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**

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
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| **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
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