

Application for Sitka City Grant  
Request for Aid for Human Services  
Youth Advocates of Sitka, Inc.  
August 26, 2016

City and Borough of Sitka

# ANNUAL GRANTS FROM GENERAL FUND

## SUMMARY SHEET

Name of Organization: Youth Advocates of Sitka, Inc.

Name of Contact Person: Annette Becker

Phone: 907-747-3687 Email: [annette.becker@sitkayouth.org](mailto:annette.becker@sitkayouth.org)

Mailing Address: 805 Lincoln Street Sitka, AK 99835

Grant Category (check either annual or special emergency grant, and check type of services for annual grant):

- ☐ Annual Grant:
  - ☐ **Human Services**
  - ☐ Cultural And Educational
  - ☐ Community Development
- ☐ Special Emergency Grant

Dollars Requested: \$ 1,630.00

Match Dollars Committed: \$ 143,933.00 Percentage: % 0.1%

Sources of Matched Dollars: Alaska Mental Health Trust (\$50,000), Crossett Foundation (\$20,000), First Bank (\$5,000), White Elephant Shop (\$3,000), Wells Fargo (\$2,000), Alaska Mental Health Trust DVR-PETS (\$10,000), Department of Education & Early Development STAR grant (\$1,900), Youth Advocates of Sitka (\$52,033).

Brief Description of the Purpose of the Grant:

This grant will provide funding for the Youth Advocates of Sitka's to purchase an Ipad, Ipad stand and a month to month data plan for the first year for our point-in-sales system in our youth run business "Latitude 57" which will be opening Spring of 2017.

I, Annette Becker, do hereby certify that all information provided for in this grant application is accurate and complete to the best of my knowledge.

Name: Annette Becker

Title: Executive Director Date: \_\_\_\_\_

## Project Description Overview

### What Grant category are you applying for?

Youth Advocates of Sitka is applying for the Human Services grant category. Youth Advocates is a non-profit mental and behavioral health agency dedicated to supporting youth ages 5-21 that have been diagnosed with emotional and behavioral disorders. This year marks our 41<sup>st</sup> anniversary of providing services to our youth, their families, and the community. Our **mission** is to support the mental health of Alaska's youth and their families. Our **vision** is to empower youth to grow into healthy, happy, and productive members of our community.

### What will be done with these funds?

We are requesting support from the City of Sitka to purchase an Ipad, Ipad stand, and 12-month month-to-month data plan for our point of sales system in our youth run business, Latitude 57. We will be opening this youth run business in the Spring of 2017.

Through this grant the City of Sitka will be supporting YAS's Youth Employment Program. Which has three main components; 1) Pre-Employment Life Skills Class youth learn the skills necessary for finding and securing employment. We will identify youths strengths, interests, and challenges. Topics include personal goal setting, networking, resume building, job searching, filling out job applications, financial literacy, appropriate work attire, and interviewing among others. Students also earn academic credit toward high school graduation or GED requirements for successful completion of this class. 2) Youth Run Business which specifically hires, trains, and is run by at-risk youth supported by YAS staff. Latitude 57 will be a mobile smoothie and coffee truck. Youth will be supported by a YAS Skills Trainer while they work and earn vocational credit as well as a stipend. They will gain real work experience and self-confidence which they can add to their resume and build upon in the future. Latitude 57 is scheduled to begin operations this upcoming spring 2016. ***The money that we are requesting from the City of Sitka will allow us to purchase an Ipad, Ipad stand, and one-year month-to-month data plan needed for our point of sales system in the youth run business.*** 3) Connecting youth with mainstream workforce and/or other post-secondary opportunities. Our Skills Trainers aid youth in their job search and they will refer youth to external organizations and services that will aid youth in finding employment.

### Who will do it?

The Program Coordinator will be responsible overseeing the Employment Program. Including purchasing items requested in this grant and submitting the final grant report.

### Who will be served?

Are target population is youth ages 16 to 21 years. YAS provides services to youth with some type of mental or behavioral health disorder that is impacting their daily functioning and often become barriers to employment.

### When will this service be provided?

We have already started providing pre-employment transitional services to youth this past year. However, the youth run business aspect of our employment program is accepted to start in the spring of 2017.

### Has the agency received CBS General Fund Grants previously? If so, how many, which years and for what amount?

Yes, Youth Advocates has received 4 CBS General Fund Grants previously: \$4,500 in 2012, \$4,500 in 2013, \$1,857 in 2014, and \$752 in 2015.

## **Expected Outcomes**

### How will this project be measured as successful?

We will track and record the following data to assess the impact of our project:

- Number of youth enrolled in Pre-Employment Life Skills class
- Number of youth complete Pre-Employment Life Skills class
- Parentage of youth who showed increased life skills from the Pre- and Post-program Ansell Casey Life Skills assessment
- Number of youth who work in Latitude 57
- Youth hours worked in Latitude 57
- Number of youth employed or enrolled in post-secondary program after involvement with Youth Run Business with follow-ups at 1 month, 6 months, and 12 months

### What will the tangible community benefit be?

In the fall of 2013 wanted to assess whether or not these services were needed in our community. Through this process we created a Job Skills survey. We asked 98 local businesses to identify which basic skills are most important for applicants to possess when hiring for entry-level positions. We received overwhelming support from local businesses and feedback that a youth employment program was needed and that it would benefit the overall community.

Out of the 98 local businesses we contacted we received responses from 55 places of work in Sitka who also identified which desirable skills are most often lacking in job applicants. These skills include reliability, punctuality, having a strong work ethic, the ability to follow directions, responsibility, verbal communication, professionalism, and teamwork. With this data, it informed us how to best address the mismatch between skills students acquire and the needs of employers in Sitka and we have incorporated these skills into our Employment Program frame work.

All component of our employment program focuses on supporting youth with they develop the skills they need to find and keep a job. These employment-related skills, were informed by 55 local businesses and our community partners, include time management, respect, communication, good attitude/work ethic, appropriate work attire, professionalism, and interpersonal skills.

We will then work with youth to find permanent employment in our community and/or pursue secondary education. Our overall vision is to empower youth to grow into healthy, happy, and productive members of our community.

### What are some benchmarks during the project that indicate things are going in the right direction?

Our benchmarks of success is that we will have a minimum of 20 youth participate in our employment program. Out of these youth we expect that all of them who complete the pre-employment class will show increased life skills and out of the youth who work in the youth run business will gain employment skills.

- 100% of the youth will showed increased life skills from the Pre- and Post-program Ansell Casey Life Skills assessment
- 10 youth who work in Latitude 57
- 15 youth employed or enrolled in post-secondary program
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## Statement of Need

### How does this project align with the funding category that you are applying for?

This project aligns with the funding category of Human Services as Youth Advocates provides continued mental health and behavioral health services to youth and their families in our community and throughout Alaska. We strive to continue supporting youth reach their full potential, ensuring that we grant them valuable life skills and a safe environment to always be welcome in. It's our vision to empower youth to become happy, healthy, and productive members of the community.

### What documented needs does this project address?

We have observed many of our clients struggle with unemployment. The long-term effects of youth unemployment are negative for both individuals and the communities which support them. Those who experience unemployment early in life are more likely to become unemployed as adults. Furthermore, they experience an earnings penalty as high as 20% compared to peers who find early employment which may persist for as long as 20 years. Perhaps more importantly, studies find evidence that youth unemployment often hurts the individual's happiness and health for years thereafter. The social costs of youth unemployment may include income inequality, juvenile delinquency, and social exclusion.

Currently, there are no programs in Sitka for youth without work experience or High School degrees to develop employability skills. By participating in the employment program, we anticipate that our young people will experience an increase in life skills, work ethic, self-confidence, self-worth, and motivation necessary to find a permanent job in the community and contribute to successfully transitioning to independent living.

We received responses from 55 places of work in Sitka who also identified that a program like this would be greatly beneficial. The local businesses also identified which desirable skills are most often lacking in job applicants. These skills include reliability, punctuality, having a strong work ethic, the ability to follow directions, responsibility, verbal communication, professionalism, and teamwork. With this data, we made sure to address the mismatch between skills students acquire and the needs of employers in Sitka. We have also heard directly from our youth that these services are needed.

### Does the funding from this request leverage other funds for the project? How?

Yes. This project would not be possible without the support from community and State wide partners. We really hope that the City of Sitka can also support our efforts.

We have secured funding for this project from the following;

Funding Source	Purpose	Amount
AK Mental Health Trust	Capital cost of food truck	\$ 50,000
The Crossett Foundation	Personnel and supplies	\$ 20,000
First Bank	Youth Stipends	\$ 5,000
AK Mental Health Trust – DVR	Personnel	\$ 10,000

White Elephant Shop	Supplies	\$ 3,000
Wells Fargo	Personnel and supplies	\$ 2,000
Dept. of Education and Early Development	Supplies	\$ 1,900
Sitka School District	Space to provide pre-employment class and youth receive school credit.	
Youth Advocates of Sitka	Personnel	\$ 52,033

## **Organizational Capacity**

### Track Record:

Youth Advocates has been supporting youth in Sitka since 1975. Programs and Services include: Assessment and testing, Individual, group and family therapy, Hanson House Level III Residential Facility, Non-Secure Attendant Program, Youth Drop-in Center, Therapeutic Foster Care, outpatient services, school based services, and pre-employment and transitional services.

### Community Support

We have received support from the 55 different local businesses that filled out our survey. In addition to that, we have worked closely with the following businesses this past year to connect youth with employment after they completed the Pre-Employment Class. These businesses include; Sitka Library, Harry Race Pharmacy, Betty Eliason Child Care Center, Sawmill Creek Farm, Island Institute, Seamart, LakeSide Grocery, and Russells.

In addition to these local business Youth Advocates of Sitka works very closely with the following community partners; Sitka School District, Mt Edgecumbe High School, SEARHC, Sitka Tribe of Alaska, Center for Community, Sitkan's Against Family Violence, Sitka Job Center, Division of Vocational Rehabilitation, Department of Juvenile Justice, Sitka Counseling, and Office of Children's Services.

### Board Attendance

The Board of Directors meets with the Executive Director on a monthly basis. The Board and the Executive Director had an overall quorum of 83%.

### Board Members and Officers

President: John O'Brien  
Vice President: Debi Terry  
Secretary/Treasurer: James Clare  
Member: Chris Washko  
Member: Mark White

## **Budget**

### Statement of assets, revenues, and expenditure:

See Attachment #1

### Detailed budget for current year FY2016, including funds for this project:

See Attachment #2

Include itemized list of grants received or pending for prior and current years:

<b>Funding Source</b>	<b>Purpose</b>	<b>Amount</b>
AK Mental Health Trust	Capital cost of food truck	\$ 50,000
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White Elephant Shop	Supplies	\$ 3,000
Wells Fargo	Personnel and supplies	\$ 2,000
Dept. of Education and Early Development	Supplies	\$ 1,900
Sitka School District	Space to provide pre-employment class and youth receive school credit.	
DHSS, Comprehensive Behavioral Health Treatment and Recovery grant	Personnel, supplies,	\$185,390
DHSS, Hanson House RCCY grant		\$73,000
DHSS, DJJ, Non-Secure grant		\$15,173

**Documentation**

Copy of 990 form

See Attachment #3

Copy of nonprofit documentation

See Attachment #4

Current State of Alaska nonprofit organization business license

See Attachment #5

# YOUTH ADVOCATES OF SITKA, INC.

## Balance Sheet

June 2016

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### ASSETS

#### Current Assets

NORTHRIM BANK CHECKING	272,670.65
WELLS FARGO SAVINGS	150,897.64
PETTY CASH	200.00
ACCOUNTS RECEIVABLE	121,186.00
GRANTS RECEIVABLE	25,286.39

TOTAL Current Assets		570,240.68
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#### Fixed Assets

LAND	340,000.00
BUILDINGS	621,419.68
BUILDING IMPROVEMENTS	100,992.47
OTHER FIXED ASSETS	(1,235,480.31)
ACCUMULATED DEPRECIATION	1,130,443.65

TOTAL Fixed Assets		957,375.49
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TOTAL ASSETS		1,527,616.17
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### LIABILITIES

#### Current Liabilities

ACCOUNTS PAYABLE	(11,076.87)
DIRECT DEPOSIT LIABILITIES	23,854.84
FEDERAL PAYROLL TAXES PAYABLE	9,448.85
STATE PAYROLL TAXES PAYABLE	1,221.51
RETIREMENT BENEFITS PAYABLE	806.67
ACCRUED VACATION	41,448.08

TOTAL Current Liabilities		65,703.08
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#### Long-Term Liabilities

WELLS FARGO LOAN 805 LINCOLN	146,821.23
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TOTAL Long-Term Liabilities		146,821.23
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TOTAL LIABILITIES		212,524.31
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### EQUITY

RETAINED EARNINGS	1,229,216.18
Year-to-Date Earnings	85,875.68

TOTAL EQUITY		1,315,091.86
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TOTAL LIABILITIES & EQUITY		1,527,616.17
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YOUTH ADVOCATES OF SITKA  
COMBINED AGENCY BUDGET FY 17

	40		50	30	17	70	25		
	NonSecure Grant	HH-CORE Grant	HH MEDICAID	CMHP MEDICAID	TFC MEDICAID	CBHTR Grant	Emphy Program	City of Sitka Grant	TOTAL
<b>PERSONAL SERVICES</b>				61,167	-				61,167
					46,975	15,645			62,620
				4,790		41,145			45,935
							19,313		19,313
				39,790		-			39,790
					43,958				43,958
			48,614						48,614
			18,222	18,222					36,444
			2,051			46,563			48,614
				6,000					6,000
				5,928					5,928
				0	0				-
			15,762	15,762					31,524
				21,420	21,420				42,840
			29,739			5,568			35,307
			17,784	17,784	-				35,568
	14,662								14,662
			32,273						32,273
									-
				33,529					33,529
				29,785					29,785
				-		32,080			32,080
				29,786		-			29,786
			34,482						34,482
			15,340						15,340
			38,862						38,862
			30,680						30,680
			30,118						30,118
			32,316						32,316
			31,404						31,404
			12,480						12,480
					6,510				6,510
<b>Total</b>	<b>14,662</b>	<b>-</b>	<b>390,127</b>	<b>283,963</b>	<b>118,863</b>	<b>141,001</b>	<b>19,313</b>		<b>967,929</b>
Payroll Taxes		-	27,894	20,303	8,499	-	1,487		58,183
Health Insurance Stipend			18,000	16,200	3,600		1,800		39,600

I.T.					2,500				2,500
Life Insurance					1,872				1,872
Total	<b>14,662</b>	-	<b>436,021</b>	<b>320,466</b>	<b>135,334</b>	<b>141,001</b>	<b>22,600</b>		1,070,084
<b>TRAVEL</b>									-
	NS	HH-RCCY	BRS	CMH	TFC	DHSS/BH	Emphy		-
	Grant	Grant	MEDICAID	MEDICAID	MEDICAID	Grant	Program		-
Travel/Training		4,500							4,500
Mileage									-
Moving Expenses				-					-
Total	-	<b>4,500</b>	-	-	-	-	-		4,500
<b>FACILITY</b>									-
Communications	180	6,000	1,500			4,800			12,480
Utilities		7,500		2,500		11,000			21,000
Minor Repairs/Maint.		1,200							1,200
Total	<b>180</b>	<b>14,700</b>	<b>1,500</b>	<b>2,500</b>	<b>0</b>	<b>15,800</b>	<b>0</b>		34,680
<b>SUPPLIES</b>									-
Program Supplies	330	31,600		900				<b>1,630</b>	32,830
Office Supplies	-		3,250			750			4,000
Client specific expense - petty cash		10,000							10,000

Computer			1,500						1,500
Client Food/Healthy Snacks			2,000			4,103			6,103
Van Fuel			1,400	-	1,200	350			2,950
Total	330	41,600	8,150	900	1,200	5,203	-	1,630	59,013
<b>EQUIPMENT</b>									-
Maintenance/Repair		5,000			-				5,000
Equip Purchases					750				750
Total	-	5,000	-	-	750	-	-		5,750
	NS	HH-RCCY	BRS	CMH	TFC	DHSS/BH			-
<b>OTHER</b>	Grant	Grant	MEDICAID	MEDICAID	MEDICAID	Grant			-
Background check				1200	1,200				2,400
Prof/Contract Services			3,967	3,233	7,200	-			14,400
Health Care Stipend for FT employees						4,800			4,800
Insurance & Workers Comp		7,200	10,324	3,463	11,697	18,586			51,270
CARF recertification			-	3,500	6,500				10,000
Printing and Advertising			-		2,000				2,000
Americorp - HH			14,500						14,500
Americorp - Employment Program							14,500		14,500
Americorps - SHS/FRC				14,500					14,500
Dues and Memberships			700		500				1,200
Staff Miscellaneous - Holiday Bonus			2,500						2,500
Contractual Foster Care					136,875				136,875
Mortgage Interest									-
Bank Fees				700					700
License Fees				50					50
Total	-	7,200	31,991	25,446	164,772	23,386	14,500		267,295
<b>Total Anticipated Expenses</b>	<b>\$15,172</b>	<b>\$73,000</b>	<b>\$477,662</b>	<b>\$349,312</b>	<b>\$302,056</b>	<b>\$185,390</b>	<b>\$37,100</b>	<b>\$1,630</b>	<b>1,439,692</b>

# STATE OF ALASKA

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## DEPARTMENT OF COMMERCE & ECONOMIC DEVELOPMENT

### Certificate of Incorporation

The undersigned, as Commissioner of Commerce & Economic Development of the State of Alaska, hereby certifies that duplicate originals of the Articles of Incorporation of YOUTH ADVOCATES OF SITKA, INC.

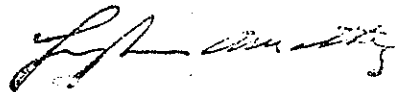
duly signed and verified pursuant to the provisions of the Alaska Non-Profit Corporation Act, have been received in this office and are found to conform to law.

ACCORDINGLY the undersigned, as such Commissioner of Commerce & Economic Development, and by virtue of the authority vested in him by law hereby issues this Certificate of Incorporation of

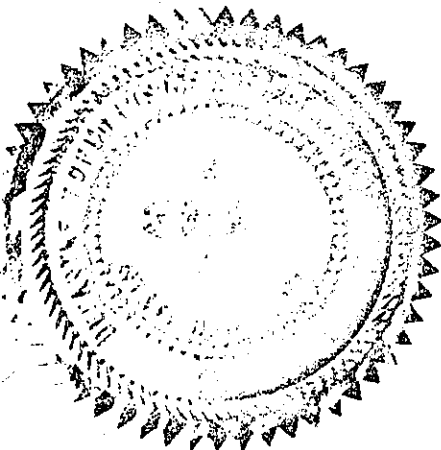
YOUTH ADVOCATES OF SITKA, INC.

and attaches hereto a duplicate original of the Articles of Incorporation.

IN TESTIMONY WHEREOF, I have hereunto set my hand  
and affixed my official seal, at Juneau, the Capital, this  
11th day of December A.D. 19 75



LANGHORNE A. MOTLEY  
COMMISSIONER OF COMMERCE  
& ECONOMIC DEVELOPMENT



FILED FOR RECORD

## ARTICLES OF INCORPORATION

OF

DEC 11 1975

YOUTH ADVOCATES OF SITKA, INC.

A NON-PROFIT CORPORATION

STATE OF ALASKA  
DEPARTMENT OF COMMERCE  
& ECONOMIC DEVELOPMENT

KNOW ALL MEN BY THESE PRESENTS, that we, NANCY DeBASTIE, ROGER ROBINSON, SHIRLEY YOCUM, PETE J. KARRAS and MARILYN HANSON, being natural persons of full age, have this day united and associated ourselves together for the purpose of forming a non-profit corporation under the laws of the State of Alaska and the laws of the United States of America applicable thereto and we do hereby make, sign and acknowledge in triplicate, the following Articles Of Incorporation:

## I

## NAME

The name of the corporation shall be YOUTH ADVOCATES OF SITKA, INC.

## II

## PURPOSES

The purposes for which the corporation is organized are:

(a) To establish and operate, for charitable purposes, one or more foster group homes or institutions, providing care for children who can benefit from group living and who either cannot or do not receive the care and training they need in their home or who have no other home;

(b) To exercise all appropriate or necessary corporate powers set out in AS 10.20.011;

(c) To do all things necessary and proper to carry out the purposes of its creation.

### III

#### DURATION

The duration of the corporation shall be perpetual.

### IV

#### MEMBERSHIP

Any person is eligible for membership in the corporation. Membership dues are \$3.00 per year. Payment of the dues may be waived by a majority of the board of directors. Membership is terminated when a member fails to pay the required dues or when he withdraws from the corporation.

### V

#### METINGS OF MEMBERS

The annual meeting shall be held in September on a day designated by the board of directors.

Special meetings of the members for any purpose may be called at any time by the chairman, vice-chairman, secretary-treasurer, by any two members of the board of directors, or upon written request of ten per cent (10%) of the registered members.

Notice of any meetings shall be given to the members by the secretary-treasurer. Each member shall register his mailing

address and telephone number with the secretary and notices of meetings shall be mailed or telephoned to him at that address. Notice of each meeting, regular or special, shall be given at least ten days and not more than fifty days in advance of the meeting and shall state in general the nature of the business to be transacted. Ten per cent (10%) of the members, or their proxies, constitutes a quorum. The board of directors shall adopt rules of order for meetings of the corporation by a majority vote. These rules of order may be amended by a two-thirds vote of the board of directors or the general membership at a regular or special meeting.

#### VI

##### VOTING

Each member is entitled to one vote.

All proxies shall be in writing, signed by the member and delivered to the secretary of the corporation prior to the meeting at which it is to be used. Each proxy applies to one meeting only and shall state the meeting for which it applies.

#### VII

##### INCORPORATORS AND BOARD OF DIRECTORS

The affairs of the corporation shall be managed by a board of five directors which includes the officers of the corporation as set out in Article IX. Meetings of the board of directors shall be held at times and places to be established by the board of directors. A majority of the board members constitutes a quorum.

The incorporators as listed below shall constitute the initial board of directors, shall have one year terms and shall be as follows:

<u>NAME</u>	<u>ADDRESS</u>
<u>Roger Robison</u>	<u>██████████, Sitka, Alaska 99835</u>
<u>Nancy Debaste</u>	<u>██████████, Sitka, Alaska 99835</u>
<u>Shirley Yocum</u>	<u>██████████, Mt. Edgecumbe, Alaska 99835</u>
<u>Pete J. Karras</u>	<u>██████████, Sitka, Alaska 99835</u>
<u>Marilyn Hanson</u>	<u>██████████, Mt. Edgecumbe, Alaska 99835</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

They shall organize themselves thereafter.

At the first general membership meeting in September of 1976, two directors shall be elected to hold office for a period of one year and three directors shall be elected to hold office for a period of two years. Thereafter, directors shall hold office for a period of two years.

Members of the board of directors shall be elected at large in the following manner:

Sixty days prior to the annual meeting the secretary of the corporation shall cause to be mailed to each registered member a nominating petition. The nominating petition shall advise the membership of the election for the board of directors to be held at the next annual meeting and shall state the number of vacancies on the board of directors and



shall require that all nominations for such vacancies be received in the office of the secretary at least thirty days prior to the annual meeting. The election shall be by secret ballot at the annual meeting.

### VIII

#### POWERS AND DUTIES OF THE BOARD OF DIRECTORS

(a) The board of directors has power to:

- (1) approve all capital and equipment expenditures;
- (2) select and dismiss all employees and to adopt and publish regulations relating to the qualifications, duties and selection of all employees;
- (3) exercise for the corporation all power, duties and authority vested in and delegated to the corporation, except those reserved for the general membership by these articles or the statutes of the State of Alaska.

(b) It is the duty of the board of directors to:

- (1) cause to be kept a complete record of all its acts and corporate affairs and to present a statement thereof to the members at their annual meeting each year;
- (2) request the proposals of the members, and to act as the advisory and policy making body for all programs and projects;
- (3) cause to be prepared a budget showing the planned income and expenditures of the corporation for each fiscal year;
- (4) cause to be designated the officers of the corporation empowered to sign cheques and notes in the corporate name.

(5) provide for an advisory board to be made up of representatives of the various agencies and interested persons who will be giving help including, but not limited to, technical and financial help to the corporation.

## IX

### OFFICERS

The board of directors shall choose from its membership a chairman, a vice-chairman, a secretary-treasurer, who shall be members of the corporation and of the board of directors. The persons so chosen by the board of directors shall serve as the officers of the board of directors and of the corporation. Officers, starting with the chairman, shall be elected on secret ballot, and no nominations for vice-chairman may be received until the chairman has been elected, and no nominations for secretary-treasurer may be received until the vice-chairman has been elected.

Officers shall be elected by the board of directors at the first meeting of the board of directors held after the annual membership meeting in each fiscal year.

## X

### AMENDMENTS

The articles may be amended at a regular or special meeting of the general membership by two-thirds vote of the members present in person or by proxy. Provided, that notice of all amendments have been mailed to each member of the corporation fifteen (15) days prior to the meeting at which such amendment shall be considered.

XI

REGISTERED AGENT

The registered agent for the corporation shall be  
Christianson and Krumm, Attorneys at Law, Post Office Box 4,  
Sitka, Alaska 99835.

XII

DISSOLUTION

On dissolution, any funds, money or property held by the  
corporation shall be distributed to such persons or associations  
as the board of directors may prescribe unless such distribution,  
upon dissolution, may be otherwise required by law.

IN WITNESS WHEREOF the parties have hereunto set their hands  
and seals this 25th day of September, 1975.

Harvey DeBaste  
Roger Robison  
Marilyn Hanson  
Shirley, J. Green

Pete J. Krumm  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBSCRIBED and SWORN to before me this 25<sup>th</sup> day of Sept.,  
1975.

Wm C. L. L. L.  
Notary Public for Alaska  
My commission expires: 11-24-75

**Alaska Department of Commerce, Community, and Economic Development**

Division of Corporations, Business and Professional Licensing

P.O. Box 110806, Juneau, Alaska 99811-0806

This is to certify that

**YOUTH ADVOCATES OF SITKA, INC**

805 LINCOLN ST SITKA AK 99835

owned by

YOUTH ADVOCATES OF SITKA, INC.

is licensed by the department to conduct business for the period

November 05, 2014 through December 31, 2016

for the following line of business:

62 - Health Care and Social Assistance



This license shall not be taken as permission to do business in the state without having complied with the other requirements of the laws of the State or of the United States.

This license must be posted in a conspicuous place at the business location.  
It is not transferable or assignable.

Susan K. Bell  
Commissioner

## CBS Liabilities Form

- Property Tax




Hannah Nelson, Tax Accountant - Kristy Crews  
747-1853

- Sales Tax



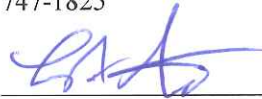
Kristy Crews, Accounting/Sales Tax Clerk  
747-1840

- Municipal Leases



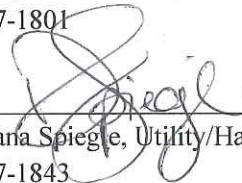
Lindsey Vilandre, Payroll Specialist  
747-1825

- Loan/Promissory Note



Larry Fitzsimmons, Senior Accountant  
747-1801

- Utilities



Diana Spiegle, Utility/Harbor Billing Clerk  
747-1843

Please have CBS Departments sign off that your organization is current on all CBS liabilities.

This form must be completed and submitted with your Non-Profit Grant Application.