

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

December 15, 2019
Special Board Meeting Packet

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

December 2019 Special District Board Meeting Packet

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CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

2019-2020 District Board of Officers

Special District Board Meeting

Sunday, December 15, 2019 at 6:00 PM

via Zoom

Agenda

- I. Call to Order – Wayne Cheng, District Governor**
- II. Approval of Agenda**
- III. Approval Items**
 - a. District Large Scale Service Project, North – Anna Se, District Service Chair
 - b. District Large Scale Service Project, Southwest – Anna Se, District Service Chair
 - c. District Large Scale Service Project, Southeast – Anna Se, District Service Chair
- IV. Adjournment – Wayne Cheng, District Governor**

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

December 15, 2019
Special Board Meeting Packet

Approval Items

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Large Scale Service Project North Proposal
November 2019 Board Meeting
 Respectfully Submitted by **Daisy Rosas, CNH District Service**
Committee Member

Information about the DLSSP North Planning is all documented in the attached briefing sheet, including the event overview.

EVENT OVERVIEW

DLSSP North is a free large scale service event hosted by the Northern Divisions of the Cal-Nev-Ha District Circle K to promote service and unity. DLSSP North this year will take place in Oakland, CA, and consists of a school fair and fundraiser as well as side projects with two (or more) schools, La Escuelita Elementary School, Lincoln Elementary, and Cox Academy. The school fair will take place at the main and central school site, Lincoln Elementary, and it will raise funds for schools in the Oakland community for their own individual projects or for materials for their classrooms. We will also be working with Better World Books, a Circle K preferred Service Partner to do a book drive at the site of the event.

Divisional Attendance

The following values below are numerical estimates and goals of attendance for each division:

Division	Minimum Expected Attendance	Maximum Expected Attendance
Capital	45	60
Central Coast	15	20
Golden Gate	35	50
Sunset	30	45
TOTALS	125	175

EVENT GOAL HOURS:

Service hours: 1125-1575

Fellowship hours: 125-175 (Lunch)

ITEMS FOR APPROVAL

- *Event Date*
- *Site Locations*
- *Budget*
- *Volunteer Logistics*

Date

- Date: Saturday, February 8th, 2020 from 7AM - 5PM

Site Location Map



Site Location 1: Lincoln Elementary School

Itinerary:

6:50AM - District Board/Service Committee sets up registration
7:00AM - 8:00AM: Volunteer Check-in/Light Breakfast
8:00AM - 11:30AM: School Beautification
11:30AM - 12:00PM: Break
12:00PM - 1:00PM: Lunch
1:00PM - 4:00PM: School Fair

4:00PM - 5:00PM: Clean-up

5:00PM - Closing Session

School Beautification Overview: For the first few hours of the day, volunteers will be participating in a school-wide beautification project. Volunteer activities include organizing and cleaning up classrooms, re-decorating school grounds, and completing various tasks assigned by the school's teachers.

School Fair Overview: The fair will take place on the school's quad and it will be an open, outdoor space, with the gym being a back-up option in case of rain. There will be 25 booths with minimum 3 volunteers each per booth, as well as outside organizations tabling to provide resources for the students and their families. Besides a first-aid table and a donation table, we will also be hosting a table that educates the community about the discourses regarding education and how their donations will be benefiting the school.

School Fair Booths (25):

1. Donations table at the front (3 people)
2. Fishing game (3 people)
3. Cornhole (3 people)
4. Hula Hoops (3 people)
5. Jump rope (3 people)
6. Basketball HORSE (3 people)
7. Basketball HORSE (3 people)
8. Bean Bag Toss (3 people)
9. Bean Bag Toss (3 people)
10. Tissue box where you shake out the ping pong balls (3 people)
11. Ball Pong (3 people)
12. Ball Pong (3 people)
13. Ring Toss (3 people)
14. Bowling (3 people)
15. Bowling (3 people)
16. Pin the Tail on the Donkey (3 people)
17. Magic show (3 people)
18. Arts and crafts table (3 people)
19. Arts and crafts table (3 people)
20. Photo booth (3 people)
21. Education (3 people)
22. Knock Down The Cups (3 people)
23. Cup Shuffle (3 people)
24. Stack the cups (3 people)

25. First Aid Booth (3 people)

Site Location 2: La Escuelita Elementary School

Itinerary:

6:50AM - District Board/ Service Committee sets up registration

7:00AM - 8:00AM: Volunteer Check-in/ Light Breakfast

8:00AM - 11:30AM: School Beautification

11:30PM - 12:00PM: Leave to Lincoln for Lunch/School Fair

12:00PM - 1:00PM: Lunch

1:00PM - 4:00PM: School Project

4:00PM - 5:00PM: Clean-Up

5:00PM - Closing Session

School Beautification Overview: At La Escuelita Elementary School the volunteers will be beautifying the school by cleaning lockers, cleaning classrooms, and assisting the teachers present at the event. Then in the afternoon they will head to Lincoln Elementary, which is 2min away by driving, and volunteer at the school fair.

Site Location 3: Cox Academy

Itinerary:

6:50AM - District Board/Service Committee sets up registration

7:00AM - 8:00AM: Volunteer Check-in/Light Breakfast

8:00AM - 11:30AM: School Beautification

11:30AM - 12:00PM: Leave to Lincoln for Lunch/School Fair

12:00PM - 1:00PM: Lunch

1:00PM - 4:00PM: School Project

4:00PM - 5:00PM: Clean-Up

5:00PM - Closing Session

School Beautification Overview: At Cox Academy the volunteers will be beautifying the school by cleaning lockers, cleaning classrooms, and assisting the teachers present at the event. Then in the afternoon they will head to Lincoln Elementary, which is 15 min away by driving, and volunteer at the school fair.

Budget

- Food
 - Breakfast
 - Costco muffins (\$0.67 each)
 - Lunch

- Pizza (\$5 per box-3 People per box) Little Caesars
 - \$0.17 each 16oz Costco
 - Napkins (\$10 for 660) 1 box
 - Plates (\$13.59 per 300) 1 box
- Funding
 - \$5 per member
- Scaled Costs
 - Fixed: \$23.59
 - Per member: $\$2.37 * 100 - 160 = \$260.57 - \$402.77$
 - Cost Delta \$239.43-\$397.23 (goes towards cost of fair)
- Fair Costs
 - \$10.95 Ping Pong Balls Amazon
 - \$30 Misc Arts and Craft Supplies
 - \$14.99 Cups Costco
 - \$40 Basketballs x2
 - \$29.97 Hula Hoops x3
- Revenue
 - ~110-260 Cash Positive for emergency expenses and remainder donated

Housing

Many DLT members of the Golden Gate Division will help out with housing for members that have to travel far for this event, such as UN Reno, CSU Chico, and the Central Valley clubs of Central Coast Division (CSU Fresno and UC Merced).

We will prioritize these attendees in terms of housing due to their long distance, and will open housing to other attendees after their needs are met. If housing is in high demand, we will ask individual clubs in Golden Gate to see if they're able to house people to meet this need. Sunset Division can also help out with housing if numbers exceed what Golden Gate can meet.

If attendees require housing, they will make a note of this on their RSVP through the online registration form. We will coordinate closely with the Northern Lt. Governors to help provide housing if needed.

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

District Large Scale Service Project Southeast Proposal

November 2019 Board Meeting

Respectfully Submitted by Kim Hinojos, Shirley Siu, and Terrie Truong

EVENT OVERVIEW

What: District Large Scale Service Project (DLSSP) Southeast

When: Friday, February 14, 2020

Where: Boys & Girls Club of Costa Mesa

Purpose: District Large Scale Service Project Southeast is an annual service project that brings together the southeastern part of the Cal-Nev-Ha Circle K District. It allows the participating members to work together and serve the community, while fostering fellowship among new & old friends and empowering their leadership through service.

ITEMS FOR APPROVAL

- DLSSP Southeast Itinerary
- Event Budget
- Additional Division Attendance
- Back Up Options
- Date and Site Detail

ITEM #1: DLSSP Southeast Itinerary

1. **Itinerary (Tentative)**

12:00pm - 1:00pm	Service Committee Meeting + District Board check-in
1:00pm - 2:00pm	Volunteer check-in & opening session
2:00pm - 3:00pm	Work shift 1 (Set up and assign tasks to volunteers)
3:00pm - 4:00pm	Late Lunch & DCM's / Work shift 2 (Hand out snacks to kids; carnival introduction; waiver collection; Boys & Girls Club administration will set carnival guidelines/rules to everyone)
4:00pm - 6:00pm	Work shift 3 (Carnival Games/Table-top/Workshops)
6:00pm - 7:00pm	Work shift 4 (Clean up)

2. **Job Description**

a. Boys & Girls Club of Costa Mesa

- i. Note: All volunteer numbers are tentative as events and duties might change due to the needs of Boys & Girls Club and their students.

- ii. *Set Up*
 - 1. *Members will be assisting with setting up carnival games and putting up the decorations at the Boys & Girls Club.*
- iii. *Carnival Games*
 - 1. *Members will be running the carnival games and ensuring the safety and fun of the children attending DLSSP and playing the games.*
 - a. *Art & Activity Table (3 volunteers)*
 - b. *Dance battle (5 volunteers)*
 - c. *Potato sack racing relay (2 volunteers)*
 - d. *Fish net game (2 volunteers)*
 - e. *Photo booth (2 volunteers)*
 - f. *Hula hoop contest (5 volunteers)*
 - g. *Catch-a-ball game (2 volunteers)*
 - h. *Football toss (2 volunteers)*
 - i. *Ring toss (2 volunteers)*
 - j. *Reading corner (3 volunteers)*
 - k. *Pin the arrow on the cupid (2 volunteers)*
 - l. *Can Knock Down Game/Strike the tin (2 volunteers)*
 - m. *Origami session (3 volunteers)*
 - n. *Face painting (3 volunteers)*
 - o. *Valentine Tic-Tac-Toe (2 volunteers)*
 - p. *Bowling (2 volunteers)*
- iv. *Other volunteer jobs for the carnival*
 - 1. *First aid station (2-3 volunteers)*
 - 2. *Media crew (2-3 volunteers)*
 - 3. *Trash duty crew (5-7 volunteers)*
- v. *Workshops (10-15 volunteers)*
 - 1. *There will be workshops hosted by members that young kids can learn something new in. It would be 30 minutes each and three to four workshops will be happening at the same time. **
- vi. *Tabletop Projects (15-25 volunteers)*
 - 1. *Members who want to participate in table top projects will likely be working on are knitting scarves for babies, emergency kits, card making, and many other projects with the available supplies . They will supervisor children who also wants to join as well. ***
- vii. *Clean Up*
 - 1. *Members will assist with cleaning up the site once the event has concluded; that includes but is not limited to organizing supplies,*

throwing away trash, and helping to load supplies back on the cars from which they came.

** For those not presenting, members will be helping out at the carnival, tabletop projects, and any other tasks needed.*

***Materials will be donated by outside organizations and clubs as well as fundings through District Service Committee fundraisers.*

Note: 1) All volunteers are required to be present at all time unless be excused with an advanced notice to any members of the District Service Committee DLSSP Southeast Team. 2) Members will be switching off to allow break time. 3) Everyone will have something to do during the event.

ITEM #2: Budget

I. Expenditures/Donations

a. Food

- i. Lunch: Pizza (Costco: Cheese/Pepperoni/Combo)**
 - a) Vegan Option: Purchase salads for those who indicate they are vegan**
- ii. Snack: Granola bars**
- iii. Drink: Water**

b. Supplies/Tools

- i. 4 boxes of name tags**
- ii. 1 bag of plates**
- iii. 1 bag of napkins**
- iv. 1 box of food serving gloves**
- v. Balls**
- vi. Disks**
- vii. Rings**
- viii. Clothespins**
- ix. Easter egg bean bags**
- x. Parachute**
- xi. Cones**
- xii. 1 Karaoke machine**
- xiii. 1 Bubble/fog machine**
- xiv. Potato sacks**
- xv. Fishing nets**
- xvi. 1 Plastic kiddie pool**
- xvii. Printable pages (puzzles, coloring pages, word search, etc.)**
- xviii. Construction paper**

- xix. 3 packs of brown lunch bags
- xx. 5 packs of markers
- xxi. 5 boxes of crayons
- xxii. 5 boxes of colored pencils
- xxiii. Digital camera
- xxiv. Photo booth set up
- xxv. Buckets
- xxvi. Face paint
- xxvii. Brushes
- xxviii. Wet wipes
- xxix. Poster Boards
- xxx. 1 bag of candy
- xxxi. 1 box of ziploc bags
- xxxii. 3 pack of wristbands

c. *Additional Funding*

- i. *Camille Goulet will be providing some of her items (mentioned above) for the event.*
- ii. *Tomorrow Fund*
- iii. *Service District Fundraising*

II. Registration & Expenses

- a. *Registration Cost: \$5*
- b. *Circle K Waivers & Codes of Conduct will be requested to be submitted with registration fee*
- c. *Registration due date will be determined after talking to Mondo Velasquez, Robert Chirk, and/or Bruce Hennings.*
- d. *Registration fees will pay for Lunch, Snacks, & Water.*
 - i. *Example Projection: 150 attendees*
 - ii. *\$5 x 150 = \$750 (Total Expected Funds)*
 - iii. *Lunch*
 - a) *10 Slices Pizza: ~\$11*
(1) 40 Boxes x \$11 = \$440.00 -> 400 slices, 2-3 slices per person
 - b) *Salads: ~\$5.99*
(1) 20 salads x \$5.99 = \$119.80, 1 salad per vegan
 - iv. *Snacks*
 - a) *Granola bars: 1 box = 60 bars; 1 box = \$11,*
(1) 4 boxes x 11 = \$44.00, 240 bars
 - v. *Water*
 - a) *40 pack at ~\$4.50*
(1) 10 cases x \$4.50 = \$45.00 -> 400 bottles, 2-3 bottles per volunteer
- e. *Supplies*

- i. *Name Tags*
 - a) 100 pack at \$5.99
 - b) 4 packs x \$5.99 = \$23.96
- ii. *Plates*
 - a) 225 per bag at \$18.99
 - b) 1 bag x \$18.99 = \$18.99
- iii. *Paper Towels*
 - a) 15 rolls = \$16.68
 - b) 1 container x \$16.68 = \$16.68
- iv. *Food serving gloves*
 - a) 500 ct at \$5.99
 - b) 1 box x \$5.99 = \$5.99
- v. *Ziploc Bags*
 - a) 150 ct at \$5.29
 - b) 1 box x \$5.29 = \$5.29
- vi. *Candy*
 - a) 60 pieces of candy = \$10.59
 - b) 3 bags of candy x \$10.59 = \$31.77
- vii. *Plastic kiddie pool*
 - a) 1 kiddie pool = \$16.99
 - b) 1 kiddie pool x \$16.99 = \$16.99
- viii. *Markers*
 - a) 10 ct of markers = \$3.29
 - b) 5 boxes x \$3.29 = \$16.45
- ix. *Crayons*
 - a) 24 ct of crayons = \$1.19
 - b) 5 boxes x \$1.19 = \$5.95
- x. *Colored pencils*
 - a) 12 ct of crayons = \$1.49
 - b) 5 boxes x \$1.49 = \$7.45
- xi. *Buckets*
 - a) Paint Pails = \$3.25
 - b) 3 pails x \$3.25 = \$9.75
- xii. *Face paint*
 - a) 2 Face Paint Kits (face & body) = \$30.00
- xiii. *Brushes*
 - a) Face Paint Brushes = \$10.00
- xiv. *Wet wipes*
 - a) 5 packs = \$6.42
- xv. *Poster*
 - a) 20 poster boards (games and signs) = \$20.00

- xvi. *Brown lunch bags*
 - a) *100 pack of bags = \$1.99*
 - b) *3 packs x \$1.99 = \$5.97*
- xvii. *Wristbands*
 - a) *100 pack = \$7.20*
 - b) *3 packs x \$7.20 = \$21.60*

III. Additional Funding

- a. *Tomorrow Fund*
 - i. *We applied for the Tomorrow Fund to secure funding for the service project and will be waiting for acceptance/approval.*
 - a) *If we receive the full asking amount from the Tomorrow Fund, we may be able to lower the price for DLSSP SE registration and/or buy more supplies for table top service projects.*
 - ii. *The fund should cover a portion of the supplies needed - excluding items that will be donated- and any other miscellaneous or emergency materials that may be needed.*
 - iii. *Estimated amount based on previous year: \$800 (Had expenses \$1000+)*
- b. *District Service Fundraisers*
 - i. *Various fundraisers have been held by members of the DLSSP Southeast group to help raise funds for the event.*

IV. Revenue/Expense Estimations

- a. *Total Cost: \$902.06*
- b. *Registration Revenue: \$750*
- c. *Estimated Tomorrow Fund Amount: \$400*

ITEM #3: Division Attendance

I. Divisions to be invited

- a. *The divisions that are invited to DLSSP Southeast will be Citrus, Desert Oasis, and Paradise.*
- b. *Other divisions may attend this event, but on a school by school basis with schools having lower travel times taking priority. For example, Metro division will be invited if the number of attendees from Citrus, Desert Oasis, and Paradise are low. Schools close to the site location will take priority over further schools. Additional attendance will not be guaranteed.*
- c. *No additional divisions will be invited although District Committee Members and District Board personnel from outside may attend given the permission of the appropriate Kiwanis Committee members.*

ITEM #4: Backup Option

II. Tabletop projects with schools within the area

- a. *As a backup option to the Boys & Girls Club, members will be able to volunteer with a local school and their students to participate in tabletop projects such as*

decorating lunch bags for the Ronald McDonald House/Kiwanis Family House, finger-knitting baby scarves, etc.

III. Beach/Park Clean Up

- a. As a backup option to the Boys & Girls Club, members will be able to volunteer to clean up a local beach or park in the Southern California area. The itinerary will be identical to the above proposed event. There will be two volunteer sessions and one session for lunch.*

ITEM #5: Date and Site Details

IV. Event Date and Time

- a. Date: February 14, 2019*
- b. Time: 12:00pm - 7:30pm*

V. On-Site Registration

- a. There will be no on-site registration, unless the expected number of volunteers is not met. There will be a waitlist provided with each registration form per club. If the expected number of volunteers is not met, we will contact schools to let them know they may allow a certain amount of numbers per club to proceed. Registration will be handled primarily by Terrie Truong and the rest of the DLSSP Southeast Team - Kim Hinojos and Shirley Siu.*
- b. Spots may open up if there are last minute drops from the event.*

VI. Opening, Registration, & Closing Session

- a. Opening, registration, and closing session will both occur at Boys and Girls Club of Costa Mesa, CA.*
- b. All volunteer sessions will remain at the Boys and Girls Club of Costa Mesa.*
- c. Volunteers will receive volunteer assignments at registration or shortly after opening session.*

VII. Lunch Time

- a. Lunch will take place at the Boys and Girls Club of Costa Mesa in a designated area. Members of the District Service Committee or District Board will be handing out food to volunteers.*

** Dates may be changed based on the discretion of the District Secretary.*

CALIFORNIA-NEVADA-HAWAI'I DISTRICT

Circle K International

District Large Scale Service Project Southwest Proposal

November Board Meeting

Respectfully Submitted by **Amir Patel, Hyun Jin Kim, Nicole Geralde**

EVENT OVERVIEW

What: District Large Scale Service Project (DLSSP) Southwest

When: Saturday, February 15, 2020

Where: Boys & Girls Club of Long Beach - Eastman Center, Westside Center, Long Beach

Purpose: District Large Scale Service Project Southwest is an annual service event that brings together members from the 3 southwestern divisions of the California-Nevada-Hawaii'i District (Central Coast, Foothill, and Metro) and allows them to serve their community while creating new bonds with fellow members.

ITEMS FOR APPROVAL

- *DLSSP Southwest Site #1 Itinerary*
- *DLSSP Southwest Site #2 Itinerary*
- *DLSSP Southwest Event Budget*
- *Division Attendance*
- *Date and Site Details*
- *Back-up Options*

ITEM #1: DLSSP Southwest Site #1 Itinerary

I. **Itinerary (Tentative) & Locations**

6:30am - 7:30am: Committee and District Board Check-in and Set-up

7:30am - 8:30am: General Check-in and Opening Session (Westside)

8:30am - 9:00am: Eastman volunteers travel to site

8:30am - 1:30pm: Work Shift with breaks & clean-up

1:00pm - 1:30pm: Eastman volunteers travel back to site

1:30pm - 3:00pm: Lunch with DCMs

3:00pm - 4:00pm: Closing Session

4:00pm - 5:00pm: Committee event wrap-up and site clean-up

II. **Job Description**

A. Westside Center/Freeman E. Fairfield Site

1. Prepping and painting rooms (20-25 volunteers)

- a) Volunteers will be directed on how to prep each room to be painted.
- b) With the paint and tools provided, the volunteers will paint the games room, middle school room, and all hallways
- 2. Planting and Beautification (20-25 volunteers)

ITEM #2: DLSSP Southwest Site #2 Itinerary

III. Itinerary (Tentative) & Locations

6:30am - 7:30am: Committee and District Board Check-in and Set-up
 7:30am - 8:30am: General Check-in and Opening Session (Westside)
 8:30am - 9:00am: Drive to sites
 9:00am - 1:00pm: Work Shift with breaks & clean-up
 1:00pm - 1:30pm: Drive back to Westside site
 1:30pm - 3:00pm: Lunch with DCMs
 3:00pm - 4:00pm: Closing Session
 4:00pm - 5:00pm: Committee event wrap-up and site clean-up

IV. Job Description

- A. Fairfield Center/ Dean E. Eastman Site
 - 1. Planting and Beautification (50 volunteers)
 - a) Removal of old plants and shrubbery.
 - b) Planting in five separate areas using plants and mulch.

ITEM #3: DLSSP Southwest Event Budget

I. Expenditures and Donations

- A. Food
 - 1. Costco Pizza
 - a) Estimated 200 slices for 100 attendees
 - b) 12 slices/box * 17 boxes total = 204 slices
 - c) 204 slices/100 volunteers = ~ 2 slices per attendee
 - d) 12 slices/box: \$10.97 (including tax)
 - e) 17 boxes total: **\$186.49**
 - 2. Vegan Option: Ready Pac Bistro Salads
 - a) Individually packaged
 - b) Will purchase on an as needed basis
 - c) Approximating 4 attendees (4.0%) are vegan:
 - (1) 4 salads per pack
 - (2) 1 pack * \$10.99 = **\$10.99**
 - 3. Kirkland Water
 - a) 40 bottles per case * 10 cases = 400 bottles
 - b) 400 bottles/100 attendees = 4 bottles per person
 - c) 10 cases of water bottles * (\$2.99 + \$2.00 CRV) = **\$49.90**
 - 4. Snacks
 - a) Nature Valley Crunchy Granola Bars (Oats 'n Honey)
 - (1) 49 bars per box * 2 boxes = 98 bars
 - (2) 98 bars/100 attendees = ~ 1 bar per attendee

- (3) 2 boxes * \$14.49 = **\$28.98**
 - b) Frito-Lays Chips (Classic Mix, Variety Pack)
 - (1) 54 bags per box * 2 boxes = 108 bags
 - (2) 108 bags/100 attendees = ~1 bag per attendee
 - (3) 2 boxes * \$14.99 = **\$29.98**
 - c) Mott's Fruit Snacks (Assorted Fruit)
 - (1) 90 pouches per box * 1 box = 90 pouches
 - (2) 90 pouches/100 attendees = 0.9 pouches per attendee
 - (3) 1 box * \$10.99 = **\$10.99**
- 5. Total: **\$317.33**
- B. Logistical Supplies/Tools
 - 1. Great Value Napkins
 - a) 500 per box
 - b) 1 box * \$3.57 = **\$3.57**
 - 2. Plates
 - a) Provided by Costco
 - b) Approximately 100
 - 3. Up&Up Food Service Gloves
 - a) 30 gloves per box
 - b) 1 box * \$4.69 = **\$4.69**
 - 4. Total: **\$8.26**
- C. Service Supplies
 - 1. Currently working with Minh Luu of the Boys and Girls Club, Long Beach to lower the cost of service supplies to about \$1500 from the previous budget of \$2000.
 - 2. See attached proposal from Minh Luu of Boys and Girls Club, Long Beach for more information.

II. Registration and Expenses

- A. Registration Cost: \$5
- B. Circle K Waivers & Codes of Conduct will be requested to be submitted with registration fee
- C. Registration due date will be determined after talking to Armando Velasquez, Robert Chirk, and/or Bruce Hennings.
- D. Registration fees will pay for lunch, water, snacks, and supplies as needed
 - 1. Example Projection: 100 attendees
 - 2. \$7 * 100 = \$700
 - a) Will primarily be used for food/water/snacks/etc. (\$320.32 total)
 - b) Any excess will go towards purchasing supplies

III. Additional Funding

- A. Financial Support from Boys & Girls Club of Long Beach
 - 1. Through the Boys & Girls Club of Long Beach's connections with local hardware stores, we will be securing the necessary gardening and painting materials at a subsidized price. While the Boys & Girls Club will be purchasing the items to be used, we will then be using funds to reimburse them for the expenses incurred.

B. Tomorrow Fund

1. DLSSP Southwest along with the other two DLSSP teams will be applying for funding from the Kiwanis International Tomorrow Fund to provide funds that will be used to reimburse the Boys & Girls Club and secure all materials necessary to run the service elements of the event. We will be requesting the maximum amount, \$2000, to cover the costs of service materials.

C. Committee Fundraising

1. Committee members of the District Service Committee will be hosting fundraisers throughout the fall in hopes of lowering the amount needed from outside sources of revenues.

D. Donations

1. The Southwest team will be sending out donation letters to different home improvement chains to ask if they would be interested in donating the materials we need in order to lower the cost of materials.

IV. Revenue & Expense Estimations

A. Revenue

1. Registration: \$700
2. Tomorrow Fund: up to \$2000
3. Committee Fundraising: \$100

B. Expenses

1. Food Estimate: \$317.33
2. Logistical Supplies/Tools: \$8.26
3. Service Supplies: \$1908.24
4. Net Funds: \$463.18
5. Extra funds will be used to purchase additional materials as needed

ITEM #4: Division Attendance

I. Divisions to be Invited

- A. The following divisions will be invited: Central Coast, Foothill, and Metro.
- B. Given the lower attendance capacity relative to other DLSSP sites, members will be allowed to sign up on a first-come, first-served basis regardless of school or division affiliation.
- C. If clubs that are attending need housing, we will assist in finding housing with other Circle K members near the sites.
- D. No additional divisions will be invited although District Committee Members or any essential District Board personnel from outside may attend given the permission of the appropriate Kiwanis Committee members.

ITEM #5: Date and Site Details

I. Date and Time

- A. Date: Saturday, February 15, 2020
- B. Time: 7:30am - 4:00pm

II. On-Site Registration

- A. Will not be necessary unless volunteer capacity was not filled during pre-registration.

III. Check-In

- A. Location: Westside Center
- B. Any tables or any other structural equipment needed will be provided by the Boys & Girls Club facility
- C. Opening & Closing sessions will also be hosted at this site

IV. Lunch & DCMs

- A. To be hosted at Westside Center upon the return of volunteers from Eastman Center site with food distributed by Service Committee and designated District Board members
- B. Any tables or any other structural equipment needed will be provided by the Boys & Girls Club facility
- C. DCMs will be conducted by each respective Lieutenant Governor upon the distribution of lunch in the open space available on site.

V. Project Sites

Site Name	Address	Project Overview	Capacity
Westside Center	1835 W Willard Street Long Beach, CA 90810	Painting and Beautification	50
Eastman Center	700 E Del Amo Blvd Long Beach, CA 90807	Beautification	50
		Total Capacity	100

Note: These increased capacity figures have since been approved by Minh Luu from Boys & Girls Club of Long Beach who originally slated 25-30 volunteers per site in the attached addendum.

ITEM #6: Back-up Options

I. Plan B

- A. In the case of the two sites that are currently confirmed not working out, Amir Patel has been and will be in contact with UCLA Volunteer Center to determine the feasibility of completing unfinished sites from their annual Volunteer Day. This would entail conducting community service similar to that which is contained in this proposal: painting and landscaping work.

**Circle K International
CALIFORNIA-NEVADA-HAWAI'I DISTRICT**

Circle K International

2019-2020 District Board of Officers

Special District Board Meeting

Sunday, December 15, 2019 at 6:00 PM

via Zoom

Notes: