



CBCC GAP PROGRAM APPLICATION

Name: _____ Email: _____

Home phone: _____ Cell phone: _____

Summer staff position: _____ Summer commitment dates*: _____

If your leave date is earlier than Labor Day weekend, please explain why:

I have read the GAP program procedures and understand the following:

- I will be expected to send support letters, updates, and thank you cards to each of my GAP supporters.
- Failing to complete my summer commitment at CBCC could disqualify me from receiving GAP funds.
- CBCC retains complete control and administration of all GAP donations and that ten percent of all donations received will be used to cover program administrative costs.
- When any GAP funds are paid to me at the end of my summer commitment, normal payroll tax will be withheld.
- Participation in the GAP program is voluntary.

Signature _____ Date _____

Please use the following pages to prepare a list of at least ten (10) potential GAP supporters and bring this information to summer staff orientation. Check for accurate spelling of all names and correct address information. You will then enter this information into an Excel worksheet which will be emailed to you, from which your letters and envelopes will be printed. The program and procedures will be covered at employee orientation, and you will set a time to come in and prepare your mailing from the printed materials we will provide. Postage will be provided by CBCC.

* To be eligible for the CBCC GAP Program, summer staff must make a minimum 9 week summer commitment. For more information, call (503) 436-1501 or e-mail: paulknoch@cbcc.net

