LAKEWOOD SISTER CITIES ASSOCIATION
P. O. Box 97294
Lakewood, WA 98498

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Council Liaison
Councilmember Michael Brandstetter

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Okinawa Kenjin Kai Club
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Richard Seeburger
Manlee Titus
Chol Hwan Yang

City Support
Melody Perrussel

August 14, 2014

Lodging Tax Advisory Committee
Lakewood Lodging Tax Grant Program
City of Lakewood
6000 Main Street SW
Lakewood, WA 98499

Dear Lodging Tax Advisory Committee Members:

The Lakewood Sister Cities Association (LSCA) thanks you for your continued support. As you begin the lodging tax allocation process for 2015 we would once again appreciate your consideration and funding of our annual international festival.

For several years the lodging tax grant funds have provided us the opportunity to sponsor world-class entertainers from one of our Sister/Friendship cities to perform at our yearly festival. Last year’s group from Okinawa City, Japan, was outstanding and their world wide reputation was a key factor in increasing festival attendance. Being able to sponsor top entertainment groups has been an instrumental component to the festival’s success. We would not be able to invite top acts without lodging tax support.

The 2014 international festival took on a new concept by adding the Lakewood ArtsFest to expand our festival to a three day event. For our first attempt we were pleased with the additional participation and attendance. Based on the results of 2014 we will continue to add the Arts to our event for 2015, however, we are looking at a two-day event next year. We look forward to working with our new partner again.

I hope you will look favorably on funding this effort. The Lakewood Sister City Association Board of Directors sincerely appreciate your past support and look forward to a positive consideration for 2015.

Warm regards,

Connie Coleman-Lacadie
President
Lakewood Sister Cities Association

RECEIVED
AUG 14 2014 4:47 pm
CITY OF LAKewood

[Stamp]
2015 Lodging Tax – Tourism Promotion Project Application

1. Project Information

1a. Project Name: Lakewood Sister Cities Association

Amount requested: $16,000
(Amount requested must match Total Costs, column “a.” on page 13)

Total Project Amount: $23,700
(Total Project Amount must match Total Costs, column “c.” on page 13)

1b. Name of Applicant organization: Lakewood Sister Cities Association

Mailing Address:

Lakewood Sister Cities Association
PO Box 97294
Lakewood, WA 98498

Tax ID Number: 31-1639695

Organization Unified Business Identifier (UBI): 601-939-267

UBI Expiration Date: N/A

Type of Organization: Non-Profit
(non-profit, for-profit, municipality, private business, etc.)

1c. Contact Name: Connie Coleman-Lacadie

Title: President

Telephone: 253.906.1346 Email: cjlacadie@aol.com

Signature: __________________________

The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used only for the purposes set forth herein, and verifies that all the information contained in this application is valid and true to the best of his/her knowledge.
2. Project Description

2a. Please provide the event date(s)? May 1-2, 2015

2b. Where will your event be held? Pierce College Fort Steilacoom, Lakewood, WA

2c. If there is a charge or fee for this activity, please describe how much and why.

No fees being charged

2d. Please provide a detailed description of the proposed project/activity. Include information on the area the project will serve, its expected impact and list the responsible party(s).

Lakewood Lodging Tax funds will support the Lakewood Sister Cities 15th Annual International Festival. The event will also include a preview of local and student artists from in and around Pierce County. The event is planned and implemented by the Lakewood Sister Cities Association (LSCA) and collaborative partners at Pierce College Fort Steilacoom and the ArtsFests Commission for May 1-2, 2015.

The proposal requests $16,000 in lodging tax grant funds to cover $7,000 in festival marketing and operational costs, $9,000 for travel costs to support approximately 10-14 entertainers from our Sister City of Bauang, La Union, Philippines.

The international Festival is the major annual community event of Lakewood Sister Cities Association, a non-profit 501(c)3 organization affiliated with the City of Lakewood. The festival will host entertainers from all cultural diversities, with an emphasis on our Sister and Friendship cities in Japan, Philippines, Korea and China. The festival is an opportunity for the greater Puget Sound residents to take part in celebrating Lakewood’s rich cultural heritage and preview outstanding artwork from our local and student artists by:

- Enjoying ethnic costumes worn by our performers,
- Learning about international dance and music through performances by local groups and through a very special performance from our Sister City of Bauang, La Union, Philippines,
- Learning about a variety of customs and cultures through demonstrations from our international college students,
- Enjoying international arts and crafts presented by a myriad of vendors,
- Tasting international foods,
- Enjoying local and student artists through art walk and
- Meeting and hearing from our delegates representing our Sister and Friendship cities.

This event typically attracts 1,500 – 2,000 residents to include the disabled, school children, military families, human service organizations and members of our consulates, and international and art communities throughout the South Puget Sound region.

Funds provided by the Lakewood Lodging Tax for 2015, will enable the Lakewood Sister Cities Association to continue with the tradition to bring entertainers and delegates from its international Sister/Friendship cities which fosters our sister/friendship relationships with city and community leaders as well as supports our student exchange programs. The lodging tax and other funds we receive will provide travel for world-class entertainers to Lakewood, support our community outreach and showcase our local and student artists. The 2015 Festival is in the planning stages at the time of writing this grant request.

With additional funds raised by LSCA, we have the opportunity to host additional sister/friendship city delegations who will be introduced to our city, county and state leaders; visit with our community leaders, tour our schools and address our Festival audience as time permits.

Such international visits increases Lakewood’s visibility as an internationally minded city and attracts media attention to Lakewood, especially ethnic media. LSCA will also continue to support our local vendors and entertainments groups.

Hosting international entertainers and visitors in Lakewood strengthens this area as a destination for travel. When these visits are teamed with business connections, it has a valuable impact on Lakewood being selected as a site for international investment and business opportunities.
3. Beneficiaries

Please list and provide specific information regarding all individuals, businesses, areas, or organizations that will directly benefit from the project/activity.

This annual event benefits the City of Lakewood and its local businesses and organizations by:

- Celebrating the cultural diversity of Lakewood, one of Washington State’s most ethnically diverse cities,
- Promoting International Puget Sound-based performing arts groups and artists,
- Bringing people together for a fun, free, family multicultural and artistic event, and
- Raising support for a variety of LSCA outreach activities and student exchange opportunities.

Other benefits include:

- Increased visibility of the City of Lakewood locally and internationally.
- Additional lodging at our local hotels for international entertainers and delegations from one or more of our Sister/Friendship cities and other out of town guests.
- Increased sales at local restaurants during the stay of the international entertainers and delegations as well as other visitors.
- A free event that celebrates Lakewood’s rich ethnic diversity through entertainment and a variety of kids activities for our residents and families in Lakewood and the South Puget Sound region.
- Opportunities for our local and visiting international colleges students to share their culture through hands-on activities for kids. In addition, the college students relish the opportunities to participate in local events like the festival and other city related community events to learn more about our city, LSCA and the value of volunteering. Without exception they return to their community or home country with a positive image of Lakewood.
- Increased exposure of local ethnic entertainment groups to the local community.
- Increased sales of goods, distribution of information and exposure of our local businesses and non-profit and international organizations.

4. Goals/Monitoring

Describe the goals of the project. Will the project result in an increase in overnight stays by visitors in Lakewood? If so, how will this increase be tracked and monitored? How will an increase in the sale of goods and services as a result of the project be measured? What other short or long term economic benefits will occur and how will that be tracked? Why do you believe those project/activity outcomes are feasible? Applicants will be required to submit a post-funding report providing pertinent data evaluating tourism benefits resulting from the use of lodging tax funds as compared with the estimates contained in this application. Will the project result in an increase in overnight stays by visitors in Lakewood? Yes. As our visibility increases due to the type of international entertainment we bring to the Festival so does our type of visitors increase. We plan to host over ten international entertainers from Bauang which in turn brings a larger delegation of city officials to meet and renew our sister relationship as well as a consulate representation from San Francisco and members from various Philippine organizations. While it may not increase the number of nights, it will increase the number of rooms occupied during the visit.

How will this increase be tracked and monitored? An official letter will be sent to the Mayor of Bauang requesting their participation in our Festival. Once the letter is received we will have official confirmation of who, how many and how long the group will be in Lakewood. From that point we will send an invitation to the Consulate General and heads of other organizations. Responses will be tracked as they are received and monitored by the Board.

How will an increase in the sale of goods and services as a result of the project be measured? The Event Coordinator will evaluate the vendor surveys from 2014 to determine who and what product or service was most successful to determine who and what product or service should return. The Coordinator will also review the marketing strategy used to determine if and how our marketing impacted the sales and services.

What other short or long term economic benefits will occur and how will that be tracked? For short term while hosting our guest entertainers and delegations, we will utilize our local restaurants, grocery facilities, shopping center, etc. All expenses will be documented to reflect the dollars spent in the community.

For long term goals we hope to increase the time our sister/friendship city guests stay in Lakewood during the festival to meet, discuss and review our initial relationship, set goals for our future relationship and create a working document to implement the types of activities and events each city can host and support to the fullest extent possible. The outcome of that meeting will be documented with action items and time-line to ensure we are meeting our goals meaningfully.

Why do you believe those project/activity outcomes are feasible? Recent conversations with our sister/friendship cities have been focused on how do we put a plan in place to address our initial relationship goals. Both parties believe this is the time to move forward. Our like projects and activities will benefit both cities. We are at a juncture to make it happen.
5. Estimate how the funds will increase the amount of people traveling to Lakewood to stay overnight in paid accommodations.

The funds will support a world-class entertainment group that will greatly attract groups, organizations, vendors and businesses to participate in the festival. It is also expected that visitors from other Sister/Friendship cities will attend the festival and utilize Lakewood lodging, restaurants and other facilities.

6. Estimate how the funds will increase the amount of people traveling to Lakewood from more than 50 miles from their residences.

Each year our marketing efforts have increased due mostly to the support of these funds, which allow LSCA to seek out a greater range of marketing and advertising.

The marketing outreach for this festival include but are not limited to the following elements:

- Advertising – radio, TV, international and local newspapers, international organization newsletters and websites
- Audio-video development
- Outreach to other organizations – Asia Pacific Cultural Center, Korean Women Association, Lakewood Arts Commission, service groups, colleges, etc.
- Interviews and features – radio and TV, especially ethnic media outlets
- Billboards, banners, posters, fliers, reader boards
- Presentations at local clubs, non-profit agencies, businesses

Personal invitations will be mailed to the Governor, Consulates, JBLM, and Presidents, Executive Directors, etc., of various international organizations and clubs.

The increase in our marketing effort is expected to widen the geographical area of interest.

7. Estimate how the funds will increase the amount of people traveling to Lakewood from outside their state or country.

The funds will help our marketing efforts to reach a wider segment of citizens, businesses, organizations, etc., along the I-5 corridor and throughout the Pacific Northwest. Use of Constant Contact, email blasts and Facebook will greatly increase event exposure and interest in attending our event.

The funds will fund the travel of a world-class entertainment group from one of our Sister/Friendship cities. We expect a group of 10-20 entertainers and delegates to travel to our city for the 2015 Festival, which will support up to 10 rooms for 3-5 night stays.

Our experience has been the larger the event the more likely visitors from our other cities will attend.
8. Funding Requirements
Due to funding constraints, partial funding may be recommended by the LTAC.

8a. If partial funding is received, how will that impact the project/activity? Please describe:

Partial funding will impact the travel of a world-class entertainment group from one of our Sister/Friendship cities. The funds offset the cost of the international travelers so that the sister/friendship city can concentrate their minimal travel dollars towards the delegation's travel expenses.

9. Use of Funds
Provide detail on how the funds will be used. For example, $20,000 of the funds will be used for marketing, $5,000 for administration, $10,000 for Consultants, etc.

The lodging tax funds of $7,000 will cover marketing and operational costs and $9,000 will cover travel, lodging and meal costs for a group of approximately 10-14 entertainers from our Sister City of Bauan, La Union, Philippines.
### 10. Project Budget (for non-capital projects). Do not include in-kind contributions.

**Funding Source**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Confirmed? Yes/No</th>
<th>Date Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakewood Sister Cities Association</td>
<td>$3,000</td>
<td>Yes</td>
<td>Jan 2015</td>
</tr>
<tr>
<td>City Bars Funds</td>
<td>$3,000</td>
<td>No</td>
<td>Jan 2015</td>
</tr>
<tr>
<td>Sponsorships</td>
<td>$2,000</td>
<td>No</td>
<td>UNK</td>
</tr>
<tr>
<td>Other Grants</td>
<td>$1,000</td>
<td>No</td>
<td>UNK</td>
</tr>
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</table>

**Expenses:** Based on full funding, please list project costs.

*PLEASE NOTE:* Certain expenses may not be reimbursable, at the sole discretion of the City of Lakewood. You will only be repaid at the Lakewood authorized rates. Insurance is not an eligible cost. If you have any questions about any of your proposed expenses, please discuss them with Melody Perrusel at Lakewood’s Economic Development (253) 983-7769.

<table>
<thead>
<tr>
<th>a. Lodging Tax Funds</th>
<th>b. Other Funds, Do not include In-Kind dollars</th>
<th>c. Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0</td>
<td>$3,000</td>
<td>$3,000</td>
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</table>

**TOTAL COSTS** (Amount in column “a.” must match “Amount Requested”, and amount in column “c.” must equal “Total Project Amount” on Page 8)

| Total                  | $16,000 | $7,700 | $23,700 |

**Description for Direct Sales Activities, Contract Services, Travel and Others**

- Direct Sales – vendor fees
- Travel – Sister/Friendship City entertainers
- Other – local entertainers, miscellaneous

**In-Kind Contributions**

- Radio Ads - $300
- Printing Costs - $300
- Graphics - $250
11. Funding History

11a. Was this project funded with Lakewood lodging tax funds in fiscal year 2014?

     X    yes     no

11b. If you answered yes to 11a, how much funding did you receive in 2014?

     $12,500

11c. If you answered no to 11a, what is the last year Lakewood funding was received and how much?

     _______ (year)              (amount awarded)  □ no previous funding

11d. Indicate what efforts have been made to access funding from additional sources?

12. Coordination and Collaboration

Please provide information about any other organizations or agencies involved in this project/activity. Describe their level of involvement. Describe how this project coordinates with other tourism promotion efforts or services in the area, including Chambers of Commerce, local festivals, and local lodging and restaurants. You may attach up to three letters of support from these organizations.

The ArtsFests Committee is collaborating with Lakewood Sister Cities to showcase local and student artist's work throughout the festival. Their level of involvement is to find artists to participate and coordinate the artwork display areas.

<table>
<thead>
<tr>
<th>FUNDING/TIMELINE</th>
<th>Responsible parties, methods, means</th>
<th>Begin (Dates or periods)</th>
<th>End (Dates or periods)</th>
<th>Amount requested from Lodging Funds</th>
<th>Other funds committed - or proposed</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design &amp; Inspection</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Other Consultants</td>
<td></td>
<td></td>
<td>$</td>
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<tr>
<td>Permits &amp; Fees</td>
<td></td>
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<td>$</td>
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<tr>
<td>Land Acquisition</td>
<td></td>
<td></td>
<td>$</td>
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<td>$</td>
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<tr>
<td>Site Development &amp; Landscape</td>
<td></td>
<td></td>
<td>$</td>
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<tr>
<td>Buildings (new construction)</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Building Renovations (includes access)</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td>Other (specify) Insurance is not an eligible cost.</td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
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</tr>
</tbody>
</table>

If other funds are committed, please attach a letter of commitment from the funding source.

15. Certification
The applicant hereby certifies and confirms:

1. That it does not now nor will it during the performance of any contract resulting from this proposal unlawfully discriminate against any employee, applicant for employment, client, customer, or other person(s) by reason of race, ethnicity, color, religion, age, gender, national origin, or disability;
2. That it will abide by all relevant local, state, and federal laws and regulations;
3. That it has read and understands the information contained in this application for funding and is in compliance with the provisions thereof, and;
4. That the individual signing below has the authority to certify to these provisions for the applicant organization, and declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein.

Primary Signature: 

Signature:

Printed Name & Title of Chief Administrator/Authorizing Official: 

Date: 8/4/14
CITY OF LAKEWOOD

E-VERIFY REQUIREMENTS FOR CONTRACTORS

By Ordinance, the City of Lakewood requires that all contractors who enter into agreements to provide services or products to the City use the Department of Homeland Security’s E-Verify system when hiring new employees for the term of the contract.

E-Verify is an electronic system designed to verify the documentation of job applicants. It is run by the Department of Homeland Security.

Who is affected?
• All contractors doing business for the City of Lakewood. There is no minimum dollar value for contracts affected.
• All subcontractors employed by the general contractor on these contracts.

Are there exceptions?
• Contracts for "Commercial-Off-The-Shelf" items are exempted from this requirement.
• Individuals, Companies, or other organizations who do not have employees.

How long must the contractor comply with the E-Verify system?
• For at least the term of the contract.

Are there other stipulations?
• E-Verify must be used ONLY for NEW HIREs during the term of the contract. It is NOT to be used for EXISTING EMPLOYEES.
• E-Verify must be used to verify the documentation of ANY new employee during the term of the contract, not just those directly or indirectly working on deliverables related to the City of Lakewood contract.

How will the City of Lakewood check for compliance?
• All contractors will retain a copy of the E-Verify Memorandum of Understanding that they execute with the Department of Homeland Security AND
• Sign and submit to the City an Affidavit of Compliance with their signed contract.
• All General Contractors will be required to have their subcontractors sign an Affidavit of Compliance and retain that Affidavit for 4 years after end of the contract.
• The City of Lakewood has the right to audit the Contractor's compliance with the E-Verify Ordinance.

Further information on E-Verify can be found at the following website:

http://www.uscis.gov/e-verify

If you have questions about the City’s E-Verify Ordinance, please contact the City of Lakewood’s legal department prior to contracting with the City.
CITY OF LAKEWOOD

AFFIDAVIT OF COMPLIANCE WITH LAKEWOOD MUNICIPAL CODE 1.42
"E-VERIFY"

As the person duly authorized to enter into such commitment for

Lakewood Sister Cities Association
COMPANY OR ORGANIZATION NAME

I hereby certify that the Company or Organization named herein will

☐ Be in compliance with all of the requirements of City of Lakewood Municipal Code Chapter 1.42 for the duration of the contract entered into between the City of Lakewood and the Company or Organization.

OR

☐ Hire no employees for the term of the contract between the City and the Company or Organization.

__________________________
SIGNATURE

Connie F. Coleman-Lacadie, President

__________________________
PRINT NAME AND TITLE

8/14/14
DATE
Lakewood Sister Cities Association
2015 International Festival
Marketing Plan

The Lodging Tax Grant funds of $16,000 will be used for:

- Marketing and operational costs of $7,000
  - advertising – radio, TV, international and local newspapers, international organization newsletters and websites
  - Audio-video development
  - Outreach to other organizations – Asia Pacific Cultural Center, Korean Women Association, Lakewood Arts Commission, various Philippine organizations, service groups, colleges, etc.
  - Interviews and media features – radio and TV, especially ethnic media outlets
  - Billboards, banners, posters, flyers, reader boards, eBlasts, Constant Contact, etc.
  - Presentations at local clubs, non-profit agencies, businesses
  - Personal invitations will be mailed to the Governor, Consulates, JBLM, and Presidents/Executive Directors of various international organizations and clubs

- Travel, lodging, meals for Sister/Friendship city entertainment group of $9,000
  - Airfare for entertainers only
  - Lodging for entertainers only
  - Meals for entertainers only

Each year our marketing efforts have increased due mostly to the support of the Lodging Tax funds, which support a greater range of marketing and advertising.

The increase in our marketing effort is expected to widen even further the geographical area of interest. The increase in our travel request is due to increased costs and the size of the group to entertain.
January 30, 2014

SCOPE OF WORK: 2014 LSCA International Festival Event Coordinator

PROJECT: The International Festival is the major community event of the Lakewood Sister Cities Association (LSCA), a non-profit 501(c)3 organization affiliated with the City of Lakewood. The festival is an opportunity for Puget Sound residents to take part in celebrating Lakewood's rich cultural heritage by:

- Seeing ethnic costumes,
- Hearing international music,
- Watching international dance,
- Enjoying international arts and crafts,
- Tasting international foods,
- Experiencing and learning through hands-on about a variety of customs and cultures, and
- Learning more about various businesses and non-profits in the local community.

This free cultural event typically draws between 1,500-2,000 participants and citizens, which includes the disabled, school children, military families, and members of regional international communities.

This annual event benefits the City of Lakewood and its citizens by:

- Celebrating the cultural diversity of Lakewood, one of Washington State's most ethnically diverse cities,
- Promoting international Puget Sound-based performing arts groups,
- Bringing people together for a fun, free, family multicultural event, and
- Raising support for a variety of LSCA activities that benefit the City of Lakewood and Pierce County.

LSCA has raised $12,500 in grant funds to support this 2014 festival.

NEED FOR A FESTIVAL COORDINATOR: The City of Lakewood remains committed to the strength and work of its citizen committees. Recently, staff resources have been allocated away from daily support of such citizen groups as LSCA to focus more directly
on revenue-generating operations for the City. This action is needed in able to be more efficient with limited City funds and due to a widespread economic downturn that has affected national governments as well as local municipalities. While such assignment shifts are understandable to bring much needed revenue to the City for the long-term, they leave all-volunteer organizations like LSCA in a difficult short-term position for the organization, implementation and management of its annual work plan.

At the same time, the LSCA finds itself in a fragile organizational position. Time is needed in order to rebuild the organization and the board, recruit new members and sponsors, implement a new website, develop a long-term marketing plan and redirect its work with fewer City resources at its disposal. These changes started in 2009. We continue to honor our Sister/Friendship Cities at the international festival and will highlight Okinawa City, Japan, in 2014.

The LSCA Board is requesting $1,730 to hire a second festival event coordinator to manage aspects of the festival that were previously coordinated by City staff members. Funds requested will come from the City budget designated for LSCA.

SCOPE OF WORK: Festivals such as this require a great deal of organization and close attention to many levels of detail. This year is particularly unique in that LSCA is collaborating with the ArtsFest Committee to increase the scope of the event. The event coordinator hired will work directly with the LSCA Board President to ensure all phases are being completed on target, on budget, and to facilitate the activities listed below:

Attend LSCA Board monthly meetings, the 2nd Tuesday of each month, to work on festival elements and report the progress of festival plans. When necessary will also attend ArtsFest Committee meetings to ensure all committees are on the same page.

By January 31:
- Provide point-of-contact reference for questions and information.
- Confirm facility areas and accessories, such as tables and chairs.
- Develop and revise first draft of festival floor plan for review by LSCA Board and ArtsFest Committee.
- Revise applications for entertainers, food and arts and crafts vendors. (ongoing)
- Send applications to entertainers, food, and arts and crafts vendors. (ongoing)
- Post applications to various web and promotional sites to invite the greatest possible range of vendors and entertainers to the festival.
- Find a graphic artist/designer (Pierce College international students have previously offered their services) to create design elements including the ArtsFest logo for banners, flyers and marketing pieces.
- Review sponsorship package and develop a list of possible sponsors.
- Begin scheduling appointments with selected sponsors to introduce the Festival and ArtsFest to obtain their support of the event. (ongoing)
By February 28:

- The event coordinator will assure all food vendors have a Pierce County Health Department permit and that they follow all health department guidelines and are aware of this stipulation. Their health permit and food handling cards must be displayed in their booth.
- Send applications to various entertainers, food and arts and crafts vendors. (deadline March 28th)
- Place the 2014 International Festival and ArtsFest details on other organization event calendars to assure wider festival coverage.
- Set up marketing and advertising campaign strategies with billboard contacts, various media contacts and local businesses.
- Work with LSCA Entertainment Chair to obtain local entertainers who represent our Lakewood’s Sister Cities and other international countries.
- Work closely with the LSCA President who invited a group from our Sister City of Okinawa City, Japan, and the Entertainment Chair to ensure the entertainers are informed of their schedule and the event's agenda.
- Select all festival entertainers and vendors and the ArtsFest Committee when and where necessary. (ongoing)
- Review entertainment contracts and have them signed. (ongoing)
- Write and mail, or email confirmation letters to entertainers and vendors. (ongoing)
- Work with city support staff and LSCA treasurer to insure proper accounting of all funds.
- Prepare invitation to Consulate offices, local international organizations, city, county and state officials, Sister Cities International, etc., to participate and serve as representatives of their office and/or organization for review by the LSCA President.
- Work with advertisers and the LSCA President to finalize marketing items.
- Confirm marketing aspects with vendors to insure timelines are being met for most advantageous event advertising.
- Complete paperwork needed for advertising and marketing contracts and payments.
- All contracts and invoices need to be approved by LSCA President prior to finalization of contract or payment of invoices.
- Reserve rented equipment for festival, if needed.

By March 31:

- Send applications to various entertainers, food and arts and crafts vendors (ongoing).
- Write and mail, or email confirmation letters to entertainers and vendors (ongoing).
- Determine vendor placements in facility.
- Select festival entertainers and vendors (ongoing)
• Review entertainment contracts and have them signed. Fees need to be reviewed by LSCA President. (ongoing)
• Develop a donation thank-you letter for festival donors and contributors.
• Meet with venue staff to review event details, schedules, dressing rooms for entertainers, and other details needed for a successful festival and ArtsFest.
• Continue to provide point-of-contact reference for festival inquiries.
• Finalize marketing contracts; insure campaigns are proceeding.
• Develop festival opening ceremony elements with LSCA President, to include request of the Lakewood Mayor's welcome, list of Consulate and other dignitaries or speakers.
• Develop first draft of festival printed program.
• Monitor marketing elements to insure effective advertising. (ongoing)
• Determine festival staffing assignments.
• Have the city print flyers, brochures, program, etc.
• Contact local colleges to invite International students to volunteer.
• Work with LSCA Board to fill assignments and find festival volunteers.
• Finalize equipment and facility needs with venue staff.
• Work with Treasurer and city support staff to insure payments are received from vendors, checks are paid to suppliers, and paperwork is covered as needed.
• Work with LSCA Treasurer on payment requests for entertainers; payment due after their festival performance.
• Develop festival survey and method to generate adequate responses.

By April 10:
• Develop entertainment contracts and get signed. (ongoing)
• Write and mail, or email confirmation letters to entertainers and vendors. (ongoing)
• Develop assignment sheets and training, if needed, for volunteers, Board members and ArtsFest Committee.
• Confirm final festival details with venue staff, Board members and ArtsFest Committee.
• Finalize decorations, purchase supplies, and determine set-up plan.
• Have city print surveys, forms or other items as needed.
• Finalize any loose items regarding venue, vendors, entertainers, or fund sources.
• Set up festival per agreed upon set-up plan.
• Schedule and conduct venue walk through with Board President, venue staff and ArtsFest Logistics Chair.
• Check all sound systems during walk through.

By April 20:
• Have the city print the final event programs at least by this date.
• Schedule and conduct final venue walk through with Board President.
• Double check all sound systems.

City of Lakewood – Contract for Services - 12
ON April 25:
- Begin setting up for the Festival and ArtsFest.

By May 8:
- Write final festival report to use as guide for 2015 festival.
- Meet with Board President, Board Treasurer and city support staff to review final report.
- Present final report at a LSCA monthly scheduled meeting.
- Return festival supporting documents and leftover supplies to Lakewood city support staff.
- Email all festival documents to city support staff.

COMPENSATION: Festival work has historically required approximately 150 hours over five months. The festival is scheduled in four months, thus, squeezing the timeline. Compensation will be paid in monthly installments upon receipt of an invoice detailing hours and tasks completed from the Festival Event Coordinator. The maximum compensation to be paid by the City of Lakewood for this position is $1,730, with the last installment being paid after all festival records are turned in.

CONTRACT FULFILLMENT: Contract work will be fulfilled according to the timelines noted. If timeline changes are made, such changes will be agreed to by the LSCA President Connie Coleman-Lacadie. If, at any time, it is found that festival elements are not being met according to timelines, the LSCA President may terminate this contract, paying only for work completed. If the Festival Event Coordinator cannot fulfill this contract, the LSCA President requests at least 30-day notice in order to find an adequate replacement.
Date: JAN 30 2004

LAKEWOOD SISTER CITIES ASSOCIATION
6000 MAIN ST SW
LAKEWOOD, WA 98499

Dear Applicant:

Our letter dated May 1999, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity during an advance ruling period.

Based on our records and on the information you submitted, we are pleased to confirm that you are exempt under section 501(c)(3) of the Code, and you are classified as a public charity under the Code section listed in the heading of this letter.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:00 a.m. - 6:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,

[Signature]

Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)
ARTICLES OF INCORPORATION
OF
LAKEWOOD SISTER CITIES ASSOCIATION

The undersigned, residents of the State of Washington, a majority of whom are citizens of the United States, desiring to form a Non-Profit Corporation under the Non-Profit Corporation Law (Revised Code of Washington 24.03), do hereby certify:

ARTICLE I - NAME

The name of the Corporation shall be LAKEWOOD SISTER CITIES ASSOCIATION.

ARTICLE II - REGISTERED OFFICE

The address of the initial registered office of this Corporation is c/o City of Lakewood, 10510 Gravelly Lake Drive SW, Suite 206, Lakewood, Washington 98499, Pierce County, and the name of its initial registered agent at such address is ALICE M. BUSH. The written consent of such person to serve as registered agent is attached hereto.

ARTICLE III - PURPOSES

The purposes for which this Corporation, a nonprofit charitable organization, is formed are:

1. To provide a forum for community involvement in Lakewood’s sister city relationships and to encourage educational, cultural, economic, trade, and tourism opportunities for the greater Lakewood community through the sister city experience; and

2. To engage in any other lawful activity which may hereafter be authorized from time to time by the membership of the Association; provided, however, that the purposes for which the Corporation is formed shall at all times be consistent with Section 501(c) (3) of the Internal Revenue Code.

ARTICLE IV - MEMBERSHIP

The management of this Corporation shall be vested in the membership of the Association. The membership, and the method of selecting officers, shall be fixed by the Bylaws of this Corporation; provided, that the initial officers shall be two in number and their names and addresses are:
The initial officers shall serve until the first organizational meeting of the membership of the Association and until their successors are appointed and qualified.

ARTICLE V - POWERS

This Corporation shall have the power to do all lawful acts or things necessary, appropriate, or desirable to carry out and in furtherance of its purposes described in Article III which are consistent with the Washington Nonprofit Corporation Act and Section 501(c) (3) of the Internal Revenue Code.

ARTICLE VI - INFLUENCE LEGISLATION

No substantial part of the activities of this Corporation shall be carrying on of propaganda, or otherwise attempting to influence legislation, and this Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, this Corporation shall not carry on any other activities not permitted to be carried on:

(a) By a Corporation exempt from federal income tax under Section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code; or
(b) By a Corporation, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE VII - BYLAWS

The Association is authorized to make, alter, amend, or repeal the Bylaws of this Corporation, and members shall have the power to alter, amend, or repeal such Bylaws only as provided therein.
ARTICLE VIII - LIMITATIONS

This Corporation shall have no capital stock, and no part of the net earnings of this Corporation shall inure, in whole or in part, to the benefit of, or be distributable to, any member, officer, trustee, director, or other private person having a personal or private interest in the activities of the Corporation, or to any person or organization other than an organization which is exempt from federal income taxation under Sections 501(a) and 501(c) (3) of the Internal Revenue Code, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III hereof.

ARTICLE IX - TRANSACTION INVOLVING DIRECTORS

1. No contracts or other transactions between this Corporation and any other Corporation, and no act of this Corporation shall in any way be affected or invalidated by the fact that any director of this Corporation is pecuniarily or otherwise interested in, or is a trustee, director, or officer of, such other Corporation.

2. Any member and officer, individually, or any firm of which any trustee may be a member, may be a party to, or may be pecuniarily or otherwise interested in, any contracts or transactions of the Corporation; provided, that the fact that such member and officer or such firm is so interested shall be disclosed to or shall have been known by the Association or a majority thereof.

ARTICLE X - DISTRIBUTIONS UPON DISSOLUTION

Upon the dissolution of this Corporation, all of its assets remaining after payment of creditors shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of Pierce County, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes. In no event shall any of the Corporation's assets be distributed to the officers, directors, or members of the Corporation.

ARTICLE XI - AMENDMENTS

This Corporation reserves the right to amend, alter, change, or repeal any provision contained in these Articles of Incorporation by the affirmative vote of a majority of the members present at a meeting of the Association.
ARTICLE XII - DURATION

The period of duration of this Corporation shall be perpetual.

ARTICLE XIII - INCORPORATOR

The name and address of the incorporator is:

Name: Pat Cavendish
Address: c/o City of Lakewood
10510 Gravelly Lake Dr. SW, Suite 206
Lakewood, WA 98406

DATED: _________________

Incorporator

CONSENT TO APPOINTMENT OF REGISTERED AGENT

I, ALICE M. BUSH, hereby consent to serve as registered agent, in the State of Washington, for LAKEWOOD SISTER CITIES ASSOCIATION. I understand that as agent for the Corporation, it will be my responsibility to accept service of process in the name of the Corporation; to forward all mail and license renewals to the appropriate officer of the Corporation; and to immediately notify the Office of the Secretary of State of my resignation or of any changes in the address of the registered office of the Corporation for which I am agent.

DATED: _________________

ALICE M. BUSH, CMC
General Services Director/City Clerk
City of Lakewood
10510 Gravelly Lake Dr. SW, Suite 206
Lakewood, WA 98499
## 2014 LSCA Board of Directors

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<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Details</th>
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<tbody>
<tr>
<td>Mr. Ron Chow</td>
<td>(BOARD MEMBER)</td>
<td>Import/Export Businessman, WA State Commission on Asian Pacific American Affairs, P.O. Box 110632, Tacoma, WA 98411, 253.640.7601</td>
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<tr>
<td>Mr. Michael R. Lacadie</td>
<td>(BOARD MEMBER)</td>
<td>USAF/Boeing Retired, 253.588.8967</td>
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<tr>
<td>Mrs. Connie J. Coleman-Lacadie</td>
<td>(PRESIDENT)</td>
<td>Federal Aviation Administration (FAA) Retired, 10208 101st Ave. CT SW, Lakewood, WA 98498, 253.906.1346</td>
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<tr>
<td>(VICE PRESIDENT)</td>
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<tr>
<td>Ms. Lois Stokes</td>
<td>(TREASURER)</td>
<td>PT Accounting + PT Graduate School, 8034 So. Alaska St., Tacoma, WA 98408, 253.230.6110</td>
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<tr>
<td>Mr. Herb Stumpf</td>
<td>(BOARD MEMBER)</td>
<td>Retired, 11718 Terry Lake Rd SW, Lakewood, WA 98498-2715, 253.582.3073</td>
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<td>Mr. James Kim</td>
<td>(BOARD MEMBER)</td>
<td>1551 Bay Hill Ave, Fircrest, WA 98466, 253.250.1210</td>
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<td>Cindy MacKersie</td>
<td>(BOARD MEMBER)</td>
<td>SEVIS and Cultural Programs Manager, Pierce College, 9401 Farwest Drive SW, Lakewood, WA 98498, 253.964.7345</td>
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## Lakewood Sister City Association
### Monthly Activity Report
#### JANUARY 2013

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| Cash On Hand            | $ 31,400.33  | $ -             | $ -              | $ -     | $ -    | $ -    | $ -     | $ -             | $ -             | $ 31,400.33     |

**Explanation**

---

1/2013
Lakewood Sister Cities Presents
Lakewood International Festival
HONORING
Okinawa City, Japan
FEATURING
Miyagi-Ryu Minoruno Kai-Megumi Matsuda
Dance Institute

STARRING
Megumi Matsuda
Tomoko Nakamura
Asami Ohama

SATURDAY
APRIL 26, 2014
11 am - 5:30 pm

Pierce College / Ft. Steilacoom

Kids Zone
Japanese Origami
Face Painting
Calligraphy

ArtFest

FRIDAY
APRIL 25, 2014
6:00 - 9:00 pm
Juried Art Awards
Student & Military Art Exhibits
Meet the Artist Reception
Clover Park H.S. Entertainers

SUNDAY
APRIL 27, 2014
11:00 am - 5:30 pm
Shahparoba Dance Troupe
Chang Hee Sun Woman Drummers
Lakewood Playhouse Performers

FREE ADMISSION
Three Exciting Days of Free Family Entertainment!

**FRIDAY**
**APRIL 25**
6 pm-9 pm

**ARTS FEST OPENS**
* Juried Art Awards
* Student & Veteran Art Exhibits
* Meet the Artists Reception 6 pm-7:30 pm
* Clover Park High School Entertainers

**SATURDAY**
**APRIL 26**
11 am-5 pm

**SISTER CITIES**
Prentesnt entertainment from **Okinawa City, Japan**
Plus various international entertainers

ALL Art Exhibits, Food & Craft Vendors, Kids Corner open

**SUNDAY**
**APRIL 27**
11 am-6 pm

**ARTS FEST CONTINUES**
Live entertainment featuring
* Shahdaroba Dance Troupe
* Chang Hee Suk Woman Drummers
* Lakewood Playhouse Performers

ALL Art Exhibits, Food & Craft Vendors, Kids Corner open

**COME JOIN THE FUN!**
FREE PARKING & ADMISSION! FAMILY FRIENDLY!
Cascade Bldg, Pierce College (off Jarvest Drive)

For event information, contact Crystal at (253) 444-8766 or cdkwolf@gmail.com.
For art show information, contact Shirley at (253) 562-8883 or go to www.artsfestlakewood.us or www.isca.us

Sponsored by:
Pierce College
Crime Stoppers
City of Lakewood
Clover Park Rotarians