

**Form 1023, Page 2, Part IV, Activity Narrative**

**Starz Children Foundation, Inc. (SCF)** is a nonprofit organization incorporated in the state of California. The corporation will be engaged in the following activity:

**After-School Educational Programs for Youth**

- A) The activity being conducted is:** Starz Children Foundation, Inc. has been organized to provide after-school educational programs for youths. More specifically, the organization will offer an after-school program to teach children academics and skills, as well as provide character-building activities. By providing these programs, SCF will establish a foundation of education for elementary school children in the Alameda and Santa Clara counties of California through a combination of playing, training, and service.
- B) Who conducts the activity:** The board of directors will oversee the general implementation of this activity, and it may hire staff as may be necessary to successfully implement the programs and plans. Volunteers may also be recruited as needed in order to further sustain the organization's programs. The board of directors has hired Triffany Chung, Secretary/Treasurer of board of directors, as the Director, Finance of the organization to accomplish the day-to-day management and job duties as provided in the attached job description. The board of directors has set a salary for this position in compliance with the conflict of interest policy, with the employed board member not participating in that vote to hire and set compensation. Wing Hoa Chung, husband of Triffany Chung, has also been hired as the Information Technology Manager. Additional staff members will be hired or contracted as needed to accomplish the day-to-day job duties as provided in the attached job descriptions. See the attached proposed budgets, meeting minutes, and job descriptions for staffing planned. Salaries for all employees are determined through comparison to organizations of similar size and budget and/or comparable missions and purposes in the same geographic location (see attached salary comparison).
- C) When the activity is conducted:** SCF will conduct after-school educational programs for youths Monday through Friday throughout the school year, according to the academic schedule determined by the California counties of Alameda and Santa Clara.

The board will meet as needed to discuss administrative and financial matters, set hiring practices, approve staffing and program development, and set compensation packages.

- D) Where the activity is conducted:** SCF will enter into use agreements with participating schools and various other venues in the California counties of Alameda and Santa Clara to conduct its programs, as facilities are identified and assessed and as funding allows.

The organization does not have any contracts or lease agreements currently in place for a facility from which its activities could be conducted. However, the organization's

board of directors is currently seeking a suitable office space or facility to lease for operation of activities. Once a facility is identified, the board of directors will negotiate terms and conditions for the use of said space that will be beneficial to the operations of the organization. See the attached facility-use resolution and budget.

Currently, board members conduct administrative work in their own homes and office space at no charge to the organization. This donated space will be utilized until such a time when these arrangements can no longer accommodate the organization's operations. At that time, the board of directors may seek other suitable space to meet the needs of the organization.

- E) The activity furthers the following exempt purpose:** Educational. SCF will provide after-school educational programs to elementary school children in order to teach academics and skills, as well as provide character-building activities in the Alameda and Santa Clara counties of California through a combination of playing, training, and service. Therefore, the organization qualifies as educational under IRC section 501(c)(3), the instruction or training of individuals for the purpose of improving or developing their capabilities.
- F) The percentage of time allocated to the activity is: 100.00%**
- G) Related literature to support this activity:** See attached materials, including, but not limited to parental and personal rights forms, consent for emergency medical treatment form, health report forms, registration form, fee schedule, program materials, activity calendars, and curriculums.
- H) Additional Information:** Effective after-school programs offer a variety of activities to the students participating, such as academic assistance and character-building skills, thus building a strong foundation for the future endeavors of the students involved. This is an important resource for students who are struggling academically and/or socially, which may be due to relocation from a different city or even a different country. These students often have a difficult time making friends or keeping up with schoolwork while in elementary school, which will affect their development as they enter junior high. SCF will be offering elementary school children in the Alameda and Santa Clara counties of California the opportunity to participate in its after-school programs and activities which will be presented throughout the school year. In doing so, these children will learn additional skills, receive assistance with class work, and engage in fun activities with their peers, which will allow them to flourish and grow in areas of both academia and social development.

The organization will offer an academic curriculum that is specially designed for each individual grade which will be taught to participating elementary school students after school, 3:00 p.m. to 6:00/7:00 p.m., depending on the schedules of the schools and the children. SCF will offer English Speech as a Second Language classes for students whose primary language is not English, as the state of California has many residents who were not born in the United States. With this cultural diversity among students, there will also be lessons designed to create greater a world awareness and understanding of different backgrounds and societies. In addition, students will be able to receive assistance with their homework, as well as have the opportunity to

learn core academic subjects such as math, English, science, and language art. SCF will also offer subjects that may not be offered during school hours, such as, but not limited to Chinese, Spanish, cultural studies, coding, and laboratory work. See attached curriculums. Not only will academic assistance and educational programs be offered, the organization will also offer students the opportunity to build character through learning important skills. Qualified instructors will teach leadership skills, study skills, and public speaking skills through having the students play, practice, and learn with their peers. Extracurricular sports may be offered at a future time, as interest is identified and as funding allows.

There will be a fee for students to participate in the after-school programs, as decided by the organization. Some classes will require a higher fee due to the equipment needed, such as computer coding or laboratory classes. Additionally, the organization will assist and/or waive fees for participants who are unable to afford the program. Participants under waiver of fees will be selected through an application and review process. Selection will require a participant to demonstrate financial need, and the board of directors will assess applications on a case-by-case basis. All undistributed donations and contributions in excess of expenses will be held for investment and ongoing assistance, to ensure continued fund growth and financial support for participants who need such assistance.

SCF will also distribute funds to other nonprofit organizations with similar interests and goals. See attached budget. The board of directors will exercise discretion as it identifies and selects suitable recipient organizations, ensuring that any and all recipients of funds will be qualified 501(c)(3) organizations or activities that qualify as exempt under IRS requirements. While SCF may receive written requests for assistance, no formal grant or application forms are developed at this time. The board of directors will require reporting of use of funds from recipient organizations to ensure funds are used for exempt purposes. In addition, the Board President, Angel Cheng, or a SCF representative, may travel annually to provide onsite accountability. Should an organization misuse donated funds, the organization will be required to repay funds to SCF and will be ineligible for any future assistance.

Program promotions will be made via the organization's website (to be developed), social media, word of mouth, schools, other organizations, and various other promotional plans.

#### **Form 1023, Page 6, Part VIII, Question 4a, Fundraising plans**

No professional fundraising is planned. Funding will be sought through grants and individual/corporate sponsorships. The board of directors and others interested in supporting the work of the organization will develop and implement direct solicitations and grant requests as interest can be identified. No materials are developed at this time.

SCF will conduct activities under the DBA 360 Academy.