



volunteerflorida

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VolunteerFlorida.org

August 15, 2014

To: The Honorable Rick Scott, Governor of Florida
The Honorable Don Gaetz, Senate President
The Honorable Will Weatherford, Speaker of the House
Mr. R. Philip Twogood, Coordinator for the
Office of Program Policy Analysis and Government
Accountability

Re: Requirements of SB 1194 Relating to Citizen Support and
Direct Support Organizations

Dear Governor Scott, Senate President Gaetz, Speaker
Weatherford, and Coordinator Twogood:

In accordance with SB 1194 relating to Citizen Support and Direct
Support Organizations, we are forwarding to each of you the
required annual report regarding the Volunteer Florida Foundation
(Foundation), a Direct Support Organization (DSO) established by
the Florida Commission on Community Service (Volunteer Florida).

The Foundation raises funds to aid Volunteer Florida in
accomplishing its goals of meeting critical human needs in
Florida. Current Volunteer Florida programs include administration
of AmeriCorps State programs, which in just the past year paired
more than 57,000 at-risk Florida students with a caring mentor,
tutor or teacher to provide the extra help needed to get them on
track to success. The Commission also coordinates volunteers
and donations in a disaster for the State of Florida and promotes
volunteerism in our state through grants, trainings and
recognitions.

In addition to supporting Volunteer Florida's primary programs, the Foundation also raises funds for special initiatives including the Florida Black History Month and Hispanic Heritage Month statewide celebrations, Gubernatorial Fellows program, and award recognitions for our state's heroes including the Teacher Shine Awards, Veterans Service Awards and Volunteer Florida Champion of Service Awards.

Recommendation: We recommend that the Volunteer Florida Foundation, a DSO established under the authority of F.S. 14.29 (12) and F.A.C. 270-1, be permitted to continue as established, for the following reasons:

1. The Foundation is fully under the control and direction of Volunteer Florida, with the Volunteer Florida CEO serving as Executive Director for the Foundation. This shared leadership ensures that the goals and priorities of Volunteer Florida and the Foundation remain the same.
2. The Foundation provides significant financial assistance to Volunteer Florida, raising \$359,958 in new funding during the 2013-2014 Fiscal Year. These funds provide significant support for the programs supported by Volunteer Florida, allowing us to minimize costs to the citizens of Florida, while maximizing our ability to support and promote volunteerism in our great state.
3. The Foundation also administers and supports the Florida Disaster Fund, which has a current balance of \$555,047. These funds can rapidly be made available for unmet response and long-term recovery needs in Florida, under the guidance of Volunteer Florida and the Foundation Board of Directors.

Attached are the Volunteer Florida Foundation documents required by SB 1194. Please let me know if you need further information.

Thanks to each of you for your important service to the citizens of Florida.

Sincerely,

Chester W. Spellman
Chief Executive Officer
Volunteer Florida

Attachments: Volunteer Florida Foundation 2014 SB 1194 Report
Volunteer Florida Foundation 2013 IRS Form 990

The Volunteer Florida Foundation

2014 Report for Compliance with Senate Bill 1194 relating to Citizen Support and Direct-Support Organizations

Organization: Volunteer Florida Foundation, Inc.

Organization Type: Direct Support Organization

Authorizations: Florida Statutes 14.29 (12) and
Florida Administrative Code 27O-1

Address: 3800 Esplanade Way, Suite 180
Tallahassee, FL 32312
(Co-located with Volunteer Florida)

Phone: (850) 414-7400

Website: <http://www.volunteerflorida.org/foundation/>

Mission: The Volunteer Florida Foundation (Foundation) is a non-profit charity established, organized and operated exclusively as a Direct Support Organization to assist the Florida Commission on Community Service (Volunteer Florida). The Foundation raises funds to aid Volunteer Florida in accomplishing its goals of meeting important human needs in Florida. The Foundation's activities are guided by a voluntary board of directors.

The Foundation supports Volunteer Florida's AmeriCorps, emergency management and volunteer programs. The Foundation also supports special Governor's initiatives including Florida's Black History Month and Hispanic Heritage Month celebrations, and awards honoring our state's outstanding volunteers, veterans and educators. The Foundation also administers the Florida Disaster Fund.

Results: The Foundation was re-established as a non-profit corporation in 2010, but did not become an active fundraising organization until August 2014. During the 2013-2014 Fiscal year, in its first year of active operation, the Foundation raised \$359,958 in support of Volunteer Florida's important programs.

Plans for the Next Three Fiscal Years: The Foundation is currently planning to continue its work in raising funds for programs supported by Volunteer Florida, including Florida Black History Month, Florida Hispanic Heritage Month, Governor's Veterans Service Award, Governor's Shine Award, Champion of Service Award, Gubernatorial Fellows Program, and the Florida Disaster Fund. Additional programs may be added upon approval by the Volunteer Florida Commission.

The 2014-2015 fundraising budget for the Foundation is \$406,945. The Florida Disaster Fund currently has a balance of \$555,047. Plans are currently underway to expend approximately \$250,000 of this balance in response to unmet long-term recovery needs as a result of the 2014 Spring Flooding Event in the Florida Panhandle.

Tentative plans for 2015-2016 are to raise approximately \$600,000 in support of Volunteer Florida Foundation programs. Additional fundraising may occur in response to future disaster needs.

Tentative plans for 2016-2017 are to raise approximately \$750,000 in support of Volunteer Florida Foundation programs. Additional fundraising may occur in response to future disaster needs.

Code of Ethics: Foundation Employees are required to follow the Volunteer Florida Personnel Policies and Procedures as per Volunteer Florida Foundation Bylaw II, Section X.

Code of Ethics for Public Officers and Employees

- It is the policy of Volunteer Florida that no employee will have any interest, financial or otherwise, direct or indirect; or engage in any business transaction or professional activity; or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties in the public interest. To implement this policy, there is an enacted code of ethics setting forth standards of conduct required of state, county, and city officers and employees, and officers and

employees of other political subdivisions of the state, in the performance of their official duties. It is the intent of the Legislature that this code serves not only as a guide for the official conduct of public servants in this state, but also as a basis for discipline of those who violate its provisions. Part III, Chapter 112, F.S.

Conflict of Interest

- Employees may not engage in activities that represent a conflict of interest with Volunteer Florida's mission or purpose, or with their job responsibilities. This includes, but is not limited to, the solicitation or acceptance of money, gifts, gratuities or favors for personal benefit from current or prospective vendors, contractors or funding sources, or partner agencies of Volunteer Florida.

Employee Relationships with Regulated Entities

Florida Statutes and rules of the Florida Administrative Code (F.A.C.) require that employees disclose potential or actual relationships with entities (i.e., individuals, partnerships, corporations, and other entities) subject to regulation by or doing business with the employee's agency.

- Employees who exercise "regulatory responsibilities" must disclose within five working days if they:
 - Make application for employment with a regulated entity; or
 - Receive an offer of employment or for a contractual relationship for compensation from a regulated entity; or
 - Obtain a financial interest in a regulated entity.
- You may be considered to have "regulatory responsibility" if you are directly responsible for determining if a regulated entity is in compliance with federal or state statutes/regulations or recommending or approving the issuance, suspension, revocation or cancellation of a license. [Section 110.233, F.S.]

Nepotism/Employment of Relatives

- A Volunteer Florida manager may not employ, promote, advance or advocate the employment, promotion, or advancement of an individual who is a relative, to a position in the area over which he or she exercises supervision or control.
- Relatives include: father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister or domestic partner.

Political Activities

- Employees are free to act as individuals in political activities outside of regular work hours and off the premises of Volunteer Florida and its affiliated programs.
- Employees may not use their position at Volunteer Florida to influence or affect the outcome of any election, to coerce or attempt to advise other employees to contribute to any political party or organization, or to engage in any voter registration or transportation activity.