



COVID-19 Virtual Summer Youth Transition Program June 1st thru July 1st 2020

During this unprecedented time Ability 1st Utah has continued to stay committed in providing quality services to youth with disabilities. Due to the COVID-19 pandemic the center has developed and created alternative methods to continue the delivery of services to youth with disabilities in alternative formats. **Our Summer Youth Transition Program services will be offered in an alternative format through on-line courses using the Zoom format beginning on June 1st and will go through July 1st 2020. At that time Ability 1st Utah will determine the ability for youth program services to shift to onsite program services at the center, following the CDC Social Distancing guidelines if possible.** Virtual program services will be offered through online zoom classes which will include subjects such as; Pre-Employment skills classes, Independent Living soft skills classes, advocacy lessons, disaster preparedness, COVID-19 instructions and social activities will be offered for all eligible students.

Equipment

Students that do not have Wi-Fi services or equipment like; computer, laptop, tablet or a chrome book available to participate in our virtual Summer Youth Program, your student will be given the opportunity to loan out one of these devices with a Hot Spot Jet pack with temporary Wi-Fi services, so that your student can participate in our Summer Youth Transition Program services and activities.

Ground Rules:

In order to keep the online environment safe for all participants there will be some ground rules that we are asking all students to adhere to. *The ground rules are as followed:*

- Students are asked to find a quiet, secure area in their house to connect from.
- In order to participate in activities students must connect to zoom through video.
- During lectures and guest presentations we ask that all students stay muted unless called upon.
- Respect others right to speak, if someone else is speaking wait for them to stop before you begin
- Keep it clean; sharing and demonstrating crude or indecent behavior will not be tolerated.
- Stay online for the entire session.

The summer program follows a three-strike policy

- upon the 1st strike students are warned about their behavior and parents/ guardians may be notified.

-If a student receives their 2nd strike, students are asked to leave the activity, and will meet with the teacher after class to discuss ways to change the disruptive behavior.

- If a student receives a 3rd strike, the student is asked to leave the class and must contact the teacher to set up a meeting involving both the student and the students parents where the student will present a way they plan to change their behavior in the future.

Incentives

In order to better engage the students during virtual classes students will earn raffle tickets during the week for specific behaviors. At the end of each week we will be having a raffle in which all the students who earned raffle tickets throughout the week will have the opportunity win rewards ranging from **gift cards to pizza delivered to their homes.**

Raffle ticket be given for the following:

- Coming to class on time
- Finishing any homework/assignments given
- Staying in class the whole time.

Schedule

Ability 1st Utah Pre-Ets Summer Program						
June 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Choose Colors for Notebook Explain the Job Shadow Program Roy & Shauna	3	4 Steven R. Covey Time Management Finish Explaining Program Shauna	5 Peer Support Movie Day Bret's Class Look in Email for the Invite	6
7	8	9 UTA Class with Kathy Tucker Job Shadowing Bus Driver and Trax Driver Shauna & Roy	10	11 Food Budgeting & Cooking Class Shauna	12 Peer Support Movie Day Bret's Class Look in Email for the Invite	13
14	15	16 Photography & Nursing Aubreigh Parks Shauna	17	18 Organizing at Home, Car, and Office Shauna	19 Peer Support Movie Day Bret's Class Look in Email for the Invite	20
21	22	23 Give ingredients for cooking Class on 25th. Online Game Developer (Gerber) Roy	24	25 Baking Cookies and Proper Efficient Clean-up Shauna	26 Peer Support Movie Day Bret's Class Look in Email for the Invite	27
28	29	30 Visit a Candy Factory & Virtually Job Shadowing a Chocolate Factory. Roy	31	1	2	3
Roy's Office 801-373-5044		Notes	Summer Program Rules			
Shauna's Office 801-850-5562		Tuesdays start at 10:00 AM -12:00 PM	If we begin to go places, Call in each Monday to let us know your plans for coming attendance and transportation.			
		Thursdays start at 10:00 AM-12:00 PM	We have a waiting list for those who want to take advantage of the events.			
		(If these times change, we will notify you.)	If you can't go, there are others that will want to take your place for the day			
		Ability 1st Utah 491 Freedom Blvd. Provo, UT 84601				
		(Main Office 801-373-5044) (Emergency Cell # while on Field Trips 801-722-8148) (Fax 801-373-4500)				
Summer Program Transportation Rules:						

Be considerate of others: Use your inside voice and wear headphones if you are on the bus listening to music.
 No food or drinks on the van: Unless approved by the driver. If you make a mess, you clean it up.
 No distracting the driver: Unless it's an emergency, wait until they are parked if you need to speak with them.
 Northern and Southern areas: They will be picked up 1-2 hours before the activity starts. In most cases, they will be the first pick last drop offs (depending on the best route).
 The drivers will call when they are 10-15 minutes from your location. Be ready before then so you can be outside when the van arrives. Every minute the driver has to wait, the longer transportation takes.
 If you need to cancel, do so ASAP! Not cancelling takes up spots for consumers left on the waiting list.
 We can pick you up at an alternate location closer to the center.

3 Strike System.

- You don't cancel transportation **BEFORE** the driver calls or they're already picking up people.
- Driver waits outside your home or location for more than 5 minutes.
- You don't clean up after yourself.
- Disruptive behavior in the van.
- Refusal to listen to the driver.
- Other forms of misconduct.

After 3 strikes, you will not receive transportation from us for 3 months (starting from the last strike).

Ability 1st Utah Pre-Ets Summer Program

July 2020

Sunday	Monday	Tuesday	Monday	Thursday	Friday	Saturday
			1	2 Mobile Home Factory	3 Movie with Bret's Class Look in Email for the Invite	4
				Virtual or Visit Shauna		
5	6	7 Choose a Recipe online for the Cooking Class on Thursday Job Shadowing Civil Engineering (Hal Parks has agreed to teach his Job Mechanical Engineering in Person Shauna	8	9 Cooking Class	10 Movie with Bret's Class Look in Email for the Invite	11
				Shauna		
12	13	14 Visit UVU Virtually or in person	15	16 (Salesperson)	17 Movie with Bret's Class Look in Email for the Invite	18
				Roy		
19	20	21 Skywest Virtual Pilot or visit Skywest w/Pilot	22	23 Deseret Industries Field Trip or Virtual Tour	24 Movie with Bret's Class Look in Email for the Invite	25
				Roy		
26	27	28 Beauty Salon Delynn McAdams at Center or Virtual Lesson	29	30 Provo PD Police Sergeant Miche King	31 Movie with Bret's Class Look in Email for the Invite	1
				Roy		
Roy's Office 385-335-1191	Notes		Summer Program Rules			
Shauna's Office 801-850-5562	Tuesdays start at 10:00 AM -12:00 PM		If we begin to go places, Call in each Monday to let us know your plans for coming attendance and transportation.			
	Thursdays start at 10:00 AM-12:00 PM		We have a waiting list for those who want to take advantage of the events.			
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- Refusal to listen to the driver.
- Other forms of misconduct.

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Pre-Employment Summer Youth Program
New Student Application

Today's Date _____

Form fields for personal information: First Name, Middle Name, Last Name, Date of Birth, Age, Address, County, City, State, Zip, E-mail, Phone/Cell Phone, Social security #

Are you also Hispanic? Yes No Gender: ___ Female ___ Male

Form fields for school and living arrangements: Grade in School, Post High School Name, Race, Living Arrangement

Are you a current Vocational Rehabilitation (VR) client ___ Yes ___ No Grade in School: _____

Are you a current VR client? Yes No If you are a current VR client, who is your VR Counselor? _____

What is your disability? _____

What services do you need? _____

Are you registered to vote? ___ Yes ___ No if not, would you like to register to vote? Y or N

I understand that assistance may be given by Ability 1st Utah for the purpose of assisting me to become independent. Although specific services or independence cannot be guaranteed by Ability 1st Utah or by myself, a reasonable amount of assistance will be given to me for that purpose if I am found eligible for services.

I understand information collected in this interview and in the subsequent development of my service record is necessary to establish eligibility for services and in the provision of services if I am found eligible. Ability 1st Utah will gather information from me personally or with my consent. Information from my service record will not be disclosed other than in the administration of my independent living program, unless my written approval has been obtained. I am aware of my rights concerning the release of information. Ability 1st Utah makes no distinction in race, color, sex, age, gender identity, sexual orientation, creed, disability or national origin in the provision of services to individuals under the program. I understand that I may appeal discriminatory practices and that I have the right to appeal the decision of my service coordinator to his/her supervisor. My services coordinator will help me if problems of this nature arise. If additional assistance is needed, the Client Assistance Program (CAP) is available to act as an advisor and advocate on my behalf. CAP can be reached by calling 1-800-662-9080.

Student Participation Statement

Wavier Statement: I understand the purpose of a written Independent Living Plan, but at this time I am waiving participating in the plan development. I understand that I can request participating in an Independent Living Plan at any time.

OR

Participation Statement: I will participate in the development of an Independent Living Plan.

Student Eligibility

I verify that this student has a disability and is receiving services under IDEA or does/would qualify under 504.

Teacher: _____ Date: _____

Consumer or Representative _____

Date _____

Youth Transition Coordinator _____

Date _____

This program is offered in cooperation with the Department of Workforce Services/Vocational Rehabilitation 5/18/2020

PET-Individual Written Independent Living Plan

Goal Type: _____ Date Set: _____ Date Achieved: _____

Goal Note: _____

Services: _____

Goal Type: _____ Date Set: _____ Date Achieved: _____

Goal Note: _____

Services: _____

Goal Type: _____ Date Set: _____ Date Achieved: _____

Goal Note: _____

Services: _____

Student/Consumer or Representative

Date

Youth Transition Coordinator

Date

PET- Eligibility Certification

(Applicant Name) _____ appears does not appear to meet the basic criteria
for Independent Living Services.

The eligibility criteria for Ability 1st Utah services are: (1) The presence of a physical or mental disability which constitutes or has resulted in a substantial impairment in the performance of Activities of Daily Living; (2) A reasonable expectation that Ability 1st Utah services will be beneficial in the move toward Independent Living.

Independent Living Coordinator

Date

This Program is offered in cooperation with Utah State Office of Rehabilitation



Release of Information Exchange

Fill out this form only if attending the Youth Summer Transition Program

The purpose of this release of information is to facilitate transition services being provided to my student by Ability 1st Utah. Ability 1st Utah is a non-profit agency that provides independent living skills transition services to individuals with disabilities. Care will be taken by agencies involved to release only that information which is required for effective and efficient implementation of services. Confidential information to be included in this interagency information exchange agreement will include: name, birthdate, and basic demographics. Information will be used to determine eligibility and for administrative purposes required by the Utah State Office of Rehabilitation and other funding sources. This release will not be used for detailed medical or as psychological information.

Agencies Share Access to Confidential Information

Department of Workforce Services Rehabilitation:
Address: 1595 W. 500 S. SLC. UT 84104
Contact Person: Aimee Langone, Med, CRC, LVRC
Phone: 801-887-9503

Utah State Board of Education School District:
Address: _____
Contact Person: _____
Phone: _____

Ability 1st Utah:
Address: 491 North Freedom Blvd., Provo UT 84601
Contact Person: Shauna Parks
Phone: 801-373-5044

I understand that my student's records are protected under the State and Federal regulations as well as professional codes of ethics governing confidentiality and cannot be released or disclosed without my written consent, unless otherwise provided for in the State and Federal regulations.

I authorize the release and/or disclosure of information between the agencies listed above. I understand that this release is effective from the date below and while my child is enrolled in school. I understand I may revoke this consent at any time by sending written notification to the above listed agencies.

Student Name

Current School Attending

Parent/Guardian Signature

Date



**Ability 1st Utah
Youth Summer Transition Program 2020
Permission Form**

I hereby give permission for _____ to participate in Ability 1st Utah's Youth Summer Transition Program. With this fully signed permission slip, I hereby release and discharge Ability 1st Utah and its employees from all liability, claims and/or demands for property damage, personal injury, and/or illness which may arise from an accident or injury while attending activities during the Youth Summer Transition Program or when being transported to and from these activities.

_____ Agree _____ Disagree

I agree to authorize Ability 1st Utah to take and utilize photographs, videos, or other audio-visual materials for its own use. These materials will be used for public awareness, public relations and fundraising. I also understand that I will not be compensated monetarily or otherwise for use by Ability 1st Utah.

_____ Agree _____ Disagree

I agree to authorize Ability 1st Utah to take and utilize photographs, videos, or other audio-visual materials for creation of a Summer DVD that will be available to participants at the end of the program.

_____ Agree _____ Disagree

Parent/Guardian Signature _____ Date: _____

Please print your name _____

In case of an emergency I can be contacted at the following number _____

Alternate Emergency Contact, Name _____ Phone: _____

Return application as soon as possible to Ability 1st Utah
Mail back to: Shauna Parks, 491 North Freedom Blvd. Provo, UT 84601
Email: Shauna@ability1stutah.org
(801)373-5055 Ext. 208 Fax – (801)373-5094

Dear Summer Program Applicant and Parent/ Guardian,

Many changes have occurred in the last few months due to the COVID-19 pandemic, but our commitment to youth with disabilities in the Utah, Wasatch, Sanpete and Juab Counties has not. We continue to work toward helping students to become the most independent people that they can be. Because of that commitment we have decided to continue in offering our summer youth program services on-site.

We at Ability 1st Utah will hold the students health and safety as our highest priority and will cancel the program before or during the summer if at any time we feel we are unable to maintain a reasonable level of safety. That said we are excited to welcome a limited number of students into the 2020 Youth Transition Summer Program. We have outlined the measures that we will be implementing to increase the safety of your student. You will find the Safety Measures document at the end of this application.

We hope to receive your application soon. We are now enrolling students, so you are able to apply on Ability 1st Utah's Website. Please mail, scan and email, fax the application at 801-373-5094. E-mail to Shauna@ability1stUtah.org or Craig@ability1stUtah.org or Roy@ability1stUtah.org. We will be accepting 20 Students in Utah, Wasatch, Juab & Sanpete counties in our summer youth transition program.

We will fill up fast and slots will be filled on a FIRST COME FIRST SERVE BASIS. Students can attend the Summer Youth Transition Program only one year.

Youth Transition Summer Program

The Youth Transition Summer Program is for students ages 14-21, and begins on June 1st, 2020. It then runs every Tuesday and Thursday ending on August 7th, 2020. This program will focus on aspects of job skills. Students will learn social skills, dress for success, resume writing, how to fill out a job application, interview skills, cooking and other independent living life skills. They will also learn how to be an effective self-advocate in an interactive and **fun** learning environment.

Ability 1st Utah received funding from a grant through the Utah State Office of Rehabilitation program, so that we could offer this program at no charge to the student. The USOR program requires that we collect specific data to establish eligibility for the program. We will collect this information as part of the application. One of the data elements that we will be required to collect is Social Security Numbers for each student that participates in the **Free** program. Program Parent/Guardians will be required to supply the students Social Security number on the first day of the summer program.

A teacher can sign and verify that you student qualifies for the program. We are sorry for any inconvenience this has/will cause you. No application will be accepted without verification. For applications that a teacher as not signed, one of the following is an acceptable alternative documentation:

1. Copy or verification of SSI/SSDI award.
2. Medical record or letter from medial or counseling professional.
3. Case note documenting counselor observation, review of school records, or statements from education staff.
4. Referral form from pre-employments services with the identification of a student's disability, signed by school staff and parent/guardian if the student is under the age of majority (18) in the State.
5. Copy of an individualized education program (IEP) document, SSA beneficiary award letter, school psychological assessment, documentation of a diagnosis or disability determination or documentation relating to 504 accommodations.

We hope to receive your application soon. Please mail, email, or fax the application to our Center at 491 North Freedom Blvd. Provo, UT 84601. Or Email to Shauna@ability1stutah.org or Roy@ability1stutah.org or Craig@ability1stutah.org . Please feel free to call or email Shauna Parks with any questions. **When on-site classes begin** we will be allowing up to 12 students to participate in each onsite Youth Summer Transition activity. Students will sign up to be part of onsite activities on a weekly basis. **We will fill up fast and slots will be filled on a FIRST COME, FIRST SERVE BASIS, all on-site activities will be simultaneously presented via zoom.** Participants can attend the Youth Summer Transition program only one year.

The Summer Youth Transition Program will include a cook out at a designated Park on August 7th 2020 from 4:00pm-6:00pm. If COVID-19 restrictions allow.

Shauna Parks
Pre-ETS Youth Transition Coordinator
801-373-5044 Ext. 208



Pre-ETS On-Site Summer Youth Program Instructions

The Following pages address how Ability 1st Utah plans to implement on-site classes when deemed plausible. With the safety of both students and staff in mind the soonest on-site classes could begin will be July 1st.

On-site classes will have a limit of 6 on site students, with all other students given the opportunity to join during through zooms.



**Summer Youth Transition Program
COVID-19 On Site- Program Requirements
July 1st thru August 7th 2020**

Safety Measures for Attending Ability 1st Utah's Youth Summer Program 2020

The student's health and safety is the highest priority of Ability 1s Utah. We ask that if a student has any of the following symptoms that the student is kept home until they are symptom free.

Following Systems:

- Cough**
- Shortness of breath or difficulty breathing**
- Fever**
- Chills**
- Muscle pain**
- Headache**
- Sore throat**
- New loss or taste or smell**

The following safety precautions will be observed for as long as is necessary:

Staff and students will be given new disposable masks daily. If a student would like to use an N95 mask they will need to supply it themselves.

All students will have their temperature taken with a touchless thermometer before they are allowed to enter the building. Parents/guardians that provide transportation to their student(s) will be asked to wait until their student is allowed into the center before they drive away. If any students have a temperature above 100.4°f/38°C according to CDC guidelines they will be restricted from entry. If the student arrived on the UTA or Utah Valley Transit system Independently, their parent/guardian will be called, and they will be asked to independently return home or they can wait at an area outside the building until a parent/guardian can pick them up.

Parents/guardians must provide a phone number that they can be reached at as well as an alternate emergency contact, in case the student becomes ill or injured while at the center.

Once inside the building, students will have assigned seating. They will be given a bag with their name on it, containing crayons, scissors, pens, pencils etc. Students will be assigned tissue boxes and hand sanitizer for use at the Center, as well as any other supplies needed while attending the summer program. The supplies/bags are to remain at the center.

Cleaning: The activity room, restrooms, kitchen, chairs, and tables will be cleaned and sanitized before the students arrive in the morning and throughout the day as needed.

Students must follow the 6ft distancing requirement by following these guidelines:

Students will be seated at each end of the tables with no more than 4 per table will be 6 feet away from any other persona that the table in any direction. Students will be encouraged to maintain the 6 feet distancing rule while at the Center.

Transportation:

Public transportation will not be an option for the 2020 youth summer program. All of the transportation will need to be provided by parent participation in dropping of and picking up their student and by Ability 1st Utah with very limited and restricted usage in that masks and gloves will be required and on the larger 15 passenger vans, only two consumers will be allowed keeping 6 ft. apart on one per seat. Students will travel at alternating times so that there are no more than 4 students on the bus at a time. UTA transportation will not be required for participation in the summer 2020 program. Transportation to and from the center will be up to the student and can be on public transportation if they choose this method independently.

On site Cooking Classes: All cooking classes will be in small groups no more than 4 or less students, and may include a possible trip to one grocery store if restrictions allow.

Food & Lunches: Lunches will not be required on Thursday, because of cooking classes. If it is safe, there may be occasional opportunities to eat at a fast food restaurant. Lunches will be required on Tuesday and may be kept in a communal refrigerator. Food for snacks and cooking classes will be provided by the center and every effort will be made to keep food individualized. If your student has food allergies or special food requirements make sure to list them on the application.

Other outings will be scheduled as community opportunities become available, but could include: Examples:

Deseret Industries Employment Center

Smiths

Department of Work Force Services/ Vocational Rehabilitation

Job Sites

Bowling

Fast Food

Parks

Handwashing/COVID-19 safety:

Instruction will be given on the first day of class in the COVID-19 CDC guidelines and will be reinforced throughout the program. An award system will be implemented on the first day and maintained throughout the summer Tickets will be given out often throughout the day to keep the students interested and create peer reinforcement. The award system will include a weekly drawing for prizes that the students can earn.

The following skills will be taught and students can earn tickets for them:

Cleaning up after yourself= 2 tickets

Cough or sneeze into your elbow or a tissue=5 tickets

Staying 6 feet away from another person=5 tickets

Washing your hands with soap for 20 seconds =5 tickets

Applying hand sanitizer to your hands=2 tickets

Wiping down your table=2 tickets

Wearing your mask in the morning=4 tickets

Wearing your mask in the afternoon=4 tickets

25 tickets total you earn a prize.

Below are some questions to help staff members better serve your student. Information provided will be used to help us plan and organize classes.

Your student must be able to feed and use the bathroom themselves. You are responsible for transportation to and from the Center for your student.

1. Special Dietary Needs: No ____ Yes ____ If yes, please explain _____

2. Please explain your students disability, include whether or not your student uses a mobility device. _____

3. Will your student require Medication to be carried on their person? _____

4. Can your student administer medication independently? _____

5. Does your student have a history of seizures? Explain student's needs. _____

6. Can your student follow simple directions? Yes ____ NO ____ Please Explain _____

7. How does your student handle unfamiliar situation? Please explain _____

8. Given the opportunity will your student wander/leave the group? _____

9. Are there behavior characteristics that staff should be aware of? Examples include but are not limited to: defiance, violence, etc.

10. What strengths/skills does your student possess? _____

11. What would you like to see your student achieve from the summer youth program? _____

Other comments, concerns, or accommodations your student will need to participate: _____

Because of the low participation count this summer Participates will be supervised on 1 to 5 staff to student ratio. Please remember this as you are considering enrolling your student in the Youth Summer Transition Program.



Ability 1st Utah Pre-Employment Summer Youth Program Application 2020
Existing Student Application
June 1st- August 7th 2020

Description of Pre-ETS Summer Youth Program: The Pre-ETs Summer Youth Program is for young adults between the ages of 14 to 21. Eligible students must have an IEP or must be a 504 student. (If Parent/Guardian is not aware if their Youth has an IEP or is a 504 Student please consult their teacher at their designated school). Students must be able to demonstrate basic independence & self-reliance, or someone from home must accompany the student as a personal attendant.

Student Name: _____ Date: _____
 Student Address: _____ Phone: _____
 Parent/Guardian Name: _____
 Parent/Guardian Contact Phone: _____
 Social Security Number: _____ State Requirement for attendance
 Email Address: _____
 Alternative Contact: _____

Activities will occur on online in a virtual format until the possibility of onsite services can be offered as an option. Youth will spend their time engaged in a combination of Independent Living Life Skills classes Pre-Employment workshops. On site activities will follow social distancing guidelines on and off site if opportunities area available.

Transportation will be provided on a very limited bases, due to social distancing guidelines for onsite activities. Parents will be expected to provide transportation for their student to and from activities for onsite classes and workshops. Notices will be provided to parents at a later date.

Classes will be offered on Tuesday’s and Thursdays, starting out with online virtual classes from June 1st thru June 30th. If Covid-19 restrictions have moved to the recovery state onsite classes may be offered starting on July 1st thru August 7th with very specific social distancing guidelines.)Classes may last up to 3 hours and will be held from (10:00 am to 12:00pm on both days).

If parents would like to join us, please check with Shauna, Roy or Craig to receive connection to join in virtual and onsite classes if available. Parent chaperones may be needed for onsite classes, parents will be notified if and when necessary, please call Shauna or Roy at 801-373-5044 or Contact Craig at 435-283-4949.