FEDERAL WAY PUBLIC MARKET

Interest and Participation Form

Planning, developing, and running the ***Federal Way Public Market*** will be a community-driven project. It will require both large and small contributions (time, money, and ideas) from the citizens of Federal Way.

**If you are interested in** **actively helping** to plan or help engage our community in this project, please download a copy of the form below, fill it out, save it and email it to:

[**fedwaypm@gmail.com**](mailto:fedwaypm@gmail.com)

We will keep the information you send on file and reach out to you if we feel you could help.

**If are unable to actively help**, we encourage you to track the progress of this project by:

* Joining the Federal Way Public Market groups on Nextdoor and/or Facebook

**OR**

* Visiting our website at www.FedWayPM.org

**IMPORTANT:**

***This is a fillable PDF document. It can be filled out by typing responses and clicking to fill-in the checkboxes.***

***If filling this out by hand, please ensure the following is readable.***

Name:

Mailing address:

Email address:

Phone:

**LEVEL OF INTEREST (Check any that apply):**

Help with tasks (once or multiple times if needed)

Help with a Project (may last a few weeks or more than one month)

Serve on a committee (monthly work for at least 1 year)

**TYPE/LEVEL OF PARTICIPATION (Check all that apply)**

Worker bee (***work on and complete a one-time or short-term projects*** (For example: staffing a community information booth, giving a presentation, completing tasks as assigned by a project leader)

Project lead – ***Responsible for coordinating a project* (Resume or summary of relevant skills and experience required)**

Committee Chair – Responsible for ***managing a committee*** that works on one component of this project for at least one year) - **(Resume or summary of relevant skills and experience required)**

Committee member (serve as a member of a project or an appropriate committee or subcommittee for up to a one year). **(Resume or summary of relevant skills and experience required)**

**SKILLS, KNOWLEDGE, CONNECTIONS AND/OR RESOURCES**

**YOU WOULD BE WILLING TO CONTRIBUTE**

|  |  |
| --- | --- |
| **Administration** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| **Examples:**   * Taking meeting minutes * Setting up internal systems for organizing and storing documents and records. * Secretarial skills |  |
| **Accounting** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| * Accredited as a CPA or accountant |  |
| **Business Planning** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
|  |  |
| **Commercial Insurance** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
|  |  |
| **Community Engagement** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| **Examples:**   * Experience in getting community input and building community ownership * Experience in setting up and conducting community events and meetings. * Experience in recruiting, supporting and rewarding volunteers |  |
| **Data Gathering** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| **Examples:**   * Focus groups * Surveys * Questionnaires * Polls |  |
| **Fundraising/Fund Development** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| **Examples:**   * Applying for state and federal grants * Grant writing * Go Fund Me * Innovative Fundraising strategies |  |
| **Graphic and Artistic Design** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| **Examples:**   * Design of marketing and educational materials * Photographer * Artist |  |
| **Legal** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| * Setting up new non-profits * Applying to IRS for non-profit status * Contracts |  |
| **Public Market Development & Management** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| **Examples:**   * Degree or experience in developing and/or managing public markets * Experience developing and/or managing farmers markets |  |
| **Real Estate & Land Use Acquisition** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| **Examples:**   * Commercial real estate license and experience |  |
| **Public Market Development & Management** | **Please briefly describe any skills, knowledge, connections and/or resources you would be willing to contribute in this area (bulleted items OK)** |
| **Examples:**   * Degree or experience in planning, developing and/or managing public markets * Experience developing and/or managing farmers markets |  |
| **Other** | **Please briefly describe any additional skills, knowledge, connections and/or resources you would be willing to contribute (bulleted items OK)** |
|  |  |
| **Helpful Connections & Relationships** | **Please briefly describe any additional people, organizations that you are aware of that you feel might help us to create a public market in Federal Way.** |
| **Examples:**   * Business and financial leaders * Political leaders * Government leaders or staff * Community leaders |  |
| **Resources** | **Please briefly describe any additional resources that you are aware of that you feel might help us to create a public market in Federal Way.** |
| **Examples:**   * Money * Materials * Volunteers * Other |  |