicious packages are isolated and the immediate area is cordoned off
 - Ensure that all persons who came into contact with the envelope/package wash their hands with soap and water
 - List all persons who have touched the envelope/package and include their contact information
 - If the envelope/package has been opened and powder spills out, **DO NOT ATTEMPT TO CLEAN IT UP. KEEP OTHERS AWAY FROM THE AREA.**
 - Ridgecrest Police Department (or your local Police Department) will coordinate the response and notify all necessary emergency and law enforcement agencies.



CERRO COSO COMMUNITY COLLEGE

URGENT BULLETIN

To: ALL FACULTY (Please read to your class immediately)

A bomb threat has been received by the College. Based on our established procedures and the best information available, the College President is asking that **this building be evacuated immediately.** Please exit the building in a safe and orderly manner. Assemble at the south end of the parking lot. Do not leave the parking lot until directed to do so.

Today's date _____

URGENT BULLETIN

BOMB THREAT CHECKLIST

WHEN WILL IT GO OFF?	CERTAIN HOUR	TIME REMAINING
WHERE IS IT PLANTED?	BUILDING	AREA FLOOR
WHAT DOES IT LOOK LIKE?		
DID CALLER SEEM FAMILIAR WITH AREA OR BUILDING BY HIS DESCRIPTION OF LOCATION?		
NAME OF PERSON RECEIVING THE CALL	TIME OF CALL	DATE
CALLER'S IDENTITY	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	APPROXIMATE AGE IN YEARS
ORIGIN OF CALL (If internal, leave plug in board)		
<input type="checkbox"/> LOCAL <input type="checkbox"/> LONG DISTANCE <input type="checkbox"/> BOOTH <input type="checkbox"/> INTERNAL ((from within building))		
VOICE CHARACTERISTICS		SPEECH
LOUD	SOFT	FAST
HIGH PITCH	DEEP	DISTINCT
RASPY	PLEASANT	STUTTER
INTOXICATED	OTHER:	NASAL
LANGUAGE		ACCENT
EXCELLENT	GOOD	LOCAL
FAIR	POOR	FOREIGN
FOUL	CERTAIN WORDS OR PHRASES	RACE
OTHER:		OTHER:
MANNER		BACKGROUND NOISES
CALM	ANGRY	OFFICE MACHINES
RATIONAL	IRRATIONAL	FACTORY
COHERENT	INCOHERENT	BEDLAM
DELIBERATE	EMOTIONAL	ANIMALS
RIGHTEOUS	LAUGHING	QUIET
OTHER:		ATMOSPHERE
ACTION TO TAKE IMMEDIATELY AFTER CALL		
FIRST: NOTIFY ADMINISTRATOR AND CHIEF MAINTENANCE PERSON		
SECOND: TALK TO NO ONE OTHER THAN INSTRUCTED BY YOUR SUPERVISOR/SECURITY OFFICER		
WRITE OUT MESSAGE IN ITS ENTIRETY AS RECEIVED FROM THE INFORMANT		

CHAIN OF COMMAND

