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VolunteerFlorida.org

July 20, 2016

The Honorable Rick Scott
Governor of Florida
PL-05, The Capitol
400 South Monroe Street
Tallahassee, FL 32399

Dear Governor Scott:

In accordance with section 20.058, Florida Statutes relating to Citizen Support and Direct Support Organizations, please find the attached annual report regarding the Volunteer Florida Foundation (Foundation). The Foundation is a Direct Support Organization (DSO) established by the Florida Commission on Community Service (Volunteer Florida).

The Foundation raises funds to support Volunteer Florida's programs, which put national service and volunteers to work in schools and communities across the state. The Foundation also supports special Governor's initiatives, including Florida's Black History Month and Hispanic Heritage Month celebrations, as well as honoring our state's outstanding volunteers, veterans, and educators.

Volunteer Florida administers over \$28 million in national service programs across the state, which put AmeriCorps members and volunteers to work in schools and communities serving students, job-seekers, and veterans. Volunteer Florida also serves as the state's lead agency for volunteers and donations before, during, and after disasters. Volunteer Florida uses volunteers to meet the needs of citizens and save taxpayer dollars, helping non-profits across the state to more effectively recruit and retain volunteers.

The Volunteer Florida Foundation provides significant financial assistance to Volunteer Florida, raising over \$250,000 in new

funding during the 2015-2016 fiscal year. These funds support Volunteer Florida programs, allowing Volunteer Florida to leverage new, private funding to support and promote volunteerism in Florida. This is especially important since Volunteer Florida administers more than \$31.7 million in federal, state and local funding. For every dollar the State of Florida invests in Volunteer Florida, Volunteer Florida leverages \$32 in non-state funding.

In addition to supporting Volunteer Florida's primary programs, the Foundation is the sole entity responsible for fiscal support, administration and oversight of the Florida Disaster Fund, which is the State of Florida's official private fund established to assist Florida's communities as they respond to and recover during times of emergency or disaster. The Florida Disaster Fund was established in 2004 to assist with needs unmet by other disaster relief organizations. Since its inception, the Florida Disaster Fund has received almost \$27 million in private contributions allocated to more than 300 nonprofit organizations working on long-term recovery across Florida's disaster-impacted communities.

The Florida Disaster Fund had a balance of \$285,602 at the end of FY 2015-2016. In FY 2015-2016, the Volunteer Florida Foundation awarded \$250,000.00 through its RFP process to three non-profit organizations in the Florida Panhandle to assist the victims of the 2014 spring flooding event. These recovery efforts concluded March 2016. Additionally, the Volunteer Florida Foundation awarded \$50,000 in FY 2015-2016 to three non-profit organizations in Escambia, Charlotte, and Santa Rosa Counties to assist those who were impacted by the February 2016 tornados.

Most recently, the Governor activated the Florida Disaster Fund to assist those impacted by the June 2016 terror attack in Orlando. Volunteer Florida has raised over \$53,000 since the Governor's activation on June 13, 2016. Allocations will be made in response to funding requests following an approved review process by the Volunteer Florida Foundation Board of Directors. Volunteer Florida is currently receiving and evaluating those requests.

The Foundation is also responsible for financial support, administration and oversight of statewide Governor's initiatives that honor outstanding Floridians for their service and promote volunteerism statewide. Funds raised by the Foundation support the following

programs:

- Black History Month
- Champion of Service Award
- Florida Disaster Fund
- Excellence in Nursing Award
- Excellence in Service Award
- Governor's Medal of Freedom
- Governor's Medal of Heroism
- Governor's Medal of Valor
- Governor's Shine Award
- Governor's Young Entrepreneur Award
- Hispanic Heritage Month
- Veterans Service Award

The Volunteer Florida Foundation is supported by an engaged and diverse Board of Directors under the guidance of the Volunteer Florida Commission. Volunteer Florida's CEO serves as Executive Director of the Foundation. This shared leadership ensures the goals and priorities of Volunteer Florida and the Foundation remain aligned. Both the CEO and the Foundation Board are accountable to the Governor-appointed Commissioners.

I recommend the Volunteer Florida Foundation, as established under the authority of section 14.29(12), F.S. and 27O-1, F.A.C., be permitted to continue as established. For questions or additional information, please contact me at (850) 414-0092.

Sincerely,



Chester W. Spellman
Chief Executive Officer
Volunteer Florida

CWS/bh Attachments:

Volunteer Florida Foundation 2016 SB 1194 Report

Volunteer Florida Foundation 2014 IRS Form 990

Cc: The Honorable Andy Gardiner, President of the Senate
The Honorable Steve Crisafulli, Speaker of the House of Representatives
Mr. R. Philip Twogood, Coordinator, Florida Office of Program Policy
Analysis and Government Accountability

The Volunteer Florida Foundation

2016 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 270-1

Address: 3800 Esplanade Way, Suite 180
Tallahassee, FL 32311
(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 as well as supporting special Governor's initiatives that honor outstanding Floridians. The Foundation's activities are guided by a voluntary board of directors.

The Foundation supports Volunteer Florida's AmeriCorps, emergency management and volunteer programs. In addition to supporting Volunteer Florida's primary programs, the Foundation also raises funds for statewide Governor's initiatives that honor outstanding Floridians for their service and promote volunteerism statewide. Funds raised by the Foundation support the following programs:

- Black History Month
- Champion of Service Award
- Florida Disaster Fund
- Excellence in Nursing Award
- Excellence in Service Award
- Governor's Medal of Freedom
- Governor's Medal of Heroism
- Governor's Medal of Valor
- Governor's Shine Award
- Governor's Young Entrepreneur Award
- Hispanic Heritage Month
- Veterans Service Award

The Foundation was re-established as a non-profit corporation in 2010, but did not become a fundraising organization until August 2013. In its first year of operation, the Foundation raised \$359,958; since that time it has continued to raise significant funds to support current initiatives and add five additional programs in 2015-2016.

Plans for the Next Three Fiscal Years: The Foundation will continue to raise funds for the aforementioned programs supported by Volunteer Florida. Additional programs may be added subject to approval by the Volunteer Florida Commission.

The 2016-2017 fundraising budget for the Foundation is \$192,335. The Florida Disaster Fund currently has a balance of \$324,656. Plans are currently underway to expend up to \$100,000 of this balance for emergency response and long-term recovery needs as a result of the June 2016 terror attack in Orlando. Volunteer Florida has raised \$53,499 since the Governor activated the Disaster Fund. Allocations will be made in response to funding requests following an approved review process by the Volunteer Florida Foundation Board of Directors. Volunteer Florida is currently receiving and evaluating those requests.

Tentative plans for 2017-2018 are to raise approximately \$300,000 in support of Volunteer

Florida Foundation programs. Additional fundraising may occur in response to future disaster needs or with the addition of new programs.

Tentative plans for 2018-2019 are to raise approximately \$350,000 in support of Volunteer Florida Foundation programs. Additional fundraising may occur in response to future disaster needs or as additional programs are added.

Code of Ethics: Foundation Employees are required to follow the Volunteer Florida Personnel Policies and Procedures 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.