

**Rosemead Kiwanis**

**Club and Foundation**

**Committee Structure**

**2009-2010**

## Table of Contents

<b>Table of Contents</b>	<b>Page 2</b>
<b>RKC General Statement</b>	<b>Page 3</b>
<b>Administrative and Membership Committee</b>	<b>Page 4</b>
<b>Children and Sponsored Groups</b>	<b>Page 7</b>
<b>Community Service</b>	<b>Page 10</b>
<b>Finance and Fundraising</b>	<b>Page 13</b>
<b>Human and Spiritual Values</b>	<b>Page 16</b>
<b>Public Relations and Communications</b>	<b>Page 19</b>
<b>RKF General Statement</b>	<b>Page 22</b>
<b>Funding Requests (RKF)</b>	<b>Page 22</b>
<b>Grant Assistance (RKF)</b>	<b>Page 23</b>
<b>Fundraising (RKF)</b>	<b>Page 23</b>
<b>2009-2010 Officers and Chairpersons</b>	<b>Page 24</b>

## General RKC Committee Statement

Kiwanis International's standard bylaws provide for certain standard committee roles that are expected of all Clubs. These may be combined, divided or supplemented according to local needs. This allocation is governed by standing rules adopted by individual clubs. Most Committee chairpersons are appointed by and serve at the pleasure of the President; the exception in the RKC (Rosemead Kiwanis Club) is the Administrative and Membership Committee, whose Chairperson is ex officio the Club's current Vice President.

In the RKC each committee has defined areas of responsibility which are further broken down into tasks and responsible persons.. The purpose of this brochure is to make available to RKC members an outline of the current areas of responsibility and related tasks of the Committees as of the beginning of the 2009-2010 RKC fiscal year. Example outlines for each committee are illustrated in this brochure – they are subject to change at any time.

The Areas of Responsibility outline for each Committee is defined by the RKC President and/or the Committees themselves. They are based on guidance from Kiwanis International through its standard bylaws and other sources plus some additions specific to our community. The Areas of Responsibility are subject to ratification and adjustment by the RKC Board. Although the outlines given in this booklet are current as of the date of publication they may be adjusted at any time as circumstances warrant.

The defining of tasks, scheduling and responsible persons for each area of responsibility is at the discretion of Committee chairpersons, subject to guidance from the President and Board of Directors. It will be noted that some tasks on the accompanying outlines are in *italics*. These are areas which are currently non-operative tasks in need of a stakeholder to develop them.

Committee meetings, both as to frequency and modality (physical or virtual), are the responsibility of the Committee chairpersons. The Committee chairpersons are also responsible to supply to the President and Board a monthly status report.

Individual RKC members are encouraged to participate in Areas of Responsibility related to at least 1-2 RKC committees on an ongoing basis. In addition all members should assist in specific tasks as opportunity affords. All members should submit service hours related to both responsibilities and tasks to our Club secretary monthly.

## **Administrative and Membership Committee**

The responsibilities of the Administrative and Membership Committee presently include the following eight areas:

- 1. Meetings**
- 2. Strategic Planning**
- 3. Bylaws and Standing Rules**
- 4. Risk Management**
- 5. Membership**
- 6. Nominating**
- 7. Fellowship and Social**
- 8. Organization Relationships**

The AMC (Administrative and Membership Committee) is headed by the RKC vice president. It is comprised of the chairperson or designate of all other regular committees as well as others appointed by the AMC Chairperson.

### **1. Meetings**

The AMC will determine individuals who will be responsible, either personally or by advance designation of others, for various aspects of our meetings. These aspects include scheduling the program, setup and dis-assembly, general greeters, secret greeter, invocator, pledge leader, and song leader.

### **2. Strategic Planning**

The AMC will make and periodically update no less than annually and more often as needed according to its discretion, an assessment of the goals and functionality of the RKC and its affiliates, including suggestions as to areas of improvement.

(continued on page 6)

	<b>Administrative and Membership Committee</b>
<b>AREA OF RESPONSIBILITY</b>	<b>TASKS</b>
<b>MEETINGS</b>	Arrange Greeters
	Arrange Invocator
	Arrange Song Leader
	House Set-up
	Secret Greeter
<b>STRATEGIC PLANNING</b>	Club Assessment
	Administrative Assessment
	Analyze Results
	Recommend Improvements
<b>BYLAWS/STANDING RULES</b>	Updates
<b>RISK MANAGEMENT</b>	Incorporation
	Liability Insurance
	Fingerprinting
	On-site safety
	Officers & Directors Ins
<b>MEMBERSHIP</b>	Recommend Prospects
	Devise recruitment plan
	Implement Plan
	Educate new members
	Induct new members
	Awards/Recognition
	Annual Installation Dinner
<b>NOMINATING</b>	Fill Vacancies
<b>FELLOWSHIP AND SOCIAL</b>	<i>Sunshine person</i>
	<i>Contact missing members</i>
<b>ORGANIZATION RELATIONSHIPS</b>	
	Inter-club
	Division
	Cal-Nev-Ha
	International

### **3. Bylaws and Standing Rules**

The bylaws of Kiwanis are uniform and binding upon all clubs. Changes, however, must be explained and adopted by each Club. In addition standing rules to interpret the bylaws are required according to local need. Finally training in interpretation of the bylaws and rules to new and established members is an ongoing need. The AMC shall exercise responsibility in this area as required.

### **4. Risk Management and Regulatory Compliance**

By resolution the RKC has determined that prudent management and satisfying legitimate parental concerns requires that all Club members be finger printed and background checked inasmuch as all Club members are likely to come into contact with minors. This is not due to any actual incidents in our 65+ year history (there have been none) but because such safeguards have become increasing expected and customary – we cannot operate on school campuses otherwise. Administration of this safeguard falls to a designated compliance officer. We also have a need for insurance coverage and fulfillment of other government regulatory requirements. AMC oversight in these areas falls under this task category.

### **5. Membership**

Continued recruiting of new members, plus retention, training and involvement of existing ones, is essential to RKC ability to serve the Rosemead community. The AMC is charged with attending to this need.

### **6. Nominating**

Each year the RKC elects new officers in May for the term starting the following October. Nominations for such elections as well as conduct and certification of same are an AMC responsibility.

### **7. Fellowship and Social**

AMC members are responsible to identify and assure introduction of visitors to the rest of the Club at meetings and may stage social events as desired during the year. They also contact members who have not attended recently, monitor birthdates and anniversaries and call to the Club's attention any personal news

### **8. Organization Relationships**

The AMC is primarily responsible for overseeing interaction with other Kiwanis components, including inter-club meetings, Division meetings and visitations , Cal-Nev-Ha Region meetings, and International conventions.

## **Children and Sponsored Groups Committee**

The responsibilities of the Children and Sponsored Groups Committee presently include the following four areas:

- 1. School Liaisons (Including RIF/PTO as applicable)**
- 2. After School Programs**
- 3. Sponsored Groups**
- 4. Children Priority One**

The Children and Sponsored Groups Committee is headed by a chairperson appointed by the President; the Chairperson of the CSPG is to be assisted by persons who in turn head up teams in designated areas. Three of these teams are presently active as detailed below; the fourth may be at some time in the future.

### **1. School Liaisons (Inc. RIF/PTO as applicable)**

It is an objective of the RKC to have a designated Kiwanis liaison for every school in the Garvey and Rosemead school districts dedicated to faculty, RIF and PTO relationships.

All elementary schools in the Rosemead and Garvey Districts participate in RIF (Reading is Fundamental) literacy and book distribution programs, thanks to the aggressive efforts of our Club. The Logsdon program is actually operated by Maryvale, into whose campus Logsdon is embedded. All RIF school grants require an annual application renewal, attendance at a fall orientation seminar and three reading oriented activities each year. The latter also involves pick-up of books and a possible need for readers and volunteers. Although the schools each have staff assigned to RIF there is a need to monitor these responsibilities and supply manpower as needed. This is the primary responsibility of the Kiwanian assigned to each school.

Additionally the assigned Kiwanian for the school is responsible to be sure that the school Principal is aware of our grant program. If possible it should also include a presentation to faculty members. Finally the school liaison should insure that the school's PTO (Parent Teacher Organization) is aware of the RKC; if possible the group's members should be afforded opportunity to be included on our *RKC Reporter* distribution list. Ideally we should have a Kiwanis presence at selected school activities and PTO meetings.

The Intermediate Schools in the above districts plus Rosemead High School and Don Bosco also require Kiwanis liaisons, although responsibilities there presently dovetail with the sponsored group responsibilities (below). We also have a unique liaison relationship with Maryvale Academy and should establish one with University of the West.

(Continued on page 9)

## Children and Sponsored Groups

AREA OF RESPONSIBILITY	TASKS
<b>SCHOOL LIASION (Including</b>	<b>RIF/PTO as applicable)</b> RHS Garvey Temple Muscatel Bitely Dewey Emerson Hllcrest Marshall Monterey Vista Rice Sanchez Willard Encinita Janson Savannah Shuey Maryvale/Logsdon Don Bosco <i>University of West</i>
<b>AFTER SCHOOL PROGRAMS</b>	GSD RSD WSGV B&G
<b>SPONSORED GROUPS</b>	Rosemead KEY Don Bosco KEY Muscatel Builders <i>Garvey Builders</i> <i>Temple Builders</i> Div 10 AKTION
<b>CHILDREN PRIORITY ONE</b>	<i>Children's Health</i> <i>Child Care</i>  <i>Nutrition</i> <i>Parenting</i> <i>Child Advocacy</i> <i>Pediatric Trauma</i>

## **2. After School Programs**

As a result of Proposition 49 funding all Elementary and Intermediate schools in Rosemead, plus the West San Gabriel Valley Boys and Girls Club, have active afterschool programs with which RKC has opportunity to interact on a regular basis. Most of this involves providing modules in targeted areas such as crocheting, safety, and basic economics. As faculty advisors can be found and other logistical and financial details can be worked out it is our goal to establish K-Kids programs within the after school framework. These may or may not include an RKC version of the Kiwanis BUG (Bringing up Grades) program.

## **3. Sponsored Groups**

The RKC presently partners with several Kiwanis family groups including the Lincoln Training Center Aktion Club, RHS and Don Bosco Key Club and Muscatel Builders Club. It is a goal for us to reestablish Builder's Clubs at Garvey and Temple, as well as the aforementioned K-Kids program. Specifics of our relationship with each group vary, but it is hoped that we can have quarterly coordinating meetings of the entire K-family and a liaison person for each group.

## **4. Children Priority One**

Although presently not active in the RKC, the various aspects of this initiative is a major Kiwanis International concern. As resources permit the CSPG should develop this area.

## **Community Service Committee**

The responsibilities of the Community Service Committee presently include the following twelve areas:

- 1. Arts**
- 2. Business**
- 3. Citizenship**
- 4. Civic Improvement**
- 5. Conservation**
- 6. Consumer Affairs**
- 7. Health**
- 8. Literacy**
- 9. Personal Development**
- 10. Public Affairs**
- 11. Safety**
- 12. Seniors and Disabled**

The Community Service Committee Chairperson is designated by the President and then, as resources allow, designates and coordinates Kiwanians in the following areas, each of them being members of the committee:

### **1. Arts**

Currently focused on presentations by local school groups at the California Mission Inn, with transportation being underwritten by the RKF (Rosemead Kiwanis Foundation). With additional resources this area could be expanded to other opportunities.

### **2. Business**

The RKC is a member of the Rosemead Chamber of commerce and periodically co-sponsors various events.

(Continued on page 12)

**AREA OF RESPONSIBILITY**      **Community Service  
TASKS**

**ARTS**      CMI Choral Groups

**BUSINESS**      Chamber Mixers

**CITIZENSHIP**  
City Council mtgs  
GSD Meetings  
RSD Meetings

**CIVIC IMPROVEMENT**      Rose Float Support

**CONSERVATION**

**CONSUMER AFFAIRS**  
Economic Literacy

**HEALTH**  
Relay for Life  
*Red Cross Blood Drive*  
*Thrive Flu Shots*

**LITERACY**

**PERSONAL DEVELOPMENT**  
Job skill enhancement

**PUBLIC CELEBRATIONS/EFFORTS**  
Health Fair  
4th of July  
Oktoberfest

**SAFETY**  
Safety Center Meetings  
Safety Classes  
Neighborhood Watch

**SENIORS AND DISABLED**

-

### **3. Citizenship**

The RKC attempts to monitor meetings of the City of Rosemead governments and various school boards, plus supplying nominees for various advisory committees. Historically we have presented non-partisan analysis of local issues and races.

### **4. Civic Improvement**

At the present time the major area of focus here has been support for the Kiwanis Division 10 Rose Float effort.

### **5. Conservation**

At the present time the major area of focus here has been support for recycling programs and water conservation efforts by other K-family members.

### **6. Consumer Affairs**

The RKC is a sponsor of the Cool Stuff book on economic literacy for teens and accompanying modules for the afterschool program.

### **7. Health**

The RKC is a participating member in the annual Relay for Life program plus (in conjunction with other Kiwanis groups) the Kiwanis One Health Fair. Historically we have been part of blood donation and flu shot efforts.

### **8. Literacy**

Listed as a target area in KI guidelines, this area locally awaits RKC development.

### **9. Personal Development**

Job skill and college access efforts in conjunction with the RKN's Career Partner's group, itself an agency of Los Angeles County.

### **10. Public Celebrations/Efforts**

Rosemead's 4th of July and Oktoberfest celebrations

### **11. Safety**

Safety center meetings, safety classes and modules, plus active support of Neighborhood Watch are the RKC's present focus in this area.

### **12. Seniors and Disabled**

Listed as a target area in KI guidelines, this area awaits RKC development.

## **Finance and Fund Raising**

The responsibilities of the Finance and Fundraising Committee presently involves the following seven areas:

- 1. Budget**
- 2. Financial Reporting**
- 3. Foundation Interface**
- 4. Fund Raising**
- 5. Investments**
- 6. Record Keeping**
- 7. Signatories**

The Finance and Fundraising Committee (FFC) is headed by a chairperson designated by the RKC President and is comprised of the chairperson or designate of all other regular committees as well as others appointed by the FFC Chairperson. It is unique in that it is the only committee whose members serve comparable roles for both the Rosemead Kiwanis Club and the Rosemead Kiwanis Foundation.

### **1. Budget**

Each year beginning in June the Committee projects revenue and outflow for the ensuing year and prepares a budget based on same, making recommendations, hopefully by the end of August, to the slate of officers who were elected in May. The budget when adopted is then monitored and adjusted as needed through the year.

### **2. Financial Reporting**

The FFC designates to the Treasurer the nature and frequency of financial reports

### **3. Foundation Interface**

As noted, the FFC serves in the same role for both the RKC and RKF. There are also other Kiwanis and Rosemead foundations with which interaction is periodically required. This type of liaison falls within the purview of the FFC.

(Continued on page 15)

## Finance and Fund Raising

### AREA OF RESPONSIBILITY TASKS

#### BUDGET

- Formulation
- Finalization
- Monitoring
- Revisions

#### FINANCIAL REPORTING

- Monthly Statements
- Tax Returns

#### FOUNDATION INTERFACE

#### FUND RAISING

#### INVESTMENTS

#### RECORD KEEPING

- Attendance
- Ledgers
- Roster
- Bill Payments
- Bank Deposits

#### SIGNATORIES

- Checking Account
- PO Box

#### **4. Fund Raising**

Depending on the revenue needs determined in the budget process and the availability of opportunity and manpower the FFC may recommend various fund raising efforts for adoption by the Board.

#### **5. Investments**

The RKC and RKF have a substantial investment portfolio; reporting on and review of this portfolio is under the purview of the FFC.

#### **6. Record Keeping**

The responsible financial record keeper for the RKC and RKF is our elected Treasurer, over whom the FFC has an oversight responsibility.

#### **7. Signatories**

The RKC and RKF by resolution have designated certain members as authorized signers of the respective accounts of the two groups. Two authorized signatures are required for every check. Disbursements pursuant to budgeted amounts are made on request of the responsible individual, all others require Board approval. Similar controls are required for the Post Office Box used for the two groups.

## **Human and Spiritual Values**

The responsibilities of the Human and Spiritual Values Committee presently include the following six areas

- 1. Interfaith Activities**
- 2. Community Development and Service**
- 3. Counseling and Guidance**
- 4. Companionship and Visitation**
- 5. Recognition**
- 6. Personal Achievement**

The Human and Spiritual Values Committee (HVSC) Chairperson is designated by the President and then, as resources allow, designates and coordinates Kiwanians who are members of the Committee in the following areas as suggested in the KI bylaws:

### **1. Interfaith Activities**

Kiwanis by definition transcends boundaries' of individual faiths and in fact has Christian, Jewish, Muslim, Buddhists and others within its ranks – including those who subscribe to no particular creed. It is, however, quite common for Kiwanis groups to participate in and even sponsor prayer breakfasts and working Interfaith Councils in their communities. RKC members were involved with one such group historically and a renewal of this activity would be an HVSC responsibility. Another area of possible action is pre-scheduled visits to local congregations by groups of Kiwanians to acquaint Church members with service opportunities. .

### **2. Community Development and Service**

Kiwanis backed interfaith groups can and have sponsored Priority One projects, holiday meals for the poor, and similar projects. Support for the food bank program, recruiting of Neighborhood Watch captains, cooperative displays among area group, neo-natal cap drives and help for the area Pregnancy Help Center are other possible areas of assistance.

(Continued on page 18)

**AREA OF RESPONSIBILITY      HUMAN AND SPIRITUAL VALUES  
TASKS**

**INTERFAITH ACTIVITIES**

Prayer Breakfasts  
Group Visitations

**COMMUNITY DEVELOPMENT AND SERVICE**

*Cooperative displays*  
*NW Block Captain Recruitment*  
*Neo-natal Project*  
*Food Bank/drive*

**COUNSELING AND GUIDANCE**

*12 Step Programs*  
*Citizen Resource Directory*  
Grief Counseling  
Values Education

**COMPANIONSHIP AND VISITATION**

*Meals on Wheels*  
*Adopt a grandparent*

**RECOGNITION**

*Layman of year award*  
*Celebration of Service*

**PERSONAL ACHIEVEMENT**

*Skills development*  
*Anti-drug program*

### **3. Counseling and Guidance**

Kiwanis clubs have helped assemble and disseminate resource guides for the benefit of spiritual counselors of all faiths in their area. Determining the need for and potential utility of such a guide, including a listing of available 12 step programs, is one possible project for consideration by the RKC's HVSC. Values education modules for after school programs as well as development of grief counseling resources are other possibilities.

### **4. Companionship and Visitation**

Historically the RKC has supported the area Meals on Wheels program and an "adopt a grandparent program" by our sponsored youth. While both currently inactive, these are examples of possibilities to be considered.

### **5. Recognition**

Kiwanis groups have in the past given "layman of the year" awards to area churches and recognized worthwhile community groups via a "Celebration of Service" event.

### **6. Personal Achievement**

Suggested areas of involvement in this category might include skills development and support for anti-drug programs.

## **Public Relations and Communication**

The responsibilities of the Public Relations and Communication Committee presently includes the following eight areas

- 1. Brochures**
- 2. Historian**
- 3, K-Family/RKN**
- 4. Newsletters**
- 5. Photography**
- 6. Program Scheduling**
- 7. Public Relations**
- 8. Website**

### **1. Brochures**

Publicity and functional operation of the RKC and its affiliates requires documentation for various purposes. Examples are not only this brochure, but companions such as our Operations Review of prior year activities (used to promote awareness), Grant Assistance Brochure (for those seeking assistance), our Member Directory (for intra-club contacts) and Rules and Procedures Brochure (for regulating internal Club operations). Most of these are available for viewing and download on the [rosemeadkiwanis.org](http://rosemeadkiwanis.org) website. It has been suggested that hard copy versions of these documents should be included in a binder which we furnish as a Member Handbook to Club members.

### **2. Historian**

The RKC has a history extending back to the end of World War 2. Records exist in varying degrees for this time. It is a goal of the PRC to make this history available on the RKC Website as well as chronicle current events.

(Continued on page 21)

## Public Relations and Communication

### AREA OF RESPONSIBILITY

### TASKS

#### BROCHURES

RKC handbook  
Annual Report

#### HISTORIAN

#### K-FAMILY/RKN

RSD Meetings  
K-Family Meetings

#### NEWSLETTERS

RKC Reporter  
Kiwanicle  
*RKC Reporter - Business Edition*  
*RKC Reporter – Consumer Edition*  
*RKC Reporter – Education Edition*  
*RKC Reporter – Spiritual Edition*  
Bulletins  
News Releases  
Emergency Notification Network

#### PHOTOGRAPHY

Scrapbooks and on-line gallery

#### PROGRAM MANAGEMENT

Monthly Hosts  
Calendar  
Flyers  
Interclubs

#### PUBLIC RELATIONS

WSGV Journal Liaison  
Rosemead Reporter Liaison

#### WEBSITE

Rosemead Kiwanis.org  
*Member Hideaway*  
*Member Gallery*

### **3. K-Family/RKN**

Much of the success of the RKC is its interaction with over thirty other entities (local Kiwanis affiliates, governmental, corporate and non profit) with whom we partner in various areas. Our local affiliates we refer to as our Kiwanis Family, and along with the remaining partners, these comprise the Rosemead Kiwanis Network. The degree of involvement and the current list of entities fluctuates as need warrants. A snapshot overview of this structure is updated periodically and incorporated as a chart in the latest edition of our Operations Review brochure. The PRC has an ongoing liaison and publicity role with all RKN members, which includes meetings thereof as needed.

### **4. Newsletters and Publications**

The RKC presently has two weekly Newsletters, a community oriented publication, the *RKC Reporter*, and an internal members-only publication, *Kiwanicle*. Both are distributed by email. In addition our mailing list is part of the Rosemead Emergency Notification Network (operated by the City's Safety Department) and is structured with the capacity to be used for special bulletins to sub-groups as required. It has been suggested, but we have never as yet implemented the idea, that we might have special periodic newsletters for targeted groups such as businesses, educators', residents and spiritual organizations.

### **5. Photography**

Photographs are taken of major activities and a scrapbook maintained both in hard copy (and more recently electronically) of selected pictures.

### **6. Program Scheduling**

Since the PRC must publicize the Club's meeting schedule it also oversees the schedule itself. In practice this means integration of special events as designated by the Club President with recruitment of speakers, a responsibility rotated on a monthly basis between Club members. Included in this is arranging of Inter-clubs.

### **7. Public Relations**

The PRC has working relationships with Rosemead's two print media publications, both of whom have RKC members on their staffs who are also part of the PRC. As a result RKC Reporter articles appear with regularity in both publications.

### **8. Website**

The RKC has an extensive public website, with the possibility of a member-only section. Its functional operation is the responsibility of the PRC.

## **ROSEMEAD KIWANIS FOUNDATION**

The Rosemead Kiwanis Club is a 501(c)(4) organization. Its Board Members, however, are ex-officio Board members of the Rosemead Kiwanis Foundation, a separately constituted 501(c)(3) organization. Kiwanis International has no connection with or oversight responsibility for 501(c)(3) foundation entities linked to local Kiwanis Clubs, as each such entity has its own bylaws and standing rules.

### **History and Operations**

The RKF was initially founded as the result of a bequest from a member and his spouse who died without heirs, leaving a substantial estate to be divided between groups they designated. This sum has subsequently been augmented by bequests from others, internal growth in value and occasional fundraising efforts. It is fully qualified to receive and does receive tax deductible charitable contributions. The assets of the Foundation presently generate an annual cash flow which is used to benefit designated causes each year, typically including but not limited to:

**Aktion Club**  
**Builders' and Key Clubs**  
**CMI Residents Cultural Enrichment program**  
**Cool Stuff Economic Literacy Program**  
**K-Kids Clubs**  
**Muscatel Science Olympiad**  
**Reading is Fundamental**  
**Relay for Life**  
**RSD and GSD After School Programs**  
**Teacher Grant Program**

The Foundation has no paid staff and minimal operating expenses. It does interact and cooperate with other Kiwanian and Rosemead foundations, as well as RKC Committees, as need requires. In addition it has three committees of its own:

**Budget and Funding Committee**

**Fundraising Committee**

**Grant Assistance Committee**

### **Budget and Funding Committee**

Each year the Foundation estimates anticipated revenues and prospective allocations, using the former to fund the latter, including setting aside an amount for unanticipated need. Allocation of requests for these funds, as well as requests for manpower and consulting services, are channeled to the BFC, which may request cooperative action with other RKN groups. This Committee in membership is made up ex-officio of the members of the RKC Finance and Fundraising Committee.

## **Fundraising Committee**

This Committee in membership is made up ex-officio of the members of the RKC Finance and Fundraising Committee. The Foundation and RKC have entered into arrangements whereby, in exchange for certain consideration, monies are paid on an ongoing basis to the RKF for use in its charitable activities. In 2007 such an arrangement was made with producers of the *Cool Stuff* economic literacy program. The RKF underwrote startup costs of a website for free distribution of selected *Cool Stuff* materials to KEY Club members and interested youth. In exchange the RKF receives a portion of monies received through sales on the site. In 2009 the Foundation and RKC agreed to operate certain refreshment equipment at Rosemead activities under the RKC/RKF banner and oversight in exchange for a percentage of proceeds. Both such operations and any similar activities fall under purview of the Fund Raising Committee

## **Grant Assistance Committee**

RKC members actively attempt to secure, as occasion affords, outside grants for projects which exceed Club and Foundation resources. Examples have included the Ian Pappas Foundation support of the World in Flight program at Temple Intermediate School, grants for musical equipment from the Mr Holland's Opus Foundation for Muscatel and Garvey Intermediate Schools, and the cooperative effort to build a Learning Resource Center for the Maryvale Girl's home. The GAC oversees such efforts and trains interested RKC members and others in the grant application process.

## **2009-2010 RKC/RKF Officers and Committee Chairpersons**

### **Officers/Board Members**

Carol Mahoney - President  
Bob Bruesch – Immediate past President  
Ron Robertson – Vice President  
Mario Manzano - Secretary  
Elizabeth Landing – Treasurer  
Ernie Ayala – Board Member  
Ken Pike – Board Member  
Jan Robertson – Board Member  
Frank Quintinella – Board Member  
Scott Wick– Board Member

### **Chairpersons**

Administrative and Membership (RKC) – Ron Robertson

Children and Sponsored Groups (RKC) – Frank Quintinella

Community Service (RKC) - Open

Finance and Fundraising (RKC) – Frank DiNoto

Human and Spiritual Values (RKC) – Tom Carrozzo

Public Relations and Communications (RKC) – Art Landing

Funding Requests (RKF) – Frank DiNoto

Grant Assistance (RKF) – Frank DiNoto

Fundraising (RKF) - Open