



Kiwanis[®]

CAPITAL DISTRICT

Capital District, Kiwanis International
2022-2023 Board of Trustees Meeting
Saturday, January 28, 2023 - 10:00am
Zoom Online Conference

1. Welcome
2. Declaration of Quorum
3. Approval of Agenda
4. Matters for Approval and/or Discussion
 - a. Recommendations from Finance Committee - FY 2022 - CPA Review & 990
 - b. Redivision Task Force - Final Report
 - c. ICON District Dinner - Minneapolis Queen Riverboat Dinner Cruise
 - d. Hiring Ratification of Jana Stock as new Facebook Marketing Specialist
 - e. Allocation of Kiwanis Children's Fund Grant of \$4,319.00 to DCON Service Project
5. Adjournment



Kiwanis[®]
CAPITAL DISTRICT

Capital District, Kiwanis International
Jan/Feb Board of Trustees Meeting
Agenda Point- Recommendation to Approve
Capital District Kiwanis Financial Audit and IRS
Form 990 for FY2022

Background

The review and audit of financial statements and preparation of IRS Form 990 for the 2022 fiscal year of the Capital District of Kiwanis (inclusive of Capital District Key Club and Capital District CKI) was performed by Didawick and Associates in Staunton, VA and submitted by the Executive Director to the Finance Committee on December 22nd, 2022 for review.

BOARD REQUIRED ACTION

The Capital District Board of Trustees has an obligation to approve the audit review of financial statements and the IRS Form 990 prior to filing with Kiwanis International and the IRS for the previous administrative year.

Operational Impact

The Executive Director will file the findings with Kiwanis International and the IRS.

Financial Impact

N/A

Form **8879-TE**

**IRS e-file Signature Authorization
for a Tax Exempt Entity**

OMB No. 1545-0047

For calendar year 2021, or fiscal year beginning 10/01, 2021, and ending 9/30, 20 22

Department of the Treasury
Internal Revenue Service

Do not send to the IRS. Keep for your records.
Go to www.irs.gov/Form8879TE for the latest information.

2021

Name of filer **CAPITAL DISTRICT OF KIWANIS INTERNATIONAL, INC.** EIN or SSN **54-0160298**

Name and title of officer or person subject to tax **JEFFREY WOLFF EXECUTIVE DIRECTOR**

Part I Type of Return and Return Information

Check the box for the return for which you are using this Form 8879-TE and enter the applicable amount, if any, from the return. Form 8038-CP and Form 5330 filers may enter dollars and cents. For all other forms, enter whole dollars only. If you check the box on line 1a, 2a, 3a, 4a, 5a, 6a, 7a, 8a, 9a, or 10a below, and the amount on that line for the return being filed with this form was blank, then leave line 1b, 2b, 3b, 4b, 5b, 6b, 7b, 8b, 9b, or 10b, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. Do not complete more than one line in Part I.

1a Form 990 check here	<input checked="" type="checkbox"/>	b Total revenue, if any (Form 990, Part VIII, column (A), line 12)	1b	<u>582,864</u>
2a Form 990-EZ check here	<input type="checkbox"/>	b Total revenue, if any (Form 990-EZ, line 9)	2b	
3a Form 1120-POL check here	<input type="checkbox"/>	b Total tax (Form 1120-POL, line 22)	3b	
4a Form 990-PF check here	<input type="checkbox"/>	b Tax based on investment income (Form 990-PF, Part VI, line 5)	4b	
5a Form 8868 check here	<input type="checkbox"/>	b Balance due (Form 8868, line 3c)	5b	
6a Form 990-T check here	<input type="checkbox"/>	b Total tax (Form 990-T, Part III, line 4)	6b	
7a Form 4720 check here	<input type="checkbox"/>	b Total tax (Form 4720, Part III, line 1)	7b	
8a Form 5227 check here	<input type="checkbox"/>	b FMV of assets at end of tax year (Form 5227, Item D)	8b	
9a Form 5330 check here	<input type="checkbox"/>	b Tax due (Form 5330, Part II, line 19)	9b	
10a Form 8038-CP check here	<input type="checkbox"/>	b Amount of credit payment requested (Form 8038-CP, Part III, line 22)	10b	

Part II Declaration and Signature Authorization of Officer or Person Subject to Tax

Under penalties of perjury, I declare that I am an officer of the above entity or I am a person subject to tax with respect to (name of entity) _____, (EIN) _____ and that I have examined a copy of the 2021 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

PIN: check one box only

I authorize DIDAWICK & COMPANY, P.C. to enter my PIN 60298 as my signature
ERO firm name Enter five numbers, but do not enter all zeros

on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

As an officer or person subject to tax with respect to the entity, I will enter my PIN as my signature on the tax year 2021 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax _____ Date 12/22/22 **SIGN HERE**

Part III Certification and Authentication

ERO's EFIN/PIN. Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

54474922564
Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2021 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of Pub. 4163, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature DUSTIN W DIDAWICK CPA Date 12/22/22

**ERO Must Retain This Form — See Instructions
Do Not Submit This Form to the IRS Unless Requested To Do So**

Didawick & Company, P.C.
Certified Public Accountants
P. O. Box 2976
Staunton, VA 24402

We are providing this letter in connection with your review of the financial statements of Capital District of Kiwanis International, Inc. (the Organization), which comprise the statement of assets, liabilities, and net assets – modified cash basis as of September 30, 2022, and the related statements of revenues, expenses, and other changes in net assets – modified cash basis; functional expenses – modified cash basis; and cash flows – modified cash basis for the year then ended, and the related notes to the financial statements, for the purpose of obtaining limited assurance as a basis for reporting whether you are aware of any material modifications that should be made to the financial statements in order for them to be in accordance with the modified cash basis.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of December 15, 2022 the following representations made to you during your review.

Financial Statements

- 1) We have fulfilled our responsibility for the preparation and fair presentation of the financial statements in accordance with the modified cash basis of accounting, as set out in the terms of the review engagement letter dated November 7, 2022.
- 2) We have made available to you all:
 - a. Financial records and related data.
 - b. Minutes of the meetings of trustees, board of directors, and committees of directors (or similar bodies, as applicable), or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Additional information you have requested from us for the purpose of the review.
 - d. Unrestricted access to organization personnel from whom you determined it necessary to obtain review evidence.
- 3) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 4) All material transactions have been recorded and have been properly reflected in the financial statements.
- 5) There are no uncorrected misstatements.
- 6) We acknowledge and have fulfilled our responsibility for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

- 7) We acknowledge our responsibility for designing, implementing, and maintaining internal control to prevent and detect fraud.
- 8) We have no knowledge of any fraud or suspected fraud affecting the organization involving management, employees who have significant roles in internal control, or others where the fraud could have a material effect on the financial statements.
- 9) We have no knowledge of any allegations of fraud, or suspected fraud, affecting the organization's financial statements as a whole communicated by employees, former employees, analysts, regulators, or others.
- 10) We have disclosed to you the identity of the organization's related parties and all related-party relationships and transactions of which we are aware.
- 11) We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or net asset balances.
- 12) The following have been properly recorded or disclosed in the financial statements:
 - a. Related party transactions including sales, purchases, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - b. Guarantees, whether written or oral, under which the organization is contingently liable.
 - c. Significant estimates and material concentrations known to management that are required to be disclosed in accordance with *FASB ASC 275, Risks and Uncertainties*.
- 13) There are no:
 - a. Known or suspected instances of noncompliance with laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - b. Actual or possible claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with [FASB ASC 450, Contingencies](#).
 - c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by [FASB ASC 450, Contingencies](#).
- 14) The Organization has satisfactory title of all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged.
- 15) There are no designations of net assets that were not properly authorized and approved or reclassifications of net assets that have not been properly reflected in the financial statements.
- 16) We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 17) We believe significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable in the circumstances.
- 18) We are in agreement with the adjusting journal entries, if any, you have recommended, and they have been posted to the Organization's accounts.
- 19) We have disclosed to you all information relevant to the use of the going concern assumption in the financial statements.

20) No events have occurred subsequent to the statement of assets, liabilities, and net assets – modified cash basis date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

21) We have responded fully and truthfully to all inquiries made to us by you during your review.

22) In regard to the financial statement preparation services performed by you, we have:

- Assumed all management responsibilities.
- Overseen the services by designating an individual who possesses suitable skill, knowledge, and/or experience.
- Evaluated the adequacy and results of the services performed.
- Accepted responsibility for the results of the services.

23) The organization's books and records are complete.

Executive Director

Redivisioning Task Force Final Report

Board of Trustees,

Below is the final report from the redivisioning task force.

Chair: Tim Gillette

Members: Jennifer Wolff – District Governor, Kristina Dlugozima – Key Club Administrator, National Capital – Dave Lurie & Elana Gardner, Mason-Dixon – Art Riley & Andy Haag, Chesapeake Bay – Josh Hiscock & Jack Hassman, Heart of Virginia – Jamie Moore & Eric Lamb, Southeast Virginia – Mike Dasovich & Judy Pantelides, West Virginia – Nathaniel Kyle & Eric Fithyan, Southwest Virginia – Hi Nicely & Jeff Dotson.

Report:

The task force met as a group on three occasions (October, November, and December 2022). In addition, a smaller group from West Virginia & Southwest Virginia met in November to discuss the clubs specific to those regions.

When determining the new divisions, the task force took a few things in consideration. We looked at the number of clubs in a division, the geographical size and makeup of the division, and potential leadership pipeline for future Lt. Governors. While the task force would have liked to have divisions of the same size, the unique geographic makeup of our district doesn't allow that to happen.

The task force as a whole discussed all divisions, however final club placement decisions were left to the chair and regional representatives.

Below is a list of changes made, there's also an excel sheet attached to the email.

- Moving Waldorf from Division 3 to Division 1
- Merger of Divisions 4 & 7 (except Hagerstown)
- Moving Wilmington from Division 6 to Division 5
- Moving Hagerstown from Division 7 to Division 8
- Merger of Divisions 10 & 11
- Moving Poquoson & Grafton Clubs from Division 12 to Division 13
- Clubs moving from Division 20 to Division 16, (War, Beckley, Welch, Hinton, and Mercer County)

Respectfully Submitted,

Tim Gillette, Redivisioning Task Force Chair.

National Capital Region		
Division 1	Division 2	Division 3
Capitol Hill	Woodbridge	Montgomery Village
NW Washington	Tysons	Mitchellville
SW Waterfront	Bull Run	Bethesda
Eastern Branch	South Arlington	Greater Landover
Far East Wash	Fairfax	Leisure World
Shepherd Pk.	Mt. Vernon	Rockville
Washington	Arlington	Wheaton-Silver Spring
Waldorf	Manassas	PG County
	Alexandria	
	Fredericksburg	
	Leesburg	

Eastern Region	
Division 4	Division 5
Next Gen E-Club	Delmar
Ellicott City	Georgetown
Commodore Mayo	Coastal Delaware
Crofton	Wilmington
Frederick MD	Pocomoke City
Mount Airy	Accomack, Onancock
Westminster	Greater Millsboro
	Seaford
	Bridgeville
	Chincoteague
	Greater Ocean Pines

Northern Region	
Division 6	Division 8
Reisterstown	Strasburg
Canton-FP	Shepardstown
Hampden-MT	Front Royal
Towson-Timonitum	Charles Town
Elkton	Blue Ridge, Winchester
Loch Raven	Old Town
	Winchester
	Hagerstown

Central Virginia	
Division 9	Division 10
Shen Valley, Staunton	Crewe
Jackson River Area	Central Chesterfield
Alleghany Highlands	Dinwiddle
Harrisonburg	Hopewell
Charlottesville	Chester
Waynesboro	Petersburg
Staunton	Colonial Heights
	Tuckahoe
	Midlothian-Chesterf
	Ashland
	Richmond

Southeast Region		
Division 12	Division 13	Division 14
New Kent	Old Point, Hampton	GB-Chesapeake
Toano	City Center, NN	OV Beach, Norfolk
Gloucester	Denbigh, NN	Lynnhaven-VB
Northern Neck-Kilm	Poquoson	Suffolk
Middlesex Saluda	Mercury 64	Churchland, Port
Colonial Capital	Carrollton	VB- VB Town Ctr
Williamsburg	Smithfield	Portsmouth
	Greater Hilton	Virginia Beach
	Grafton	Norfolk
		Chesapeake

Southwest Region		
Division 15	Division 16	Division 17
Fort Hill, Lynchburg	War	Clinchco
Forest	Beckley	Coeburn
Bassett	Welch	McClure River
Botetourt County	Radford	Clinch River, Richlands
Lynchburg	Bluefield	Council
Martinsville	Wythe County	Grundy
Salem	Marion	Clintwood
Danville	Abingdon	St Paul-Castlewood
Roanoke	Montgomery County	Hurley
	Christiansburg	Norton
	Mercer County	Haysi
	Hinton	Wise

Northwest Region		
Division 18	Division 19	Division 20
Williamstown Area	Parsons	Williamstown
N. Parkersburg	Keyser-Breakfast	Gilbert
Weirton	Bridgeport	St Albans
Wellsburg	Fairmont	Delbarton
Wheeling	Morgantown	Greater Nitro Area
	Keyser	E Huntington
	Suncrest Area, Morg	Huntington
	Clarksburg	W Charleston
	Elkins	Logan

Mississippi River Charter Agreement



Menu selections and #s ordered must be called in 10 days prior to event. Only count increases will be accepted after 10 day deadline. No outside liquor may be brought aboard. State sales tax applies to all food, liquor and service charges.

Contact: Delanie Delimont
 Company: Pacific Northwest District Kiwanis
 Address: _____

Cruise ID: 35744
 Boat: MINNEAPOLIS QUEEN
 Cruise Date: 6/23/23 Port: Bohemian Flats
 Cruise Time: 6:00 PM To: 9:00 PM
 Occasion: Organizational Event
 Group Size: 65 (estimated)
 Menu: Buffet Plated Apps.
 Bar: Beer/Wine Full Bar No Bar
 Cash Host Drink Tickets/Cash
 Phone #s: Cell 503-305-7369
Work
 E-Mail: dsec@pnwkiwanis.org

DESCRIPTION	QTY	UNIT PRICE	EXTENDED
-------------	-----	------------	----------

Menu			
<i>1 Meat Entree: Chicken Breast Dijonaise, Chicken Piccata or MN Wild Rice Stuffed chicken Breast.</i>	65	23.99	1,559.35
Choose ONE of the above chicken choices to accompany the following: Parsley new potatoes, Caesar salad, steamed vegetable medley, assorted breads with butter and our signature chocolate dipped strawberries with petite desserts. 15 Person Minimum			
<i>Above counts and menu selections are tentative and may be changed up until 14 days prior to cruise date.</i>	1		0.00 NT
<i>*Prices are Subject to Change in 2023</i>	1		0.00 NT

Bar			
<i>*Complimentary coffee, iced tea, lemonade, and tap water*</i>	65		0.00
<i>Cash or Credit Card - Full Bar service available</i>	1		0.00 NT
Full Bar			
<i>*Prices are Subject to Change in 2023</i>	1		0.00 NT

Boat			
<i>Minneapolis Queen (Evenings & Saturdays)</i>	3	675.75 *	2,027.25 NT
\$795.00 per hour-- 3 hour minimum evenings and weekends. Dockside time available for set-up at \$295.00 per 1/2 hour.			
<i>1% discount reflects the above pricing if deposit is received by 1-31-23</i>	1		0.00 NT

Other Charges			
<i>Fuel Surcharge Mississippi River</i>	3	25.00	75.00
\$25.00 per hour			
<i>Port Charge (per person)</i>	65	2.50	162.50
Based upon your final head count confirmation, 10 days prior to your cruise date.			

A \$2,027.25 cruise deposit must accompany charter agreement to reserve date!	Subtotal:	3,824.10
Cruise/Menu balance is due 14 days prior to cruise. Additional charges (bar, etc.) are due on date of cruise.	Service Charge:	717.32
	(8.03%, 10.53%-alc.) Tax:	201.89
	Cruise Total:	4,743.31
	Deposit Requested*:	2,027.25

VISA/MC/AMEX/DISC #: _____
 Security Code: _____ Billing Zip: _____ Exp: _____
 Name on Card: _____ Signature: _____ Initial here for all charges to be applied to credit card: _____

How did you find out about us?

Yellow Pages
 Paper/Magazine
 T.V. or Radio
 Direct Mail

*Deposit refundable if cruise is canceled at least 90 days prior to cruise date only. A 4% cancellation fee applies. Deposit may not be transferred to another date within 90 days of cruise date. A 20% service charge applies to all charges. This becomes the property of Paradise Charter Cruises, and is distributed accordingly. A port charge of \$2.50 per person also applies.

Paradise Companies Inc. dba Paradise Charter Cruises is not responsible for consequences arising from or associated with adverse weather. In the event of rain, reserved cruise times go as scheduled. If weather precludes cruise, cruise will be held dock side until weather improves or cruise time expires. PCC/MQ is not responsible for any lock closures due to repair or other issues controlled by the Army Corp of Engineers. The charter group and its guests assume responsibility

- Web Site
- Other ...
-

for all catering and cruise costs should the group decide to cancel within 10 days of cruise date due to conditions beyond Paradise Charter Cruises' control. Customer agrees to pay all costs of collections including reasonable attorneys fees. Returned check fee \$30.00. Denied credit card fee \$30.00. Galley fee applies to all outside caterers. The charter group and its guests assume all risk of personal injury and loss of or damage to personal property. It is agreed that the cruise is a "ride at your own risk" attraction. Legal drinking age is 21 years. No outside alcohol allowed. Please confirm cruise date and cruise time prior to returning this contract at 952.474.8058. By signing and returning this Charter Agreement you are agreeing to Boat Charges, Date and Time only. Final head counts, menu and bar selections are not due until 14 days prior to your cruise. Thank you!

A fax with a signature will be deemed as an original and an acceptance of contract terms.

SIGNED: _____ DATE: _____

FAX # 952.470.7320, P.O. BOX 563, EXCELSIOR, MN 55331 952.474.8058 WWW.TWINCITIESCRUISES.COM

JANA STOCK

Colonial Heights, VA 23834
904.460.5738 - jns61622@email.vccs.edu

January 12, 2023

Jeffrey Wolff

Kiwanis

jeffrey.wolff@capitalkiwanis.org

RE: Facebook Marketing Specialist

Dear Hiring Manager and Executive Director,

My skills are an ideal match to the Facebook Marketing Specialist requirements and will bring value to Kiwanis goals. While working as a barista at Native Grounds, I created and ran its Facebook page. I posted or approved posts of our specials, promotions, and contests on a daily basis.

Previously, when I managed Native Grounds Facebook page, I exercised a thoughtful and methodical approach to marketing in order to reach customers. I am independently motivated, yet I appreciate team efforts and collaborate productively within groups. Additionally, I am knowledgeable in Information Technology due to my recent education in Cybersecurity. I am organized, I enjoy planning, and I am experienced with outreach.

It is imperative for Kiwanis clubs to market on Facebook in order to increase membership and participation. Gaining members will assist in reaching goals and attaining more resources. With more members, Kiwanis clubs can reach and positively affect more children. The values and mission of Kiwanis will loudly speak for themselves if we can reach more people and give them an understanding of Kiwanis and the good work they do. I believe in Kiwanis principles. As you will see, I have a lot of experience working with children, and they hold a special place in my heart.

Because my professional and personal goals align with Kiwanis's mission and values, this opportunity is especially exciting. I believe my planning, innovation and motivation abilities will support and drive your continued organizational success.

To demonstrate the scope of my career history and professional competencies, please take a moment to review my attached resume. I appreciate your consideration and evaluation of my credentials and subsequent response.

Sincerely,
Jana Stock

JANA STOCK

✉ jns61622@email.vccs.edu

☎ 904-460-5738

📍 Colonial Heights, Virginia 23834

PROFESSIONAL SUMMARY

Hardworking College Student seeking employment. Successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. Knowledgeable in user interface, testing, and debugging processes. Adept in various social media platforms and office technology programs. Extremely diligent and dedicated, if I don't know how to do something, I will find out. Offering excellent communication and good judgment.

SKILLS

Adaptable and quick learner
Ability to work under pressure
Understanding of Firewalls
Malware Analysis
Incident Response and Vulnerability Management
Experienced with Linux and Microsoft
Leadership and Teamwork skills
Network Security

EDUCATION

Brightpoint Community College
Chester, VA • Expected in 05/2023

Cybersecurity Program

Southwestern Illinois College
Belleville, IL • 12/2021

Associate of Arts: Psychology, Early Childhood Development

WORK HISTORY

Quileute Tribe - Youth Coordinator

La Push, WA • 03/2016 - 07/2018

- Served as mentor and educator to troubled youth ages 12-18.
- Managed Program finances, budgeting, and grants.
- Grant writing for our government-funded program through Office of Juvenile Justice & Delinquency Program (OJJDP).
- Data Collection and reporting
- Planned, provided funding, and implemented activities, fundraising and trips for youth.
- Traveled for trainings through OJJDP.

Quileute Tribe - Daycare Teacher

La Push, WA • 11/2014 - 03/2016

- Created and implemented lesson plans based on child-led interests and curiosities
- Engaged with children on individual basis to build positive relationships and promote learning.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Consulted with parents to build and maintain positive support networks and continuing education strategies.
- Observed and assessed children based on established early childhood developmental milestones to identify individuals in need of additional support and developed strategies to improve assistance.

Native Grounds - Barista

La Push, WA • 10/2013 - 11/2014

- Pleasantly interacted with customers during hectic periods to promote fun, positive environment.
- Maintained regular and consistent attendance and punctuality.
- Created and managed Native Grounds Facebook Page
- Quickly and accurately handled financial transactions of all types.
- Brought forth innovative ideas and solutions to problems.

**North Olympic Peninsula Americorps - Quileute Tribal School
Literacy Volunteer**

La Push, WA • 10/2011 - 06/2013

- Worked with elementary and middle school students during and after school to assist in academic achievement and success.
- Volunteer recruitment, training, directing and reporting
- Ran and directed up to 15 volunteers for large community events
- Service projects (clean up streets, gardening for domestic violence victims, painting buildings)



Kiwanis[®]

CAPITAL DISTRICT

Capital District, Kiwanis International
Special Board of Trustees Meeting
January 28, 2023 - Agenda Point
Allocation of KCF Grant to DCON Service Project

Background

The 2023 District Convention committee would like to do a meal packing event identical to the one completed at the 2022 Midyear Conference.

Generosity Feeds/The Replenish Foundation provides all the supplies and sets up everything needed to run a well planned and meaningful meal packing service project. Last year, we raised \$6,000 to pack 3,000 meals -- it was the perfect size project for the amount of people and time allowed.

To complete the project, we would like to apply for the Kiwanis Children's Fund grant of US\$4,319 that the Capital District is eligible for, and raise the rest through sponsorships and in-kind donations from individuals as an add on to conference registration. This will cover all logistics and materials for the event.

Note that the minimum donation The Replenish Foundation requires is \$5,000. The due date for the grant request to the Kiwanis Children's Fund is March 1, 2023, hence, why this cannot wait for the March 3, 2023 regularly scheduled board meeting.

Required Board Action

Motion to be made:

The Capital District Kiwanis Board of Trustees approves the use of the Kiwanis Children's Fund allocated grant amount of \$4,319 to go to the 2023 District Convention Meal Packing Service Project through Generosity Feeds/The Replenish Foundation.

The district will guarantee the minimum donation of \$5000 (subsidizing \$681.00 if necessary) although additional fund donations will be requested from convention attendees through their registration form.

Operational Impact

There is no organizational impact related to this agenda point.

Financial Impact

The district convention budget could potentially have an added \$681.00 expense if no attendees voluntarily contribute to the service project, however, this is unlikely based on the performance of the project at the 2022 Midyear Conference.

Respectfully submitted,
Alisa Dick, Chairperson
2023 District Convention Committee



Jeffrey Wolff <jmwolff@gmail.com>

Fwd: 2022-2023 District Grant Invitation

1 message

Jen Wolff <jen.wolff@capitalkiwanis.org>
To: Jeffrey Wolff <jeffrey.wolff@capitalkiwanis.org>

Wed, Jan 25, 2023 at 9:30 AM

----- Forwarded message -----

From: **Kiwanis Children's Fund** <administrator@grantinterface.com>
Date: Tue, Dec 6, 2022 at 3:55 PM
Subject: 2022-2023 District Grant Invitation
To: <dennis.cdkypm@gmail.com>
Cc: <jen.wolff@capitalkiwanis.org>, <jeffrey.wolff@capitalkiwanis.org>, <ewarren@kiwanis.org>

Dear Capital District,

Congratulations! Your district is invited to participate in the Kiwanis Children's Fund's 2022-23 [District Grant program](#). Your district is eligible for a grant of **US\$4,319.00**.

Please review the [terms and conditions](#) of this grant. Although it is the district chair's responsibility to complete the application, they are expected to work with the district to determine how the grant will be used.

To receive the district grant, an application must be submitted through our online grant system, Foundant **before March 1, 2023**. Foundant has a Google Translate button so that applicants can translate the site into their own language. Log in information is provided below. Note: If you previously had a login with Foundant but have forgotten your password, you can use the "Forgot your Password" link to reset it.

Logging into Foundant:Website: <https://www.grantinterface.com/Home/Logon?urlkey=kiwanis>

- Enter your email address
- If this is your first time using Foundant, your temporary password is: Password1
- Access Code: Kiki23

I have attached a "How to use Foundant" guide that was created specifically for district grants. If you have any questions, please let me know and I would be happy to help.

Thank you for your time and support!

Traycee Lane-Gess | **Kiwanis Children's Fund**
Community Impact Officer
[3636 Woodview Trace](#)
[Indianapolis, IN 46268](#)
(o) 1.800.KIWANIS ext. 225
<http://www.kiwanis.org/childrensfund>

 **How to Use Foundant-District Grants.pdf**
231K