CAPITAL DISTRICT KIWANIS INTERNATIONAL

Quarterly Committee Report & Committee Evaluation

Committee: Key Leader **Date:** 11/20/2023

Chairperson: Schuyler Fury

To be completed by the Committee Chairperson and submitted to the District Secretary and supervising District Trustee no later than 21 days before each quarterly District Board Meeting.

1. COMMITTEE MEMBERSHIP

Committee fully staffed: Yes ☑ No ☐ [Note: Regions without representation below.]

2. KIWANIS YEAR GOALS (list all committee's annual goals)

GOAL	% Complete
Host a key leader weekend with at least 70 attendees.	
Reserve a location for the Key Leader weekend.	
Advertise the event and recruit attendees.	

3. **CHALLENGES OR ASSISTANCE NEEDED** (use continuation sheet if necessary):

Assistance is needed in recruiting attendees for the Key Leader weekend and achieving goal attendence of at least 70 people. In addition, deposit is due to the Jamestown 4-H Center to reserve the location.

4. **COMMENTS** (use continuation sheet if necessary):

Key Leader weekend is scheduled for April 19-21, 2024 at the Jamestown 4-H Recreational Center. The center is reserved at this time and the center contact is assisting in all plannings aspects. At the current price/plan for the the 4-H center, it is estimated to cost about $145 per attendee. However, I would recommend charging $225 per attending to have some additional money for t-shirts, supplies, and advertisements if needed.

SIGNED: Schuyler Fury

11/17/2023

Jamestown 4-H Educational Center
3751 4-H Club Road
Williamsburg, VA 23185
757-253-4931

Group Reservation Form

Group Name:	Capital District of Kiwanis International			
Contact:	schuylerfury@gmail.com			
Email:				
Date(s):				
Address:	3636 Woodview Trace	Indianapolis	Indiana	46268
Contact Number:	540-968-2350			
# of guests:	70			
Arrival Date & Time:	Friday April 19th 2024	12:00 PM		
Departure Date & Time:	Sunday April 21st 2024	12:00 PM		
Grade/Age:	YOUTH AND ADULTS			
Total (Before Taxes):	$10,155.00			
Deposit:	$2,538.75			

Lodging	**2 Lodges ***
Cabin 1	
Cabin 2	
Cabin 3	
Cabin 4	
Lodge 5	✔
Lodge 6	✔
Dorm Lodging	**TBD**
Dorm 1	✔
Dorm 2	
Dorm 3	
Dorm 4	x-staff
Dorm 5	x-staff
Dorm 6	x-staff

Program	**TBD**
Team Building Challenge/Low Ropes	✔
Canoeing/Kayaking	
Campfire	✔
Swimming	
Fishing	
Archery	
Survival Scenario	
Wildlife Ecology or Marine Ecology	

Meeting Space		**TBD**
Recreation Hall		✔
Aquatic Resource	TBD $200 Per Day	
Administration		
Chesterfield	TBD $200 Per Day	
Pavilions		
Outdoor Areas		✔

Meals		
# of Meals		5 meals
Dinner Friday	$14 x 70 (6:00)	$980.00
Breakfast-Saturday	$12 x 70 (8:00)	$840.00
Lunch-SATURDAY	$13 x 70 (12:00)	$910.00
Dinner-SATURDAY	$14 x 70 (6:00)	$980.00
Breakfast-SUNDAY	$12 x 70 (8:00)	$840.00
Pre Tax Meals:		$4,550.00

Fee Breakdown		**70 Guests**
# OF GUESTS		
LODGING	$33 x 70 x 2 nights	$4,620.00
CLEANING FEE LODGES	$55 x 2 Lodges	$110.00
CLEANING FEE CABINS		
SET UP FEE		$250.00
MEALS		$4,550.00
DORMS	$60 x 1 guest x 2 nights	$120.00
PROGRAMS (Team Building)	$4 x 70	$280.00
PROGRAMS	Campfire	$50.00
PROGRAMS	S'mores $2.50 x 70	$175.00
TOTAL (Before Taxes)		$10,155.00
DEPOSIT (25%)		$2,538.75

*** Lodging & meeting space is determined by user group availability and are subject to change**
*** Linens are not provided**
*** No crafts indoors unless approved by Center**
*** No tape on walls or floors unless "Frog Tape" or "Painter's Tape"**
*** No furniture is to be moved outdoors**
*** No beds are to be moved**
*** No food in cabins or lodges**
*** Dining Hall is closed if no meals have been requested**
***Dining hall staff is not available if no meals have been requested**