



# Summer Jobs 2012 Worksite Application

***PROGRAM START and END DATES***  
***June 25, 2012 – August 3, 2012***

***First Payday***  
***Friday, July 20, 2012***

*YouthWorks* a service of the Mayor's Office of Employment Development, Baltimore Workforce Investment Board Youth Council and multiple workforce partners.



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### **Introduction to YouthWorks Summer Jobs**

YouthWorks 2012 wants to identify area employers and partners, who are eager to be part of the City's summer jobs program. Remember when you had your first summer job and how it made a difference in your life? When youth are constructively engaged, it reduces their chances of risky behaviors. Having a summer job gives teens an opportunity to earn money and provides first-hand knowledge about managing money. Students may learn about various industries by working during the summer, which helps strengthen their post-graduation resumes and gives them a head start on figuring out what kind of career interest them.

Young people who work during the summer months tend to do better in school, according to exit surveys. These students learn the importance of being on time and doing what is asked of them. These skills often transfer into academic achievements, once school begins again. In addition, teens that have summer jobs tend to be more confident because they've learned that they are responsible. Teens with summer jobs have a better chance of getting full-time employment upon graduation. By being conscientious and responsible employees, they make connections that can give them reference letters for college and/or other employers. Local businesses can hire high school students over the summer to fill temporary vacancies without paying fees to temporary placement agencies and can train workers, who may eventually join the company full-time.

The Mayor's Office of Employment Development has been providing summer employment opportunities for teens for over three decades—helping to staff the city's summer camps, support senior centers, libraries, pools, parks and recreations facilities, public services and area employers. It's the mission of Baltimore's summer jobs program to enable City youth to learn valuable workplace skills and ethics, while providing vital community services. Participants identify areas of career interest and will have an opportunity to work in industries, such as information technology, healthcare, administrative operations and tourism, as well as environmental projects that protect and enhance communities and waterways and social services.

The 2012 YouthWorks Summer Jobs Program is designed to engage city residents, 14 to 21 years of age in having a productive summer, filled with work-based learning that helps to launch their careers. Youth are exposed (many for the first time) to the world of work that enables them to learn about the variety of occupations available, in and around Baltimore.

Each youth has the opportunity to work 25 hours a week, earning federal minimum wage (\$7.25 per hour), for six weeks from June 25, 2012 through August 3, 2012. Youth 16 and older are encouraged to participate in job readiness training.



During the recruitment and registration phase of the program, **YouthWorks** staff will confirm eligibility and help determine an appropriate job match for each participant by carefully reviewing the applicants' age, career interests, skills and abilities. To further promote "work readiness", participants may assess their familiarity with basic workplace expectations using a standardized assessment called *YouthWorks Employee Work Readiness Assessment*. This tool will be used again at the end of the 6 week summer program to gauge the progress each young person has made in enhancing his/her employment readiness.

The Baltimore City Mayor's Office of Employment Development, Youth Services Division is seeking summer worksite applicants that offer city youth:

- Worksite mentoring and supervision that ensure youth are fully engaged every day during the entire six-week summer work period. (Under no circumstances should youth be paid for idle time. This constitutes poor planning and lack of exemplary supervision).
- A clear understanding of the worksite's mission and goals.
- Career exposure and work-based learning experiences.
- Instruction in, and protocols for, workplace safety.
- Guidance in providing strong customer service.
- Enhanced growth and learning opportunities.

The main focus of 2012 YouthWorks Summer Jobs is to:

- ✓ Support youth in becoming ready for success in the workplace by integrating strong work ethics and fully understanding what's required for upward mobility in the workplace.
- ✓ Exposing youth to potential career interests.
- ✓ Learning to consider and contribute to their Baltimore City neighborhoods and communities.
- ✓ Increases awareness about responsible energy consumption and environmentally responsible actions.



YouthWorks 2012 summer worksites will be selected based on the following criteria:

- ✓ Clearly stated mission
- ✓ Accessibility of leadership via e-mail, texting and phone and the ability to file on-line applications.
- ✓ Completion of a site audit **for non-government agency** worksites and, whenever possible, interviews with supervisory staff members with YouthWorks staff members.
- ✓ Explicit work plan with fully defined curriculum/programming for the entire period
- ✓ Exposes youth to careers in high-growth industries ;
  1. Bioscience
  2. Business Services
  3. Computer, Internet & Data Services
  4. Construction
  5. Green Jobs
  6. Health Care and Social Assistance
  7. Hospitality & Tourism
  8. Port & Port Related Services
- ✓ The organization's demonstrated ability to manage, accurately monitor and submit payroll data.
- ✓ Variety of skills developed, range of duties and tasks performed.
- ✓ Exposure to industry training beyond the current workplace.

Questions or requests for coaching and completion of this worksite application may be directed to Michelle Miles, YouthWorks Manager at 410-545-1820.

The deadline to submit a 2012 worksite application is: **Thursday, February 16, 2012.**



### 2012 PROGRAM REGULATIONS

The following regulations have been established to provide equity in the distribution of available summer jobs and to provide a clear understanding to worksite sponsors of their responsibilities in developing projects.

1. Youth must not be employed for the construction, operation or maintenance of any facility used or planned for sectarian activities or as a place for religious worship.
2. Worksites will not be approved for participation if their project activities require youth to work outside of the Baltimore Metropolitan area.
3. Projects must meet the State of Maryland Child Labor Law requirements.
4. Worksites shall not charge a fee for any services provided by MOED.
5. Worksites are responsible for distributing written rules and regulations outlining daily requirements and site expectations, on the first day, to all trainees.
6. Worksites sponsoring other MOED activities are required to adhere to appropriate rules and regulations regarding those programs.
7. Trainees will receive the current minimum wage allowed by state law.
8. Worksites must operate on a 5 hours / per day basis, totaling 25 hours a week excluding lunch.
9. Worksites must submit a statement of medical release for enrollees with physical limitations [i.e., pregnancy, allergies, etc].
10. Worksites planning to operate maintenance or beautification projects are required to plan a second work activity in the event of inclement weather or heat index which prohibits outside work activity. The Mayor's Office of Employment Development **YouthWorks Summer Jobs** authorizes worksites to close when Baltimore City declares a **Code Red** (which indicates the air quality is hazardous for the general population) if there is no air conditioned space available at the worksite for youth and staff members. Any worksite that determines that there is no other healthy alternative, may document the conditions via fax 410-467-7869 or e-mail to [@oedworks.com](mailto:@oedworks.com).



11. Upon request, worksites must schedule a time for YouthWorks staff to present workshops or other information.
12. Worksites must provide written permission with the worksite request for use of the facility where they will be housed. For example, if using a church, the pastor's signature is required; if using a school, the principal's signature is required.
13. Worksites must adhere to all reporting requirements published by the YouthWorks program and will receive written approval to operate from the YouthWorks.
14. All worksites must report any incidents of misconduct involving YouthWorks participants. These include altercations among youth and/or staff and harassment of any kind.
15. Youth referred by the YouthWorks Office for participation in your summer jobs program must have a timesheet and/or notification of their work assignment. All work assignments must be received from the YouthWorks Office NOT the worksite. Worksites that allow participants to work without their timesheet and/or work assignment slip will be responsible for the participants' pay.
16. Youth are not paid for overtime or working on the weekends.
17. **Please Note: If you are operating a year round program and would like those youth assigned to your worksite, copies of YouthWorks Registration Receipts must be submitted by Friday, April 6, 2012. Submission of YouthWorks Registration Receipts will not be honored after Friday, April 6, 2012.**



2012 YouthWorks Summer Jobs Worksite Application

Worksite Demographics (Please Print) Date: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Sponsoring Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name \_\_\_\_\_ Number: \_\_\_\_\_ Email \_\_\_\_\_

Indicate your organizational status:

City Agency State Agency Federal Agency Church
Non-Profit For Profit Community Organization
Other (specify): \_\_\_\_\_

Worksite Name: \_\_\_\_\_

Worksite Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Name: \_\_\_\_\_

E-mail Address (required): \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Worksite Phone: \_\_\_\_\_

Name of Supervisor for youth: (ratio must be at least 1 to 10)
\_\_\_\_\_

Is this project contingent upon other funding sources for 2012? No \_\_ Yes \_\_
If yes, from what sources: \_\_\_\_\_

State Worksite Mission Statement (no more than one paragraph):
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Read and Sign the Following Agreement**

This organization agrees to attend all 2012 YouthWorks training sessions as scheduled and send at least one person that will work directly with participants for training. I agree to check and respond to communications during the two week prior to program start-up; throughout the six weeks and two weeks post-summer work session.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please contact the YouthWorks office 410-396-5627/JOBS to schedule a worksite tour (Non-government agencies). Worksites will be assessed for:

1. Worksite compliance with all safety and health requirements.
2. Whether or not the workspace has an option for youth during extreme heat or weather conditions.
3. Training space
4. Worksite has all the tools required for the job(s)
5. Scope of work appears to be realistic
6. Background checks completed on worksite supervisors
7. Accessibility via public transportation

These tours must be completed by April 30, 2012.

Please indicate if this worksite will expose participants to one of the following career choices.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Architecture                 | <input type="checkbox"/> Education                   | <input type="checkbox"/> Manufacturing             |
| <input type="checkbox"/> Arts                         | <input type="checkbox"/> Electrical / Carpentry      | <input type="checkbox"/> Nursing                   |
| <input type="checkbox"/> Auto Mechanics               | <input type="checkbox"/> Elderly Services            | <input type="checkbox"/> Office Technology         |
| <input type="checkbox"/> Business/Finance             | <input type="checkbox"/> Engineering                 | <input type="checkbox"/> Port or maritime industry |
| <input type="checkbox"/> Childcare                    | <input type="checkbox"/> Environmental / Green       | <input type="checkbox"/> Recreation and sports     |
| <input type="checkbox"/> Communication / Media        | <input type="checkbox"/> Government / Public Service | <input type="checkbox"/> Retail                    |
| <input type="checkbox"/> Computer Information Tech.   | <input type="checkbox"/> Graphics                    | <input type="checkbox"/> Science / Research        |
| <input type="checkbox"/> Construction Trades          | <input type="checkbox"/> Hospitality / Travel        | <input type="checkbox"/> Social/Community Services |
| <input type="checkbox"/> Culinary Arts / Food Service | <input type="checkbox"/> Legal                       | <input type="checkbox"/> Other: _____              |
| <input type="checkbox"/> Custodial                    | <input type="checkbox"/> Library Sciences            |  |

**\*\*If you are operating a child care center, or any other organization that requires trainees to have background checks, they must be conducted at the cost of the host organization.**



How many youth workers does your worksite request? \_\_\_\_\_

Age Group Preferred: \_\_\_\_\_14-15 \_\_\_\_\_16+

Can your worksite accommodate youth workers with disabilities? \_\_\_\_Yes \_\_\_\_ No  
If yes, are there any restrictions? \_\_\_\_\_

**There may be attrition during the first start up period. Indicate whether or not you are willing to add youth for the second start up? Yes No**

**If yes, how many? \_\_\_\_\_**

**Please Note: If you are operating a year round program and would like those youth assigned to your worksite, copies of the YouthWorks Registration Receipts must be submitted by c/o/b, Friday, April 6, 2012. Submission of YouthWorks Registration Receipts will not be honored after April 6, 2012.**

Provide job descriptions and an outline of your program plan on a daily and weekly basis for 6 weeks for each job description submitted. This portion should be submitted as a separate Word© document. **(Job descriptions and program plan samples on pages 17 – 19)**

Please describe your payroll procedures: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What strategies will be used to expose participants to industry careers and training beyond the current workplace, if any? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this project benefit the citizens of Baltimore City? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What in-kind contributions your organization/agency will make to support this project? You may include the salary of managers and supervisors; t-shirts or uniforms; program supplies; transportation expenses; food or any other related project expenses: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## **SUPERVISION**

YouthWorks requires that worksites have at least one supervisor per 1-10 youth workers. Failure to comply with this ratio will eliminate this application from consideration and/or closure of a worksite that fails to comply. All worksites must have a designated representative, who will provide mentoring, supportive supervision, written feedback on the performance and growth of each trainee posted daily.

Youth should not leave their worksite any time during their assigned work hours without supervision, this includes lunch. The designated supervisor at the facilities that care for/supervise children must pass a full criminal background investigation conducted by the host organization. This person is required to participate in all mandatory YouthWorks training sessions.

After submission of this worksite request form, any staffing changes or cancellation on the part of the worksite must be immediately reported to the Summer Jobs Office at 410-545-1820.



**ON SITE SUPERVISOR INFORMATION**

Please provide the following information on all staff members in charge of daily supervision of the trainee(s) during YouthWorks operations. Copies of resumes should be attached to this application. (for non-governmental agencies)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone Cell/Mobile and/or other work phone numbers: \_\_\_\_\_

Resume Attached \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone Cell/Mobile and/or other work phone numbers: \_\_\_\_\_

Resume Attached \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Telephone Cell/Mobile and/or other work phone numbers: \_\_\_\_\_

Resume Attached \_\_\_\_\_



**Memorandum of Understanding**

*DO NOT WRITE IN THIS SPACE*

**Name of Worksite:** \_\_\_\_\_ **Dept/Loc:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Project Coordinator:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Worksite Supervisor:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Number of Approved Slots:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Type of Approved Project:** \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The worksite sponsor agrees to provide an opportunity for meaningful work experience to Baltimore City residents certified as eligible YouthWorks participants. This activity is designed to increase the employability of participants by providing work-based learning and an opportunity to develop occupational skills, and exposure to the skills for success.

We agree to attend all 2012 YouthWorks training sessions as scheduled and/or send the person that will work directly with participants from this agency/organization for training.

We agree to check and respond to all communication from YouthWorks prior to program start-up; throughout the six weeks and two weeks post-summer work session.

We agree to provide \_\_\_\_\_ (number of youth to be hosted) enrollees at this worksite with \_\_\_\_\_ hours of work per week for six full weeks.

We agree to accurately record all payroll information and comply with all request made at training. Lunch is not included in the work hours and youth are not paid for lunch time, absences or holidays. Youth may not leave the site for lunch unless accompanied by their supervisor.

We agree to comply with all industry health and safety standards.

Please indicate the weekly hours (day and time) for the youth assigned to your worksite. NOTE: All worksites must work a five day work week (5 hours/per day) unless otherwise approved by the Summer Jobs Manager.



Day	Starting Time	Lunch	Ending Time	Total Hours
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

**MAINTENANCE OF EFFORT**

1. It is understood and agreed that the project will not result in the displacement of currently employed workers.
2. It is understood and agreed that each worksite, operating under funded activity, will not discriminate with respect to any program participant or any applicant for participating in such program because of race, creed, color, national origin, sex, political affiliation or beliefs. Further, that they will comply with Titles VI and VII of the Civil Rights Act of 1964, as amended and all other applicable Federal, State and Local Laws and Regulations applicable to non-discriminatory practices. Further, it is understood and agreed that participants in the program will not be employed in the construction, operation, or maintenance of any facility used or planned for use for sectarian activities or as a place for religious worship.
3. It is understood and agreed that this worksite will operate the Summer Jobs Program, scheduled from June 25, 2012 to August 3, 2012 and comply with the number of approved enrollees with the worksite scheduled hours and with the rules and regulations of the project coordinator and worksite sponsor herein. The first pay date is July 20, 2012 based upon the start date of June 25, 2012.
4. It is understood and agreed that the worksite supervisor will expose all summer participants to the job specifics.
5. It is understood that the worksite is responsible for providing daily supervision for all enrollees at all times during the worksite's scheduled hours.



- 6. It is understood that failure to comply with any Summer Jobs regulation will result in immediate termination of the worksite. (See pages 6 and 7)
- 7. It is understood that the Mayor's Office of Employment Development has permission to use the worksite image and/or speech in any and all forms of electronic or print for purposes that promote MOED, YouthWorks, and/or City of Baltimore.
- 8. It is understood that the worksite/worksite supervisor is responsible for the payment of all wages to youth allowed to work, who were not assigned by YouthWorks to their location.
- 9. It is understood that the worksite will adhere to the Child Labor Law requirements.
- 10. It is understood that if you are operating a child care center, or any other organization that requires YW trainees to have a background checks, you agree to conduct criminal background checks at the cost of the host organization.**

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Name of Organization or Agency Sponsoring Worksite

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Signature of Organization President or Host Agency Representative

Signature and title for facility approval \_\_\_\_\_,

Date\_\_\_\_\_

**SKILLS FOR SUCCESS**

The Secretary's Commission on Achieving Necessary Skills for Success was established in February 1990, by the Secretary of Labor, to examine the demands of the workplace and to determine whether the current and future workforce is capable of meeting those demands. In their examination, the Commission identified two types of skills [competencies and foundations]. COMPETENCIES ARE THE SKILLS NECESSARY TO SUCCEED IN THE WORKPLACE. FOUNDATIONS ARE SKILLS AND QUALITIES THAT UNDERLINE THE COMPETENCIES. Both sets of skills are generic and are required in most jobs. Organizations are encouraged to develop their projects around these competencies.

**SKILL FOR SUCCESS COMPETENCIES**

**SKILLS FOR SUCCESS FOUNDATIONS**

Resources

- \* Allocating Time
- \* Allocating Money
- \* Allocating Materials & Facility Resources
- \* Allocating Human Resources

Information

- \* Acquire and Evaluate Information
- \* Organize and Evaluate Information
- \* Interpret and Evaluate Information
- \* Use Computer to Process Information

Interpersonal

- \* Become a Team Member
- \* Teach Others
- \* Serve Clients/Customers
- \* Exercise Leadership
- \* Negotiation Skills
- \* Work with Cultural Diversity

Systems

- \* Understand Structure
- \* Monitor and Correct Performance
- \* Improve Design Structures

Basic Skills

- \* Reading
- \* Mathematics
- \* Listening
- \* Speaking

Thinking Skills

- \* Creative Thinking
- \* Problem Solving
- \* Reasoning
- \* Learning

Personal Qualities

- \* Responsibility
- \* Self-Esteem
- \* Appearance
- \* Social Skills
- \* Self-Management
- \* Honesty/Integrity

Technology

- \* Understand Various Skills
- \* Apply Various Skills to the Task
- \* Maintain, Troubleshoot Learned



### Sample Job Description and Work Schedule

The following is a *sample job description*:

*Camp Counselor Job Description -- TITLE: Youth Camp Counselor Trainee*

*LOCATION: XYZ Youth Camp, 1234 Westside Street, Baltimore, MD 21217*

*NATURE OF POSITION: To enhance the campers experience at Camp, while taking responsibility for their health and well being.*

*RESPONSIBILITIES: Responsible for aiding program staff during activities; Responsible for being an active part of all camp activities (i.e., song practice, arts and crafts, talent show, games and exercises, field trips, etc.); Responsible for knowing the location of their campers at all times during the day; Responsible for promoting a positive healthy environment for the camper and practice personal leadership skills.*

*RELATIONSHIPS: Develop a good working relationship with the program staff, nurse, kitchen staff, and camp director. Provide leadership and support to fellow counselors.*

*QUALIFICATIONS: Able to communicate effectively with campers and staff; Be at least 15 years of age and in good academic standing; Capable of reading aloud at story time and engaging in physical games and activities with campers; Willingness to become a leader and take responsibility for small team of campers.*

*A sample worksite daily scheduled of planned activities follows:*

#### **WEEK ONE**

##### **Day 1:**

*1 hour -- orientation to summer camp; review mission and ground rules; meet staff; define camp counselor role and behavioral guidelines; payroll requirements; complete a site tour.*

*1 hour – youth/camp counselors meet with supervisors, who provide a demonstration of each work assignment and provide work instructions for their first assignment.*

*1 hour – review of working with special needs youth – discussion of the range of behaviors and disabilities to expect; effective strategies to support each youth*

*.5 hour – lunch break*

*1.5 hours – financial literacy training*



**Day 2:**

- 1 hour -- camp counselors join with staff in greeting new camp attendees and supporting them in forming small team groups*
- 1 hour – arts and crafts activity*
- 1 hour – exercise and/or games*
- 1 hour – lunch and story time; youth rest for 15 minutes*
- .5 hour – current events trivia*
- .5 hour – help youth into transportation and cleanup*

**Day 3**

- 1 hour – introduction to choir*
- 1 hour – arts and crafts activity*
- 1 hour – exercises in the pool*
- 1 hour – lunch and story time; youth rest for 15 minutes*
- .5 hour – current events trivia*
- .5 hour – help youth into transportation and cleanup*

**Day 4**

- 1 hour – introduction to choir (share information about closing performance show)*
- 1 hour – arts and crafts activity*
- 1 hour – exercise in pool*
- 1 hour – lunch and story time; youth rest for 15 minutes*
- .5 hour – current events trivia*
- .5 hour – help youth into transportation and cleanup*

**Day 5**

- 1 hour – youth board a bus for a field trip to the Oregon Ridge Outdoor Learning Center*
- 2 hours – youth take a tour and learn about local wildlife and plants*
- 1 hour – youth have a picnic lunch*
- .5 hour – bus ride back to camp*
- .5 hour – help youth into transportation*

**Enhanced or Expanded Summer Worksite Plans**

*The main focus of 2012 YouthWorks Summer Jobs is to:*

- ✓ Support youth in becoming ready for success in the workplace by integrating strong work ethics and fully understanding what's required for upward mobility in the workplace.*
- ✓ Exposing youth to potential career interests.*



- ✓ *Learning to consider and contribute to their Baltimore City neighborhoods and communities.*
- ✓ *Increases awareness about responsible energy consumption and environmentally responsible actions.*

*We encourage each worksite to submit a plan that offers an expanded/enhanced worksite development options such as:*

***Guest speakers*** -- *You organization/agency may arrange for guest speakers such as community leaders or academic scholars, successful business executives, government leaders, financial literacy instructors and program alumni.*

***Fairs, Events, Seminars, Conferences and Workshops*** -- *YouthWorks encourages supervisors and managers to expose youth workers to professional development experiences, as well as meetings or conferences that will offer participants a broader conversation about the industry or workplace in general. When advancement in the industry requires post-secondary training or college, make sure Youth Workers understand what's required of them when they return to school in the fall.*

***Cultural Enrichment*** – *Broadening cultural horizons by visiting area museums, galleries, libraries, musical events, college campuses, sporting events, fairs or theater performances help broaden participants' scope and range of options.*

***Civic Engagement*** – *Learning about the area courts and legislative processes can help youth gain greater access. Exposure to the City Youth Commission or Council and leadership experiences builds a sense of personal empowerment and engagement.*