

SERVICE & EDUCATION TEAM HOST SITE PLACEMENT PROPOSAL COVER SHEET

Directions: Please complete all pages of the cover sheet. Double-click on check boxes to select.

Contact information for legal applicant organization:

Legal applicant/Sponsoring agency: Women's Resource Center of North Central Washington
(Organization responsible for the contract e.g. XYZ Social Service Agency)

Address: 20 Adams Street, Wenatchee WA (P.O. Box 2051)

Main project contact: Phoebe Nelson Title: Executive Director

Phone: (509) 662-0121 Fax: (509) 662-8542

E-mail: pjnel@aol.com Web Address: _____

Alternative email address and phone number (if applicable, e.g., during summer months):

Phone: _____ E-mail: _____

Contact information for on-site supervisor: (if different from legal applicant)

Site organization: Same
(Organization where the member will serve e.g. Thompson Elementary School)

Address: Same

On-site supervisor: Same Title: Same

Phone: Same Fax: Same

E-mail: Same Web Address: _____

Alternative email address and phone number (if applicable, e.g., during summer months):

Phone: _____ E-mail: _____

Contact information for individual responsible for signing legal contracts in your organization: (Check with your business office)

Contract signee: Phoebe Nelson Title: Executive Director

Address: 20 Adams St. Wenatchee, WA

Phone: (509) 662-0121 Fax: (509) 662-8542

E-mail: pjnel@aol.com

Contact information where contract should be sent: (if different from the contract signee)

Name: same as above Title: _____

Address: _____

Phone: _____ Fax: _____

E-mail: _____

Contact information for individual who should receive billing:

Name: Denise Miller Title: Administrative Assistant

Address: P.O. Box 2051 Wenatchee, WA 98007

Phone: (509) 662-0121 Fax: (509) 662-8542 E-mail: _____

COVER SHEET (CONTINUED)

PROGRAM RESOURCES & REQUIREMENTS

1. How many SET members are you applying for?

X One Two Three Other: _____

2. Are you applying to be a first-time sponsor with IMAC? Yes X No

3. Which start date are you applying for? X September 2011 September 2012

4. Which objective(s) best represents your placement's focus?

- Assist students (either youth or adult) to increase academic proficiency
- Assist students in improving English language skills
- Create programs that actively involve parents in their child's learning process
- Educate students in citizenship skills such as leadership, peer mediation, and team building
- X Mobilize and recruit volunteers of all ages in education-, environmental-, and social service-related issues to help sustain the program, agency, or school
- X Civically engage community members in their own communities by implementing service learning projects
- X Coordinate out-of-school, after-school, weekend, winter break, or spring break education activities for youth or adults in disadvantaged circumstances
- X Increase the capacity of schools, agencies, or organizations in meeting unmet community needs
- X Engage in outreach to educate the community about available resources and assistance
- Other: _____

5. Will your organization be able to assist your AmeriCorps volunteer in securing local affordable housing? X Yes No
This is not a requirement for a partner site, but could be beneficial for the AmeriCorps member.

6. Type of transportation available for member(s) to get to service site: (check all that apply)

Carpool X Public Transportation Personal vehicle required X Bike/Walk

7. Transportation requirements for service: (Keep in mind that some of our applicants do not own personal vehicles.)

- X An organizational vehicle is available for service-related activities and **the member is covered by organization's vehicle insurance policy.**
- Personal vehicle is necessary for member service activities and mileage reimbursement is approved.
- Bus passes/tickets for member service activities are approved.
- Does your organization require driver or other training to do this placement? Yes X No

8. The project site is wheelchair accessible X Yes No

9. The member will conduct the majority of the service activities in the following (list up to 3):

Counties: Chelan and Douglas
Legislative districts: _____
Congressional districts: _____

10. The member will have access to the following resources for service activities: (Check those that apply)

- X Telephone/Voicemail
- X Computer
- X Internet
- Other *please specify* _____
- X Fax machine
- Email Account
- X Office space, *please specify square feet* 100

COVER SHEET (CONTINUED)

11. **Cash Match Description:** IMAC requires a cash match of \$5,800.00 for government agencies, non-profit organizations, and school partner sites. Please indicate your organization type(s):

- 501(c)(3) community-based organization
- School district or educational service district
- Government agency: city, county, regional, state, or federal

Is your cash match: (check one) Pending Secured

If pending, when will you receive confirmation of funds? _____

Source of funding: ****Federal** State Local

****If source of funding is federal**, are the funds approved by the federal funding source to be spent to support an AmeriCorps member? **Please check with the appropriate entity prior to checking the box. AmeriCorps is a federal program and there may be limitations on your funding.**

Yes, I certify that the federal funding source approves of this money being spent on AmeriCorps, another federal program.

12. **In-Kind:** IMAC also requires each sponsoring organization to provide a minimum of \$3,000.00 of In-Kind donations made in support of member project(s). In-kind donation documentation must be provided and could include supervisor time, training, mentoring, other training and conference opportunities, office space, mileage reimbursement, bus passes for member, and other non-monetary support.

If you do not meet this In-Kind requirement, you will be asked to submit a written explanation with reasons as to why the requirement was not met. If you have not met this requirement in the past and are applying for a new member, this will be a factor when reviewing your application.

13. IMAC sends out invoices for billing purposes three times a year, in November, February, and May.

September 1, 2011 – November 30, 2011 (November Invoice)	\$2,900.00
December 1, 2011 – March 15, 2012 (February Invoice)	\$1,450.00
March 16, 2012 – July 15, 2012 (May Invoice)	\$1,450.00

_____ If a member serves at any time during the payment period, the entire amount will be due.
initials

If this schedule does not work for you, please list your preferred billing date(s):

14. If applicable, have you discussed the placement with your union representative? Yes No N/A

15. Does your organization require drug testing of potential AmeriCorps members? Yes No

16. Does your organization conduct random drug testing? Yes No

17. The North Central Educational Service District (NCESD) provides **fingerprinting services** for all Intermountain members for a fee of approximately \$60.00. **The host site will be billed for this fee.** Members are fingerprinted within the first 10 days of service. Records are sent to Washington State Patrol and the FBI. NCESD also notifies each school/agency that the member was fingerprinted. Washington State Patrol clearance usually takes up to six weeks and FBI clearance typically takes two months or longer. (Technically, during this time the member is not to be serving/working alone with children.) Washington State Patrol and FBI both send their results to OSPI, which publishes the results on their website. ESD personnel continually check the OSPI website for results. If the member's fingerprints are rejected by the FBI for any reason the school/agency is notified by the FBI. If this is already a part of your pre-screening employment process, please indicate this in the space below.

In addition, IMAC performs criminal background checks and National Sex Offender Registry checks on all AmeriCorps members prior to the beginning of the program year. Legally, IMAC cannot share the results of any background checks, but will take action on any information that was not identified during the application process. Any additional background checks and costs are the responsibility of the sponsoring organization.

Your agency/school uses its own background check/clearance and will provide this at your own expense.
X Yes No

Your agency/school understands that NCESD will bill you directly for the fingerprinting services they provide.
X Yes No

CERTIFICATIONS

Drug Free Workplace

I certify that Women's Resource Center of North Central Washington has an active Drug Free Work Place Policy.
(Legal Applicant)

Non-Discrimination Policy

I certify that Women's Resource Center of North Central Washington has an active Non-Discrimination Policy.
(Legal Applicant)

Cover Sheet (continued)

SERVICE TIME ACKNOWLEDGEMENTS:

- IMAC members serve up to 1400 hours with their host site and spend 300 hours in IMAC-sponsored development and leadership opportunities.
- Members will be available to host sites approximately 8 hours daily, Monday through Thursday of one week, and Monday through Friday of the following week.
- Member orientation will take place September 1-9, and their first day at host sites will be September 12, 2011.
- IMAC will provide a year-long program calendar that details days when members are involved in outside trainings or projects and will not be serving at their sites, and the host site will accommodate these occasional absences.

ASSURANCES:

As the duly authorized representative of the applicant, I certify, to the best of my knowledge and belief, that the applicant:

- Has the legal authority to apply for federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay the local cash match) required to ensure proper planning, management, and completion of the project described in this application.
- Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
- Will keep such records and provide such information to IMAC or to the Federal government with respect to the program as may be required for fiscal audits and program evaluation, including documentation of in-kind match.
- Will comply with the non-displacement rules found in section 1777(b) of the National and Community Service Act of 1990, as amended (42 U.S.C. 12501 et seq.). Specifically, an employer shall not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the employer using an AmeriCorps member; a service opportunity shall not be created that will infringe on the promotional opportunity of an employed individual; an AmeriCorps participant shall not perform any services or duties or engage in activities that (1) would otherwise be performed by an employee as part of the employee's assigned duties, (2) will supplant the hiring of employed workers, (3) are services or duties with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; or (4) have been performed by or were assigned to any presently employed worker, an employee who recently resigned or was discharged, an employee who is on leave, an employee who is on strike or is being locked out, or an employee who is subject to a reduction in force or has recall rights subject to a collective bargaining agreement or applicable personnel procedure.
- Will comply with the ineligible service provisions found in section 132 of the Act. Specifically, a program may not use AmeriCorps members to perform service that provides direct benefit to any (1) business organized for profit; (2) labor union; (3) partisan political organization; (4) organization engaged in religious activities (unless such service does not involve the use of assistance or participants to give religious instruction, conduct worship services, provide instruction as part of a program that includes mandatory religious education or worship, construct or operate facilities devoted to religious instruction or worship, or engage in any form of proselytizing); or (5) nonprofit organization that fails to comply with the restrictions contained in section 501 (c)(3) of the Internal Revenue code (26 U.S.C. 501 (c)(3)).
- However, the provisions contained in section 132 of the Act shall not be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.
- Will comply with all Prohibited Activities related to AmeriCorps member service.

By signing below, you certify that you agree to perform all actions and support all intentions in the Acknowledgement, Certification and Assurances sections above.

Organization Name: Women's Resource Center of North Central Washington

Project Name: ShareCare Family Enrichment Programs

Name of Authorized Representative: Phoebe Nelson

Title of Authorized Representative: Executive Director

Signature: _____ **Date:** May 18, 2011

SET PLACEMENT PROPOSAL NARRATIVE

DIRECTIONS: Briefly answer each of the following questions, referring to the RFP Guidelines.

QUALITY OF PROJECT (40 POINTS)

1. Provide an overview of the direct service and/or volunteer mobilization project you propose. Include the project goals and objectives. (Briefly tell us who, what, where, when, and why).

The Women's Resource Center of North Central Washington is applying for an AmeriCorps member to assist with and manage our Marketing, Fundraising and Public Relations activities. The overall goal will be to perform these activities in a complimentary way that makes the agency accessible to clients and donors alike. Chief among these activities will be to assist our organization to run a coordinated and comprehensive friend-raising/fundraising program. The goal is to build a base of multi-year giving to improve the long-term financial stability of our agency.

The AmeriCorps volunteer would provide the assistance we need to accomplish this by:

- Maintaining and improving our web sites and social media sites.
- Publish a quarterly newsletter to agency specifications.
- Identifying and implementing an on-going series of mission-based "friend-raising" events to introduce members of the community to the work of the organization in an interesting and positive way.
- Developing and implementing a systematic follow-up program to gather feed-back and identify other ways to connect those who attend the events to the mission of WRC.
- Maintaining a data base of contacts and developing a systematic process to re-connect with donors and supporters throughout the year.
- Working with the Board of Directors and other volunteers to help nurture newly developed "friends" to becoming volunteers and donors.
- Maintain and/or update agency marketing materials as is needed to keep them current and effective.
- Build and maintain relationships with members of the local media and seek media coverage of agency events and activities to cultivate a public image that is consistent with the agency mission and marketing strategy.
- Assist with the selection and use of various technologies to improve the marketing, fundraising and public relations activities of the agency

2. Describe how the proposed position is not a staff position.

This position is an enhancement to our current program for children and families and is presently filled by an AmeriCorps member. No staff person currently performs this function nor has a staff person ever performed this function in the past.

3. Provide a monthly timeline of the member's major project activities. If you are a school, please remember to include a plan for the summer month through July 15, 2011.

The activities in this project occur consistently throughout the year, but each month will look different than the others with the central duties of the position remaining consistent all year. The project will also seek to capitalize on opportunities as they arise throughout the year for other events and activities. The major activities of the project will evolve as the year goes on, but will continue to center around maintaining the web site and managing the fundraising program.

Fundraising program. November 2011 and December 2011: Teddy Bear Tea and other holiday events January 2012: Community Resource Fair March 2012: International Women's Day Breakfast June and July 2012: Project wrap up

4. How does this proposed project meet the needs of the community that your organization serves? How was the need identified (include any community involvement)?

All the activities of this placement will improve the agency's visibility in the community and ability to raise funds from private donors. Financial stability is the key for any nonprofit organization to be able to fulfill its mission. While government and foundation grants are a critical component of agency budgets, they are often restricted to specific activities and may not be available to support all of the critical functions of the organization. These sources of funding are also subject to reductions based on the economy and/or changes in political will. A consistent base of donors contributing to the organization's ability to fulfill its mission is the single greatest difference between organizations with a history of financial stability and organizations frequently at risk. The recommended ratio is for private donations to make up at least 45% of an agency's annual budget. Currently between 25% and 30% of WRC's budget is for direct assistance to individuals (food, clothing, shelter). Government grants often preclude using the funds to directly assist another. The capacity of WRC to serve clients into the future depends on better developing our base of private donations. By helping the organization to improve its ability to raise private funds, this placement will help to increase the agency's capacity to serve clients. This need for more private funds is ever present.

5. Recruiting volunteers is an important performance objective for AmeriCorps volunteers nationwide. How will your member be involved in recruiting or supporting community volunteers at your service site to help facilitate your program's desired operation and focus? (Volunteers can include parents, community members, or students.)

A key activity for our AmeriCorps member will be to recruit volunteers to assist with fundraising events throughout the year as well as other agency-wide events throughout the year. We also hope to provide opportunities for other Americorps to use community service hours

6. Following the example in the RFP Guidelines, create a position description for your member's direct service activities on the following two pages. Items already listed in some categories are IMAC's requirement of and benefits to the member; list yours in addition to these.

INTERMOUNTAIN AMERICORPS SET POSITION DESCRIPTION

Position Title: Marketing and Fundraising Program Specialist (MFPS)

Project Sponsor and Website: Women's Resource Center of North Central Washington

Project Location: 20 Adams St, Wenatchee, WA

Position Summary: (150 words or less)

The Marketing and Fundraising Program Specialist (MFPS) will help address the need of the organization to improve its ability to raise funds from private donors. The MFPS will do this through direct fundraising activities as well as activities that indirectly influence the fundraising efforts of the agency; including marketing and public relations. The MFPS will run a fundraising program following the guidelines of nationally recognized fundraising models and making adjustments as necessary to fit the agency. The MFPS will also follow marketing and public relation strategies as needed to support the fundraising program as well as other agency activities and events.

Essential Functions: (list 5-10; add yours before the existing items)

- Identify and implement an on-going series of mission-based “friend-raising” events to introduce members of the community to the work of the organization in an interesting and positive way.
- Follow-up with attendees of the “friend-raising” events to gather feed-back.
- Maintain a data base of donors/contacts and develop a systematic program to re-connect throughout the year.
- Work with the Board of Directors and other volunteers to nurture newly developed “friends” into becoming volunteers and donors.
- Report to the Board of Directors on all marketing and fundraising activities and suggest improvements.
- Maintain and/or update marketing materials as needed.
- Seek out and implement new marketing strategies to connect people to the agency.
- Build and maintain relationships with members of the local media and seek media coverage of agency events and activities.
Recruit volunteers to assist with agency and fundraising events.
- Complete and submit all necessary IMAC/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all IMAC/AmeriCorps training and service requirements including orientation, trainings, team meetings, and national service days.
- Wear IMAC/AmeriCorps- appropriate identifiers and required safety gear while performing service or attending official events.

Preferred Qualifications: (list up to 7)

- .
- Ability to drive an 11 passenger van.
- Have a valid Washington State Driver's License, clean driving record and documentation.

Member Benefits: (AmeriCorps benefits are listed; please add any additional benefits your site can provide)

- Assistance in locating affordable housing.
- Up to \$350.00 workshop fees for position related trainings.
- Taxable monthly living allowance of \$1,125.00.
- Education award of \$5350 upon successful completion of a term of service. It can be used on to repay qualified student loans or for further education at accredited schools. It is taxed in the year it is used.
- Student loan forbearance and payment of interest on qualified loans accrued during the service year.
- Basic medical coverage for the member only, not including vision and dental.
- Child care allowance for those who qualify.
- Professional development, trainings, and networking opportunities.

Transportation Information:

- The program has an 11 passenger van for service activities and drivers are covered by the organization's insurance.
- The Bruce Housing Program/ShareCare Family Enrichment Center is in the heart of the Wenatchee Downtown area, and is served by the public transportation system. It is also easily accessible from most residential neighborhoods by foot, bicycle, and/or skateboard.

ORGANIZATIONAL CAPACITY (30 POINTS)

1. What is your organization's mission statement?

To provide shelter, transitional housing, support services and enrichment programs for homeless and low income women, men and their families in an environment that honors diversity, promotes self esteem and cooperation, and encourages mutual respect.

2. Describe your organization's history and qualifications for conducting this project.

The Women's Resource Center of North Central Washington (WRC) first provided services in 1976. We are located in Wenatchee, Washington, and serve all of North Central Washington State. WRC currently operates The Bruce Housing Facility, a 37 room single room occupancy residence, and the adjacent ShareCare Child Development and Family Enrichment Center. The program has received national recognition with a Fannie Mae Award of Excellence. ShareCare, our on-site child care center is a Washington State licensed child care facility. We provide homeless families and individuals crisis housing and on-site supportive services to assist in breaking dysfunctional cycles and achieving the maximum degree of self-sufficiency. We provide more than 30,000 bednights of shelter a year. All of the clients served by WRC/BRUCE are very low-income or at-risk homeless families and individuals. Twenty-five per cent of the families served are Spanish speaking. All of the children served by this project have experienced the trauma of homelessness.

WRC also provides in-home case management to 15 families leaving homelessness for transitional or permanent housing in our community. WRC meets the basic needs of low income individuals and families in crisis. Our food bank serves more than 10,000 households each year. Our clothing bank, and disposable diaper and hygiene supplies distribution provides the necessities of life to those without. All assistance is delivered with the objective of promoting a sense of family and community through education, support and helping to instill the value of providing a healthy nurturing environment for children.

WRC has been a United Way agency since 1984. Our funding sources include: state and federal grants, and contributions from banks, foundations, private donors, service clubs, and churches

3. Describe your plan for educating staff and community members about AmeriCorps and the member's role in your organization.

WRC has been fortunate to have had the assistance of AmeriCorps members in the past and our Board of Directors and our Staff fully appreciate how we have benefitted by the high quality work of previous AmeriCorps members. We continue to educate staff and Board members as follows:

- Circulate the position description to all staff.
- Discuss the position at regular staff meetings including information about hours, office location, on-site supervision and lines of communication.
- Include the AmeriCorps member as a member of our professional staff in staff meetings and functions.
- Include the AmeriCorps member at meetings of community groups and partnerships as appropriate.
- Share with the community how our AmeriCorps member has enhanced our agency's work.

4. Describe how your organization will provide support to the member in the areas below. (For more information on IMAC Sponsor Responsibilities, refer to the Request for Proposal instructions.)

Orientation: Provide a general outline of your orientation plan, including orientation to your organization and community.

The orientation will be the primary activity for the member during the month of September. Orientation activities are as follows:

- Introduction to the Women’s Resource Center and all WRC programs including visits to all WRC sites, introduction to the Board of Directors and introductions to all WRC staff including information about who they are and what they do.
- Review of the WRC employee manual and personnel policies and procedures.
- Completion of all required WRC paperwork including an explanation of our confidentiality policy our conflict of interest policy and our code of conduct.
- Review of the Marketing and Fundraising Program Specialist’s position description, outline of day to day activities and hours of work.
- Discussion of agency special events, time lines and staff roles and responsibilities.
- Discussion of project specific goals, project timelines and available resources.
- Information about the Wenatchee area, recreation opportunities, etc.

Supervision: Describe the structure for both the daily supervision of the member and overall project oversight.

The general oversight of the projects of the Marketing and Fundraising Program Specialist will be conducted by Site Supervisor Phoebe Nelson. Daily supervision will be split between Nelson, Administrative Assistant Denise Miller and Director of Special Programs Tanya Bradford.

Training: Name and describe at least two skills trainings you will provide for your member.

- 1) We will orient the AmeriCorps member to our present fundraising strategy and introduce them to our “Giftworks” donor software.
- 2) The Community Foundation provides workshops on marketing and public relation geared toward non-profits for which the member will be enrolled. The information presented will be directly relevant to the position..

Professional Development: Describe the professional development opportunities available to the member.

The local community in North Central Washington provides numerous opportunities throughout the year for training and professional development. Just as we do for staff, we will actively seek opportunities for our AmeriCorps placement attend events that are relevant to this this position and her/his professional development.

Space: Describe the office space the member will occupy.

The placement will have her/his own desk in an 8’x8’ area that is part of an open office centrally located at our headquarters. The placement will likely share the room with a staff member. The office space provides immediate access to the kitchen, restrooms, reception desk and supervisor’s office.

5. Outline your plan for assisting with the recruitment of your member(s) in conjunction with IMAC’s recruitment procedure outlined in the RFP Guidelines.

Phoebe Nelson and Tanya Bradford will both be available to review applications and conduct phone interviews. We are also available to provide information about our agency and the Wenatchee area to potential applicants.

Recruitment Contact: This person must be available to receive phone calls, electronic communication, or faxed applications; interview applicants; and make decisions about placement of AmeriCorps Members during the program term.

Name: Phoebe Nelson, Executive Director Phone: (509) 662-0121

Fax: (509) 662-8542 Email: pjnel@aol.com

Summer Recruitment Contact (June through August 2010): This person must be available to receive phone calls, electronic communication, or faxed applications, interview applicants; and make decisions about placement of AmeriCorps members during June, July and August.

Name: _____ Phone: _____

Fax: _____ Email: _____

SUSTAINABILITY (15 POINTS)

1. How does this project fit into your organization's strategic plan?

Many aspects of the Women's Resource Center's strategic plan require that the agency's ability to raise funds from private donors continue to improve. As we hope to grow as an organization, more and more resources will be needed, this project seeks to meet that need.

2. How will the member's activities support the sustainability of the project?

All of the activities of this placement will seek to improve the agency's ability to raise funds from private donors. The success of these activities will provide resources for the organization to realize its strategic plan as well as to continue to fill the position of this placement.

3. How will the organization continue the project in the future without the support of an IMAC member?

Previous AmeriCorps members did the job of laying the foundation for this project and organizing it into specific tasks. Some of these tasks could be divided among staff members, but the project could not be as successful as it has been without an AmeriCorps placement to spearhead it.

EVALUATION (15 POINTS)

Answer the following questions for each of your organization's placement goals. A Project Activity Worksheet planning tool to assist in the preparation of the responses for the questions below is provided on page 11 of the [RFP Guidelines](#).

1. Who will directly benefit from each major project activity?

The Women's Resource Center, the clients of WRC and the community at large will all benefit from each of the project's activities.

2. What evaluation tools and criteria will be used to measure and track the success of each activity?

We will measure success as follows:

Increased awareness of the organization measured by numbers attending events.

Increased fundraising capability measured by involvement of Board and other volunteers in fundraising for WRC.

Increased revenues from private donors measured by dollars received from private donors.

Completed Proposal Checklist

Complete RFP Application ensuring that all proposal questions are completely answered.

- Complete RFP application ensuring that all proposal questions are completely answered.
- Email** proposal to tobyh@intermountainac.com on or before **May 27, 2011, by 5 p.m.**
- Print and sign pages 4 & 5 of RFP application.
- Mail pages 4 & 5, as well as copy of 501(c)(3) verification status to: (postmarked by May 27, 2011)
- Intermountain AmeriCorps host site placements for the 2011-2012 program term are contingent on availability of Federal and State program funding from AmeriCorps

Intermountain AmeriCorps

620 Lewis Street
Wenatchee, WA 98801
Attn: Toby Haberlock

TO APPLY OR FOR MORE INFORMATION ON INTERMOUNTAIN AMERICORPS CONTACT:

Intermountain AmeriCorps
Chelan Douglas Community Action Council
620 Lewis Street
Wenatchee, WA 98801
509.662.6156 phone
509.662.1737 fax

VISIT OUR WEBSITE AT:

www.intermountainac.com

An Equal Opportunity Program