



May 1, 2011

Kid Fest 2011 Participants:

The City of Vacaville welcomes you to our annual Kid Fest event. As required by City Ordinance (1101 (part), 1981), all participants working with children must complete and submit the attached local records check application. The fee schedule is as follows:

- \$25.00 per organization or food area. (cash, check, or money order) You may pay the fee at the time your picture is taken or mail it in with your booth payment. Checks should be made out to City of Vacaville.
- **Every worker, or potential worker, 14 years old and over MUST complete an application and submit it with a clear copy of their State or Government ID.**
- Fee is waived for non-profit groups, but an application must still be completed.

All completed applications **must** be returned with only one person's information per application. Please submit form with your Kid Fest registration form. I will contact you prior to the event to set up a convenient time for you to come in and take your picture for the badge. Several Saturday dates will be arranged for those who work during the week. If you have participated in Kid Fest in the past, you can submit a headshot picture in jpeg format to gash@cityofvacaville.com. Your badge will be available for pick up at the Kid Fest information booth on the morning of the event. **Badges will not be issued on the day of the event!**

- **IF YOU DO NOT SUBMIT AN APPLICATION, YOU WILL NOT BE PERMITTED TO WORK AT THIS YEAR'S KID FEST EVENT. NO EXCEPTIONS.**
- **ANY INCOMPLETE OR LATE APPLICATION MAY RESULT IN PROCESSING DELAYS THAT WOULD NOT MEET MANDATORY APPLICATION DEADLINES AND WOULD THEREFORE DENY YOUR PARTICIPATION.**

If you have any questions concerning this process, please contact me immediately at (707) 449-5432. My duty hours are Monday through Thursday, 8:00 AM to 6:00 PM.

Sincerely,

Gretchen Ash, CSO/Kid Fest Committee Member

Richard L. Word
Chief of Police