

**City of Plano Staff Review Checklist
2010 Consolidated Grant Application**

Agency: Assistance League of Greater Collin County

Program: Operation School Bell

Application Type: Program Service Permanent Housing Site/Equipment

- One Copy of Grant Cover Sheet, Application, CD, and Attachments
 - Original signatures on cover sheet
 - Unbound, no staples, loose leaf format
 - Printed on one side of white 8½" x 11" paper,
 - With page numbers
 - All pages included
 - No blank answers

Attachments

- 1 - Detailed Annual Organization Budget for Current Fiscal Year
- 2a - List of Organization's Officers/Board Members
- 2b - Board Annual Meeting Schedule
- 3 - Resume of Director
- 4 - Copy of Organization's latest tax return accepted by IRS
- 5 - Copy of Organization's Certificate of Good Standing from State Comptroller's Office
- 6 - Copy of Organization's most recent audit of Financial Records
- 7 - Organization's Audit Information Certification Form
- Program Service 8 - Detailed Annual Program Budget
- Site /Equipment 8 - 2 or 3 bids

Organization Eligibility

- Must use proposed funds for Plano residents
- Non-profit or public agency
- In compliance with any previous City of Plano contracts
- Operation for a minimum of three years

Completed by: Monique Clemen
Staff

3-8-2010 3:15pm
Date & Time

ASSISTANCE LEAGUE OF GREATER COLLIN COUNTY

		Assistance League 2009-2010	
		BUDGET	
REVENUE			
General Contributions		10,200	
OSB Contributions		10,900	
OSB Grant		25,000	
Coserv Grant		-	
Holiday Happening Revenue		86,500	
Tom Thumb/Kroger		500	
Interest		4,500	
Membership dues		6,900	
TOTAL REVENUE		144,500	
OPERATING EXPENSES			
Program Services		83,400	
Administrative		57,480	
Membership		3,620	
Fundraising			
TOTAL EXPENSES		144,500	
Program Expenses			
OSB		72,500	
PTW		3,200	
MIH		1,200	
WEE MEMORIES		2,500	
BRIGHT IDEAS		2,000	
RAP		2,000	
UMBRELLA		-	
Total		83,400	
Administrative Expenses			
Computer/Internet		525	
Accounting Fees		5,000	
Historian		75	
Insurance		3,400	
Office Supplies		800	
Postage & Printing		680	
Rent		34,500	
Safety Deposit Box		100	
Telephone		700	
NAL Contribution		250	
Utilities		4,500	
Newsletter		100	
NAL Board Training		800	
NAL Convention		3,500	
TX Network Conf		-	
Bank & Credit Card Fees		100	
Member Education		800	
Public Relations		750	
Coserv Grant		-	
Facilities Expenses		900	
Total		57,480	
Membership			
NAL Dues		3,220	
Member Hospitality & Courtesy		400	
Total		3,620	

Assistance League® of Greater Collin County

Board of Directors FY 2009-2010

President: Carolyn Jennings	Plano	Caucasian	Community Volunteer
VP Membership: Kathy Schoemann	Plano	Caucasian	Community Volunteer
VP Philanthropy: Nancy Ganci	Plano	Caucasian	Community Volunteer
VP Resource Development: Nancy Naigle	McKinney	Caucasian	Community Volunteer
Recording Secretary: Marilyn Amen	Plano	Caucasian	Community Volunteer
Corresponding Secretary: Faye Crupi	Plano	Caucasian	Community Volunteer
Treasurer: Diana Melendez	Dallas	Caucasian	Community Volunteer
Education Director: Diane Fazio	Frisco	Caucasian	Community Volunteer
Public Relations Director: Linda Hopkins	Plano	Caucasian	Community Volunteer
Strategic Planning Director: Laurie Ann Base	Plano	Caucasian	Community Volunteer

Board Meeting Schedules

3rd Mondays of August, September, October, November, January, February, March, April, May

Annual Meeting
3rd Wednesday May

Assistance League of Greater Collin County
President (Director) Resume
Carolyn Jennings

Education

Strong Vincent High School	Erie, Pennsylvania
Thiel College (Two Year Business Degree)	Greenville, Pennsylvania
Medaille College (BS Psychology/Human Services)	Buffalo, New York

Employment

Office Manager: New York Conference United Church of Christ	Buffalo, New York
Secretary to Director of Testing and Placement Canisius College	Buffalo, New York
Office Staff Cardinal O'Hara High School	Tonawanda, New York
Administrative Assistant Reed Manufacturing Company	Erie, Pennsylvania

Internships

Remove Intoxicated Drivers (RID) Office Staff	Buffalo, New York
Shelter for Abused Women and Children Case Manager	Buffalo, New York

Volunteer Service

Albright Knox Memorial Art Gallery-Docent	Buffalo, New York
Harden Memorial Hospital-Director of Vol. Svcs	Kenton, Ohio
Assistance League of Greater Collin County Current Chapter President, 2009-2010 Vice President Resource Director Education Director Chair of Wee Memories Program	Plano, Texas

CITY OF PLANO

2008 BUFFINGTON COMMUNITY SERVICES GRANT QUARTERLY REPORT

October 1, 2008 - September 30, 2009

Section 1: Basic Grant Information

AGENCY NAME Assistance League of Greater Collin County

Grant Amount \$ 22,500

Allowable expenses: New clothes and shoe vouchers at wholesale prices for Plano elementary school children

Reporting on: People Families

Section 2: Table of Total Expenditures and Demographics

	Grant Funds Spent	Total Assisted	Race				Ethnicity H
			AA	W	A	O	
1st Quarter Totals	\$22,500	953	110	69	41		733
2nd Quarter Totals	\$0.00	0	0	0	0		0
3rd Quarter Totals	\$						
4th Quarter Totals	\$						
Annual Totals	\$22,500						

Section 3: Specific Grant Expenditures

1st Quarter

October 1 thru December 31, 2008: **Due by January 31, 2009**

\$6900.00 Payless Shoes (459 redeemed shoe vouchers)

\$788.00 DeSoto Mills —socks

\$1927.00 Lolly Togs/LT Apparel—sweatshirts

\$12,885.00 Ultimate Apparel—boys and girls winter jackets

2nd Quarter

January 1 thru March 31, 2009 : **Due by April 30, 2009**

Final Report : See at end of report

3rd Quarter

April 1 thru June 30, 2009 : **Due by July 31, 2009**

4th Quarter

FINAL REPORT

Assistance League of Greater Collin County is pleased to submit the final report detailing the expenditures of the \$22,500.00 grant awarded to Assistance League by the City of Plano via Buffington Community Services Grants. The funds were utilized the first quarter of the current FY to purchase socks, sweatshirts, boys and girls winter jackets, and redeemed shoe vouchers.

This year the numbers of elementary children in the Plano Independent School District have remained relatively steady from last year. As of the end of April we had clothed just under 1000 Plano school children. Thirty Plano schools participated in Operation School Bell this year. As in years past, our all volunteer members worked closely with school personnel to explain and offer our services to their students. Again as in the previous years we provided a winter jacket, two pairs of jeans, two shirts, a sweat shirt, six pairs of underwear, six pairs of socks, a shoe voucher, and a toothbrush and toothpaste. Our annual fund raiser in the fall of last year did not generate the funds expected, primarily due to the economy. After much deliberation it was decided in late winter to drop the shoe vouchers for the remainder of the 2008-2009 school year. A decision will be made in the future as to whether we will reinstate this part of the program.

We did meet our goals of delivery to the referrals within five school days or one school day in the case of emergencies. Also we have decreased the cost per child by researching and working with vendors who will give us the best price. School personnel and families have expressed appreciation for the quality and variety of clothing the referred children receive. This is important as we have found it is not unusual for these jeans, or coats, etc. or even toothbrushes to be the first new items some children have ever had.

We continue to work with CITY House to provide emergency clothing for residents of their facilities. As over the last two years each child receives a duffel bag, hygiene kit, and a gift card to Kohl's for \$80.00. The case manager supervises the shopping. These young people often have not had much control over clothing purchases for themselves. None of the Buffington Community Services grant funds are used for this portion of Operation School Bell.

Thank you once again for your generosity which has been most beneficial in assisting us with clothing children in Plano with NEW clothing. We will gladly provide records and/or receipts of our expenditures upon request.