

MANATEE COVE FAMILY CAMPGROUND
APPLICATION to PERFORM HOST SERVICES VIA CONTRACT

Thank you for your interest in serving as a host at the Manatee Cove Family Campground. Host services are important to the successful management of this area. Duties include guest registration and site assignment, maintaining orderliness in the laundry facilities to ensure fire prevention, performing surveillance and reporting issues that degrade the safety and quality of the campground and assisting with social events. Successful applicants will work with the Force Support Contracting Officer to complete the contract prior to officially serving as a campground host. The contract contains the terms of the services required and a current copy of the general provisions. Hosts are compensated 'in kind' at the rate of the seasonal monthly site fee for the period of the contract and are remitted a 1099 at the closure of the tax year for record of this compensation.

Three host positions are available for each of the following time periods.

Winter season: 1 November thru 30 April.

Summer season: 1 May thru 31 October.

Please provide the request information below and remit via email to pafb.famcamp@gmail.com.

Applicant Name: _____

Accompanying Family Member(s): _____

Relationship: _____

Permanent Address: ****This is the address the 1099 will be remitted to. May not be a P.O. Box.**

Phone and E-Mail Address:

Site number if currently residing in our campground: _____

Season applying for: Winter _____ Summer _____

Hours of service are performed at the discretion of the outdoor recreation director. Hosts will not perform more than 40 hours of service in a 7-day period. Rotations are required.

I am able to perform services Monday thru Sunday, 1000 to dark and Federal holidays when the office is closed. Yes _____ No _____

I am able to perform the following services:

- a. Guest check in. Y _____ N _____
- b. Maintain orderliness of laundry facilities to ensure fire prevention. Y _____ N _____
- c. Perform surveillance of campground and report issues. Y _____ N _____
- d. Complete training and operate an electric golf cart. Y _____ N _____
- e. When requested, assist during special FAMCAMP social events. Y _____ N _____
- f. Perform minor tree debris pick up using ODR golf cart. Y _____ N _____
- g. Obtain/maintain CPR and AED certification (not paid by Govt.) Y _____ N _____
- h. Assist with site parking when requested by guests. Y _____ N _____
- i. Assist staff in delivering written communication to sites during real world emergency events (Hurricane evacuation) and utility outages. Y _____ N _____

If I am selected to perform host services, I will be able to abide by the following:

- a. I will represent Outdoor Recreation in a positive manner. Y _____ N _____
- b. I will not discuss proprietary business issues with guests. Y _____ N _____
- c. I will not discuss events involving 911 or security forces with guests. Y _____ N _____
- d. I will protect personal identity information at all times. Y _____ N _____
- e. I will act as a trusted agent when handling guest mail. Y _____ N _____
- f. I will not sponsor campground contractors on to the installation. Y _____ N _____
- g. I will operate my site as a place of business when performing services. Y _____ N _____
- h. I will maintain my RV and all vehicles belonging to me in a serviceable condition. Y _____ N _____
- i. I will not modify, disregard or make an exception to policy in lieu of or on behalf of the Outdoor Recreation Director. Y _____ N _____

Although emergency services (Fire, Ambulance and Security Forces) phone numbers are provided to guests, hosts may be asked to assist at any time during the day or night when the office is closed. Are there any concerns with this? Y _____ N _____

Host experience (location and name/contact # of person we may contact):

- 1) _____
- 2) _____

Thank you for your application. An acknowledgement of receipt will be provided to you within three business days. Interviews are preferred in person, however phone interviews will be conducted for applicants out of area.

