



Annual Certification of the Volunteer Florida Foundation, Inc.

As required by the Bylaws of the Volunteer Florida Foundation, Inc., this document is hereby presented to the Florida Commission on Community Service (Volunteer Florida) for Annual Certification for the 2016-2017 Fiscal Year.

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| Attachment A. Annual Volunteer Florida Foundation, Inc. Budget | Page 2 |
| Attachment B. List of all programs and grants with mission statement, program objectives, source of funds, and a brief status report by program | Page 3 |
| Attachment C. Foundation organizational chart including names and titles of personnel | Page 13 |
| Attachment D. Summary of unrestricted net assets indicating the original source of such assets | Page 14 |
| Attachment E. Resolution from the Board of Directors requesting annual certification | Page 15 |

Presented to the Florida Commission on Community Service (Volunteer Florida) on June 15, 2016.

Attachment A
 Volunteer Florida Foundation Inc.
 2016-2017 Annual Budget

| | Hispanic Heritage Month | Black History Month | Awards & Medals | Florida Disaster Fund | Gubernatorial Fellows | Foundation Operating | Total |
|----------------------------------|-------------------------|---------------------|-----------------|-----------------------|-----------------------|----------------------|----------------|
| REVENUES | | | | | | | |
| Fundraising Revenue | | | 20,000 | | 87,000 | 127,835 | 234,835 |
| Carry Forward Balance | 21,046 | 21,324 | 22,505 | 263,869 | 80,000 | 9,000 | 417,744 |
| Total Revenues | 21,046 | 21,324 | 42,505 | 263,869 | 167,000 | 136,835 | 652,579 |
| EXPENDITURES | | | | | | | |
| Salaries & Benefits | | | | | | 29,655 | 29,655 |
| Travel | | | | | | 4,000 | 4,000 |
| Community Outreach & Education | | | | | 7,500 | 500 | 8,000 |
| Contracted Services | | | | | | 54,000 | 54,000 |
| Dues/Fees/Subscriptions/Licenses | | | | | | 4,000 | 4,000 |
| Equipment | | | | | | - | - |
| Supplies | | | | | | 1,000 | 1,000 |
| Occupancy (lease/insurance) | | | | | | 5,680 | 5,680 |
| Technology | | | | | | 1,000 | 1,000 |
| Other Direct Program Costs | 21,046 | 21,324 | 42,505 | | 69,000 | 37,000 | 190,875 |
| Reserve | | | | 263,869 | 90,500 | | 354,369 |
| Total Foundation Expenses | 21,046 | 21,324 | 42,505 | 263,869 | 167,000 | 136,835 | 652,579 |
| Difference | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Attachment B
Volunteer Florida Foundation, Inc.
2016-2017 Programs

Program: Florida Black History Month

Mission Statement: February is Florida Black History Month. This is a special opportunity to celebrate the important contributions African-Americans have made, and continue to make, to the Sunshine State. Governor Scott hosts a special event each year to honor three exemplary African-American educators, along with six student essay contest winners and two student art winners.

Program Objectives: Provide Florida students the opportunity to learn about the significance of black history to our nation's fabric. Celebrate the important contributions of African-Americans in Florida. Recognize exemplary African-American educators and students.

Source of Funds: Donations and corporate sponsorships

Status Report: The program is funded entirely through Volunteer Florida Foundation fundraising efforts. The 2014-2015 program was partially funded with carryover funding from Volunteer Florida Foundation's fiscal year 2013-2014, and with new funds raised from donors and corporate sponsors. Due diligence in expenditures allowed for a small carryover amount that was applied to the 2015-2016 program. Additional revenue was raised from donors and corporate sponsors secured through fundraising.

Volunteer Florida Roles & Responsibilities: Volunteer Florida reviews and scores the top essays as determined by the Department of Education. Volunteer Florida employees negotiate and reserve hotel and charter bus transportation for awardees and their families to attend the event. Volunteer Florida employees also coordinate with the Department of State on arranging for transport of guest artist pieces to the Governor's Mansion, and work with Mansion staff to coordinate all logistics of the reception at the Mansion. During Black History Month, Volunteer Florida employees promote the event through social media, the Volunteer Florida website and in various other Volunteer Florida releases. Production of sponsor boards and signage for the event is also handled by Volunteer Florida. Talking points for presenters and speakers at the event are produced by

Volunteer Florida's External Affairs Department. Following the event, Volunteer Florida finance staff process all accounts payable associated with the event (e.g. travel, catering, and musicians for the reception).

2016- 2017 Details: The 2016-2017 program will commence in January 2017, culminating with the Governor's Mansion reception in February 2017. Volunteer Florida and the Volunteer Florida Foundation will fulfill duties similar to those of the 2015-2016 program, including participation in fundraising activities, coordination/assistance with the awardee selection process, coordination/provision of awardee and family member transportation to Tallahassee, and planning for the Governor's Reception event.

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|---|---------------------|
| Carry-Over Balance from 2015-2016 Fiscal Year: | \$ 21,324.00 |
| Fundraising Goal for 2016-2017 Fiscal Year: | \$ 0.00 |

Program: Florida Hispanic Heritage Month

Mission Statement: Florida's diversity enriches our communities every day. Florida Hispanic Heritage Month is an opportunity to take time to recognize how Florida's growing Hispanic population contributes to the state's culture while also strengthening Florida's ties to Spain and Latin America. This annual month-long celebration that begins on September 15 recognizes the contributions, traditions and culture of Hispanics and Latino Americans to the United States of America. This is an exciting opportunity to celebrate the rich history and diverse cultural heritage of this great state.

Program Objectives: Recognize the important contributions Hispanics have made, and continue to make, to the Sunshine State. Honor exemplary Hispanic educators and students. Celebrate with an evening of cultural food, music and the joy of this extraordinary culture.

Source of Funds: Donations and corporate sponsorships

Status Report: The program is funded entirely through Volunteer Florida Foundation's fundraising efforts. The 2014-2015 program was partially funded with carryover funding from Volunteer Florida Foundation's fiscal year 2013-2014, and with new funds raised from donors and corporate sponsors. Due diligence in expenditures allowed for a small carryover amount that was applied to the 2015-2016 program. Additional revenue was from donors and corporate sponsors secured through fundraising.

Volunteer Florida Roles & Responsibilities: Volunteer Florida reviews and scores the top essays as determined by the Department of Education. Volunteer Florida negotiates and reserves hotel and charter bus transportation for awardees and their families to attend the event. Volunteer Florida employees also coordinate with the Department of State on arranging for transport guest artist pieces to the Governor's Mansion and works with Mansion staff to coordinate all logistics of the reception at the Mansion. During Hispanic Heritage Month, Volunteer Florida employees promote the event through social media, the Volunteer Florida website and in various other Volunteer Florida releases. Production of sponsor boards and signage for the event is also handled by Volunteer Florida. Talking points for presenters and speakers at the event are produced by Volunteer Florida's

External Affairs Director. Following the event, Volunteer Florida finance staff process all accounts payable associated with the event (e.g. travel, catering, and musicians for the reception).

2016- 2017 Details: The 2016-2017 program will commence in September 2016, culminating with the Governor’s Mansion reception in October 2016. Volunteer Florida and the Volunteer Florida Foundation will fulfill duties similar to those of the 2015-2016 program, including fundraising, coordination/assistance with the awardee selection process, coordination/provision of awardee and family member transportation to Tallahassee, and planning assistance for the Governor’s Reception event.

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| Carry-Over Balance from 2015-2016 Fiscal Year: | \$ 21,046.00 |
| Fundraising Goal for 2016-2017 Fiscal Year: | \$ 0.00 |

Program: Champion of Service Award Program

Mission Statement: The Champion of Service Award was established in 2013 by Volunteer Florida to honor individuals and groups for their outstanding efforts in volunteerism and service. This award is frequently presented by Governor Scott during Florida State Cabinet meetings, and is also awarded at additional events of statewide significance. Nominations are accepted on an ongoing basis.

Program Objectives: To recognize Florida individuals or groups (informal, organizations, agencies, educational, government or business) who demonstrate excellence in volunteerism, community service, national service, civic, social or corporate responsibility.

Source of Funds: Donations and corporate sponsorships.

Status Report: No funds were raised in 2015-2016 fiscal year with a specific allocation to the Champion of Service Awards and therefore the general unrestricted donations were utilized to support this program.

Volunteer Florida Roles & Responsibilities: Champion of Service Awards (typically 2-4 awards) are presented at each Cabinet Meeting during the year, and at high-level statewide events. The role of Volunteer Florida staff includes nomination, selection and vetting of awardees, presentation of the award and coordination of the awards presentation, and oversight over the production and purchase of the awards. Volunteer Florida employees will continue to provide administrative support for the program, and the Foundation will raise funds to support both the administrative services provided by Volunteer Florida employees, and direct funding for the Champion of Service Award program.

2016-2017 Details: It is anticipated that awards will continue to be presented at each Cabinet Meeting and at various statewide events during 2016-2017 fiscal year. The Volunteer Florida Foundation will raise funds to support both the administrative services provided by Volunteer Florida employees, and direct funding for the Champion of Service Award program.

Carry-Over Balance from 2015-2016 Fiscal Year: \$ 0.00

Fundraising Goal for 2016-2017 Fiscal Year: \$ 5,000

Program: Florida Gubernatorial Fellows Program

Mission Statement: The Florida Gubernatorial Fellows Program was created from the belief that the best way to ensure Florida's greatness is to actively educate and cultivate its future leaders. This non-partisan program immerses students from public and private universities in key areas of state government. During their nine-month tenure in Tallahassee, Fellows receive advanced on-the-job training as well as an invaluable front-line view of the inner workings of government.

Program Objectives: To identify individuals who may be poised to fulfill roles of critical responsibility in Florida, allowing them to interact closely with the state's top leaders, and providing them the opportunity to develop and employ their skills and abilities in a highly rewarding environment.

Source of Funds: Donations and corporate sponsorships

Status Report: The 2015-2016 program was fully funded with carryover funding. Annually, the program is supported by an annual donation from the Hoffman Foundation and through fundraising efforts by Volunteer Florida on behalf of the Gubernatorial Fellows Board and Executive Director. Volunteer Florida donated \$25,000 to the Gubernatorial Fellows program in 2014-15 and 2015-16.

Volunteer Florida Roles & Responsibilities: Volunteer Florida employees provide administrative functions such as accounts receivable/payable, budget assistance to the Fellows Executive Director, and assistance with travel reimbursement. In addition, Volunteer Florida assists with fundraising for the Gubernatorial Fellows board and program. Volunteer Florida CEO volunteers on the Gubernatorial Fellows board and assists with the interview and selection process of Fellows

2016-2017 Details: During 2016-2017, Volunteer Florida employees will continue to provide administrative support for the program, and the Foundation will raise funds to support both the administrative services provided by Volunteer Florida employees, and direct funding for the Gubernatorial Fellows Program. The Volunteer Florida Foundation 2016-2017 proposed operating budget includes a \$25,000 donation to the Gubernatorial Fellows program.

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| Carry-Over Balance from 2015-2016 Fiscal Year: | \$ 80,000.00 |
| Fundraising Goal for 2016-2017 Fiscal Year: | \$ 25,000.00 |

(Note, this is the additional fundraising goal for FY 2016-2017. This does not reflect the annual Hoffman Foundation donation.)

Program: Florida Disaster Fund

Mission Statement: The mission of the Florida Disaster Fund is to provide financial assistance to nongovernmental organizations meeting disaster caused needs in Florida, with a particular focus upon support for disaster response and long-term recovery activities as funds are available.

Program Objectives: Upon approval by the Volunteer Florida Foundation Board of Directors, allocations from the Florida Disaster Fund may be used to support disaster response and long-term recovery needs including: expenditures aimed at supporting critical functions of ESF 15 partners on a limited, as needed basis; and recovery needs including, but not limited to home repair or rebuilding, replacement of household items, staffing, volunteer support and office supplies. The intent of the Florida Disaster fund is to maintain a particular emphasis on long-term recovery needs that are not met by other local, state, federal and nonprofit funding sources.

Source of Funds: Donations and corporate sponsorships

Status Report: The Florida Disaster Fund currently is expected to have a balance of \$263,869 at the end of the 2015-2016 FY. The fund is designed exclusively for use in assisting disaster victims in Florida with needs relating to response and long-term recovery. During the 2014-2015 Spring Floods in the Florida Panhandle, more than \$30,000 was committed by corporate donors. \$250,000.00 was awarded through Volunteer Florida Foundation's RFP process to three non-profit organizations in the Florida Panhandle to assist the disaster victims of these floods. These recovery efforts concluded March 2016. \$50,000 was awarded to three non-profit organizations in Escambia, Charlotte, and Santa Rosa Counties to assist disaster victims of the February 2016 tornados.

Volunteer Florida Roles & Responsibilities: Upon request for funds from the Governor, the Division of Emergency Management or other disaster response entity, the Volunteer Florida Foundation Board of Directors determines when funds are released and the intended purposes of released funding. Volunteer Florida employees handle all administrative functions associated with the fund as well as fundraising and oversight of the donations portal on the Volunteer Florida website. Volunteer Florida staff are responsible for presenting all requested need for funds to the Volunteer Florida board for review and approval. Following approval from the board, Volunteer Florida employees administer funds through a competitive procurement or grant process (depending upon amount and purpose) for disaster response and/or long-term recovery.

2016-2017 Details: In the 2016-2017 fiscal year, Volunteer Florida employees will continue to administer this program with the oversight of the Volunteer Florida Foundation. An update to the donations portal portion of the Volunteer Florida website is anticipated in the 2016-2017 fiscal year.

Carry-Over Balance from 2015-2016 Fiscal Year: **\$ 263,869.00**
Fundraising Goal for 2016-2017 Fiscal Year: **TBD***

*Based on need and 2016-2017 Disaster fund usage

Governor's Medals and Awards

The Governor's Veterans Medal

The Governor's Medal of Heroism

The Governor's Young Entrepreneur

The Governor's Shine Award

The Governor's Medal of Freedom

The Governor's Excellence in Nursing

The Governor's Excellence in Service

Other medals as established by the Executive Office of the Governor

Mission Statement: The Governor honors excellence among members of the armed forces, first responders, teachers, entrepreneurs, Holocaust survivors, nurses and state employees. The Governor presents medals throughout the state, to Floridians who strive to better the communities in which they live through service and ingenuity.

Program Objectives: The objective of the Governor's medals is to publicly recognize and honor those who have devoted their lives to protecting, serving or enriching Florida communities and economy.

Source of Funds: Corporate sponsorships and donations

Status Report: The Governor's medals collectively have a significant carry forward amount of over \$22,000, leaving a minimal fundraising need of approximately \$10,000 for the 2016-2017 fiscal year. Medals are funded through corporate sponsorships designated specifically for a particular medal and through corporate sponsorships and donations made to the Foundation's annual (unrestricted) fund.

Volunteer Florida Roles & Responsibilities: Volunteer Florida's role is administrative in nature, to include fundraising, and oversight of production and purchase of the medals.

2016- 2017 Details: As administratively housed under the Governor's office, Volunteer Florida has the unique opportunity to support the Governor's recognition of outstanding Floridians. Volunteer Florida will continue to seek donations and corporate sponsors for the current medals and any identified by the Executive Office of the Governor. Volunteer Florida employees will continue to serve

in an administrative role to purchase medals as supply and demand necessitates. The amount of funds carried forward from the 2015-2016 fiscal year is conservatively two thirds of the total revenue needed from fundraising efforts in the 2016-2017 fiscal year.

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| Carry-Over Balance from 2015-2016 Fiscal Year: | \$ 22,500.00 |
| Fundraising Goal for 2016-2017 Fiscal Year: | \$ 10,000.00 |

Attachment C
Volunteer Florida Foundation, Inc.
2016-2017 Organizational Chart

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| <p>Chester W. Spellman Executive Director Volunteer Florida Foundation Inc.</p> |
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Note: Additional duties required to accomplish the programs, grants, goals and objectives of the Foundation are completed as assigned by employees of the Florida Commission on Community Service (Volunteer Florida). Per a written Services Agreement as required by Florida Administrative Code 27O-1, hours worked by Volunteer Florida employees on Volunteer Florida Foundation tasks shall be billed by the Florida Commission on Community Service (Volunteer Florida) to the Volunteer Florida Foundation on a monthly basis.

Attachment D
Volunteer Florida Foundation, Inc.
Summary of Net Assets

Summary of net assets as of June 30, 2015:

| | <u>2015</u> | <u>2014</u> |
|-------------------|-------------------|-------------------|
| Total assets | \$ 625,623 | \$ 767,420 |
| Total liabilities | <u>50,708</u> | <u>32,551</u> |
| Net position | \$ <u>574,915</u> | \$ <u>734,869</u> |

The original source of such assets is as follows:

| | |
|--|--------------|
| Florida's Foundation for Florida Disaster Fund | \$525,000.00 |
| AT&T Florida for Florida Disaster Fund | \$ 10,000.00 |
| Auto Club Group for the Disaster Fund | \$ 10,000.00 |
| Wal-Mart for the Disaster Fund | \$ 10,000.00 |
| Florida's Foundation for Gubernatorial Fellows | \$150,000.00 |
| Hoffman Foundation for Gubernatorial Fellows | \$ 35,000.00 |
| Program Balances (except for Disaster Fund and G. Fellows) | \$ 34,494.00 |

Attachment E
Volunteer Florida Foundation, Inc.
2016-2017 Resolution for Annual Certification

It is hereby resolved that the Board of Directors of the Volunteer Florida Foundation, Inc., in accordance with the Bylaws of the Foundation (Bylaw VII, Section IV), submits this request for Annual Certification for the 2016-2017 Fiscal Year, which begins on July 1, 2016 and ends on June 30, 2017.

This Annual Certification, including all attachments A through E, shall serve as the 2016-2017 Annual Plan for the Volunteer Florida Foundation, Inc.

Submitted to the Florida Commission on Community Service (Volunteer Florida) on behalf of the Volunteer Florida Foundation, Inc. Board of Directors this 15th day of June, 2016.

Chucha Barber, Chair

Volunteer Florida Foundation, Inc.