

**Sonja Birr**

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**From:** Denise Larson  
**Sent:** Friday, January 26, 2018 10:10 AM  
**To:** Lee Kummer - D5  
**Cc:** Sonja Birr; Dan Koski  
**Subject:** fee waiver for PI committee  
**Attachments:** Lincoln Park Zoo Letter.docx; Fee Waiver Form.pdf

This needs to go on the next PI committee. It is waiver of fees for an 8 wk program we could provide for them. Our request form has a \$50 per 1 ½ hr per program off site. The can potentially pay \$20.00 per visit.

Denise Larson  
Recreation, Senior Center, & Zoo Manager  
3330 Custer Street  
686-3060  
[dlarson@manitowoc.org](mailto:dlarson@manitowoc.org)



Manitowoc Public School District

To Whom It May Concern:

The Jefferson Community Learning is a grant funded before and after school program at Jefferson Elementary School in Manitowoc. We are a free program for our students here at Jefferson in grades 1-6. Jefferson Elementary is a very diverse and low income school which makes our program even more important. We provide our students with opportunities on a daily basis that they may not otherwise have access to. We provide homework assistance, math & reading tutoring along with various enrichment classes.

We are looking to partner with the City of Manitowoc and the Lincoln Park Zoo to provide educational classes to our students. Our program took a field trip to the Lincoln Park Zoo two years ago and it was a wonderful experience for all of our students. A large number of our students said they had never even been to the zoo and had so much fun exploring everything and learning about the animals. We want to continue to provide that experience to our students by bringing a little bit of the zoo to our school via this enrichment class.

Due to decreased funding each year we struggle to provide high quality programming to our students and struggle to make ends meet each and every year. We are continually searching for new funding sources and ways to partner with our community to make this program successful. We hope to receive this programming from the Lincoln Park Zoo at a free or reduced rate which would help our budget drastically. Thank you so much for your time and consideration. I look forward to hearing from you soon. Should you have any further questions please don't hesitate to contact me.

Amber LaChappelle  
Jefferson Community Learning Center Director  
Jefferson Elementary School  
[lachappellea@mpsd.k12.wi.us](mailto:lachappellea@mpsd.k12.wi.us)  
Office Phone: (920) 663-9393  
JCLC Phone: (920) 323-1951

**CITY OF MANITOWOC - PARKS DIVISION**  
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES**  
**FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Public Infrastructure Committee and the group or organization will be notified within 15 days of submitted request.

**A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.**

**ALL QUESTIONS MUST BE ANSWERED**

Name of event: Jefferson Community Learning Center

1. Name of club/organization making request Jefferson Community Learning Center  
Address 1415 Division St. Manitowoc Telephone (920) 663-9393

2. Names of club officers: Name Address Telephone  
President Amber Lachappelle 1415 Division St. (920) 663-9393

Secretary —

Treasurer —

3. Facility requested: Educator from zoo for enrichment classes at Jefferson afterschool program.  
Equipment requested: —

4. Specific dates and hours facility/equipment will be used: Date 3/12 - 5/10 Hrs. 1 hr per week

5. Please explain your request, as to what fees you desire waived or reduced and reasons. letter attached

6. Which do you consider your group to be?  
A. Community service  B. Non-profit  C. Private business   
D. Club or organization  E. Other, please explain

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
Yes  No

8. If #7 is "yes," explain and list specific charges —

9. What will revenues be used for? —

10. Do you wish to meet personally with the Committee to discuss this request? Yes  No   
If "yes," please provide the following information of individual to contact:  
Name Amber Lachappelle Address 1415 Division St. Telephone (920) 663-9393

Signed Amber Lachappelle Date 1-10-18

Please attach any additional information which you feel will assist the committee in evaluating your request.