



COMMUNITY ENRICHMENT FOR KLICKITAT/SKAMANIA COUNTY

## LETTER OF INTRODUCTION

**CEKC Mission:** To enrich community services and engage in activities that strengthen the social and economic well being of Klickitat and Skamania County residents.

We appreciate your interest in joining Community Enrichment for Klickitat and Skamania County (CEKC). This letter lines out the process of becoming a project under the CEKC umbrella. After receiving this letter and the accompanying pages, review the Project Guidelines. Read and sign the CEKC Application, then return to Linda Williams. You will be contacted to set up a date and time to present your project to the CEKC Board.

- **Project Guidelines** - This is an informal introduction to CEKC: what our expectations and responsibilities are, what your responsibilities are, and a list of required paperwork.
- **CEKC Application** - This is the formal request to join CEKC and gives CEKC basic information about your organization.

CEKC Board meetings are held the second Monday of each month at 10:00 AM at the Lyle Activity Center. At this meeting you will introduce your project, your wants, needs and goals. The Board will not at this time accept you as a project but will discuss the matter further and inform you of their decision prior to the next meeting. If you are accepted, the remainder of paperwork will be sent to you for completion, signatures, and be returned to CEKC.

All grants need to go through CEKC with CEKC named as the applicant. CEKC will assess a 5% administration fee when the CEKC EIN is used. CEKC does not provide grants.

Upon review of your application by the Board of Directors, you will receive notification of our decision.

If you have any questions please contact:

Linda Williams: 509-773-6067 or llwilliams2003@gmail.com

*CEKC does not discriminate against any person on the basis of race, color, national origin, disability, sex, age or sexual orientation in admission, treatment, or participation in its programs, services and activities, or in employment. No person shall be excluded from participation in, or be denied the benefits of any service, or be subjected to discrimination because of race, color, nationality, religion, sex, age, disability, or sexual orientation.*