

CITY OF CARLSBAD

COUNCIL POLICY STATEMENT

Policy No. 61
 Date Issued 4/22/08
 Effective Date 4/22/08
 Cancellation Date _____
 Supersedes No. _____

General Subject: Grad Nite

Specific Subject: Request for City contributions to
 Grad Nite Activities

Copies to: City Council, City Manager, City Attorney, Department and
 Division Heads, Employee Bulletin Boards, Press, File

PURPOSE

To establish a method by which the City Council can provide annual support on an equitable basis to Grad Nite Activities that encourages positive alcohol free alternatives for high school seniors who reside in Carlsbad.

STATEMENT OF POLICY

The Carlsbad City Council has established a method of distribution for annual donations of cash and/or in-kind services not to exceed a total value of \$ 10,000. The maximum donation will be reviewed every three (3) years by the City Council. Contributions are to be distributed on a proportionate basis to the Grad Nite Activities provided in affiliation with the local high schools which serve Carlsbad seniors.

PROCEDURE

1. Each Grad Nite Activity Committee serving Carlsbad seniors must provide the following items by March 1st, of each school year to the City Manager's office:
 1. Written request for contribution from authorized representative of Grad Nite Committee.
 2. Designate request for cash and/or in-kind services. Describe the in-kind services (i.e. facility rental and/or City Services).
 3. Official documentation verified by the School District Superintendent's Office indicating the number of high school seniors attending each respective high school that reside in Carlsbad.
 4. Address to where the contribution should be mailed.
2. The City Manager or designee will determine the donation that each Grad Nite Committee is to receive based upon the total number (and percentage) of Carlsbad residents enrolled as seniors at each respective high school.

3. The value of in-kind services will be determined by the City according to the established City salary schedules and existing Facility Use Fees.
4. Facility and service requests are subject to availability
5. All contributions will be subject to City Council approval prior to distribution.
6. Grad Nite Committees will be notified by letter, once the City Council has approved the contributions.
7. Grad Nite Committees will receive cash donations in the form of a check by mail.