



**Sierra Nevada
JOURNEYS**



“Empowering Youth Through Positive Risk-Taking and
Experiential Leadership, Science, and Outdoor Education”

September 15, 2008

Dear Dan,

Sierra Nevada Journeys (SNJ) is very pleased to work with you as an Independent Contractor and Coordinator for the Carson City “Safe Routes to Schools” Initiative. We’re looking forward to your leadership at SNJ and your contributions to the organization.

Work To Be Performed

The Safe Routes to Schools (SRTS) Coordinator will oversee successful grants received for Fremont ES, Seeliger ES, and Bordewich-Bray ES. The following will be completed for each school:

- Conduct a school-wide travel survey at the beginning of the project to assess the various transportation modes students use to go to and from school.
- Conduct a school site design analysis and a neighborhood site assessment to determine the conditions of street traffic, parent and bus drop-off locations, sidewalks, crossings, and the overall safety of existing routes to school.
- Administer attitudinal surveys/interview parents and students, identifying their concerns.
- Generate a list of planned improvements and present to the appropriate government entity for consideration and funding using a variety of monetary sources, including NDOT’s Safe Routes to School dollars, Regional Transportation Commission monies and sidewalk "enhancement" funds.
- Provide Traffic Safety Training to physical education teachers, school resource officers, crossing guards, and all other interested staff and community members.
- Implement a Traffic Safety Education curriculum for students. Encourage parents to participate through "walking school bus" and “bicycle train” programs and other "safe" neighborhood initiatives.
- Administer a follow-up travel survey and establish an on-going process to continue to assess traffic hazards.
- Write a bicycle/pedestrian safety component into the "School Improvement Plan" dealing with safe routes, a safety committee, and a safety education curriculum.

In addition, support will be provided when possible to other schools within the Carson City School District, including district-wide participation in National Walk to School Day.

1301 Cordone Ave Suite 110
Reno NV 89502
(775) 355-1688

info@sierranevadajourneys.org
www.sierranevadajourneys.org

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EIN: 01-0881587





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Regarding other CCSD schools and future Safe Route funding opportunities, write application for the next round of SRTS funding, in collaboration with the school district and Muscle Powered.

- Identify and meet with potential project leaders in chosen schools as directed.
- Outline potential projects including cost estimates
- Write grant applications, with assistance.

Terms of Agreement

This contract will commence September 15th, 2008 and terminate on June 30, 2009.

Supervision

The independent contractor will be responsible to Jonathan Mueller, SNJ's Executive Director. All administrative transactions (payment, invoicing, etc.) will be handled by SNJ's Administrative Manager, Amy Black.

Terms of Payment

This available funds under the contract, \$13,200, will be divided up into 9.5 months, for a monthly payment \$1,390.

The nine months of the contract, October 2008 through June 2009, will be paid as follows:

- Dan Allison submits independent contractor invoice and report to SNJ by the last day of the month, via email
- SNJ submits cover letter, SNJ invoice and report to CCSD on the first workday day of the month, via email
- CCSD pays SNJ the day after the second Tuesday CCSD Board meeting
- SNJ pays Dan Allison within seven days of receipt of payment from CCSD

The first partial month of September 2008, will be paid as follows:

- Dan Allison submits independent contractor invoice and report to SNJ on September 30, 2008, via email, for a partial month, in the amount of \$695
- SNJ submits cover letter, SNJ invoice and report to CCSD on October 1, 2008, via email
- CCSD pays SNJ on October 15, 2008, the day after the second Tuesday CCSD Board meeting on October 14, 2008
- SNJ pays Dan Allison within seven days of receipt of payment from CCSD, estimated to be by October 25

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Reimbursement of Expenses

The independent contractor will not be reimbursed for routine expenses incurred for performing their duties.

Federal, State, and Local Payroll Taxes

SNJ will not pay, nor withhold federal, state, or local payroll taxes. The independent contractor will not be treated as an employee of the company for federal, state, or local tax purposes. The independent contractor agrees that they will be responsible for payment of those taxes.

Insurance

SNJ will only provide Workers Compensation Insurance under the terms of this contract. Any other insurance (health, general liability, etc.) will be the responsibility of the independent contractor, should they choose to pursue it.

We’re excited to have you join us in our endeavor to provide powerful and life-changing opportunities for students in our community. Your signature below indicates that you accept the terms of this contract. Please email me jonathan@sierranevadajourneys.org or call me (775.560.3345) with any further questions. I look forward to working with you!

Sincerely,

Jonathan Mueller
Executive Director

Name (please print): _____

Signature: _____

Date: _____

