



**MAYOR THOMAS M. MENINO'S**  
**SUMMER EMPLOYMENT PROGRAM**  
**2010**



**COMMUNITY BASED ORGANIZATIONS**  
**INFORMATION & APPLICATION**

**BOSTON YOUTH FUND**  
**125 MAGAZINE STREET**  
**BOSTON, MA 02119**  
**PHONE: (617) 635-4202**

**EMAIL: [BOSTONYOUTHFUND@CITYOFBOSTON.GOV](mailto:BOSTONYOUTHFUND@CITYOFBOSTON.GOV)**



## GENERAL INFORMATION

The Boston Youth Fund (BYF), on behalf of Mayor Thomas M. Menino, invites your organization to apply for partnership in the 2010 BYF Summer Employment Program. The BYF Summer Employment Program is open to teen's ages 15-17, who are full time residents of the City of Boston. Teens employed are placed in non-profit organizations throughout Boston. These organizations include, but are not limited to: community organizations (tenants, health, etc.), educational organizations, faith based organizations, government programs/agencies, etc.

The BYF Summer Program will begin on Tuesday, July 6, 2010 and will end on Friday, August 13, 2010. The Program will not begin on Monday, July 5, 2010, as it is the observed Independence Day Holiday. Individual Start Dates for Employee's may vary based on Reception of Criminal Offender Background Check Results.

BYF Summer Employees will be permitted to work a *maximum* of 25 hours per week.

## COMMUNITY BASED ORGANIZATION APPLICATION PROCESS

Applications are due to BYF Headquarters *no later than 4:00pm on Friday, January 29, 2010.*

Applications **MUST** be typed, and can be submitted via: mail, email, or hand delivery.  
Applications CANNOT be Faxed.

### *Estimated Application Process Timeline (Dates are Subject to Change)*

ACTIVITY	DESCRIPTION	DATE
Applications Made Available to Community Based Organizations	Applications Available on CBO Page of BYF Website: <a href="http://www.bostonyouthzone.com">www.bostonyouthzone.com</a>	Monday, December 14, 2009
Applications <b>MUST</b> Be Received at BYF Headquarters	Completed Application, Job Duties & Descriptions, Additional Site Forms to BYF	Friday, January 29, 2010 on/before 4:00pm
HOPELINE Registration	Registration for Eligible Teens Via <u>Phone</u> or <u>Internet</u>	Tuesday, February 16, 2010 - Monday, March 15, 2010
Notification of CBO Application Status <i>(Tentative)</i>	Acceptance Packages Mailed to CBO Partners	Monday, April 5, 2010 - Friday, April 9, 2010

## HOPELINE REGISTRATION & PLACEMENT

Teens interested in working through BYF for the summer of 2010, *must* be registered with the HOPELINE.

### Teens Interested in Applying with the HOPELINE:

- **MUST** be a Full Time Resident of the City of Boston



- MUST be 15 Years Old On or Before July 5, 2010
- CANNOT Turn 18 Years Old On or Before August 13, 2010

The HOPELINE will be Open from Tuesday, February 16, 2010 – Monday, March 15, 2010. Eligible Teens can Register via the Phone or Online.

**HOPELINE REGISTRATION INFORMATION**

**Phone:** Call (617) 635-HOPE (4673)

Tuesday	2/16/10	10:00am – 2:00pm
Wednesday	2/17/10	10:00am – 2:00pm
Thursday	2/18/10	10:00am – 2:00pm
Friday	2/19/10	10:00am – 2:00pm

**Online:** [www.BostonYouthZone.com](http://www.BostonYouthZone.com)

*Click on the Summer Jobs Link –*

The Application will be Available 24 Hours a Day!

The Site will be Open from 10:00am on 2/16/10 Until 11:59pm on 3/15/10.

**EMPLOYEE PLACEMENT TIMELINE**

*Estimated Employee Placement Timeline (Dates are Subject to Change)*

ACTIVITY	DESCRIPTION	DATE
HOPELINE Registrant Referral(s) <i>(Pending Acceptance)</i>	Teens Registered on the HOPELINE Can Contact BYF and/or Organization's Regarding Possible Employment	Tuesday, February 16, 2010 – Friday, April 2, 2010
BYF Random Selection Process <i>(Pending Acceptance)</i>	BYF will Begin the HOPELINE Random Selection Process to Place Teens in Positions Available at CBO Partners	Tuesday, April 20, 2010
Employee List Submitted to BYF <i>(Pending Acceptance)</i>	Organization MUST Submit Names of Teens Chosen to Fill a Small Number of the Positions Available	Friday, April 30, 2010
<u>ASSIGNED</u> BYF Summer Employee Processing Appointments <i>(Pending Acceptance)</i>	Teens are MUST Bring *all* Required Paperwork to BYF in order to be put on the Payroll. <i>Please Note: A CORI &amp; SORI Check May Be Required for Some Positions</i>	Monday, May 10, 2010 – Friday, June 25, 2010
BYF Summer Program Start Date <i>(Tentative)</i>	First Day for BYF Summer Program Employees. <i>Please Note: Start Dates May Vary Pending CORI &amp; SORI Checks</i>	Tuesday, July 6, 2010

***Please Note:***

Organizations MUST Participate in the BYF Employee Random Selection Process

Organization's Conducting an Additional Application & Interview Process – Should have the Process Completed by Friday, April 9, 2010.

There will be NO EXTENSIONS given on the Employee List Due Date



BYF will begin the HOPELINE applicant random selection process on  
Tuesday, April 20, 2010

***\*IMPORTANT\****

***IF AN APPLICANT IS CHOSEN BY BYF IN THE RANDOM SELECTION PROCESS &  
ACCEPTS THE POSITION OFFERED -  
THEY WILL BE HELD TO THAT POSITION***

**NEPOTISM POLICY**

To avoid the perception of favoritism, conflicts of interest, violations of security and/or unlawful discrimination, the City of Boston has adopted a strict policy against nepotism. **Organizations partnering with Boston Youth Fund will be required to follow this policy.**

Individuals employed by Organizations partnering with Boston Youth Fund, are *not allowed*:

- To Supervise Boston Youth Fund Employees that share a Family Relationship with Them.
- To Sign Off on Schedules, Hours Worked, and/or Timesheets of a Family Member.

Family members, as defined by the City of Boston, include, but are not limited to: Parents, Siblings, Children, Aunts, Uncles, and All Other Relatives, including Step-Relationships.

**ASSIGNED BYF EMPLOYEE PROCESSING APPOINTMENTS**

***\*New Policy\****

Starting this year, BYF will be assigning *\*all\** partnership organizations their BYF Employee Processing Appointments. This will make it easier for the BYF Staff to inform both applicants and organizations as to paperwork requirements, paperwork deadlines, CORI & SORI Issues, etc. Ample time will be given to applicants and organizations in advance of the appointment.

**Organizations requiring Criminal (CORI) & Sexual (SORI) Offender background checks will be given priority appointments, to allow for processing, reporting, and results of the checks.**

Please, make sure to answer all of the questions regarding the assignment of appointments. BYF will take the answers to these questions into consideration when determining the appointment schedule. BYF will try to accommodate any and/or all requests regarding the appointments, but cannot guarantee all requests will be met.

**Organization Responsibilities:**

- ***EMPLOYEE PROCESSING*** – Each Organization will be *assigned* a processing appointment for their BYF Employees. Employees will have to submit the required paperwork at the assigned appointment times. BYF will take into consideration the appointment times questions on the application, and will do our best to schedule the appointment at an appropriate time, however, that cannot be guaranteed.



- **EMPLOYEE TRAINING** – BYF will not be training any of the Summer Employees. Organizations are responsible for training employees, as well as clearly explaining what each employee’s responsibilities and duties will include.
- **SKILLS DEVELOPMENT** – Organizations will be Required to offer a varying array of Skill(s) Development Opportunities to their BYF Employee’s. Skill(s) Development Workshops can include: Resume Writing, Mock Interviews, Various Workshops, etc. Please indicate on the Application what Types of Skill(s) Development Opportunities the Organization can Offer to BYF Employees.

**MASSACHUSETTS CHILD LABOR LAWS REQUIREMENTS**

All BYF Summer Employment Program Employees should be working in accordance with the Commonwealth of Massachusetts Child Labor Laws. *Any violation of these regulations will not be tolerated, and may result in the organization being dismissed from the Program.*

*Please Note: After 8:00pm, all teens must have the direct and immediate supervision of an adult supervisor. This supervisor must be located in the workplace and be reasonably accessible to the minor.*

Please Refer to the Commonwealth of Massachusetts Youth Employment Information Page for a Breakdown of Tasks That May or May Not be Permitted for Teen Employees - [www.mass.gov](http://www.mass.gov)

AGE OF EMPLOYEE	HOURS PERMITTED TO WORK (BETWEEN)	MAXIMUM HOURS ALLOWED PER DAY
15	7:00AM - 9:00PM	8 HOURS*
16 - 17	6:00AM - 11:30PM	9 HOURS*

\*Any BYF Teen Employee Working 6 or More Hours Per Day MUST be Given a 30 Minute UNPAID Break.

- If a Teen is scheduled for 6 Hours (i.e. – 12:00pm - 6:00pm) – they must be given an unpaid 30-minute break – making their totals hours worked for that day – 5.5 hours.
- If a Teen is scheduled for more than 6 Hours (i.e. – 12:00pm - 6:30pm) – they must also receive an unpaid 30-minute break – making their total hours worked for that day – a ½ hour less than their scheduled hours.

**TIMESHEET SUBMITTAL & CHECK PICK-UP RESPONSIBILITIES  
(DATES TENTATIVE)**

Work Period Dates	Timesheet DUE Date	Check Date
Tuesday, July 6th - Friday, July 9th	Thursday, July 8th 9:30am - 12:00pm	Paid on Friday, July 16th



Saturday, July 10th - Friday, July 23rd	Thursday, July 22nd 9:30am - 12:00pm	Paid on Friday, July 30th
Saturday, July 24th - Friday, August 6th	Thursday, August 5th 9:30am - 12:00pm	Paid on Friday, August 13th
Saturday, August 7th - Friday, August 13th	Thursday, August 19th 9:30am - 12:00pm	Paid on Friday, August 27th

**Organization Responsibilities:**

- ***TIMESHEET SUBMITTAL*** – Original Timesheets Must be Submitted to BYF Every Other Thursday. Neither Supervisors, nor other employee’s are permitted to sign the timesheets for employees; signature must be that of the actual employee. Timesheets CANNOT be Copies or Faxed – they MUST be the Original Sheets. *More Information Regarding this Policy will be Available Upon Acceptance.*
- ***CHECK PICK-UP*** – A Supervisor at the Organization/Work Site MUST be Available to Pick-Up BYF Youth Employee Checks, Every Other Friday. Checks WILL NOT be Released to Individual Employees, and MUST be Signed for by a Representative of the Organization. *More Information Regarding this Policy will be Available Upon Acceptance.*
- ***DISTRIBUTING EMPLOYEE CHECKS*** – *Employees MUST Sign for Their Own Checks. Checks CANNOT be Released to Anyone Other Than the Employee. Relatives, Friends, or Other Persons are NOT Permitted to Sign for an Employee’s Check: Checks Can Only be Released to the Actual BYF Employee.*

**RESPONSIBILITIES OF ORGANIZATIONS & WORK SITES**

This packet includes some, but not all, of the Conditions of Partnership with the Boston Youth Fund. It also acts as a quick overview of the program. Organization’s accepted into the Summer Program will receive Information Packages outlining the complete program and the responsibilities included in hosting teens. If you have any questions regarding this information contained in the Information Packet or on the Application, please contact the Boston Youth Fund at (617) 635-4202.

*Application Begins on the Next Page*



**2010  
Boston Youth Fund  
Community Based Organizations  
Summer Partnership Application**

**\*Applications MUST Be Received On or Before 4:00pm on Friday, January 29, 2010\***

**Application CANNOT be Faxed  
Application MUST be Typed**

**Completed Applications Can Be Mailed or Emailed to:**

**Boston Youth Fund  
125 Magazine Street  
Boston, MA 02119  
[jaclynn.knecht@cityofboston.gov](mailto:jaclynn.knecht@cityofboston.gov)**

**APPLICATION CHECKLIST**

**REQUIRED:**

- COMPLETED ORGANIZATION APPLICATION – ALL QUESTIONS MUST BE ANSWERED**
- JOB DUTIES & DESCRIPTION FORM(S) – 1 SHEET PER POSITION AVAILABLE**
- ADDITIONAL WORKSITE FORM – LIST ALL WORKSITES IN ADDITION TO MAIN ADDRESS**
- COPIES OF ALL LICENSURE FOR PROGRAMS**
- TENATIVE EMPLOYEE SCHEDULE – CAN BE UPDATED PRIOR TO BEGINNING OF PROGRAM**

**ALL OF THE ABOVE DOCUMENTS MUST BE INCLUDED FOR APPLICATION TO BE CONSIDERED COMPLETE. IF ALL REQUIRED DOCUMENTATION IS NOT RECEIVED, BYF WILL CONTACT ORGANIZATION REGARDING OUTSTANDING PAPERWORK. THE APPLICATION WILL NOT BE REVIEWED FOR PARTNERSHIP UNTIL ALL PAPERWORK HAS BEEN RECEIVED BY BYF.**



**Organization Name:**  
**Address:**  
**City, State, & Zip Code:**  
**Phone:** **Fax:**  
**Website:**

**Work Site Address (If Different From Above):**  
**City, State, & Zip Code:**  
**Phone:** **Fax:**

**Executive Director Name:**  
**Executive Director Phone:**  
**Executive Director Email:**

**Contact Person Name & Title:**  
**Contact Person Phone:**  
**Contact Person Email:**  
*The Above Contact is the Only Person BYF will Inform and Accept Information from Regarding BYF Employees  
 If There Will Be More Than One Person Allowed Access to BYF Employee Information, Please List on Separate Sheet*

**Type of Organization:**  
 **Community Organization (Tenants, Health, Sports, etc.)**       **Faith Based Organization**  
 **Educational Institution**       **Local/State Government**  
 **Other Non-Profit:**

**Has the Organization Partnered with Boston Youth Fund in the Past?**       **Yes**     **No**  
**Does the Organization Plan to Partner with Other Summer Jobs Providers?**       **ABCD**     **PIC**     **Both**     **No**

**Will Your Organization be Hosting a Hopeline Registration Open House?**       **Yes**     **No**  
**If Yes, Where & When Will the Open House Take Place?**

**ORGANIZATION INFORMATION**

**Organization's Federal Tax Exemption (501(c)3 Number)\*:**  
 \*Each Organization MUST be a Registered Non-Profit to be Considered

**What are the Mission and/or Goal of the Organization?**

**Type of Services Offered by the Organization:**

**What Individuals and/or Communities are Served by the Organization?**

**What Days & Hours is the Organization Open?**

<u>Open?</u>	<u>Day</u>	<u>Hours</u>
--------------	------------	--------------



<input type="checkbox"/>	<i>Sunday</i>	
<input type="checkbox"/>	<i>Monday</i>	
<input type="checkbox"/>	<i>Tuesday</i>	
<input type="checkbox"/>	<i>Wednesday</i>	
<input type="checkbox"/>	<i>Thursday</i>	
<input type="checkbox"/>	<i>Friday</i>	
<input type="checkbox"/>	<i>Saturday</i>	

*Please List All of the Languages Spoken by Staff Members of Organization:*

*Does the Organization Provide Programming Year Round, or Summer Only?*  *Year Round*  *Summer*

*How Will the Organization Add to the Teens Work Readiness Development?*

*What Components of Work Readiness (Skills, Trainings, etc.) will the Organization Provide to Teen Employees?*

*How will the Organization Benefit from Partnering with Boston Youth Fund?*

**PROGRAM INFORMATION**

*\*Does the Program Require a Child Care License from ECCS?*

*Yes*  *No*

*\*Does the Program Require a Camp License and/or Exemption from the City of Boston?*

*Yes*  *No*

*\*\*Please Note: Any Program Offering Recreational Activities Such as Any Sport and/or Swimming Will Require a License or Exemption from the City of Boston*

*\*If the Answer to Either of the Above Questions is Yes, Please Attach a Copy of the License or Exemption to this Application. Organizations will NOT be Accepted Without a Copy of All Licensure\**

*Age Range of Program Participants (Check All That Apply):*

*Pre-School*  *High School (14-18) (Non-BYF)*  
 *School Age (6-13)*  *Other*

*Describe the Summer Program (in Detail):*

*Describe the Organizations Experience in Providing Summer Programming:*

*Does the Summer Program Include any Educational Components?*  *Yes*  *No*

*If Yes, What Educational Components are Included?*

*Describe the Summer Program Curriculum (What Happens on a Typical Day?)*

***\*\*Attach a Sample Schedule of the Summer Program to this Application\*\****

**SUPERVISOR & TIMESHEET AUTHORIZATION INFORMATION**

*Please List Any and/or All of Those Individuals that will be Supervising the BYF Employees on a Daily Basis (Include All Names & Titles):*

2010 BYF Summer Employment Program  
 CBO Information & Application



*Where/How will the Daily Timesheets be Located/Keys for Easy Accessibility by BYF Employees?*

*Who will be the Supervisor Responsible for Reviewing and Signing Off on the BYF Employee Timesheets?*

**BYF EMPLOYEE INFORMATION**

*How Does the Organization Plan to Conduct Outreach to HOPELINE Registrants (To Teens Other Than Those Already Familiar with the Organization?)?*

*Explain the Organizations Need for BYF Employees. How will the BYF Employees Impact both the Organization and the Community Served?*

*Approximately, the BYF Employees will serve How Many People?*

*What Types of Resources will be Available to the BYF Employees (i.e. – Facilities, Equipment, etc.)?*

*What Days & Hours will the BYF Employees be Working?*

<u>Day</u>	<u>Hours</u>
<i>Sunday</i>	<i>*Sundays are Not Permitted*</i>
<i>Monday</i>	
<i>Tuesday</i>	
<i>Wednesday</i>	
<i>Thursday</i>	
<i>Friday</i>	
<i>Saturday</i>	

*\*\*\*Employee Schedules MUST Conform to ALL Massachusetts Child Labor Laws – Please Review ALL Age & Job Restrictions Prior to Making Employee Schedules\*\*\**

***\*\*Attach a Sample Employee Schedule to this Application\*\****

***Please Provide a Brief Scope of Work and Job Description for Positions Available to BYF Employees (Greater Detail MUST be Given on Required Job Duties & Description Form(s)):***

***Please Check the Box(es) That Correspond to Any and/or All of the Positions Offered by the Organization:***

- |   |   |
|---|---|
| <input type="checkbox"/> <i>Academic Related Services</i>       | <input type="checkbox"/> <i>Health Care</i>           |
| <input type="checkbox"/> <i>Administrative/Clerical</i>         | <input type="checkbox"/> <i>Landscaping</i>           |
| <input type="checkbox"/> <i>Arts/Theatre</i>                    | <input type="checkbox"/> <i>Library Services</i>      |
| <input type="checkbox"/> <i>Auto/Bike Mechanic</i>              | <input type="checkbox"/> <i>Maintenance/Custodial</i> |
| <input type="checkbox"/> <i>Cafeteria/Food Related Services</i> | <input type="checkbox"/> <i>Media/Technology</i>      |
| <input type="checkbox"/> <i>Camp Counselor</i>                  | <input type="checkbox"/> <i>Peer Leader(s)</i>        |
| <input type="checkbox"/> <i>Child/Day Care</i>                  | <input type="checkbox"/> <i>Recreation/Sports</i>     |
| <input type="checkbox"/> <i>Community Organizing</i>            | <input type="checkbox"/> <i>Other:</i>                |
| <input type="checkbox"/> <i>Environmental Fields</i>            |   |

***Is the Organization Able to Accommodate Teens Required to Attend Summer School?  Yes  No***

***If Yes, How Many Teens? What Will Their Job Duties and Schedules Include?***

***\*Will the BYF Employees be Providing a Service to Anyone 18 Years or Under, or the Elderly?***

*Yes*  *No*



**\*If Yes, To Which Age Groups will they be Providing a Service (Check all that Apply)?**

**Infant – 3 Years**

**11 – 14 Years**

**4 – 6 Years**

**15 – 17 Years (Non-BYF)**

**7 – 10 Years**

**Elderly**

**\*Boston Youth Fund, along with the City of Boston Office of Human Resources, will be using the answers from the above two (2) questions, as well as the Complete Job Duties & Description Forms, to determine whether BYF Employees at this organization will be required to have CORI (Criminal Offender) and & SORI (Sexual Offender) Background Checks conducted on them.**

**What is the TOTAL Number of Teens the Organization is Requesting?**

**\*\*Please Note: Upon the Organizations Acceptance, the Total Number of Youth Requested is NOT Guaranteed.**

**2010  
Boston Youth Fund  
Job Duties & Descriptions Form**

**To Be Completed by ALL Organizations Applying  
Fill Out One (1) Form for Each Type of Position Offered by Organization**

**Organization Name:**

**Position Title:**

**Work Site Address:**

**Phone:**

**Supervisor Name & Title:**

**Duties & Responsibilities of Position:**

**Type of Interests Candidates for Position Should Possess:**

**Will the Position be Providing a Service to Anyone 18 Years or Under, or the Elderly?**

**Yes**    **No**

**What is the Schedule for This Position?**

<b><u>Day</u></b>	<b><u>Hours</u></b>
<b>Sunday</b>	<b>*Sundays are Not Permitted*</b>



<i>Monday</i>	
<i>Tuesday</i>	
<i>Wednesday</i>	
<i>Thursday</i>	
<i>Friday</i>	
<i>Saturday</i>	

**\*\*\*Employee Schedules MUST Conform to ALL Massachusetts Child Labor Laws – Please Review ALL Age & Job Restrictions Prior to Making Employee Schedules\*\*\***

**Does the Position Include Any Workshops and/or Training Sessions?**

*Yes*    *No*

**Are There Any Other Characteristics, Interests, and/or Information BYF should Evaluate when Placing Teens in this Position?**

*Yes*    *No*

**If Yes, Please Explain.**

**2010  
Boston Youth Fund  
Additional Site Form**

**Organization Name:**

**\*BYF Only Partners with Non-Profit Organizations – No Businesses of Any Kind May Host BYF Teens**

**Additional Site Name:**

**Address:**

**City, State, & Zip:**

**Contact Person Name & Title:**

**Phone and/or Email:**

**Additional Site Name:**

**Address:**

**City, State, & Zip:**

**Contact Person Name & Title:**

**Phone and/or Email:**



***Additional Site Name:***

***Address:***

***City, State, & Zip:***

***Contact Person Name & Title:***

***Phone and/or Email:***

***Additional Site Name:***

***Address:***

***City, State, & Zip:***

***Contact Person Name & Title:***

***Phone and/or Email:***

## ***CERTIFICATION***

- ***Application Deadline: 4:00pm on Friday, January 29, 2010***  
***Priority Consideration will be Given to Those Organizations that have Met the Deadline***
- ***Depending on the Level of Amount of Applications Received, Not All Organizations May be Accepted.***
- ***ALL Community Based Organizations Applications are Reviewed and Evaluated Based on Application Content.***

***We, hereby certify, as the Authorized Representatives of the Above Organization, that to the best of our knowledge, all of the information included in this application is true and accurate. We also verify that submittal of this application implies that the above organization will comply with all BYF Policies and Procedures, including timesheet submittal and check pick-up requirements. If any of the information pertaining to the BYF Employees has been falsified and/or omitted, it could result in disqualification and/or dismissal from the BYF Summer Program.***

- ***If Application is Received via Delivery or Mail, Signatures of the Executive Director and Primary Contact Person are Required.***
- ***If Application is Received via Email, BYF will Consider the Received Email Signatory Consent of the Above Certification.***

***Primary Contact Name (Print):***

***Primary Contact Signature:***



***Executive Director Name (Print):***

***Executive Director Signature:***

***Date:***