



*We exist to support and promote outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association.*

Regular Meeting  
**January 22, 2019 - 3:30 p.m.**  
Park Central Conference Room  
3000 W. Central Road, Rolling Meadows, IL

### **AGENDA**

- I. Call to Order  
Roll Call
- II. Introduction of Guests:  
A. Dave Hanson, Benjamin F. Edwards
- III. Approval of Agenda
- IV. Approval of Minutes - Pages 3-9
- V. Correspondence  
A. Written  
B. Oral
- VI. Reports: - Pages 10-44
  - A. SLSF Reports – 2018 YE
    - 1. Events – Wrap Up
      - a. Celebrate Ability Gala
      - b. 2018 Actual vs. Budget
    - 2. Grants
    - 3. 2018 4<sup>th</sup> Quarter Goals
    - 4. Annual Appeal Fund 2018
    - 5. Giving Comparison
    - 6. Year End Financial Wrap-up
  - B. Marketing and Public Relations Report
  - C. NWSRA Program Report
  - D. NWSRA Lightning Booster Club – Oral Report
- VII. Review of Financial Statements/Investments: - Pages 45-61
  - A. SLSF Investment Update
  - B. Organizational Cash Overview
  - C. SLSF Budget vs. Actual
  - D. Balance Sheets
  - E. 4<sup>th</sup> Quarter Financial Report
  - F. Other

- VIII. Approval of Warrant: - Pages 62-66
  - A. Motion to approve Warrant #11 - \$198,143.27
  - B. Motion to approve Warrant #12 - \$135,768.45
- IX. Old Business: - Pages - 67-74
  - A. Mt. Prospect Pursuit Update - Oral
  - B. Mt. Prospect Snoezelen Room Update - Oral
  - C. Conflict of Interest Policy & Annual Statement
- X. New Business: - Pages 75-82
  - A. Installation of Officers:
    - 1. None
  - B. Recognition of Board Members:
    - 1. None
  - C. Installation of New Board Members:
    - 1. None
  - D. Approval of Terms and Committees
  - E. Legal:
    - 1. Appointment of Legal Counsel - Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Heidi Katz
  - F. Appointment of President – Tracey Crawford – Resolution R2019-5
  - G. Approval of Resolutions:
    - 1. Resolution R2019-6 - Benjamin F. Edwards & Co.
    - 2. Resolution R2019-7 - Village Bank and Trust
  - H. Motion to approve Warrant #1 - \$3,501.00
  - I. Annual SLSF Investment Transfer
    - 1. None
- XI. Information/Action Items: - Pages 83-104
  - A. Proposed Budget 2019
  - B. 2019 Goals and Strategies
  - C. SLSF Board Meeting Calendar
  - D. 2019 Event Calendar
  - E. Board Member Annual Review Form 2018 – Oral
  - F. Other
- XI. Comments
- XII. Adjournment

**Mission Statement**

We exist to support and promote outstanding  
opportunities through recreation for children and adults with disabilities  
in cooperation with the Northwest Special Recreation Association

# IV. Minutes

[Back to Home](#)

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF  
THE SPECIAL LEISURE SERVICES FOUNDATION  
HELD AT THE NWSRA ADMINISTRATIVE OFFICES  
3000 W. CENTRAL ROAD, ROLLING MEADOWS, IL  
ON THE 16th OF OCTOBER 2018**

Chairman Houser called the meeting to order at 3:30 p.m.

Those present were Carl Arthur, Anthony Gattuso, Jim Houser, Tony LaFrenere, Terri Oates, Brian Rubin, and Jonathan Salk.

Al Crook arrived at 3:38pm and Kathy Nowicki arrived at 3:48pm.

Absent were: Amy Charlesworth, Mike Clark, Tom Perkins and Dennis Hanson.

Also present were: Nanette Sowa, Superintendent of Development; Rachel Hubsch and Andrea Griffin, Superintendents of Recreation; Brian Selders, Superintendent of Communications and IT; Miranda Woodard, Accounting Manager; Cathy Splett, Foundation Coordinator; Joseph Bonus, Graphic Communications Coordinator; Megan O'Brien, Events Coordinator; Agnes Laton, potential Board member; and Jessica Vasalos, Administrative Coordinator as recording secretary.

Introduction of Guests

Superintendent Selders introduced Joseph Bonus, Graphic Communications Coordinator. Superintendent Sowa introduced Agnes Laton, a potential new Board member from Village Bank and Trust.

Approval of Agenda for October 16, 2018

Chairman Houser called for a motion to approve the agenda for October 16, 2018. Director Oates moved and Director Rubin seconded the motion. Upon voice vote, the motion carried.

Approval of Minutes for May 15, 2018

Chairman Houser called for a motion to approve the minutes for the May 15, 2018, meeting. Director LaFrenere moved and Director Salk seconded the motion. Upon voice vote, the motion carried.

Correspondence

Written: SLSF received a thank you letter from The Women's Club of Inverness for placing an ad in their golf outing program book. The Rotary Club of Arlington Heights sent a thank you letter for the tour of the Snoezelen Room.

Oral: None

### SLSF Reports

Superintendent Sowa reported that letters were sent to potential large donors and a request for a grant application has been received. Superintendent Sowa met with people who were invited to join Kevin's Club.

### Events

Superintendent Sowa, Cathy Splett, and Megan O'Brien reported on several events: Moretti's Golf Outing, Arlington Classic, Women's Golf Outing, Buffalo Grove Golf Outing, Terrazzo & Marble Golf Outing and Palatine Golf Outing. Some events revenue were lower than expected, but were offset by some that raised significantly more. Superintendent Sowa noted that Derek Hanley, owner of Peggy Kinnane's, and his vendors attended the Arlington Classic, which contributed to the success of that event.

### Grants

Cathy Splett, Foundation Coordinator, stated that the 2017 IDOT vehicle will be delivered by the end of fall, and SLSF is awaiting approval for a 2018 vehicle for PURSUIT. Palatine and Wheeling Townships are being asked for assistance with PURSUIT and STAR ACADEMY. The Wheaton Franciscan Sisters are impressed with NWSRA's accomplishments and have accepted SLSF's application for an additional grant for a sensory room in Mount Prospect, an accessible technology room in Rolling Meadows, and an accessible sensory garden in Hanover Park. President Crawford remarked that grant activity and donation amounts have increased due to the hiring of an Events Coordinator, thus freeing time for Superintendent Sowa and Coordinator Splett.

### Goals

Superintendent Sowa reported on the planned giving initiative. A planned gift of \$71,474 has been received and another planned gift is expected. Superintendent Sowa thanked Director Salk for calling donors who give \$1000 or more. SLSF has made its goal for this year.

Director Salk asked about the development of the new CRM system for SLSF. Superintendent Selders explained the purpose of the new system, which is close to completion.

### Marketing and Public Relations

Superintendent Selders reported that the SLSF site is now live; the new format has greatly improved interaction with donors. A video about PURSUIT will be shown at the Celebrate Ability Gala. Signage for Mount Prospect is in; banners will arrive soon. The impact of social media initiatives continues to grow.

Director Salk asked about holiday cards for this year. A question was raised as to the PURSUIT video being available to the Board members to distribute to their families and friends. Superintendent Selders stated that videos will be sent to the Board members and are also available on YouTube. Another question regarding mailings was

raised. President Crawford replied that mailings did not work well. In January, the Board will receive a “year in review,” analyzing the various fundraising tactics.

#### NWSRA Program Report

Superintendent Hubsch relayed a story about a participant’s success in a Snoezelen room. Superintendent Hubsch explained the program offering and participation eligibility for Healthy Minds Healthy Bodies, which serves five park districts. Since 2015, 110 veterans have been served, and the program is growing.

#### Review of Financial Statements/Investments

##### SLSF Investment Statement

President Crawford stated that Interest rates are up and SLSF is doing well. Benjamin F. Edwards will present financials at the January Board Meeting. President Crawford pointed out the cash overview, budget vs. actual, and balance sheet reports in the Board packet. President Crawford noted that the Wheaton Franciscan Sisters grant contributed greatly to the Hanover Park and Mount Prospect sites. The rest of Mount Prospect funds will come from NWSRA reserves.

#### Third Quarter Financial Reports

At end of the 3<sup>rd</sup> quarter, SLSF is at 99.9% of its goal.

#### Approval of Warrant #6

Chairman Houser called for a motion to approve Warrant #6 dated June 30, 2018, for \$98,030.59. Director Rubin moved and Director Crook seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Brian Rubin, Jonathan Salk

NAY: None

The motion carried.

#### Approval of Warrant #7

Chairman Houser called for a motion to approve Warrant #7 dated July 30, 2018, for \$62,051.49. Director Arthur moved and Director LaFrenere seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Brian Rubin, Jonathan Salk

NAY: None

The motion carried.

#### Approval of Warrant #8

Chairman Houser called for a motion to approve Warrant #8 dated August 31, 2018, for \$103,242.85. Director Salk moved and Director Arthur seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Brian Rubin, Jonathan Salk

NAY: None

The motion carried.

#### Approval of Warrant #9

Chairman Houser called for a motion to approve Warrant #9 dated September 30, 2018, for \$26,496.01. Director Oates moved and Director Gattuso seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Brian Rubin, Jonathan Salk

NAY: None

The motion carried.

#### Approval of Warrant #10

Chairman Houser called for a motion to approve Warrant #10 dated October 16, 2018, for \$282.00. Director Crook moved and Director LaFrenere seconded the motion. Upon roll being called the vote was as follows:

AYE: Carl Arthur, Al Crook, Anthony Gattuso, Jim Houser, Tony LaFrenere, Kathy Nowicki, Terri Oates, Brian Rubin, Jonathan Salk

NAY: None

The motion carried.

#### Old Business

##### MPPD NWSRA Programming Space Update

Superintendent Griffin reported that a “meet and greet” was held at the Mount Prospect NWSRA programming space for PURSUIT participants and families. This “meet and greet” was a huge success with many families crying at how beautiful the new space is and how much they have been waiting for a program with such caliber. PURSUIT opened on September 10, and has 39 participants. There are 212 individuals on the interest list. The grand opening will be held on November 29.

Coordinator Splett reported on the status of expenses for the Mount Prospect programming site and the Wheaton Sisters grant contribution.

#### HPPD Snoezelen Room Update

Superintendent Griffin stated that the Hanover Park Snoezelen Room has been open since September 17, and an open house was held on October 3. Superintendent Selders reported that an article about the Snoezelen Room, authored by him, Superintendent Griffin, and Coordinator Splett, was published in “The Voice” magazine. The Snoezelen room is gaining awareness through Flaghouse’s promotional materials and college classes. Director Salk asked how many Snoezelen Rooms exist in North America. Director Salk asked whether students who are aware of NWSRA’s Snoezelen Room are applying for internships. Superintendent Hubsch responded that there no Snoezelen rooms other than what NWSRA has, however, there are many sensory rooms. Director Crawford informed the Board that Universities are now studying and learning about NWSRA Snoezelen Rooms in the classroom, which is resulting in interns seeking out time at NWSRA.

#### New Business

##### Agnes Laton – Board member induction

Agnes Laton, prospective Board member, introduced herself and shared her background. Chairman Houser called for a motion to approve Agnes Laton as a Board member. Director Oates moved and Director Arthur seconded the motion. Upon voice vote, the motion was carried.

##### Celebrate Ability

Superintendent Sowa stated that the 25<sup>th</sup> Celebrate Ability Gala will be held on Nov. 2. Superintendent Sowa asked each Board Member to sell six raffle tickets. Flyers for the event were distributed to the Board Members. Director Nowicki asked about pre-drawings. Superintendent Sowa reminded the Board members about Bucket of Cheer donations and thanked them for their continuing support.

##### NWSRA Grant

Superintendent Hubsch gave the breakout of the second of three requested transfer funds requests.

##### Wheeling Park District Programming Space

President Crawford reported that contract negotiations are taking place with the Wheeling Park District for NWSRA programming space and PURSUIT. The estimated date of space availability is fall 2019.

##### Benjamin F. Edwards Investment Update

President Crawford called attention to the Benjamin F. Edwards report and asked for any questions.



### Information/Action Items

#### Holiday Luncheon

Superintendent Sowa informed the Board of the new location for the holiday luncheon – Metropolis in Arlington Heights.

#### 2019 Board Meeting Schedule

President Crawford announced that the 2019 Board Meeting schedule is in the Board Members' calendars and will be posted on the Directors' site. Calendar invites will also be sent.

#### Conflict of Interest Policy & Annual Statement

President Crawford distributed Conflict of Interest Policy statements for the Board members to sign.

#### SLSF Retreat

President Crawford described the purpose of the retreat and invited Board members to inform the staff of any suggestions for discussion topics or concerns that should be addressed.

#### Other

Superintendent Sowa reported that she attended an event held by Zurich, North America, a company that supports SLSF and other non-profits organizations. Superintendent Sowa won \$500 for SLSF.

#### Adjournment

Being no further business to come before the Board, Chairman Houser called for a motion to adjourn the meeting at 4:37pm. Director Rubin moved and Director Arthur seconded the motion. Upon voice vote, the motion carried.

---

Secretary

# VI. Reports

[Back to Home](#)

# 2018 Actual Vs. Budget

Events		2018	Budget	Income to Expense Ratio
<b>Gold Medal Fashion Show</b>	Gross	\$ 58,392.20	\$ 58,351.50	63%
	Expense	\$ 21,875.55	\$ 21,271.00	37%
	Net	<b>\$ 36,516.65</b>	<b>\$ 37,080.50</b>	
	# attending	558		
	cost per person	\$ 39.20		
<b>Buffalo Grove Classic</b>	Gross	\$ 36,065.00	\$ 30,220.00	79%
	Expense	\$ 7,394.90	\$ 5,870.00	21%
	Net	<b>\$ 28,605.10</b>	<b>\$ 24,350.00</b>	
	# attending	111		
	cost per person	\$ 66.62		
<b>Palatine Hills Golf Classic</b>	Gross	\$ 26,750.00	\$ 27,289.00	80%
	Expense	\$ 5,359.83	\$ 6,434.00	20%
	Net	<b>\$ 21,390.17</b>	<b>\$ 20,855.00</b>	
	# attending	102		
	cost per person	\$ 52.55		
<b>Moretti's/NWSRA Golf Classic</b>	Gross	\$23,340.50	\$ 28,145.00	79%
	Expense	\$4,944.59	\$ 4,940.65	21%
	Net	<b>\$ 18,395.91</b>	<b>\$ 23,204.35</b>	
	# attending	88		
	cost per person	\$ 56.19		
<b>Women's Only Outing</b>	Gross	\$ 16,849.50	\$ 18,460.00	75%
	Expense	\$ 4,292.97	\$ 4,606.00	25%
	Net	<b>\$ 12,556.53</b>	<b>\$ 13,854.00</b>	
	# attending	71		
	cost per person	\$ 60.46		
<b>Arlington Classic</b>	Gross	\$ 36,211.50	\$ 35,421.50	92%
	Expense	\$ 2,943.53	\$ 2,928.75	8%
	Net	<b>\$ 33,267.97</b>	<b>\$ 32,492.75</b>	
	# attending	100		
	cost per person	\$ 29.44		
<b>T&amp;M Golf Outing</b>	Gross	\$ 20,995.00	\$ 15,550.00	73%
	Expense	\$ 5,590.31	\$ 4,520.00	27%
	Net	<b>\$ 15,404.69</b>	<b>\$ 11,030.00</b>	
	# attending	53		
	cost per person	\$ 105.48		
<b>Celebrate Ability</b>	Gross	\$ 89,994.75	\$ 91,300.00	65%
	Expense	\$ 31,206.26	\$ 33,300.00	35%
	Net	<b>\$ 56,788.49</b>	<b>\$ 58,000.00</b>	
	# attending	230		
	cost per person	\$ 135.68		
<b>Totals</b>	Gross	\$ 308,598.45	\$ 304,737.00	73%
	Expense	\$ 83,607.94	\$ 83,870.40	27%
	Net	<b>\$ 222,925.51</b>	<b>\$ 220,866.60</b>	

After Event Memo:

To: Tracey

From: *Nanette Sowa*

Event Name: Celebrate Ability Gala

Event Date: November 2, 2018

**Event History:** The Gala started in 1993 as the Special Olympics Awards and Recognition Dinner. Through the years it has morphed from an awards dinner to a Fundraising Gala, the highest grossing fundraising event of the SLSF year.

**# of years event held:** This was the Gala's 25<sup>th</sup> Anniversary

**Event Explanation:** The Gala consists of a dinner that includes a silent auction, a motivational speech or video from a participant or their family or a NWSRA Staff member followed by an Impact Auction. The funds raised in the Impact Auction are for whatever specific cause was addressed by the speech given by the participant. Another raffle is held at the Gala called the "Bucket O'Cheer" which consists of alcoholic beverages donated by NWSRA and SLSF board members, NWSRA staff and the gala committee members. The winner takes home an entire 16 foot table's worth of beverages, cocktail napkins and other assorted bar equipment.

This year the price of the CA Gala raffle ticket was decreased to \$50 with a maximum of 400 sold in the hope that people would buy additional tickets if the price was lowered. The committee also decided to forgo the Early Bird Mailing because it costs a minimum of \$600 in prizes as well as the cost of the additional printing of tickets, the mailing itself and postage.

**Event Preparation:** The Gala committee begins meeting in April to plan the November event. However, the committee members are gathering ideas all year long from one Gala to the next. Letters for donations for the silent auction were sent in April. The President of the Foundation meets with the Superintendent of Development in March to decide what need the Impact Auction will address. The Superintendent of Marketing and Communications begins to create a marketing plan and visuals to address that need on the website and to be shown at the Gala. In 2018, the monies from the Impact Auction were earmarked to purchase furniture for the PURSUIT 4 space which will open in the Wheeling Park District in 2019.

Invitations are mailed no later than the second week of September. The Superintendent of Development begins contacting sponsors in March. Sponsor tables make up the majority of attendees. Programs are printed which highlight the events of the evening as well as advertisements from the sponsors. The ticket price was \$125/person and included a premium open bar. The Emerald Table price was raised to \$1,500 there is no longer a Ruby Table option.

The mobile bidding platform, Gesture, Inc. In March a contract was signed with Gesture, Inc. However in the summer, that company was purchased by GiveSmart which then completed the contract as signed. The mobile bidding eliminates the need to print the silent auction items in the program and also allows people to bid from offsite. The use was a success as the guests enjoyed being able to stay at their table

and bid, knowing when someone had bid more than them, etc. Using the service also added an additional expense of \$3614.50 to the event. The service paid for itself in increased bids. The committee decided to add paddles to raise for the Impact Auction which brought additional excitement to this aspect of the night.

On the morning of the Gala, the committee met at the venue to set up the silent auction table displays and to distribute the programs and paddles on the tables. Former NWSRA staff member Angie Lee joined the committee and created lovely centerpieces.

**Committee Names:** The 2018 Gala Committee included:

Carl Arthur	Terri Oates	Marge Janovics	Beth Anne Ausnehmer
Nuala Gewargis	Maureen Kerrigan	Angie Lee	Dawn Stangle

**Actual day of explanation:**

Day of to do		
	DUTY	WHO
1	Arrive at Traditions of Chevy Chase 10:00 a.m.	all
2	Table count and check seats. Place Wheelchair cards at appropriate seats	CS
3	Take things out of Hunt Room and place on tables	NS, Comm
4	Put Certificates in clear frames	MO
5	Decorate Tables as needed	Comm
8	Place programs on tables and paddles on chairs	NS, Comm
9	Plaques on appropriate tables with stands	MO, Comm
10	Set up registration	CS
11	Set cashier information under registration tables	CS
12	Set up Bucket o' Cheer	Comm
13	Set up and check AV	BS
14	Arrive back to the venue no later than 4:30	NS/CS/MO
15	Greet Volunteers and familiarize them with their duties, and introduce them to who they are working with	MO
16	Event runs	ALL
17	Clean up after event, load van	ALL
18	Unload on Monday morning	NS/CS/MO
19	Count money, do all follow-up on Monday after event until week of Thanksgiving when all should be finished	NS/MO
20	Hold evaluation meeting with the committee in January	NS/MO

**Evaluation responses: Meeting to be held in January 2019**

**Target Numbers: Budget/Actual**

Target #	2016	2017	2018
Gross Revenue	\$87,200/\$87,216	\$87,000/\$97,005	\$96,600/\$89,994
Expenses	\$25,534/\$28,662.33	\$26,450/\$30,691.22	\$31,532/\$31,206.26
Net Revenue	\$61,666/\$58,453.67	\$60,550/\$66,313.78	\$65,068/\$58,787.74
Registrations	\$25,000/\$25,477.50	\$25,000/\$33,375	\$33,000/\$31,173.75
Sponsorships	\$12,000/\$15,500	\$12,000/\$8,000	\$8,000/\$12,000
Silent Auction	\$10,000/\$13,631	\$10,000/\$15,490	\$15,500/\$10,850
Bucket O'Cheer	\$2000/\$2020	\$2,000/\$2,440	\$2,600/\$1,820
Attendance	200/260	200/258	264/230
Impact Auction	\$20,000/\$20,812.50	\$20,000/\$23,575	\$23,000/\$20,505
Cel. Abil. Raffle	\$18,000/\$9400	\$18,000/\$9,600	\$10,000/\$9349.50
SLSF cost person – (total expenses/ attendance)	\$127.67/\$110.24	\$132.25/\$118.96	\$119.44/\$135.68

**Evaluation****Pluses:**

- The 2018 Gala provided a fun evening for the guests. The evening started with a string trio to add some ambience for the 25<sup>th</sup> anniversary: Guests responses were all positive.
- Most guests stayed to dance to Monster Entertainment due to the mobile bidding eliminating any checkout lines. Guests commented on how much fun they were having.

**Negatives:**

- The Emcee was admitted to the hospital on the morning of the Gala, causing Nanette and Tracey to fill in.
- Two of the Emerald Table sponsors who usually provide large donations for the Impact Auction were unable to attend, one for a medical reason and the other due to a scheduling for the host.
- Guests commented that the speaker was too lengthy prior to the Impact Auction
- Committee members suggested that the Impact Auction be for something other than PURSUIT in 2019
- The Bucket O'Cheer may need to be "tweaked" to add more excitement.

## 2017 - 2018 SLSF Fundraising Events Comparisons

Events		2017	2018	Difference	
Gold Medal Fashion Show	Gross	\$ 57,709.10	\$ 58,392.20	\$ 683.10	
	Expense	\$ 22,261.16	\$ 21,875.55	\$ (385.61)	
	Net	\$ 35,447.94	\$ 36,516.65	\$ 1,068.71	
	# attending	557	558	1	
	cost per person	\$ 39.97	\$ 39.20	\$ (0.76)	
Buffalo Grove Classic	Gross	\$ 30,889.00	\$ 36,065.00	\$ 5,176.00	
	Expense	\$ 5,320.62	\$ 7,394.90	\$ 2,074.28	
	Net	\$ 25,568.38	\$ 28,605.10	\$ 3,036.72	
	# attending	95	111	16	
	cost per person	\$ 56.01	\$ 66.62	\$ 10.61	
Palatine Hills Golf Classic	Gross	\$ 25,778.00	\$ 26,750.00	\$ 972.00	
	Expense	\$ 5,901.92	\$ 5,359.83	\$ (542.09)	
	Net	\$ 19,876.08	\$ 21,390.17	\$ 1,514.09	
	# attending	99	102	3	
	cost per person	\$ 59.62	\$ 52.55	\$ (7.07)	
Moretti's/NWSRA Golf Classic	Gross	\$ 30,070.00	\$23,340.00	\$ (6,730.00)	
	Expense	\$ 3,909.43	\$4,944.59	\$ 1,035.16	
	Net	\$ 26,160.57	\$ 18,395.41	\$ (7,765.16)	
	# attending	127	88	-39	
	cost per person	\$ 30.78	\$ 56.19	\$ 25.41	
Women's Only Outing	Gross	\$ 19,172.00	\$16,849.50	\$ (2,322.50)	
	Expense	\$ 7,274.72	\$4,292.97	\$ (2,981.75)	
	Net	\$ 11,897.28	\$ 12,556.53	\$ 659.25	
	# attending	81	71	-10	
	cost per person	\$ 89.81	\$ 60.46	\$ (29.35)	
Arlington Classic	Gross	\$ 27,114.00	\$36,211.50	\$ 9,097.50	
	Expense	\$ 2,186.23	\$2,943.53	\$ 757.30	
	Net	\$ 24,927.77	\$ 33,267.97	\$ 8,340.20	
	# attending	94	100	6	
	cost per person	\$ 23.26	\$ 29.44	\$ 6.18	
T&M Golf Outing	Gross	\$ 18,540.00	\$ 20,995.00	\$ 2,455.00	
	Expense	\$ 3,901.04	\$ 5,590.31	\$ 1,689.27	
	Net	\$ 14,638.96	\$ 15,404.69	\$ 765.73	
	# attending	36	53	17	
	cost per person	\$ 108.36	\$ 105.48	\$ (2.88)	
Celebrate Ability	Gross	\$ 97,005.00	\$ 89,994.75	\$ (7,010.25)	
	Expense	\$ 30,691.22	\$ 31,206.26	\$ 515.04	
	Net	\$ 66,313.78	\$ 58,788.49	\$ (7,525.29)	
	# attending	258	230	-28	
	cost per person	\$ 118.96	\$ 135.68	\$ 16.72	
Totals	Gross	\$ 306,277.10	\$ 308,597.95	\$ 2,320.85	
	Expense	\$ 81,446.34	\$ 83,607.94	\$ 2,161.60	
	Net	\$ 224,830.76	\$ 224,990.01	\$ 159.25	

## Board Report - 2018 Grant Activity

The following is a list of 2018 grant activity on behalf of SLSF/NWSRA

### Governmental Grants

<b>Illinois Department of Transportation –</b> IDOT grants vehicles to non-profit agencies through the Paratransit Vehicle Program.	Accessible Vehicle	\$ 60,000.00		
	<b>Total Government Grant Money Received in 2018</b>			<i>On April 5, 2018 IDOT notified SLSF that the 2017 Consolidated Vehicle Procurement application was approved. NWSRA will be awarded a 14 passenger accessible vehicle in the Fall 2018. ***Submitted 2018 IDOT Grant on 5/22/2018 for a 14 passenger accessible vehicle</i>

### Private Grants

Pending				
Name	Purpose	Amount Requested	Status	Notes
Palatine Township	STAR Academy	\$ 7,000.00	Pending	SLSF submitted a 2019-2020 grant to help with STAR Academy expenses on 9.11.2018. Spoke at township in October 2018
Wheeling Township	PURSUIT	\$ 12,881.00	Pending	SLSF submitted a 2019-2020 grant to help purchase computers for PURSUIT 4 on 9.19.2018. Spoke at the township in November 2018
Helen Brach Foundation	PURSUIT	\$ 15,000.00	Pending	SLSF submitted a grant to help purchase the initial supplies for PURSUIT 4 on 11.16.2018. Notification of award will be after March 30, 2019.
Schaumburg Township	Sensory Kit Items	\$ 2,000.00	Pending	SLSF submitted a 2019 grant to help purchase items for sensory kits to be used within the Schaumburg Township boundaries on 12.4.2018. Spoke at Township on 12.12.2018
Not Approved				
NBC Universal Foundation	MPPD Sensory Room	\$ 10,000.00	Not Approved	SLSF submitted a grant to help fund the new Sensory Room at MPPD on 2.2.2018. All grantees from Chicago were for STEM or Digital initiatives.
Autism Speaks	HPPD Sensory Room	\$ 5,000.00	Not Approved	SLSF submitted a grant to help fund the HPPD Sensory Room on 1.8.2018. Not approved.
Approved				
Rotary Club of Palatine	Sensory Kit Items	\$ 1,010.00	\$ 1,100.00	SLSF submitted a grant to help purchase items needed for the Sensory Kits on 1.11.2018. Announcement will at end of February. Received award letter 2.11.2018 to attend Allocation Ceremony on 3.9.2018
Palatine Township	Inclusion	\$ 10,000.00	\$ 10,000.00	SLSF submitted the 2018-2019 application to request funds to be directed towards Inclusion on 9.20.2017. SLSF received approval letter on 3.27.2018 stating payments will be made 3 times throughout their FY.
UPS Foundation	HPPD Sensory Room	\$ 14,995.00	\$ 15,000.00	SLSF submitted a grant to help purchase the GestureTek Cube for the Snoezelen Room at HPPD on 3.20.2018. SLSF received approval on 4.19.2018.
Elk Grove Township	MPPD Sensory Room	\$ 14,995.00	\$ 10,000.00	SLSF submitted a grant to purchase the GestureTek Cube for the Sensory Room at MPPD on 2.3.2018. SLSF received approval for \$10,000
Rotary Club of Schaumburg-Hoffman Estates	HPPD Sensory Room	\$ 4,351.00	\$ 4,351.00	SLSF submitted a grant to help purchase the bubble tubes and fiber optics for the HPPD Sensory Room on 2.20.2018. Approved on 4.23.2018 for the full amount.



## Board Report - 2018 Grant Activity

The following is a list of 2018 grant activity on behalf of SLSF/NWSRA

Circle Of Service Foundation	HPPD Sensory Room	\$ 5,000.00	\$ 5,000.00	SLSF submitted a grant to help fund the HPPD Sensory Room on 1.17.2018. Announcement will be in March. Received approval 4.30.2018. Submitted the Challenge Grant Report on 6.12.2018 requesting payment.
Township of Schaumburg	STAR Academy	\$ 2,000.00	\$ 2,000.00	SLSF submitted a grant for assistance with purchasing supplies for STAR Academy opening in Hanover Park on 3.13.2018. Received approval 4.30.2018
Rotary Club of Rolling Meadows	PURSUIT	\$ 800.00	\$ 500.00	SLSF submitted a grant to help purchase gardening and cooking items for the PURSUIT program on 4.17.2018. Approved and receiving check on 6.11.2018
Rotary Club of Elk Grove Village	Scholarships	\$ 1,270.50	\$ 500.00	SLSF submitted a grant to help with scholarships for participants who live in EGV on 4.20.2018.
Women's Club of Inverness	PURSUIT	\$ 942.00	\$ 942.00	SLSF submitted a grant to purchase gardening tools for the PURSUIT programs on 3.13.2018 Approved and received funding on 5.22.2018
Schneider Electric Foundation	PURSUIT	\$ 5,000.00	\$ 6,000.00	SLSF submitted a grant requesting funds to assist with the PURSUIT program. Received funding on 6.18.2018
Rotary Club of Buffalo Grove	Programs - Broadway Buddies	\$ 1,000.00	\$ 1,650.00	SLSF submitted a grant to purchase equipment needed for the Broadway Buddies Program on 5.18.2018. Received notification SLSF was awarded the full amount of the program budget.
Zurich NA	MPPD Sensory Room	\$ 15,000.00	\$ 15,000.00	SLSF submitted a grant to help purchase sensory equipment for the Snoezelen Room at HPPD on 4.9.2018. Approved and will use funding for the MP Snoezelen Room receive funding in July.
MB Financial	Athletics	\$ 2,344.66	\$ 2,344.66	SLSF submitted a grant to help purchase equipment and storage needed for the NWSRA Lightning Athletic Program on 7.12.2018. Approved and will receive funding by end of August.
Palatine Jaycees	Athletics	\$ 390.00	\$ 360.00	SLSF submitted a grant to purchase softball equipment on 4.5.2018. Received funding on 9.15.2018
Northrop Grumman	MPPD Sensory Room	\$ 5,000.00	\$ 5,000.00	SLSF submitted a grant to help fund the new Sensory Room at MPPD on 3.2.2018. Received approval on 10.1.2018 . Funds to come.
Northwest Community Healthcare	General Program Support	\$ 10,000.00	\$ 5,000.00	SLSF submitted a grant to help purchase items needed for NWSRA General Program support on 7.23.2018. Received approval and check on 10.12.2018
Chicago Bulls Charities	General Program Support	\$ 10,000.00	\$ 5,000.00	SLSF submitted a grant to help purchase items needed for NWSRA General Program support on 8.17.2018. Received approval on 11.23.2018. Funds will be distributed in 2019
Wheaton Franciscan Sisters	Snoezelen, Technology Room & Sensory Garden	\$ 158,000.00	\$ 158,000.00	SLSF submitted a grant to fund the remainder of the MPPD Sensory Room, the Accessible Technology Room at RM and the Sensory Garden at HP on 10.9.2018. On 10.19.2018 Naomi contacted SLSF to advise the Women & Children's Committee approved the grant to be sent to the Ministry Fund Committee for final approval in December. Received call on 12.5.2018 that the grant was approved. Funding to be
<b>Total Proposed Amount from Grants</b>		<b>\$ 313,979.16</b>		
<b>Total Approved Grant Money in 2018</b>		<b>\$ 247,747.66</b>		
<b>Total Grant Money Received in 2018</b>		<b>\$ 89,927.66</b>	\$5,833.37 grant money from the 2017-2018 Elk Grove Township and Palatine Township grants. Money is awarded from April 2017 - March 2018. Chicago Bulls Charities \$5,000 grant money awarded in 2017 was received in March 2018	
<b>Budgeted Amount</b>		<b>\$ 80,350.00</b>		
<b>2017 Grant Reserves</b>		<b>\$ 221,000.00</b>		

## Board Report - 2018 Grant Activity

The following is a list of 2018 grant activity on behalf of SLSF/NWSRA

### Letters of Inquiry

Name	Purpose	Amount Requested	Status	Notes
Chicago Blackhawks Foundation	Safety for Yourself	\$ 5,000.00	Not approved	SLSF submitted an LOI for the purpose of funding for the Safety for Yourself Program. A collaboration with Amita and NWSRA for martial arts for individuals with autism. Sent on 2.6.2018. Received letter on 3.19.2018 that SLSF isn't invited to apply for a grant this year.
The Coleman Foundation	PURSUIT 4	\$ 260,000.00	Not approved	SLSF submitted an LOI to The Coleman Foundation for funding for the accessible construction cost of PURSUIT 4 at Wheeling Community Center on 6.19.2018 Received letter on 7.10.2018 informing SLSF that they would be unable to apply for a grant this year.
Elizabeth Morse Genius Charitable Trust	PURSUIT 4	\$ 50,000.00	Not approved	SLSF submitted an LOI to for funding PURSUIT 4: technology and supplies on 7.12.2018
Helen V. Brach Foundation	PURSUIT 4	LOI	Approved	SLSF submitted an LOI for funding PURSUIT 4 on 10.17.2018. LOI approved and submitted the full application on 11.16.2018



AMERICAN PHILANTHROPIC  
STRENGTHENING CIVIL SOCIETY

# SPECIAL LEISURE SERVICES FOUNDATION

*2018 SLSF GOALS*

Prepared by American Philanthropic

*JANUARY 2018*

PHILADELPHIA | CHICAGO | PHOENIX

[WWW.AMERICANPHILANTHROPIC.COM](http://WWW.AMERICANPHILANTHROPIC.COM)

18 NORTH CHURCH STREET #2 | WEST CHESTER, PA 19380

TEL 302.635.7354 | FAX 302.635.7355

19 of 104



## GOALS

### GOAL 1: MAJOR GIFTS PROGRAM – MAIN FOCUS FOR NS AND TC IN 2018

*Build a major gifts program by devoting more time to personal cultivation of potential major donors, creating a robust moves management system, and updating donor messaging to be more personal and donor-centric, rather than transactional and organization-centric.*

**Status:** SLSF currently lacks staff time to cultivate individual donors. An effective major gifts program will require time to both research and meet with potential major donors. However, SLSF has a sizeable pool of current donors, event attendees, participant families, etc. to start its search for major gifts.

**Strategy Notes:** In this search for major donors, SLSF should focus specifically on moving current donors, sponsors, and participant families to the \$1,000+ gift size range. This effort will be aided by the creation of a moves management system to help SLSF staff track and remember previous interactions with, current goals for, and future meetings with major donors and prospects. SLSF will also be increasingly bold in making explicit asks, and shifting to a donor-centric, personal, and mission-focused pitch over an organization-centric, transactional, and need-focused pitch.

#### **Key Tasks:**

- Establish a pipeline of research on both new and prospective major donors to prepare for donor meetings.
  - Invest in a wealth research tool such as Wealth Engine or iWave (or invest in an outside contractor to conduct donor research and wealth screenings). – **American Philanthropic**
    - Research potential wealth screening and research tools (including an outside contractor).
    - Create a shortlist of options, weighing the benefits of each system.
    - Decide on a system and invest.
    - Have contracted with American Philanthropic to provide names and background information on donors in the NWSRA footprint that give to like causes.
    - Have contracted with American Philanthropic to provide letter templates.
    - Received a letter template on 4.3.18
  - Begin to build a database designed to store intel on the donors with whom SLSF will seek to carry out donor meetings.
    - Assess the ability of SLSF's current database system to successfully store a variety of donor-related information, including background information, giving history, net worth, contact info, and call and meeting notes.
    - Decide whether SLSF needs to invest in a new database system.
    - **CVCRM system should be installed by end of 2018**
    - Research potential database options such as Salesforce or DonorPerfect (if applicable).

- Begin using new database and train all SLSF on using it adequately (if applicable).
- NS is currently using ORACLE and Excel to keep track of donors and prospects
- Carry out research on current and prospective donors that SLSF is aware of.
  - Take SLSF's current database of donors, families, and event attendees and conduct a wealth screening to determine net worth and five year giving capacity.
    - Creating a "Top Ten" from each event. These are donors who have attended a particular event over a number of years, but have not moved past attendance. NS will contact each of those "Top Ten" to encourage them to move to sponsorship for themselves or their company.
    - Top ten from GMFS, PHGO and Gala created.
  - Perform due diligence research of publicly available information on those donors with the highest giving to SLSF, most frequent giving, greatest longevity of giving and (especially in the case of prospects) highest net worth and highest frequency of event attendance.
  - Every three months, or as needed, review and research new entries into SLSF's database to assess whether they would be good donor prospects.
 

Continuing to review new donor entries and sending SLSF information via email, invitations, letters and postcards.
- In addition to researching event attendees and others within SLSF's sphere of activities, spend time seeking new major donor prospects who would be attracted to supporting SLSF because of its mission.
  - Task outside contractor or staff member with regularly providing prospect profiles.
  - Research other local nonprofit organizations or organizations with similar or comparable missions.
 

Continuing to research other nonprofits by reading their annual reports, signing up for their newsletters and emails, and reading the daily newspapers for news regarding their activities. The SLSF team discusses whether their activities are compatible with our foundation and if we can include some of their ideas into our events and activities.
  - Review their annual reports for their top donors, research those donors, and determine which may be good prospects for SLSF.
 

Nanette and Cathy read the annual reports sent from other nonprofits.  
Contacts to donors that fit our donor profile are in process.
- Build out an infrastructure for a successful major donor meeting program.
  - Build a moves-management system that can track past interactions, goals, and next steps with each prospect or donor.
    - Either within SLSF's database or on a separate excel sheet, lay out those donors who SLSF will prioritize for meetings.
 

NS has begun a spreadsheet to track donor prospects and record contacts from the Event 10

- Create tabs for basic information, next and last moves, goals, and notes.
- TC, BS and NS have created a major annual giving program named after Kevin Kendrigan. It is called Kevin's Club. A mailing will be sent to a small initial group of those people who were personal friends of Kevin and were instrumental in the creation of NWSRA.
- NS has reached out to Kevin's widow Cathy for approval of the use of Kevin's name and to request additional names to solicit.
- A thank you event is being planned for all Kevin's Club members
- NS sent follow-up postcards to each person who received a KC letter.
- NS has spoken or exchanged emails with six of those who received letters. One indicated they will definitely participate. One cannot, but will keep in mind for future. The other four are good candidates.
- Two people have sent in Kevin's Club donations.
  - Nanette met one on one with a possible Kevin's Club donor in September and continues to send information to those who were on the initial Kevin's Club mailing list.
  - Nanette met in October with 9 of Kevin's friends over lunch to discuss Kevin's Club and listen to their thoughts on the initiative.
- Secure meetings with current and prospective major donors.
  - Draft template meeting request letters, emails, and phone call scripts for current and prospective donors.
    - Letters were sent to two of the prospects whose names were provided by American Philanthropic. NS will send two more each month. Follow-up postcards and letters will also be sent to request a face to face meeting with each prospect.
      - Letters have been sent to all of the prospects provided by American Philanthropic. Postcards have also been sent. One prospect's letter came back undeliverable, so was sent to their Florida residence and also came back. No further outreach will be considered for that prospect.
      - A letter was sent to a prospect who attended the Gala. Additional phone calls have been made and the prospect was added to mailing lists.
  - Prioritize current donors and donor prospects for meeting outreach.
    - Create a system of prioritization based on donor longevity, frequency of giving, gift size, and net worth.
    - Establish conditions for varying levels of priority.
    - Rank donors and donor prospects into three priority categories for meetings (high priority—meeting necessary, medium priority—meeting if time permits, and low priority—cultivate through other means). **In process**
  - Reach out systematically to highest priority donors and prospects. **All are in process**
    - Call or e-mail top priority donors, requesting the opportunity to meet with them.
    - Bring collateral materials to share with donors.

- Use some meetings to make an ask, some to build relationships. An ideal ratio is two meetings (or phone calls) without an ask for every meeting or call with an ask.
  - In 2018, thank you phone calls were made monthly to large (\$500+) donors. Board member Jonathan Salk called those who made donations of \$1000+.
- Thank donors with a hand-written thank you note sent the day after the meeting. This is done following each meeting and is on-going.

## GOAL 2: FOUNDATIONS PROGRAM – MAIN FOCUS OF CATHY AND INTERN

*Build up a systematic, strategic foundation solicitation program that includes regular prospect research, a steady pipeline of new foundation prospects, general operations and specialized proposal and letter templates, and moves management and deadline tracking systems.*

**Status:** SLSF currently only has about 16 hours a week to devote to foundation solicitation. It has done well with the time it has, but devoting a full 40 hours a week (or close to it) is key to expanding its base of foundation support. SLSF has been supported predominantly by a handful of foundations, many of which renew their giving on a yearly basis. According to American Philanthropic’s research, there are approximately 195 grantmaking foundations in the municipal areas served by NWSRA, and many more in the Chicago metro area that would be worth pursuing.

**Strategy Notes:** In addition to renewing (and possibly upgrading) current foundation supporters, SLSF will devote time to researching, soliciting, and acquiring new foundation supporters. SLSF will build up a database of local foundations that are good matches and begin to systematically initiate relationships with them. These efforts will be aided by the updating of proposal and letter templates as needed, and the creation of a moves management and deadline tracking system to keep track of past interactions with, current goals for, and future meetings with foundations.

### **Key Tasks:**

- Review current foundation program:
  - Look over current foundation solicitation materials and revise as necessary to reflect a donor-centric, mission-oriented, and personal request.
    - Prepare updated templates of general operations letter of inquiry and grant proposal.
      - Completed
    - Prepare at least three updated templates of specialized program letters of inquiry and grant proposals, as they become necessary to suit foundation requirements.

- PURSUIT template
  - Sensory Room
  - Sensory Garden
  - Accessible Technology Center
  - Athletics
  - STAR Academy
  - Inclusion
  - Sensory Kits
- Assess current foundation relationships.
  - Review each current foundation relationship and assess likelihood of a. renewal of current grant level and b. upgrade of gift size.
    - Began to make initial contact with current foundations to confirm areas of support are aligned with the mission of SLSF.
      - Zurich NA sent a letter on 12/20/2017 notifying us that they are making some changes to their grant program. Grants will be by invitation only. Grants will support specific projects and volunteer opportunities, not general operations. If we are selected to apply, we will be notified in early March 2018. \*\*SLSF has been invited to apply for a grant in 2018.
      - 1/15/2018 - Applying for Rotary Club of Palatine, Elk Grove Township, Women's Club of Inverness, Circle of Service Foundation and Rotary Club of Schaumburg and Hoffman.
      - By end of 1<sup>st</sup> Quarter, SLSF will have applied for over \$68,000 in grants. (See Grant Board Report for specifics)
        - \$24,531 submitted for the creation of the Snoezelen Room at HPPD.
        - \$29,995 submitted for the creation of the Snoezelen Room at MPPD.
      - During the 2<sup>nd</sup> Quarter, SLSF applied for over \$28,753.50, IDOT vehicle and two letters of intent. (See Grant Board Report for specifics)
      - During the 3<sup>rd</sup> quarter, SLSF applied for over \$20,000 (See Grant Report).
      - During the 4<sup>th</sup> quarter, SLSF applied for over \$180,000 (see Grant Report).
- Create moves-management system for foundation program.
  - Create a dashboard or Excel sheet of current and prospective foundation supporters, complete with basic information, application due dates, date of last meeting, date of next meeting, latest communication, goals, and notes. – 1/15/2018 The SLSF volunteer, Rashley



Yeremia, is creating a dashboard utilizing Asana which includes basic info, due dates, and any other pertinent information. SLSF will still utilize the Excel sheet for board updates and update as needed.

- Review and update this tracking sheet at least monthly. **Ongoing.**
- Build up a pipeline of potential foundation grantees.
  - Consistently complete foundation prospect research.
    - Task staff member or outside contractor with foundation prospect research. **Cathy and Rashley are dedicated to foundation prospect research.**
    - Invest in a subscription to Foundation Directory and train staff member on use, if research is to be completed in house. **Purchased 1/1/2018.**
    - Using a foundation database or search engine, identify foundations based in the districts where SLSF operates. **1/15/2018 – Rashley and Cathy have begun to utilize the database to increase prospects. Continued use of the data base throughout the year. SLSF has begun relationships with new funders that may lead to increased grant opportunities.**
    - Research whether these foundations would be a good match for SLSF by visiting their websites or looking at their 990s (the latter are available through Foundation Directory or a free subscription to Guidestar). **Ongoing process**
    - Identify wider Chicago-area prospects that may have an affinity for SLSF's mission.
      - **The Coleman Foundation**
      - **Elizabeth Morse Genius Charitable Trust**
      - **Hanover Township**
      - **Wheeling Township**
      - **Helen Brach Foundation**
    - Research whether these would be a good match for SLSF by visiting their websites or looking at their 990s. **Ongoing process**
    - Add all new foundation prospects to tracking sheet. **Foundations added to Asana for research. Once foundation is investigated and approved for grant submittal, SLSF will add to Excel sheet.**
    - Formulate a “next move” with each (usually meeting request letter or call, since relationships are key with foundations), as well as a gift goal (based on their average gift size on their 990), adding this information to the tracking sheet. **Ongoing**
- Maintain good relationships with existing foundation funders.
  - Incorporate current funders into tracking sheet, including their key dates and deadlines. **Ongoing.**
  - Add key dates (such as inquiry, application, and reporting deadlines) for 2018-2020 to development calendar. **Adding to Outlook Calendar once dates are publicized, including grant accountability forms.**
  - Include current foundation funders on non-solicitation mailings and event invitations. **SLSF began doing this on 2.14.2018.**
  - Attempt to meet with foundation contact annually or more, as SLSF has been doing.

- Review contact history with each current funder to determine if and when last meetings have taken place. Prioritize those that have never been met with or not met with recently and set engagement strategy.
  - 1/20/2018 – SLSF to make contact with Vicky Bekeleski from Northrop Grumman, a lapsed foundation.
  - SLSF submitted a grant to Northrop Grumman on 3.2.2018
- Review and re-strategize approach with current contacts, as necessary.
- Begin executing foundation meeting strategies as outlined in tracking sheet. **Ongoing.**
- Develop and execute re-approach strategies for all lapsed funders.
  - Incorporate lapsed funders and other past prospects into tracking sheet.
    - In the 1<sup>st</sup> quarter, SLSF made contact with COSF, Northrop Grumman and UPS.
  - Develop re-approach strategies with target dates.
    - Circle of Service Foundation – SLSF hasn’t applied to this foundation within the past two years. In 2018, SLSF made contact with the foundation and has been invited to apply for a grant to help fund the Sensory Room at the Hanover Park Park District.
    - UPS Foundation – SLSF was invited to apply for a grant for the HP Sensory Room.
    - Northrop Grumman – SLSF applied and received a grant for the HP Sensory Room.
- Begin approaching new foundations.
  - Establish contact.
    - Starting with the foundations researched and added to the tracking sheet, utilize meeting request letters and phone calls to establish contact with foundation prospects. **Ongoing**
    - Request meetings with foundations and at meetings request permission to submit a proposal; consider inviting foundation representatives to events and recognizing them in that context. **As needed**
    - Research board members and trustees of foundations (information available on 990) and determine whether SLSF has existing connections. **Complete this every time a foundation is researched.**
    - Leverage board and trustee connections, sometimes “approaching” the foundation through a board member to increase chances of support and receive insider advice on how to apply, how much to request, etc. **Ongoing**
    - Be persistent in attempting to establish contact, as foundations can often be busy or hard to reach—persistence pays off. Frequently, it will take an initial letter and three or more phone calls or emails to establish contact and receive a satisfactory response. **Sent two new letters of intent to foundations which were rejected. Mailed**

a thank you letter for taking the time to read the request. Per the specifications, emailed, not called, both foundations to make introductions and inquire about additional grants.

- Consider sending invitations to events to local foundation addresses as appropriate.  
Done

- Consistently send letters of inquiry, or proposals as appropriate, when an initial meeting or phone call is not possible, or after a successful meeting.
  - Follow up a week after sending letter of inquiry or proposal to ensure that the foundation has received SLSF's materials. Will only do this if SLSF doesn't receive a confirmation email of receipt of materials.
  - Continue to follow up consistently until contact can be established.
  - In the case of a successful meeting, promptly submit a proposal or application.
  - In the case of rejection, thank the foundation and let them know that you will be including them on your newsletter so that they can stay abreast of developments.  
Done
  - Try again with rejections after 6-12 months. SLSF plans on contacting grantors from 2018 in 2019.
  - From the beginning of the process, be sure to follow all foundation directives about how and when to apply, which may be found online or on the foundation's tax filings.
    - Autism Speaks – Applied January for the HPPD Sensory Room.
- Cathy will work with Rashley on creating a grant volunteer report that details his work during his 10 weeks. – Completed on March 5, 2018.

### GOAL 3: DIRECT MAIL

*Restructure current direct mail (annual appeal) program, bringing it in line with industry standards, and experimenting with strategic prospect mailing to acquire new donors.*

**Status:** Presently, SLSF sends out a spring and end of year appeal. These letters do very well from the point of view of response rates and return on cost. However, many organizations go into the mail more frequently, sending at least quarterly appeals. SLSF sends out many non-solicitation letters already, meaning that it is in a good position to even out the ratio of ask to non-ask correspondence. Moreover, SLSF's appeals lack some of the standard practices that contribute to a strong appeal, including an explicit ask, a personalized address, and a longer message. SLSF also does not currently undertake prospect mailing to acquire new donors and grow its file.

**Strategy Notes:** There will be three priorities for SLSF as it seeks to restructure its direct mail program: 1. Mail an explicit ask quarterly; 2. Experiment with different approaches in appeals (i.e., test longer letters vs. postcards); 3. Carry out some prospect mailing to see if it can become a reliable source of new donors over time. This will

require a significant investment in time on task for writing and designing letters and coordinating with printers for delivery. It will also require additional investments in printing and postage costs.

### *Key Tasks:*

- Establish a quarterly housefile mailing program.
  - Reform current appeal program.
    - Begin writing longer (2-4 page) solicitation letters, testing the longer letter against the shorter postcard by constituency (i.e., parents, supporters, etc.).
      - NS worked work with TC and BS to adapt the American Philanthropic letter template received on 4.4.18 and it was sent as the Spring Appeal.
    - Always make an explicit ask in your letters.
    - Try to reduce the ratio of non-solicitation mailings to roughly 1 solicitation to 1-2 non-solicitations.
      - Postcard invitations to the Snoezelen Open House were sent in September. These were invitations to attend, not a solicitation.
    - Simplify SLSF's solicitation package, using a plain envelope with address information printed on the front.
      - This was done with the Spring Appeal and the Holiday Appeal
    - Continuously check messaging in mail appeals to ensure that it is personal, mission-oriented, and donor-centric.
      - On-going
  - Establish a mailing schedule:
    - January 20, 2018: Begin preparing spring appeal
      - In January sent a Happy New Year postcard with SLSF and NWSRA calendar to all persons on SLSF mailing list.
    - March 15, 2018: Put spring appeal in the mail.
      - Sent in May.
    - April 20, 2018: Begin preparing summer appeal.
    - June 1, 2018: Put summer appeal in the mail.
      - No summer appeal in 2018
      - Spring Appeal wasn't sent until end of May. Have mailed/handed out over 200 postcard invitations to the Craft Beer and Wine Fest that will benefit PURSUIT. Have also sent the information via email.
    - July 20, 2018: Begin preparing fall appeal.
      - Sent an email inviting people to check out new the updated website and donate online.
    - September 15, 2018: Put fall appeal in the mail.
      - Plan to have a copy of the postcard included in the SLSF Impact.
    - September 20, 2018: Begin preparing end of year appeal.
    - October 1: Begin preparing brief non-solicitation update letter.

- October 20: Send brief non-solicitation update letter to housefile.
- November 20: Put end of year appeal in the mail.
  - The holiday appeal was sent the fourth week of November in a holiday card format
- December 20: Consider sending a reminder postcard for the end of year appeal that will land right before Dec. 31.
  - A reminder email was sent
- Repeat mailing schedule yearly, adjusting as necessary.
- Accompany each appeal with an e-campaign (end of year e-campaign should be the largest).
  - Spring through fall campaigns should be 3-5 e-mails, the first introducing a campaign goal (a concrete amount, i.e., \$5,000) with a “soft ask,” the second to last making a hard ask, and the last letting everyone know that the campaign is over and that you met X% of the goal (while still offering a donate button so that people can give after the campaign). NS will give an update on total spring appeal contribution to be included in the SLSF Impact with a request to assist in making the \$5000 goal.
  - The end of year appeal should be similar, building up to an ask over 10 days with 5 to 7 e-mails and an explicit goal.
    - Not done in 2018
  - Carry out a Giving Tuesday campaign or a “last minute” campaign, offering donors the opportunity to donate one last time for a charitable donation within the fiscal year. Set a campaign goal along with 4-6 emails.
- Follow up:
  - Thank all donors who give through the appeals, following a set system for which level of donors are recognized in what ways.
    - All donors receive thank you letters. Donors of \$500-\$999 receive a thank you phone call from NS. Donors of \$1000+ receive a thank you phone call from an SLSF Board Member. Jonathan Salk is currently doing the calls.
  - Research all donors who give through appeal letters and select the highest ranking (highest net worth, longest giving history, largest gift, and greatest frequency of giving) among them for meeting requests. Excel spreadsheet is in process.
- Experiment with prospect mailings.
  - Discuss potential approaches to prospect mailing including:
    - Renting or exchanging lists with like-minded or local organizations.
    - Renting ZIP code or geographic area lists from the post office based on high-net worth areas of NWSRA’s service region.
  - Prepare prospect mailings.
    - Test a 6-8 page letter introducing potential donors to SLSF.
      - A letter of this type was sent to 10 donors whose names were provided by American Philanthropic. Other potential donors were sent this letter throughout the year. The response was negligible. One of the recipients

- invited SLSF to apply for a grant from his foundation.
    - This letter was also used for the spring appeal and brought in the lowest amount of money in recent years.
    - This result led the SLSF staff to believe our donors are not interested in a lengthy letter and respond more readily to a short letter with a great story.
  - Create a one-page reply form, business reply envelope (with the post office), invest in nonprofit postage (with post office, if not done already), and consider possible inserts for the letter (i.e., an SLSF magnet).
  - Test the results from a 9x12 envelope versus a half sheet 6x9 envelope. Postage costs will be greater for the 9x12, but we often see better results from the larger package.
  - Coordinate with list brokers to acquire mailing lists.
    - Received lists from the director of one of NWSRA's member districts. The superintendent is in the process of going through the lists to seek potential donors.
  - Find a printer to handle production, stamping, and sending of letters.
    - Complete
  - Create a tracking sheet that records the effectiveness of each mailing, broken down by lists used or package specs tested.
    - In 2019
- Establish a direct mail prospecting schedule, dropping approximately twice per year and scaling up to three or four drops per year if initial results are promising in year one and year two.
  - January 5, 2018: Begin preparing first prospecting piece.
  - February 20, 2018: Drop first prospecting piece
  - Sent first piece in June
  - August 1, 2018: Begin preparing second prospecting piece.
  - October 1, 2018: Drop first prospecting piece.
- Create and organized system of mailing evaluation and record keeping
  - Continue to track results of each appeal letter, including results of split tests (i.e., longer letter v. postcard). Excel spreadsheets are created.
  - Track results of prospecting attempts, seeing which methods of direct mail prospecting yield the best results.
  - Make sure that the database is equipped to track individual donor giving over time.

## GOAL 4: PLANNED GIVING

*Establish a basic planned giving program that alerts parents, grandparents, volunteers, and donors to the possibility of including SLSF in their legacy plans, while recognizing those that have already done so.*

**Status:** Currently, SLSF has no planned giving program in place. However, given the nature of its work, it has potential to make huge returns over time by publicizing its ability to receive planned gifts. Because so many parents and grandparents are involved in the life of the organization, making an appeal to family that they can make SLSF part of their legacy could be a relatively high-yield fundraising strategy with relatively little investment in time and money (though patience will be required!).

**Strategy Notes:** Implementing a basic planned giving program is not time-consuming or complex if done correctly and consistently over time. All it requires is letting people know that SLSF accepts planned gifts, and offering them the opportunity to make SLSF part of their legacy. To make this pitch successful, SLSF will want to focus on what sort of legacy people want to leave when they pass away. SLSF's programs, which directly contribute to the happiness and thriving of disabled friends and family members, are a very worthy candidate for a planned gift. A successful planned giving program for SLSF will not require many hard "sells," but rather lots of time building relationships with potential donors. Planned gifts will flow naturally out of other strategies that establish these relationships, particularly meetings with major donors.

### **Key Tasks:**

- Create planned giving society.
  - Come up with a name, stock language, and benefits for SLSF's planned giving society members.
    - Review other examples of planned giving programs for nonprofits.
    - Brainstorm a name for the planned giving society, possibly invoking the founder of NWSRA/SLSF.
    - Write a short description of the society that lets donors know how their giving can become part of a great legacy of support for a worthy cause.
    - Think of reasonable and feasible ways to recognize members of the planned giving society.
    - If possible, find an existing planned gift or acquire one from a dedicated supporter or board member who is willing to step up and provide a testimonial about why they made SLSF a part of their legacy plans.
    - SLSF has put a line about planned gifts on all correspondence.
    - On 4.3.18 NS was informed of a donor who gave a planned gift in their trust. That donor has now passed away and the trust will send a check in the near future. The amount was not disclosed to NS during the phone call.
    - This gift was received in June.
    - SLSF has a tag line about planned giving on their email signatures
  - Familiarize SLSF development staff with some of the basics of accepting and handling planned gifts especially those staff members who will be meeting with major donors.



- Research types of planned gifts and think about what would be required to accept them.
- NS spoke to David Hanson, SLSF's financial planner; he suggested we tell donors interested in making a planned gift to contact their trust manager/financial planner to get advice on how to make a gift.
- NS also spoke to board member Brian Rubin who suggested that she let potential donors know that the easiest way to make a planned gift is to name SLSF as a beneficiary in their life insurance. Brian suggested that rather than name a particular amount, that the policy be amended to give SLSF a percentage of the benefit.
- Implement necessary structures for receiving planned gifts, such as opening a brokerage account for SLSF and having a lawyer or financial advisor to call in a situation where SLSF would need more detailed advice on a particular situation.
- In speaking with Dave Hanson, NS was assured that if SLSF were to receive a large planned gift, he has the expertise to make certain it is properly handled.
- Create planned giving collateral material. **Moved to 2019**
  - Create a simple planned giving brochure that lets donors know about the possibility of making a planned gift.
    - Design brochure, integrating images, language on the giving society, and some brief notes on how to make an estate gift to SLSF.
    - Find a professional printer who can produce a supply of high-quality brochures.
  - Integrate planned giving options on all relevant donor materials (for example, include an "I would like to learn more about planned giving to SLSF" and an "I have already made plans to include SLSF in my estate" checkbox on annual appeal reply form).
- Spread the word.
  - Have brochures on hand to share at donor meetings, when appropriate.
  - Launch a planned giving page on the SLSF website.
  - Include the planned giving brochure among collateral materials at SLSF events.
  - Once a year, conduct a planned giving mail campaign, sending a cover letter and planned giving brochure to key audiences.



# MEMO

To: Tracey Crawford, SLSF President  
From: Nanette Sowa, Superintendent of Development  
Date: 1.11.2019  
RE: 2018 Annual Appeal Fund

---

The 2018 goal for the Annual Appeal Fund was to acquire new donors while retaining current donors which would result in a net increase of revenue. Below is a chart which compares the 2017 and 2018 Annual Appeals. As is shown in the chart below, 2018 Annual Appeal donations Did not meet expectations. In 2019, the SLSF team will be researching ways to change the Annual Appeal letters and cards to produce a greater impact on donors.

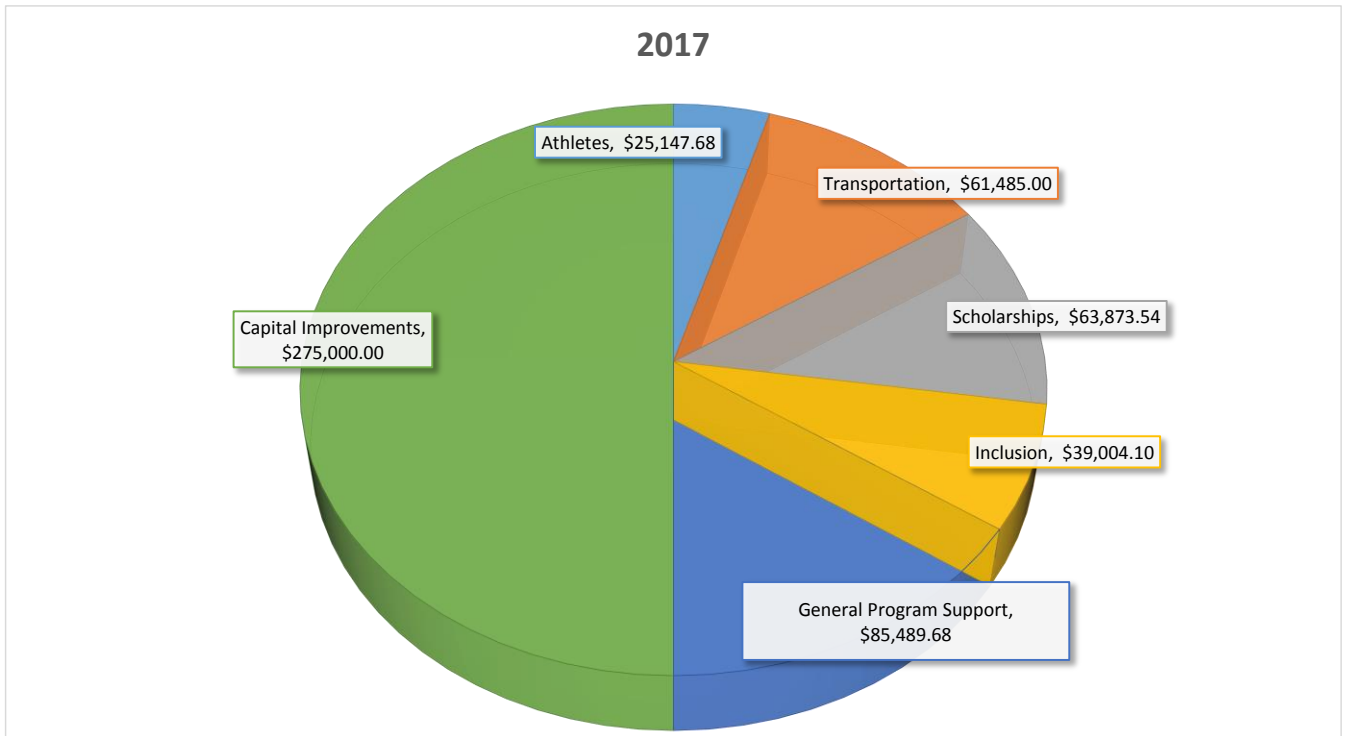
Description	2017	2018	Change from 2017 - 2018
<b>Amount Received</b>	<b>\$ 18,200.75</b>	<b>\$ 11,256.05</b>	<b>\$(6,944.70)</b>
<b>Number of Responses</b>	<b>102</b>	<b>73</b>	<b>-29</b>
<b>Response Rate</b>			
Total Number Mailed	<b>3,822</b>	<b>4,928</b>	1,106
% Response	<b>2.7%</b>	<b>1%</b>	-1%
<b>Average Gift</b>	<b>\$ 178.44</b>	<b>\$ 154.19</b>	<b>\$ (24.25)</b>
<b>Costs</b>			
Total Actual Expenses	<b>\$ 3,325.50</b>	<b>\$ 4,858.00</b>	\$ 1,532.50
Cost per donor	<b>\$ 32.60</b>	<b>\$ 66.55</b>	\$ 33.95
Cost per dollar raised	<b>\$ 0.22</b>	<b>\$ 0.76</b>	\$ 0.54
<b>Net Amount Raised</b>	<b>\$ 14,875.25</b>	<b>\$ 6,398.05</b>	<b>\$(8,477.20)</b>

*Numbers as of 1.11.2019*

## Yearly Annual Appeal Comparisons

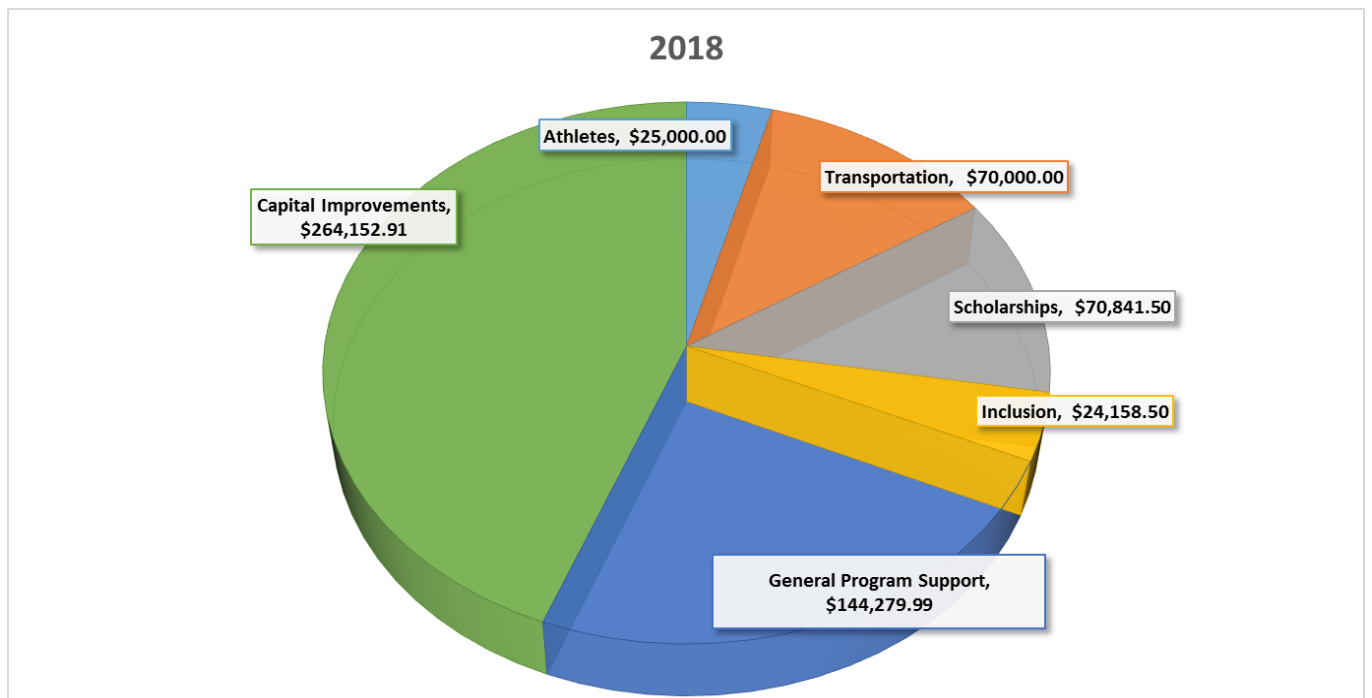
Description	2013	2014	2015	2016	2017	2018
<b>Amount Received</b>	<b>\$ 16,840.00</b>	<b>\$24,854.24</b>	<b>\$ 26,952.27</b>	<b>\$ 20,815.00</b>	<b>\$ 18,200.75</b>	<b>\$ 11,256.05</b>
<b>Number of Responses</b>	<b>130</b>	<b>127</b>	<b>102</b>	<b>103</b>	<b>102</b>	<b>73</b>
<b>Response Rate</b>						
Total Number Mailed	7,098	3,591	3,072	4,170	3,822	4928
% Response	1.8%	3.5%	3.3%	2.5%	2.7%	1%
<b>Average Gift</b>	<b>\$ 129.54</b>	<b>\$ 195.70</b>	<b>\$ 264.24</b>	<b>\$ 202.09</b>	<b>\$ 178.44</b>	<b>\$ 154.19</b>
<b>Costs</b>						
Total Actual Expenses	\$ 5,107.93	\$2,384.50	\$ 2,061.15	\$ 2,449.05	\$ 3,325.50	\$ 4,858.00
Cost per donor	\$ 39.29	\$ 18.78	\$ 20.21	\$ 23.78	\$ 32.60	\$ 66.55
Cost per dollar raised	\$ 0.44	\$ 0.11	\$ 0.08	\$ 0.13	\$ 0.22	\$ 0.76
<b>Net Amount Raised</b>	<b>\$ 11,732.07</b>	<b>\$ 22,469.74</b>	<b>\$ 24,891.12</b>	<b>\$ 18,365.95</b>	<b>\$ 14,875.25</b>	<b>\$ 6,398.05</b>

# 2017 & 2018 SLSF GIVING COMPARISON



**2017 SLSF Total Amount = \$550,000**

*\*2017 Capital Improvement – Hanover Park Park District Ramp*



**2018 SLSF Total Amount = \$598,432.90**

*\*2018 Capital Improvement – PURSUIT 3 supplies and construction Mt. Prospect Park District*

To: Tracey Crawford, SLSF President  
From: Nanette Sowa, Superintendent of Development  
Cathy Splett, Foundation Coordinator  
Re: SLSF Budget Worksheet and SLSF Village Bank and Trust Account Balance  
Date: January 22, 2019

---

### **2019 Start of Year Balance**

- The SLSF team has finalized the FY 2019 budget. As a reminder this is a budget worksheet for the annual operating budget. This worksheet is used to manage the daily operations of the foundation throughout the year. The worksheet does not reflect actual cash in the bank.
- The PYE 2018 fourth quarter report reflects a profit of \$28,199.71. Foundations aren't "profit-centered"; the Foundation's purpose must be "public or charitable" for the benefit of those served. SLSF has raised funds in 2018 that will be used for 2019 projects and programs that are needed by those served. For example, the Snoezelen Room in the Mount Prospect Park District.
- SLSF will be following the Development Plan created in 2017 with the assistance of American Philanthropic in order to create a surplus of funds that will then be reinvested with BF Edwards.

As of December 31, 2018, the SLSF Village Bank and Trust account had a balance of \$193,987.47 The following chart explains the dollars in the account:

<b>SLSF Village Bank and Trust Account Balance as of 12/31/2018</b>	<b>\$193,987.47</b>
Booster Club fund carry over	<b>\$1,500.00</b>
2018 Revenue Deferred to 2019	<b>\$32,621.12</b>
Grant dollars allocated for 2018 projects	<b>\$31,666.64</b>
<b>Investment Transfer not used in 2018</b>	<b>\$100,0000</b>
<b>Subtotal 2018 dollars in reserve</b>	<b>\$165,787.76</b>
<b>Total Village Bank &amp; Trust Account</b>	<b>\$28,199.71</b>

*Unaudited numbers*

- It has been recommended that SLSF start each year with no more than \$90,000 in the Village Bank & Trust account. As the above chart show, SLSF has nearly \$194,000 in the account, however, \$165,787.76 of those dollars are already earmarked for 2019 projects. In real dollars, SLSF will be starting at \$28,199.71
- Reviewing the FY 2017-2018 1<sup>st</sup> Quarter reports, SLSF's average income was \$124,822 and expenditures were \$66,155.04. Because the 1<sup>st</sup> Quarter is usually more than self-sustaining, SLSF is comfortable recommending to start FY 2019 with just over \$28,000. However, it is not recommended to transfer funds to the BF Edwards investment account.

### **2019 Capital Expense Projects**

- Mount Prospect Park District will be the location for the newest Snoezelen Sensory Room. The dollars for that room have already been raised in grants and donations.
- The Wheaton Franciscan Sisters have granted funds that will be used to build: an accessible tech center at the Rolling Meadows Park District space, a sensory garden at the Hanover Park Park District space and complete the Snoezelen Sensory Room at the Mount Prospect Park District space.
- The Gala Impact Auction raised \$18,505.00 for start-up costs for the new NWSRA programming space in the Wheeling Park District.

**To:** Tracey Crawford, Executive Director  
**From:** Brian Selders, Superintendent of Communications & IT  
**Re:** NWSRA/SLSF Marketing and Public Relations Report  
**Date:** January 2019

Following is a synopsis of marketing activities that have taken place in 2018:

<b>MEDIA</b>	
<b>Daily Herald</b>	<ul style="list-style-type: none"> <li>• Appreciation Ads for all SLSF events</li> <li>• Article on NWSRA/American Legion Summer Classic</li> <li>• Article on expansion to Mt. Prospect</li> <li>• SLSF events added to fundraising events section</li> <li>• Article on Skating Championships Invitational</li> <li>• Article on STAR Academy</li> </ul>
<b>Chicago Tribune</b>	<ul style="list-style-type: none"> <li>• Article on NWSRA/American Legion Summer Classic</li> <li>• Article on expansion to Mt. Prospect</li> <li>• Article on Skating Championships Invitational</li> <li>• Article on STAR Academy</li> <li>• Article on Gold Medal Fashion Show</li> </ul>
<b>TribLocal/Metromix</b>	<ul style="list-style-type: none"> <li>• Added SLSF events to online calendar of events</li> </ul>
<b>Daily Herald Business Ledger</b>	<ul style="list-style-type: none"> <li>• Submitted SLSF information for the Business Ledger Philanthropy Guide</li> </ul>
<b>Patch/Journal-Topix</b>	<ul style="list-style-type: none"> <li>• Article on NWSRA in Special Edition sent to all Journal-Topix zones</li> <li>• Article on expansion to Mt. Prospect</li> <li>• Article on STAR Academy</li> </ul>
<b>Miscellaneous</b>	<ul style="list-style-type: none"> <li>• Article New York State Recreation and Park's "The Voice" magazine about NWSRA Snoezelen Room</li> <li>• Article on Tracey in VoyageChicago magazine</li> <li>• SLSF events posted online to the following sites: ABC Chicago, CBS Chicago, Daily Herald, WGN TV, Chicago Mama, Chicago Music Guide, North Shore Breaking News, B96, and more</li> </ul>
<b>ONLINE</b>	
<b>NWSRA/SLSF Online</b>	<ul style="list-style-type: none"> <li>• Day camp page on website updated with new logo</li> <li>• New NWSRA and SLSF websites went live</li> <li>• ADA Compliance Project request portal went live</li> <li>• New online software and template for recognition certificates created</li> <li>• SLSF Golf Outings and Celebrate Ability posted and sent</li> </ul>

	<ul style="list-style-type: none"> <li>• Wheeling Park District Craft Beer &amp; Wine Festival</li> <li>• Recruitment of volunteers</li> <li>• SLSF Gold Medal Fashion Show online registration pages and social media page</li> <li>• STAR Academy Hanover Park information sent</li> <li>• New collaborative program information sent- SibShops, Skating Competition, Safety for Yourself, etc.</li> <li>• Instagram page updated</li> <li>• Display screen at front desk installed showing live stream of social media updates</li> <li>• Heart of the Community web page and graphics</li> <li>• Updated Part Time staff application system with more user friendly online platform to complete interest form</li> <li>• Bi-monthly NWSRA Now and SLSF Impact e-newsletters sent</li> <li>• Monthly NWSRA and SLSF Board Update e-newsletters sent</li> </ul>
<b>Social Media</b>	<ul style="list-style-type: none"> <li>• 2018 thank you video created and posted to Youtube</li> <li>• New recruitment tools including social media integrated job posts and online volunteer opportunity portal introduced</li> <li>• NRPA July Parks and Recreation month posts</li> <li>• Opened Snapchat page</li> <li>• Instagram page received 100 new followers</li> <li>• Recruitment video posted through Facebook ads- received over 220 applicants</li> <li>• NWSRA and SLSF events and videos posted online</li> <li>• NWSRA now has over 6,100 Facebook followers</li> <li>• Youtube videos averaging over 18 hours of play time/month</li> </ul>
<b>PUBLICATIONS and FLYERS</b>	
<b>NWSRA/ SLSF</b>	<ul style="list-style-type: none"> <li>• 2019 Calendar of Events created</li> <li>• 2018 SLSF Board Member Snapshots created</li> <li>• 2018 Annual Report created</li> <li>• Day camp brochure revamp</li> <li>• New Snoezelen Room trifold created</li> <li>• New internship handouts created</li> <li>• Celebrate Ability Gala materials</li> <li>• Snoezelen Hanover Park Ribbon Cutting invites</li> <li>• NWSRA Fall brochure created and sent</li> <li>• 2017 NWSRA/SLSF Annual Report created and sent</li> </ul>

	<ul style="list-style-type: none"> <li>• Kevin's Club mailing created and sent</li> <li>• NWSRA Summer brochure created and sent</li> <li>• SLSF branded folders, fact sheets, postcards, donation cards and brochures designed</li> <li>• SLSF Spring Appeal created and sent</li> <li>• Day camp brochures redesigned and sent</li> <li>• Skating Championships Invitational materials created</li> <li>• Lightning All Star Game materials created</li> <li>• Heart of the Community logo created</li> <li>• New Gold Medal Fashion Show logo and materials created</li> <li>• STAR Academy materials updated with QR code to registration form</li> <li>• New PT recruitment flyer and template for staff created</li> <li>• NWSRA Winter/Spring brochure created and sent</li> <li>• 2017 SLSF Board Member review created</li> <li>• 2018 SLSF Event materials updated</li> <li>•</li> </ul>
<b>Television, Video and Radio</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• A Day in the Life at PURSUIT video created</li> <li>• Schaumburg BCUZ TV- filmed at Celebrate Ability Gala</li> <li>• SLSF VIP Tour e-invitation with video created</li> <li>• Videos created for SLSF fundraising events</li> <li>• New videos created for Ability Awareness, Inclusion and Safety for Yourself program</li> <li>• Skating Championships Invitational coverage on ABC, NBC and WGN</li> <li>• Filmed new Snoezelen Room client success stories with Schaumburg Park District TV crew</li> </ul>
<b>ADDITIONAL MARKETING</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• NWSRA/SLSF elevator wraps installed at Park Central</li> <li>• NWSRA Day Camp 2019 logos and characters created</li> <li>• NWSRA ADA Transition Plan created</li> <li>• Installation of Mt. Prospect IT complete (computers, phones, printer, network, TV's, etc.)</li> <li>• Mt. Prospect signage ordered</li> <li>• Designed billboard to be shown on I-53 from July</li> <li>• New online system for requesting/tracking marketing projects implemented</li> <li>• Creation of online portal for ADA Compliance Project submissions</li> </ul>



	<ul style="list-style-type: none"> <li>• Submitted Snoezelen Sensory Therapy program for NRPA Innovation in Social Equity Award</li> <li>• Printer IP subnet configuration project completed</li> <li>• Server cloud conversion to Office 365 completed</li> <li>• Submitted Agency Showcase nominations to IPRA</li> <li>• Presented IAPD/IPRA Community Service Awards to supporters</li> </ul>
<b>Expos/Networking Events</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Calendar of expos/networking events where NWSRA has provided information, created by Outreach Committee. Have provided information at 17 events in 2018 and formed several new collaborative partnerships</li> </ul>
<b>IN PROGRESS</b>	
<b>NWSRA/SLSF</b>	<ul style="list-style-type: none"> <li>• Accessible transportation survey</li> <li>• Database/website build project</li> <li>• Various publications and online media</li> <li>• 2019 SLSF materials</li> <li>• Quickbooks transition</li> <li>• 2019 NWSRA materials</li> </ul>

**To: Tracey Crawford, Executive Director**  
**From: Brian Selders, Superintendent of Communications & IT**  
**Re: Outreach Committee Report**  
**Date: January 7, 2018**

In 2018, the NWSRA Outreach Committee continued its goal of planning and executing targeted outreach based on the areas and populations in need of increased NWSRA presence. The committee has engaged and informed new groups, families and individuals about NWSRA services. The Outreach Committee has expanded its list of identified organizations such as support groups and schools that are in need of an increased NWSRA presence and has created partnerships and collaborations to address the needs of the community.

Following is a list of accomplishments based on the Outreach Committee goals and strategies:

1. Welcome packets sent to 227 new families
2. Reached out to School Districts to post Day Camp brochure and Seasonal Brochure to online virtual backpacks
3. Increased outreach to minority patrons via updating of print materials in Spanish, bilingual phone system voicemail message, partnership with Townships to distribute NWSRA materials
4. Promoted NWSRA services at 46 expos and events and created over 1,900 unique impressions
5. Provided speaking and presentation opportunities to NWSRA full time staff
6. Marketing/referral partnerships have been created with:
  - a. Village of Arlington Heights
  - b. Village of Hanover Park
  - c. Independence Matters Home Care
  - d. ABLE Community
  - e. School District 54 Autism Resource Center
  - f. The Knolls Center for Autism
7. Meetings have been held with the following businesses/organizations to discuss future partnership:
  - a. Building Greater Beginnings- SibShops program
  - b. Palatine Library- outreach and recruitment
  - c. Snapology- programming

The Outreach Committee will continue to find innovative ways to create partnerships and increase awareness.

To: Tracey Crawford  
From: Rachel Hubsch and Andrea Griffin  
Re: Program Report, November 10, 2018 – January 9, 2019

### **NWSRA Programs and Services**

On Monday December 3, The 2<sup>nd</sup> Annual Sensory Friendly Holiday Concert was held with approximately 100 people in attendance. This is the second year of the collaboration between Harper College Symphonic Orchestra, NWSRA and District 54 Early Childhood Teachers. Everyone received a program including a schedule in board maker, pictures and names of instruments and bells to join in on the sing-a-long. Two small ensembles performed in the lobby to allow opportunity to see and hear the instruments up close before the concert.

NWSRA has paired up with Building Great Beginnings for a Sibshop program. Sibshops are an innovative collaborative program for the siblings (Sibs) of children with special needs ages five to twelve as well as teenagers that would like to volunteer at the program. The program has expanded to Hanover Park Community Center and Wiess Community Center at River Trails Park District. On November 16, at Wiess Community Center, nine siblings took part in the Thanksgiving themed day. All activities are chosen by the group and at snack they all participate in a discussion activity called “Dear Aunt Blabby”. Blabby is a bogus advice columnist, who the sibs are writing to. Sibs are guided by facilitated questions but are encouraged to ask bring up experiences they have growing up with a sibling with a disability. Most of the questions are written to start conversations about experiences that others have faced and a variety of possible solutions. Sibshops allow for a safe environment for true feelings and emotions to be experienced.



### **NWSRA Inclusion Services**

The Inclusion Team closed 2018 with a focus on direct contact hours with stakeholders. The team accumulated an incredible 450 contact hours in member district programs through observations, trainings and parent meetings. This total represents a 96% increase in direct contact hours from 2017 and 2016 metrics. The distinctive skillsets and experiences of the Inclusion Team members were directly applied to most effectively and efficiently provide solutions to the countless unique challenges that arise while providing support for individuals with disabilities. The Inclusion Department provided support for approximately 400 individuals in over 2000 registrations. A marked increase was seen in participations in both the early childhood (0-6 years) and the adult/senior (31+ years) demographics.

## **Staff Training and Recognition**

On December 3 and 4, NWSRA program staff were certified in Safety Care by Clearbrook trainers. Safety Care is a Behavioral Safety Training program that provides the skills and competencies necessary to effectively prevent, minimize, and manage behavioral challenges with dignity, safety, and the possibility of change. NWSRA staff in-services weeks in December and January also covered topics on Autism and OCD, agency and personal goal development, lifting and transferring, and the Recreation Therapy APIED process (assess, plan, implement, evaluate and document).

Ted Adatto, Manager of Inclusion Services, obtained a specialized Autism Certification from Crisis Prevention Institute (CPI). The certification allows Ted to apply behavior management and crisis management strategies specific to the unique needs of those working with individuals with autism.

## **Community Updates**

- Hoffman Estates Park District opened up space for NWSRA to host the Paralympic Boccia Cup at The Club at Prairie Stone.
- Four NWSRA Days Camps were held at Rolling Meadows, Bartlett, Mt. Prospect and Wheeling Park District. Each made available rooms for use as well as use of the pool.
- Schaumburg Park District provided use of Water Works for Early Childhood Winter Break Camp.
- Palatine Park District granted NWSRA indoor soccer field time at Falcon Park for Lightning soccer teams and allowed Falcon Park to be an indoor alternate for golf league and lessons. As well as pool use for the Lightning Swim Team athletes through the sharing of pool space at Palatine High School
- River Trails Park District arranged an extra day during the week at The Zone for indoor alternate location for golf league.

# **VII. Financial/ Investment Statements**

[Back to Home](#)



**BENJAMIN F. EDWARDS & CO.**  
 INVESTMENTS for GENERATIONS  
 One North Brentwood Blvd., Suite 850  
 Saint Louis, MO 63105 314-726-1600

SPECIAL LEISURE SERVICES  
 FOUNDATION  
 ATTN TRACEY CRAWFORD  
 3000 CENTRAL RD STE 205  
 ROLLING MDWS IL 60008-2551

October 1, 2018 - October 31, 2018  
 Account Number: ~~888-XX-XXXX~~

**Your Financial Advisor Is:**  
 HANSON / FISHER / VANDERLUGT  
 (630) 871-2673

### Portfolio at a Glance

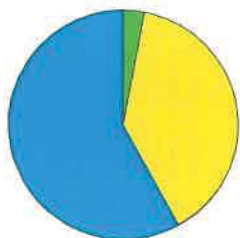
	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,149,663.72</b>	<b>\$1,216,691.83</b>
Withdrawals (Cash & Securities)	0.00	-100,000.00
Dividends, Interest and Other Income	363.47	16,937.63
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-45,340.36</b>	<b>-28,942.63</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,104,686.83</b>	<b>\$1,104,686.83</b>
Estimated Annual Income	\$18,568.64	

<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

### The Bank Deposits in your account are FDIC insured bank deposits.

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

### Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	78,102.35	26,818.11	27,181.58
39%	Fixed Income	442,486.85	435,821.25	435,298.05
58%	Mutual Funds	696,102.63	687,024.36	642,207.20
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,216,691.83</b>	<b>\$1,149,663.72</b>	<b>\$1,104,686.83</b>

Please review your allocation periodically with your Financial Advisor.





**BENJAMIN F. EDWARDS & CO.**  
 INVESTMENT'S for GENERATIONS  
 One North Brentwood Blvd., Suite 850  
 Saint Louis, MO 63105 314-726-1600

SPECIAL LEISURE SERVICES  
 FOUNDATION  
 ATTN TRACEY CRAWFORD  
 3000 CENTRAL RD STE 205  
 ROLLING MDWS IL 60008-2551

November 1, 2018 - November 30, 2018  
 Account Number: ~~XXXXXXXXXX~~

### Portfolio at a Glance

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,104,686.83</b>	<b>\$1,216,691.83</b>
Withdrawals (Cash & Securities)	0.00	-100,000.00
Dividends, Interest and Other Income	26.61	16,964.24
<b>Net Change in Portfolio<sup>1</sup></b>	<b>10,923.26</b>	<b>-18,019.37</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,115,636.70</b>	<b>\$1,115,636.70</b>
Estimated Annual Income	\$18,595.25	

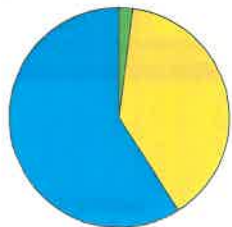
<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

**Your Financial Advisor Is:**  
 HANSON / FISHER / VANDERLUGT  
 (630) 871-2673

### The Bank Deposits in your account are FDIC insured bank deposits.

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

### Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
2%	Cash, Money Funds, and Bank Deposits	78,102.35	27,181.58	27,208.19
39%	Fixed Income	442,486.85	435,298.05	435,302.55
59%	Mutual Funds	696,102.63	642,207.20	653,125.96
<b>100%</b>	<b>Account Total (Pie Chart)</b>	<b>\$1,216,691.83</b>	<b>\$1,104,686.83</b>	<b>\$1,115,636.70</b>

Please review your allocation periodically with your Financial Advisor.





# BENJAMIN F. EDWARDS & CO.

INVESTMENTS for GENERATIONS

One North Brentwood Blvd., Suite 850

Saint Louis, MO 63105

314-726-1600

SPECIAL LEISURE SERVICES  
FOUNDATION  
ATTN TRACEY CRAWFORD  
3000 CENTRAL RD STE 205  
ROLLING MDWS IL 60008-2551

December 1, 2018 - December 31, 2018

Account Number: ~~XXXXXXXX~~

## Portfolio at a Glance

	This Period	Year-to-Date
<b>BEGINNING ACCOUNT VALUE</b>	<b>\$1,115,636.70</b>	<b>\$1,216,691.83</b>
Withdrawals (Cash & Securities)	0.00	-100,000.00
Dividends, Interest and Other Income	37,549.33	54,513.57
<b>Net Change in Portfolio<sup>1</sup></b>	<b>-72,987.82</b>	<b>-91,007.19</b>
<b>ENDING ACCOUNT VALUE</b>	<b>\$1,080,198.21</b>	<b>\$1,080,198.21</b>

Estimated Annual Income \$19,877.14

<sup>1</sup> Net Change in Portfolio is the difference between the ending account value and beginning account value after activity.

### Your Financial Advisor Is:

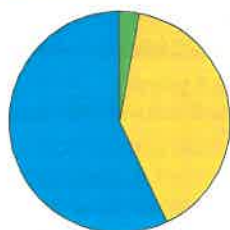
HANSON / FISHER / VANDERLUGT

(630) 871-2673

### The Bank Deposits in your account are FDIC insured bank deposits.

FDIC insured bank deposits are not securities and are not covered by the Securities Investor Protection Corporation (SIPC). These bank deposits are covered by the Federal Deposit Insurance Corporation (FDIC), up to allowable limits.

## Asset Summary



Percent	Asset Type	Prior Year-End	Last Period	This Period
3%	Cash, Money Funds, and Bank Deposits	78,102.35	27,208.19	28,371.08
40%	Fixed Income	442,486.85	435,302.55	434,839.90
57%	Mutual Funds	696,102.63	653,125.96	616,987.23
100%	<b>Account Total (Pie Chart)</b>	<b>\$1,216,691.83</b>	<b>\$1,115,636.70</b>	<b>\$1,080,198.21</b>

Please review your allocation periodically with your Financial Advisor.





NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW OCTOBER 31, 2018**

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	353,759	293,144	646,903
	OPER/MMA (Village Bank & Trust)	1,404,086	-	1,404,086
	IPDLAF	40,884	-	40,884
	CASH BANKS	-	-	-
	TOTAL	<u>1,799,229</u>	<u>293,294</u>	<u>2,092,523</u>
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS	-	1,104,687	1,104,687
	PFM Asset Management	<u>1,399,525</u>	<u>-</u>	<u>1,399,525</u>
	TOTAL	<u>1,399,525</u>	<u>1,104,687</u>	<u>2,504,212</u>
<b><u>RESERVES:</u></b>				
<b><u>OPERATING</u></b>	MAX SAFE 1 (Village Bank & Trust)	1,480,933	-	1,480,933
<b><u>CAPITAL</u></b>	MAX SAFE 2 (Village Bank & Trust)	<u>184,874</u>	<u>-</u>	<u>184,874</u>
	TOTAL	<u>1,665,808</u>	<u>-</u>	<u>1,665,808</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
<b><u>October 31, 2018</u></b>		<u><u>\$ 4,864,562</u></u>	<u><u>\$ 1,397,981</u></u>	<u><u>\$ 6,262,543</u></u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
<b><u>October 31, 2017</u></b>				
	CASH	\$ 1,706,411	\$ 379,031	\$ 2,085,442
	RESERVES - OPER	1,333,918		1,333,918
	RESERVES - CAP	191,132		191,132
	SMALL BUS	-		-
	RESERVES - INVEST	<u>1,379,168</u>	<u>1,197,632</u>	<u>2,576,800</u>
		<u><u>\$ 4,610,629</u></u>	<u><u>\$ 1,576,663</u></u>	<u><u>\$ 6,187,292</u></u>

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW NOVEMBER 30, 2018**

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	345,580	311,713	657,293
	OPER/MMA (Village Bank & Trust)	1,597,230	-	1,597,230
	IPDLAF	80,130	-	80,130
	CASH BANKS	-	50	50
	TOTAL	<u>2,023,440</u>	<u>311,913</u>	<u>2,335,353</u>
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS	-	1,115,637	1,115,637
	PFM Asset Management	<u>1,399,560</u>	<u>-</u>	<u>1,399,560</u>
	TOTAL	<u>1,399,560</u>	<u>1,115,637</u>	<u>2,515,197</u>
<b><u>RESERVES:</u></b>				
	<b><u>OPERATING</u></b>			
	MAX SAFE 1 (Village Bank & Trust)	1,483,721	-	1,483,721
	MAX SAFE 2 (Village Bank & Trust)	<u>185,215</u>	<u>-</u>	<u>185,215</u>
	TOTAL	<u>1,668,936</u>	<u>-</u>	<u>1,668,936</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>November 30, 2018</b>	<u><u>\$ 5,091,935</u></u>	<u><u>\$ 1,427,550</u></u>	<u><u>\$ 6,519,485</u></u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
	<b>November 30, 2017</b>			
	CASH	\$ 1,759,969	\$ 399,948	\$ 2,159,917
	RESERVES - OPER	1,334,960		1,334,960
	RESERVES - CAP	191,273		191,273
	SMALL BUS	-		-
	RESERVES - INVEST	<u>1,379,002</u>	<u>1,207,913</u>	<u>2,586,915</u>
		<u><u>\$ 4,665,204</u></u>	<u><u>\$ 1,607,861</u></u>	<u><u>\$ 6,273,065</u></u>

NORTHWEST SPECIAL RECREATION ASSOCIATION  
SPECIAL LEISURE SERVICES FOUNDATION

**ORGANIZATIONAL CASH OVERVIEW DECEMBER 31, 2018**

		<u>NWSRA</u>	<u>SLSF</u>	<u>TOTAL</u>
<b><u>WORKING CASH</u></b>				
	PETTY CASH	\$ 500	\$ 150	\$ 650
	BSN CHECKING (Village Bank & Trust)	418,072	187,641	605,712
	OPER/MMA (Village Bank & Trust)	1,682,244	-	1,682,244
	IPDLAF	30,539	-	30,539
	CASH BANKS	-	-	-
	TOTAL	<u>2,131,355</u>	<u>187,791</u>	<u>2,319,146</u>
<b><u>RESERVES: INVESTMENTS</u></b>				
	BF EDWARDS	-	1,080,198	1,080,198
	PFM Asset Management	<u>1,401,469</u>	<u>-</u>	<u>1,401,469</u>
	TOTAL	<u>1,401,469</u>	<u>1,080,198</u>	<u>2,481,668</u>
<b><u>RESERVES:</u></b>				
<b><u>OPERATING</u></b>	MAX SAFE 1 (Village Bank & Trust)	1,486,677	-	1,486,677
<b><u>CAPITAL</u></b>	MAX SAFE 2 (Village Bank & Trust)	<u>185,577</u>	<u>-</u>	<u>185,577</u>
	TOTAL	<u>1,672,255</u>	<u>-</u>	<u>1,672,255</u>
<b><u>TOTAL CASH &amp; RESERVES</u></b>				
<b><u>December 31, 2018</u></b>		<u><u>\$ 5,205,079</u></u>	<u><u>\$ 1,267,989</u></u>	<u><u>\$ 6,473,068</u></u>

<b><u>TOTAL CASH &amp; RESERVES</u></b>				
<b><u>December 31, 2017</u></b>				
	CASH	\$ 1,882,118	\$ 301,789	\$ 2,183,907
	RESERVES - OPER	1,336,037		1,336,037
	RESERVES - CAP	191,419		191,419
	SMALL BUS	-		-
	RESERVES - INVEST	<u>1,379,458</u>	<u>1,216,692</u>	<u>2,596,150</u>
		<u><u>\$ 4,789,032</u></u>	<u><u>\$ 1,518,481</u></u>	<u><u>\$ 6,307,513</u></u>

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

OCTOBER 31, 2018

(A) BUDGET VS ACTUAL		REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	
January	291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266	
February	70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)	
March	33,503	16,432	(17,071)	96,034	41,547	(54,488)	(62,531)	(25,115)	37,416	
April	15,808	28,575	12,767	4,148	52,359	48,210	11,660	(23,783)	(35,443)	
May	38,580	66,697	28,117	128,722	35,684	(93,038)	(90,143)	31,012	121,155	
June	26,757	112,594	85,837	97,312	81,484	(15,828)	(70,555)	31,110	101,665	
July	12,808	30,108	17,300	7,649	61,649	54,000	5,159	(31,541)	(36,700)	
August	46,879	79,056	32,177	3,522	98,930	95,408	43,357	(19,874)	(63,231)	
September	80,878	43,112	(37,765)	112,230	23,514	(88,716)	(31,352)	19,598	50,950	
October	45,037	16,974	(28,064)	141,840	166,543	24,703	(96,802)	(149,569)	(52,767)	
November	46,849		(46,849)	18,799		(18,799)	28,049	-	(28,049)	
December	52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798	
TOTAL YTD	662,022	712,943	50,921	625,494	590,190	(35,303)	36,529	122,753	86,225	

(B) CASH BALANCE	BEGINNING OF MONTH	EXCESS REV. (EXP.) FOR MONTH	NON-CASH REVENUE	NON CASH EXPENSES	BALANCE SHEET TRANSACTIONS	END OF MONTH
January	1,518,516	299,524	-	-	(237,100)	1,580,940
February	1,580,940	(8,609)	-	-	-	1,572,331
March	1,572,331	(25,115)	-	-	(500)	1,546,716
April	1,546,716	(23,783)	-	-	(5,035)	1,517,897
May	1,517,897	31,012	-	-	(1,106)	1,547,803
June	1,547,803	31,110	-	-	316	1,579,229
July	1,579,229	(31,541)	-	-	(64)	1,547,624
August	1,547,624	(19,874)	-	-	390	1,528,140
September	1,528,140	19,598	-	-	738	1,548,477
October	1,548,477	(149,569)	-	-	(515)	1,398,393
November	1,398,393	-				1,398,393
December	1,398,393	-				1,398,393

# SPECIAL LEISURE SERVICES FOUNDATION

## BUDGET VS ACTUAL - SUMMARY BY TYPE

TEN MONTHS ENDING OCTOBER 31, 2018

	<b>2018</b>			<b>2017</b>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	<u>PRIOR YR ACTUAL</u>
<b><u>REVENUE</u></b>				
GRANTS	309,261	288,350	20,911	259,529
RESTRICTED FUNDRAISING	55,840	53,968	1,872	59,221
RESTRICTED DONATIONS	3,892	1,342	2,550	438
UNRESTRICTED FUNDRAISING	235,058	187,112	47,946	220,479
UNRESTRICTED DONATIONS	118,172	31,250	86,922	32,259
NWSRA WORKSHOPS	410	-	410	-
INVESTMENT TRANSFER	<b>100,000</b>	100,000	-	<b>275,000</b>
TOTAL REVENUE	822,633	662,022	160,610	846,926
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	37,992	45,573	(7,581)	37,416
RESTRICTED FUNDRAISING	11,543	13,799	(2,256)	10,900
UNRESTRICTED FUNDRAISING	69,699	74,788	(5,089)	57,552
GRANTS GIVEN	470,956	491,333	(20,378)	434,351
RECONCILIATION DISCREPANCY	-	-	-	1,500
TOTAL EXPENSES	590,190	625,494	(35,303)	541,719
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	232,442	36,529	195,914	305,207
<b><u>INVESTMENT INCOME (LOSS)</u></b>	(9,689)	-	(9,689)	125,597
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>222,753</u>	<u>36,529</u>	<u>186,225</u>	<u>430,804</u>

\* includes BF Edwards Investment Income and Interest Income from BAC account

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

NOVEMBER 30, 2018

(A) BUDGET VS ACTUAL		REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)	
January	291,067	305,494	14,427	14,809	5,969	(8,839)	276,258	299,524	23,266	
February	70,705	13,902	(56,804)	19,227	22,511	3,284	51,478	(8,609)	(60,088)	
March	33,503	16,432	(17,071)	96,034	41,547	(54,488)	(62,531)	(25,115)	37,416	
April	15,808	28,575	12,767	4,148	52,359	48,210	11,660	(23,783)	(35,443)	
May	38,580	66,697	28,117	128,722	35,684	(93,038)	(90,143)	31,012	121,155	
June	26,757	112,594	85,837	97,312	81,484	(15,828)	(70,555)	31,110	101,665	
July	12,808	30,108	17,300	7,649	61,649	54,000	5,159	(31,541)	(36,700)	
August	46,879	79,056	32,177	3,522	98,930	95,408	43,357	(19,874)	(63,231)	
September	80,878	43,112	(37,765)	112,230	23,514	(88,716)	(31,352)	19,598	50,950	
October	45,037	16,974	(28,064)	141,840	166,543	24,703	(96,802)	(149,569)	(52,767)	
November	46,849	61,798	14,949	18,799	35,360	16,560	28,049	26,438	(1,611)	
December	52,858		(52,858)	114,657		(114,657)	(61,798)	-	61,798	
TOTAL YTD	708,871	774,742	65,870	644,293	625,550	(18,743)	64,578	149,192	84,614	

(B) CASH BALANCE		BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
MONTH	(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH		
January	1,518,516	299,524	-	(237,100)	1,580,940		
February	1,580,940	(8,609)	-	-	1,572,331		
March	1,572,331	(25,115)	-	(500)	1,546,716		
April	1,546,716	(23,783)	-	(5,035)	1,517,897		
May	1,517,897	31,012	-	(1,106)	1,547,803		
June	1,547,803	31,110	-	316	1,579,229		
July	1,579,229	(31,541)	-	(64)	1,547,624		
August	1,547,624	(19,874)	-	390	1,528,140		
September	1,528,140	19,598	-	738	1,548,477		
October	1,548,477	(149,569)	-	(515)	1,398,393		
November	1,398,393	26,438	-	3,155	1,427,986		
December	1,427,986	-	-		1,427,986		

# SPECIAL LEISURE SERVICES FOUNDATION

## BUDGET VS ACTUAL - SUMMARY BY TYPE

ELEVEN MONTHS ENDING NOVEMBER 30, 2018

	2018			2017 PRIOR YR ACTUAL
	ACTUAL	BUDGET	OVER (UNDER)	
<b><u>REVENUE</u></b>				
GRANTS	310,094	299,350	10,744	270,362
RESTRICTED FUNDRAISING	55,840	56,934	(1,094)	59,221
RESTRICTED DONATIONS	3,892	1,342	2,550	3,070
UNRESTRICTED FUNDRAISING	275,168	219,996	55,172	266,313
UNRESTRICTED DONATIONS	127,257	31,250	96,007	34,651
NWSRA WORKSHOPS	410	-	410	-
INVESTMENT TRANSFER	<u>100,000</u>	<u>100,000</u>	<u>-</u>	<u>275,000</u>
TOTAL REVENUE	872,661	708,871	163,790	908,617
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	44,131	47,985	(3,855)	39,777
RESTRICTED FUNDRAISING	11,570	13,799	(2,229)	11,409
UNRESTRICTED FUNDRAISING	98,793	91,175	7,618	95,341
GRANTS GIVEN	471,056	491,333	(20,278)	434,351
RECONCILIATION DISCREPANCY	-	-	-	1,500
TOTAL EXPENSES	<u>625,550</u>	<u>644,293</u>	<u>(18,743)</u>	<u>582,378</u>
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	<u>247,111</u>	<u>64,578</u>	<u>182,533</u>	<u>326,239</u>
<b><u>INVESTMENT INCOME (LOSS)</u></b>	<u>2,080</u>	<u>-</u>	<u>2,080</u>	<u>135,878</u>
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>249,192</u>	<u>64,578</u>	<u>184,614</u>	<u>462,117</u>

\* includes BF Edwards Investment Income and Interest Income from BAC account

SPECIAL LEISURE SERVICES FOUNDATION

BUDGET VS ACTUAL and CASH BALANCE

DECEMBER 31, 2018

(A) BUDGET VS ACTUAL			REVENUE			EXPENSES			EXCESS REVENUE (EXPENSE)		
MONTH	BUDGET		ACTUAL	OVER (UNDER)		BUDGET	ACTUAL	OVER (UNDER)	BUDGET	ACTUAL	OVER (UNDER)
January	291,067		305,494	14,427		14,809	5,969	(8,839)	276,258	299,524	23,266
February	70,705		13,902	(56,804)		19,227	22,511	3,284	51,478	(8,609)	(60,088)
March	33,503		16,432	(17,071)		96,034	41,547	(54,488)	(62,531)	(25,115)	37,416
April	15,808		28,575	12,767		4,148	52,359	48,210	11,660	(23,783)	(35,443)
May	38,580		66,697	28,117		128,722	35,684	(93,038)	(90,143)	31,012	121,155
June	26,757		112,594	85,837		97,312	81,484	(15,828)	(70,555)	31,110	101,665
July	12,808		30,108	17,300		7,649	61,649	54,000	5,159	(31,541)	(36,700)
August	46,879		79,056	32,177		3,522	98,930	95,408	43,357	(19,874)	(63,231)
September	80,878		43,112	(37,765)		112,230	23,514	(88,716)	(31,352)	19,598	50,950
October	45,037		16,974	(28,064)		141,840	166,543	24,703	(96,802)	(149,569)	(52,767)
November	46,849		61,798	14,949		18,799	35,360	16,560	28,049	26,438	(1,611)
December	52,858		(20,355)	(73,213)		114,657	139,767	25,111	(61,798)	(160,122)	(98,324)
TOTAL YTD	761,730		754,387	(7,343)		758,950	765,317	6,367	2,780	(10,931)	(13,710)

(B) CASH BALANCE		BEGINNING OF	EXCESS REV.	NON-CASH	NON CASH	BALANCE SHEET	END OF
MONTH		(EXP.) FOR MONTH	REVENUE	EXPENSES	TRANSACTIONS	MONTH	
January	1,518,516	299,524	-	-	(237,100)	1,580,940	
February	1,580,940	(8,609)	-	-	-	1,572,331	
March	1,572,331	(25,115)	-	-	(500)	1,546,716	
April	1,546,716	(23,783)	-	-	(5,035)	1,517,897	
May	1,517,897	31,012	-	-	(1,106)	1,547,803	
June	1,547,803	31,110	-	-	316	1,579,229	
July	1,579,229	(31,541)	-	-	(64)	1,547,624	
August	1,547,624	(19,874)	-	-	390	1,528,140	
September	1,528,140	19,598	-	-	738	1,548,477	
October	1,548,477	(149,569)	-	-	(515)	1,398,393	
November	1,398,393	26,438	-	-	3,155	1,427,986	
December	1,427,986	(160,122)	-	-	551	1,268,416	



# SPECIAL LEISURE SERVICES FOUNDATION

## BUDGET VS ACTUAL - SUMMARY BY TYPE

TWELVE MONTHS ENDING DECEMBER 31, 2018

	<b>2018</b>			<b>2017</b>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>OVER (UNDER)</u>	<u>PRIOR YR ACTUAL</u>
<b><u>REVENUE</u></b>				
GRANTS	310,928	301,350	9,578	50,195
RESTRICTED FUNDRAISING	57,999	58,434	(435)	58,221
RESTRICTED DONATIONS	3,892	1,950	1,942	16,890
UNRESTRICTED FUNDRAISING	277,468	249,996	27,472	257,656
UNRESTRICTED DONATIONS	137,350	50,000	87,350	39,708
NWSRA WORKSHOPS	410	-	410	-
INVESTMENT TRANSFER	<b>100,000</b>	100,000	-	<b>275,000</b>
TOTAL REVENUE	888,046	761,730	126,317	697,669
<b><u>EXPENDITURES</u></b>				
ADMINISTRATION	56,467	56,719	(252)	48,561
RESTRICTED FUNDRAISING	11,570	13,799	(2,229)	11,409
UNRESTRICTED FUNDRAISING	98,847	92,432	6,415	95,341
GRANTS GIVEN	598,433	596,000	2,433	550,000
RECONCILIATION DISCREPANCY	-	-	-	1,500
TOTAL EXPENSES	765,317	758,950	6,367	706,810
<b><u>OPERATING</u></b>				
EXCESS REVENUE (EXPENSES)	122,729	2,780	119,949	(9,141)
<b><u>INVESTMENT INCOME (LOSS)</u></b>	(33,660)	-	(33,660)	144,656
*				
<b><u>NET EXCESS REVENUE (EXPENSE)</u></b>	<u>89,069</u>	<u>2,780</u>	<u>86,290</u>	<u>135,515</u>

\* includes BF Edwards Investment Income and Interest Income from BAC account

## Special Leisure Services Foundation

## Balance Sheet

As of October 31, 2018

	<u>Oct 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	293,143.98
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	27,181.58
11300 · BENJAMIN EDWARDS - Other	1,077,505.25
Total 11300 · BENJAMIN EDWARDS	1,104,686.83
11800 · Credit Card - American Express	3,184.32
11820 · Credit Card - MasterCard	-800.00
11830 · Credit Card - Visa	-1,972.50
Total Checking/Savings	1,398,392.63
Other Current Assets	
12200 · Event Deposits	5,475.00
12400 · Interest Receivable	2,301.33
Total Other Current Assets	7,776.33
Total Current Assets	1,406,168.96
<b>TOTAL ASSETS</b>	<b><u>1,406,168.96</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	122,753.26
Total Equity	1,406,168.96
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,406,168.96</u></b>

## Special Leisure Services Foundation

## Balance Sheet

As of December 31, 2018

	<u>Dec 31, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	187,640.50
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	28,371.08
11300 · BENJAMIN EDWARDS - Other	1,051,827.13
Total 11300 · BENJAMIN EDWARDS	1,080,198.21
11800 · Credit Card - American Express	3,184.32
11820 · Credit Card - MasterCard	-800.00
11830 · Credit Card - Visa	-1,957.50
Total Checking/Savings	1,268,415.53
Other Current Assets	
12200 · Event Deposits	1,250.00
12400 · Interest Receivable	2,819.65
Total Other Current Assets	4,069.65
Total Current Assets	1,272,485.18
<b>TOTAL ASSETS</b>	<b><u>1,272,485.18</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	-10,930.52
Total Equity	1,272,485.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,272,485.18</u></b>

# Special Leisure Services Foundation

## Balance Sheet

As of November 30, 2018

	<u>Nov 30, 18</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · VB&T Checking	311,712.82
10400 · Cash Banks	50.00
11300 · BENJAMIN EDWARDS	
11310 · Investments-Cash	27,208.19
11300 · BENJAMIN EDWARDS - Other	1,088,428.51
Total 11300 · BENJAMIN EDWARDS	1,115,636.70
11800 · Credit Card - American Express	3,184.32
11820 · Credit Card - MasterCard	-800.00
11830 · Credit Card - Visa	-1,947.50
Total Checking/Savings	1,427,986.34
Other Current Assets	
12200 · Event Deposits	1,500.00
12400 · Interest Receivable	3,121.07
Total Other Current Assets	4,621.07
Total Current Assets	1,432,607.41
<b>TOTAL ASSETS</b>	<b><u>1,432,607.41</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
29000 · Retained Earnings	1,265,932.65
29200 · Net Assets-Temp. Restricted	17,483.05
Net Income	149,191.71
Total Equity	1,432,607.41
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,432,607.41</u></b>

FY 2018 4th Quarter SLSF Financial Report

Line Item #	Description	FY 2018 Budget	January - December 2018	% Change from Budget	Explanation
<b>Income</b>					
31110	Interest Income	-	14.46	0.0%	SLSF received a one time payout from a class settlement suit from its prior bank.
31200	Grants	301,350.00	310,927.66	103.2%	on target
31300	Restricted Fundraising	58,434.00	57,998.97	99.3%	on target
31400	Restricted Donations	1,950.00	3,891.62	199.6%	The additional monies are from donations made specifically for the Mount Prospect Snoezelen room construction.
32300	Unrestricted Fundraising	249,995.50	277,467.95	111.0%	SLSF received sponsorship dollars over the budgeted amounts.
32400	Unrestricted Donations	50,000.00	137,349.86	274.7%	The planned gift received in July and the uptick in online monthly gifts, payroll deductions from UPS as well as Kevin's Club gifts resulted in a large increase in unrestricted donations.
32500	NWSRA Workshops	-	410.00	0.0%	This was a new budget line item that will only be used when NWSRA provides informational workshops for the member districts. It is an in and out account as the monies are used to pay for refreshments for attendees.
33700	Investment Transfer	100,000.00	100,000.00	100.0%	on target
	<b>Total Revenue</b>	<b>761,729.50</b>	<b>888,060.52</b>	<b>116.6%</b>	SLSF exceeded its 2018 fundraising goal by following the Development Plan.
<b>Expense</b>					
<b>Administration</b>					
40100	Postage	6,000.00	3,605.32	60.1%	SLSF budgeted for 3 additional mailings in 2018 that were not sent
40200	Office Expense	2,500.00	1,309.67	52.4%	SLSF did not purchase new staff shirts in 2018 and also ordered fewer all event golf balls due to an overage from 2017
40250	Credit Card Fees	4,598.62	5,800.43	126.1%	Credit card use increased in 2018. The online giving site charges credit card fees and most donations whether given as an individual gift or an event fee are paid via credit card.
40400	Professional Memberships	4,300.00	3,689.55	85.8%	SLSF budgeted to allow membership in additional Chambers of Commerce, but decided to wait until 2019 to do so
40500	Education/Training	1,845.00	3,807.00	206.3%	The SLSF team received 50% off of a 2019 conference registration if purchased in 2018 so took advantage of the savings leading to an additional expense in this account
40600	Public Education/Information	20,000.00	18,653.65	93.3%	Costs for the Holiday luncheon and gifts were not as high as budgeted leading to a lower expense in this account.
40700	Printing	9,700.00	10,628.75	109.6%	SLSF printed new materials for outreach that were slightly higher in cost than budgeted.
40800	Professional Fees	7,775.00	8,972.24	115.4%	The change in SLSF legal representation led to an increase in legal fees.
41300	Fundraising Restricted	13,799.00	11,566.22	83.8%	Fewer attendees at the two restricted events led to lower event costs i.e., fewer meals served, fewer tee gifts purchased
42300	Fundraising Unrestricted	92,432.00	99,847.40	108.0%	The Arlington Classic Golf Outing brought in more golfers and more sponsorship than anticipated. That also increased the amount spent on food and sponsor gifts as well as a larger than budgeted amount given to the Rotary Club of Arlington Heights as their share of the profits.
	<b>Subtotal</b>	<b>162,949.62</b>	<b>167,880.23</b>	<b>103.0%</b>	on target overall
<b>Grants Given</b>					
43100	NWSRA Lightning Athletes	25,000.00	25,000.00	100.0%	on target
43200	Accessible Vehicles	70,000.00	70,000.00	100.0%	on target
43300	Scholarships	81,000.00	70,841.50	87.5%	Fewer scholarships were requested in 2018.
43400	Inclusion/ADA Compliance	14,000.00	24,158.50	172.6%	Additional funding was needed for inclusion so the overage from scholarships was moved to this account
43500	General Program Support	144,000.00	144,279.99	100.2%	on target
43650	Capital Improvements	262,000.00	264,152.91	100.8%	on target
	<b>Subtotal</b>	<b>596,000.00</b>	<b>598,432.90</b>	<b>100.4%</b>	on target
	<b>Total Expense</b>	<b>758,949.62</b>	<b>766,313.13</b>	<b>101.0%</b>	on target
	<b>Net Total</b>	<b>2,779.88</b>	<b>121,747.39</b>	<b>4379.6%</b>	The \$100,000 investment transfer was not used in 2018, but will be deferred for use in 2019. The grant money and donations received in 2018 that was restricted for the Mount Prospect Snoezelen room was also deferred for use in 2019. Monies from the Impact Auction will be used in 2019 to purchase items for the NWSRA programming space to be built in the Wheeling Park District.

# VIII. Warrants

[Back to Home](#)

**Special Leisure Services Foundation****Warrant #11****November 30, 2018**

<b>Num</b>	<b>Name</b>	<b>Account</b>	<b>Amount</b>
25220	Mt. Prospect Park District	<b>10300 · VB&amp;T Checking</b>	<b>-2,605.00</b>
		43650 · Capital Improvements	2,605.00
			<u>2,605.00</u>
25221	NWSRA	<b>10300 · VB&amp;T Checking</b>	<b>-103,218.56</b>
		43100 · NWSRA Lightning Athletes	8,788.56
		43300 · Scholarships	50,612.31
		43400 · Inclusion (ADA Compliance)	4,000.00
		43500 · General Program Support	39,817.69
			<u>103,218.56</u>
25222	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-369.55</b>
		43650 · Capital Improvements	258.11
		40600 · Public Education/Information	111.44
			<u>369.55</u>
25223	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-590.69</b>
		42350 · Prizes	331.87
		40600 · Public Education/Information	31.21
		40600 · Public Education/Information	5.97
		42320 · Food	13.74
		42320 · Food	59.96
		42380 · Supplies	11.29
		42380 · Supplies	83.42
		42380 · Supplies	22.47
		42380 · Supplies	6.74
		40600 · Public Education/Information	2.25
		42380 · Supplies	16.33
		40600 · Public Education/Information	5.44
			<u>590.69</u>
25224	BMO Harris Bank Mastercard	<b>10300 · VB&amp;T Checking</b>	<b>-860.25</b>
		42320 · Food	30.38
		42320 · Food	302.42
		40250 · Credit Card fees	63.80
		40600 · Public Education/Information	36.10
		42380 · Supplies	291.61
		40200 · Office Expense	135.94
			<u>860.25</u>
25225	Mt. Prospect Park District	<b>10300 · VB&amp;T Checking</b>	<b>-42,687.30</b>
		43650 · Capital Improvements	42,687.30
			<u>42,687.30</u>
25226	Robbins Schwartz	<b>10300 · VB&amp;T Checking</b>	<b>-230.00</b>
		40800 · Professional Fees	230.00
			<u>230.00</u>
25227	Rotary Club of Arlington Heights	<b>10300 · VB&amp;T Checking</b>	<b>-15,133.99</b>
		42340 · Recognition	15,133.99
			<u>15,133.99</u>
25228	Michael Montoya	<b>10300 · VB&amp;T Checking</b>	<b>-400.00</b>
		42380 · Supplies	400.00
			<u>400.00</u>
25229	Cash/Nanette Sowa	<b>10300 · VB&amp;T Checking</b>	<b>-2,120.00</b>

**Special Leisure Services Foundation****Warrant #11****November 30, 2018**

<b>Num</b>	<b>Name</b>	<b>Account</b>	<b>Amount</b>
		10400 · Cash Banks	2,120.00
			<u>2,120.00</u>
25230	Adela Skowronski	10300 · VB&T Checking	-75.00
		42380 · Supplies	75.00
			<u>75.00</u>
25231	Allison Vickers	10300 · VB&T Checking	-75.00
		42380 · Supplies	75.00
			<u>75.00</u>
25232	Mia Connery	10300 · VB&T Checking	-75.00
		42380 · Supplies	75.00
			<u>75.00</u>
25233	Amy Charlesworth	10300 · VB&T Checking	-3,000.00
		42350 · Prizes	3,000.00
			<u>3,000.00</u>
25234	Jonathan Arthur	10300 · VB&T Checking	-1,500.00
		42350 · Prizes	1,500.00
			<u>1,500.00</u>
25235	James Anderson	10300 · VB&T Checking	-500.00
		42350 · Prizes	500.00
			<u>500.00</u>
25236	May Lily Floral Design	10300 · VB&T Checking	-105.85
		42380 · Supplies	105.85
			<u>105.85</u>
25237	Arlington Hts MC LLC Gen Acct	10300 · VB&T Checking	-200.00
		32330 · Hole Sponsors	200.00
			<u>200.00</u>
25238	John S. Swift Company, Inc.	10300 · VB&T Checking	-656.00
		42370 · Printing	656.00
			<u>656.00</u>
25239	Laurel Katz	10300 · VB&T Checking	-26.97
		41375 · Lightning Athletes Booster Club	26.97
			<u>26.97</u>
25240	Rotary Club of Buffalo Grove	10300 · VB&T Checking	-100.00
		40400 · Professional Memberships	100.00
			<u>100.00</u>
25241	Rotary Club of Schaumburg/H.E.	10300 · VB&T Checking	-90.00
		40600 · Public Education/Information	90.00
			<u>90.00</u>
25242	US Postal Service	10300 · VB&T Checking	-470.00
		40100 · Postage	470.00
			<u>470.00</u>
25243	Chevy Chase Country Club	10300 · VB&T Checking	-16,725.78
		42320 · Food	16,725.78
			<u>16,725.78</u>
25244	BMO Harris Bank Mastercard	10300 · VB&T Checking	-30.00
		40250 · Credit Card Fees	30.00
			<u>30.00</u>



**Special Leisure Services Foundation****Warrant #11****November 30, 2018**

<b>Num</b>	<b>Name</b>	<b>Account</b>	<b>Amount</b>
			30.00
<b>25245</b>	<b>BMO Harris Bank Mastercard</b>	<b>10300 - VB&amp;T Checking</b>	<b>-137.87</b>
		40400 - Professional Memberships	52.00
		42380 - Supplies	74.09
		40600 - Public Education/Information	3.06
		40600 - Public Education/Information	8.72
			<u>137.87</u>
<b>25246</b>	<b>BMO Harris Bank Mastercard</b>	<b>10300 - VB&amp;T Checking</b>	<b>-256.45</b>
		40600 - Public Education/Information	35.47
		43500 - General Program Support	99.99
		40600 - Public Education/Information	87.00
		40600 - Public Education/Information	21.00
		40600 - Public Education/Information	12.99
			<u>256.45</u>
<b>25247</b>	<b>Cash/Nanette Sowa</b>	<b>10300 - VB&amp;T Checking</b>	<b>-50.00</b>
		10400 - Cash Banks	50.00
			<u>50.00</u>
<b>25248</b>	<b>TPM Graphics, Inc.</b>	<b>10300 - VB&amp;T Checking</b>	<b>-3,245.00</b>
		40700 - Printing	3,245.00
			<u>3,245.00</u>
<b>25249</b>	<b>BMO Harris Bank Mastercard</b>	<b>10300 - VB&amp;T Checking</b>	<b>-262.65</b>
		40700 - Printing	230.00
		40250 - Credit Card fees	32.65
			<u>262.65</u>
<b>25250</b>	<b>BMO Harris Bank Mastercard</b>	<b>10300 - VB&amp;T Checking</b>	<b>-2,346.36</b>
		40600 - Public Education/Information	72.50
		40600 - Public Education/Information	32.46
		42380 - Supplies	59.86
		42380 - Supplies	19.49
		40600 - Public Education/Information	20.70
		42380 - Supplies	13.80
		42380 - Supplies	1,839.50
		40600 - Public Education/Information	269.13
		40200 - Office Expense	8.10
		40200 - Office Expense	10.82
			<u>2,346.36</u>
<b>Total for Warrant #11</b>			<b>198,143.27</b>

Motion to approve Warrant #11 in the amount of \$ 198,143.27  
Covering check numbers 25220 to 25250 from Village Bank & Trust

**Special Leisure Services Foundation**  
**Warrant #12**  
**December 31, 2018**

Num	Name	Account	Amount
25251	Metropolis Ballroom	<b>10300 - VB&amp;T Checking</b>	<b>-4,960.00</b>
		40600 - Public Education/Information	5,460.00
		12200 - Event Deposits	-500.00
			<u>4,960.00</u>
25252	Metropolis Ballroom	<b>10300 - VB&amp;T Checking</b>	<b>-1,033.20</b>
		40600 - Public Education/Information	1,033.20
			<u>1,033.20</u>
25253	NWSRA	<b>10300 - VB&amp;T Checking</b>	<b>-127,377.25</b>
		43100 - NWSRA Lightning Athletes	13,380.44
		43200 - Accessible Vehicle Support	70,000.00
		43300 - Scholarships	11,226.19
		43400 - Inclusion (ADA Compliance)	15,658.50
		43500 - General Program Support	17,112.12
			<u>127,377.25</u>
25254	Rotary Club of Schaumburg/H.E.	<b>10300 - VB&amp;T Checking</b>	<b>-54.00</b>
		40600 - Public Education/Information	54.00
			<u>54.00</u>
25255	US Postal Service	<b>10300 - VB&amp;T Checking</b>	<b>-84.23</b>
		40100 - Postage	84.23
			<u>84.23</u>
25256	BMO Harris Bank Mastercard	<b>10300 - VB&amp;T Checking</b>	<b>-78.88</b>
		40250 - Credit Card fees	30.00
		40600 - Public Education/Information	48.88
			<u>78.88</u>
25257	BMO Harris Bank Mastercard	<b>10300 - VB&amp;T Checking</b>	<b>-875.00</b>
		40600 - Public Education/Information	875.00
			<u>875.00</u>
25258	BMO Harris Bank Mastercard	<b>10300 - VB&amp;T Checking</b>	<b>-72.55</b>
		40600 - Public Education/Information	39.56
		40600 - Public Education/Information	32.99
			<u>72.55</u>
25259	BMO Harris Bank Mastercard	<b>10300 - VB&amp;T Checking</b>	<b>-3,529.27</b>
		40600 - Public Education/Information	100.00
		40200 - Office Expense	45.81
		42380 - Supplies	54.00
		40200 - Office Expense	5.00
		40600 - Public Education/Information	93.50
		40600 - Public Education/Information	1,039.78
		40500 - Education/Training	1,485.00
		12200 - Event Deposits	250.00
		40600 - Public Education/Information	400.00
		40600 - Public Education/Information	12.24
		40600 - Public Education/Information	43.94
			<u>3,529.27</u>
25260	NWSRA	<b>10300 - VB&amp;T Checking</b>	<b>-704.07</b>
		40100 - Postage	704.07
			<u>704.07</u>
<b>Total for Warrant #12</b>			<b>138,768.45</b>

Motion to approve Warrant #12 in the amount of \$ 138,768.45  
Covering check number 25251 to 25260 from Village Bank & Trust

# **IX. Old Business**

[Return to Home](#)



## **Conflict of Interest Policy And Annual Statement**

**For Directors, Officers and  
Members of a Committee with  
Board Delegated Powers**

## **Article I – Purpose**

1. The purpose of this Board conflict of interest policy is to protect SLSF's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of SLSF or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify “independent” directors.

## **Article II – Definitions**

1. Interested person -- Any director, officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which SLSF has a transaction or arrangement,
  - b. A compensation arrangement with SLSF or with any entity or individual with which SLSF has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SLSF is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

3. Independent Director -- A director shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form or, until such definition is available, the director –

- a. is not, and has not been for a period of at least three years, an employee of Northwest Special Recreation Association (NWSRA) or any entity in which SLSF has a financial interest;
- b. does not directly or indirectly have a significant business relationship with SLSF, which might affect independence in decision-making;
- c. is not employed as an executive of another corporation where any of SLSF's executive officers or employees serve on that corporation's compensation committee; and
- d. does not have an immediate family member who is an executive officer or employee of SLSF or NWSRA, or who holds a position that has a significant financial relationship with SLSF.

### Article III – Procedures

1. Duty to Disclose -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
2. Recusal of Self – Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. Determining Whether a Conflict of Interest Exists -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.
4. Procedures for Addressing the Conflict of Interest
  - a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the Board or Executive Committee shall determine whether SLSF can obtain with reasonable efforts a more advantageous transaction

or arrangement from a person or entity that would not give rise to a conflict of interest.

- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in SLSF's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

#### 5. Violations of the Conflicts of Interest Policy

- a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

### **Article IV – Records of Proceedings**

The minutes of the Board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Article V – Compensation**

- 1. A voting member of the Board who receives compensation, directly or indirectly, from SLSF for services is precluded from voting on matters pertaining to that member's compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SLSF for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from SLSF, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI – Annual Statements**

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
  - a. Has received a copy of the conflict of interest policy,
  - b. Has read and understands the policy,
  - c. Has agreed to comply with the policy, and
  - d. Understands SLSF is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.
3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
4. The Executive Committee shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

## **Article VII – Periodic Reviews**

To ensure SLSF operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.



- b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to SLSF's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

### **Article VIII – Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, SLSF may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Director and Officer  
Annual Conflict of Interest Statement

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Position:

Are you a voting Director? Yes No

Are you an Officer? Yes No

If you are an Officer, which Officer position do you hold:

\_\_\_\_\_.

3. I affirm the following:

I have received a copy of the SLSF Conflict of Interest Policy. \_\_\_\_\_ (initial)

I have read and understand the policy. \_\_\_\_\_ (initial)

I agree to comply with the policy. \_\_\_\_\_ (initial)

I understand that SLSF is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. \_\_\_\_\_ (initial)

4. Disclosures:

a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with SLSF? Yes No

i. If yes, please describe it: \_\_\_\_\_

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with SLSF? Yes No

i. If yes, please describe it, including when (approximately):

\_\_\_\_\_

ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes No

5. Are you an independent director, as defined in the Conflict of Interest policy? Yes No

a. If you are not independent, why? \_\_\_\_\_

Signature of Director \_\_\_\_\_ Date: \_\_\_\_\_

Date of Review by Executive Committee: \_\_\_\_\_

# **X. New Business**

[Back to Home](#)

**SPECIAL LEISURE SERVICES FOUNDATION**  
**2018 BOARD TERMS**

January 22, 2019

**TERMS**

**2017-2019**

Jim Houser –Chair  
Terri Oates  
Tom Perkins  
Mike Clark

**2018-2020**

Carl Arthur – Past Chair  
Tom Campone  
Dennis Hanson  
Brian Rubin  
Vicki Carney  
Jonathan Salk  
Tony LaFrenere

**2019-2021**

Kathy Nowicki –  
Vice Chair  
Anthony Gattuso  
Al Crook  
Diane Hilgers  
Agnes Laton  
Amy Charlesworth

<b><u>Executive Committee</u></b>	<b><u>Investment Committee</u></b>
Jim Houser – Chair	Jim Houser – Chair
Kathy Nowicki – Vice Chair	Kathy Nowicki – Vice Chair
Carl Arthur – Past Chair	Carl Arthur – Past Chair
Tracey Crawford – President	Tracey Crawford – President
Amy Charlesworth – Secretary and Organizational Treasurer	Vicki Carney
	Anthony Gattuso
	Agnes Laton

**To:** SLSF Foundation Board  
**From:** Tracey Crawford, Executive Director  
**Re:** Appointment of Legal Council  
**Date:** January 22, 2019

---

**Motion:**

A motion to approve:

Legal Council appointments:

- A. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Heidi Katz

**RESOLUTION R2019-5**

**APPOINTMENT OF NORTHWEST SPECIAL RECREATION ASSOCIATION  
REPRESENTATIVE AND PRESIDENT OF THE SPECIAL LEISURE SERVICES  
FOUNDATION**

**WHEREAS**, the Association is committed to quality leisure services for the area's special residents, and,

**WHEREAS**, the Association recognizes the importance of involving the private sector in assisting in the delivery of public services, and,

**WHEREAS**, the Association believes it to be appropriate to make every effort to be fiscally responsible,

**NOW THEREFORE BE IT RESOLVED**, that the Board of Trustees appoint Tracey Crawford as their representative and the President of the Special Leisure Services Foundation and encourage her to work in cooperation with the private sector to assist in providing resources that will increase the availability of leisure services to the area's special populations. Upon roll being called the vote was as follows:

AYE:

NAY:

ABSENT:

Attest \_\_\_\_\_ Board of Trustees Secretary,  
Northwest Special Recreation Association

**Dated this 16<sup>th</sup> day of January, 2019**

To: SLSF Board of Directors

From: Tracey Crawford

Re: BF Edwards Reverse Notification Resolution R2019-6

Date: January 22, 2019

---

Motion:

A motion to approve the Benjamin F. Edwards Reverse Notification Resolution R2019-6 as presented.

RESOLUTION R2019-6  
BENJAMIN F. EDWARDS & CO.  
REVERSE NOTIFICATION

BE IT FURTHER RESOLVED, THAT, if for any reason the Special Leisure Services Foundation Board of Directors opt to withdraw funds from Benjamin F. Edwards & Co. account, there would first have to be a Board resolution indicating those instructions to Benjamin F. Edwards & Co. Benjamin F. Edwards & Co. shall then send a reverse notification to the home addresses of the President of the Foundation, the Chairman of the Foundation, the Treasurer of the Foundation, NWSRA Director, the NWSRA Chairman and the Organizational Treasurer of the Foundation. After such reverse notification, Benjamin F. Edwards & Co. will then process the request for withdrawal.

\_\_\_\_\_  
Jim Houser, Chairman

Date: January 22, 2019

\_\_\_\_\_  
Amy L. Charlesworth, Organizational Treasurer

Date: January 22, 2019

---

President of the Foundation Tracey Crawford 743 Cameron Drive Antioch, IL 60002	Director of NWSRA Tracey Crawford 743 Cameron Drive Antioch, IL 60002
Chair of the Foundation Jim Houser 415 Bernadette Lane Batavia, IL 60510	Chairman of NWSRA Jay Morgan 2222 Shetland Road Inverness, IL 60010
Vice Chair of the Foundation Kathy Nowicki 56 Cantal Ct Wheeling, IL 60090	Organizational Treasurer of the Foundation Amy L. Charlesworth 3 Stoneridge Road Rolling Meadows, IL 60008



To: SLSF Board of Directors  
From: Tracey Crawford  
Re: Village Bank and Trust R2019-7  
Date: January 22, 2019

---

Motion:

A motion to approve the Village Bank and Trust Resolution dated January 22, 2019, as indicated below.

Village Bank and Trust R2019-7 approving two signature checks up to \$5,000 to be signed by Tracey Crawford, Director and/or Amy Charlesworth, Organizational Treasurer and Trisha Breitlow, Nanette Sowa or Brian Selders, Superintendents; and those checks over \$5,000 to be signed by Tracey Crawford, Director, and/or Amy Charlesworth, Organizational Treasurer and one of the following persons; the Chairman or Vice Chairman.

**Special Leisure Services Foundation**  
**Warrant #1**  
**January 22, 2019**

Num	Name	Account	Amount
25261	Rotary Club of Buffalo Grove	10300 · VB&T Checking	-188.00
		40400 · Professional Memberships	45.00
		40600 · Public Education/Information	143.00
			<u>188.00</u>
25262	TPM Graphics, Inc.	10300 · VB&T Checking	-1,313.00
		42370 · Printing	1,313.00
			<u>1,313.00</u>
25263	Chevy Chase Country Club	10300 · VB&T Checking	-2,000.00
		12200 · Event Deposits	2,000.00
			<u>2,000.00</u>
<b>Total for Warrant #1</b>			<b><u>3,501.00</u></b>

Motion to approve Warrant #1 in the amount of \$ 3,501.00  
Covering check numbers 25261 through 25263 from Village Bank & Trust

# **XI. Information/ Action Items**

[Back to Home](#)



# **FY 2019**

# **Proposed Budget**

**Proposed SLSF 2019 Budget**

Account Number	Name of Account	FY 2018	PYE 2018	Proposed FY 2019	FY 2019 - Proposed FY 2018	% Change FY 2018 - Proposed FY 2019
<b>Income</b>						
31110	Interest Income	\$ -	\$ 14.46	\$ -	\$ -	#DIV/0!
31200	Grants Received	\$ 80,350.00	\$ 89,927.33	\$ 268,000.00	\$ 187,650.00	233.54%
31300	Restricted Fundraising	\$ 58,434.00	\$ 56,854.00	\$ 55,640.00	\$ (2,794.00)	-4.78%
31400	Restricted Donations	\$ 1,950.00	\$ 3,891.62	\$ 13,266.12	\$ 11,316.12	580.31%
32300	Unrestricted Fundraising	\$ 249,995.50	\$ 267,967.95	\$ 257,920.00	\$ 7,924.50	3.17%
32400	Unrestricted Donations	\$ 50,000.00	\$ 130,997.73	\$ 80,100.00	\$ 30,100.00	60.20%
32500	NWSRA Workshops	\$ -	\$ 410.00	\$ -	\$ -	#DIV/0!
	<b>Total</b>	<b>\$ 440,729.50</b>	<b>\$ 550,063.09</b>	<b>\$ 674,926.12</b>	<b>\$ 234,196.62</b>	<b>53.14%</b>
<b>Expense</b>						
40100	Postage	\$ 6,000.00	\$ 4,971.92	\$ 5,500.00	\$ (500.00)	-8.33%
40200	Office Expense	\$ 2,500.00	\$ 1,512.97	\$ 1,500.00	\$ (1,000.00)	-40.00%
40250	Credit Card Fees	\$ 4,598.62	\$ 5,732.50	\$ 6,019.12	\$ 1,420.50	30.89%
40300	Newsletter Printing	\$ -	\$ -	\$ -	\$ -	#DIV/0!
40400	Professional Memberships	\$ 4,300.00	\$ 5,037.55	\$ 4,250.00	\$ (50.00)	-1.16%
40500	Education/Training	\$ 1,845.00	\$ 3,807.00	\$ 1,250.00	\$ (595.00)	-32.25%
40600	Public Education/Information	\$ 20,000.00	\$ 17,454.68	\$ 20,000.00	\$ -	0.00%
40700	Printing	\$ 9,700.00	\$ 10,505.75	\$ 9,000.00	\$ (700.00)	-7.22%
40800	Professional Fees	\$ 7,775.00	\$ 8,742.24	\$ 5,775.00	\$ (2,000.00)	-25.72%
41300	Restricted Fundraising	\$ 13,799.00	\$ 9,943.19	\$ 12,245.00	\$ (1,554.00)	-11.26%
42300	Unrestricted Fundraising	\$ 92,432.00	\$ 82,555.70	\$ 98,767.50	\$ 6,335.50	6.85%
	<b>Administration</b>	<b>\$ 162,949.62</b>	<b>\$ 150,263.50</b>	<b>\$ 164,306.62</b>	<b>\$ 1,357.00</b>	<b>0.83%</b>
	<b>Grants Given:</b>					
43100	NWSRA Lightning Athletes	\$ 25,000.00	\$ 25,000.00	\$ 30,000.00	\$ 5,000.00	20.00%
43200	Accessible Vehicle Support	\$ 70,000.00	\$ 70,000.00	\$ 70,000.00	\$ -	0.00%
43300	Scholarships	\$ 81,000.00	\$ 81,000.00	\$ 86,000.00	\$ 5,000.00	6.17%
43400	Inclusion	\$ 14,000.00	\$ 14,000.00	\$ 19,000.00	\$ 5,000.00	35.71%
43500	General Program Support	\$ 144,000.00	\$ 144,000.00	\$ 145,000.00	\$ 1,000.00	0.69%
43700	RMCC Lease	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>Total SLSF Grant to NWSRA</b>	<b>\$ 334,000.00</b>	<b>\$ 334,000.00</b>	<b>\$ 350,000.00</b>	<b>\$ 16,000.00</b>	<b>4.79%</b>
43650	Capital Improvements					
	ADA Improvements	\$ 262,000.00	\$ 264,152.91	\$ 191,766.09	\$ (70,233.91)	0.00%
	Roof Project	\$ -	\$ -	\$ -	\$ -	0.00%
	Kitchen Project	\$ -	\$ -	\$ -	\$ -	0.00%
	<b>Total Grants</b>	<b>\$ 596,000.00</b>	<b>\$ 598,152.91</b>	<b>\$ 541,766.09</b>	<b>\$ (54,233.91)</b>	<b>-9.10%</b>
	<b>Total Expenses</b>	<b>\$ 758,949.62</b>	<b>\$ 748,416.41</b>	<b>\$ 706,072.71</b>	<b>\$ (52,876.91)</b>	<b>-6.97%</b>
	<b>NET TOTAL</b>	<b>\$ (318,220.12)</b>	<b>\$ (198,353.32)</b>	<b>\$ (31,146.59)</b>	<b>\$ (287,073.53)</b>	<b>90.21%</b>
33700	Investment Transfer	\$ 100,000.00	\$ 100,000.00	\$ -	\$ (100,000.00)	-100.00%
31205	Grant Reserves	\$ 221,000.00	\$ 221,000.00	\$ 32,499.97	\$ (188,500.03)	0.00%
	<b>BALANCE</b>	<b>\$ 2,779.88</b>	<b>\$ 122,646.68</b>	<b>\$ 1,353.38</b>	<b>\$ (1,426.50)</b>	<b>-51.32%</b>

\*\*\*Will have \$100,000 available from reserves to accommodate cost overruns if needed.

## **2019 Goals**

### **I. Major Gifts Program**

- a. Continue to establish a pipeline of research on both new and prospective major donors to prepare for donor meetings.
  - i. Continue to build and update a database designed to store info on donors with whom SLSF will seek to carry out donor meetings.
  - ii. Continue to carry out research on current and prospective donors from the SLSF database
    - 1. Continue Event Top 10 but change to Event Top 20, (10 donors from 2018 and 10 new donors from 2019)
  - iii. Continue to research new major donor prospects who would be attracted to supporting SLSF because of its mission
- b. Continue to build out an infrastructure for a successful major donor meeting program
  - i. Continue to solicit Kevin's Club to donors. Use the American Philanthropic letter template to fit Kevin's friends and donors who would be interested in joining Kevin's Club. SLSF will also send this letter to lapsed SLSF donors.
- c. Continue to secure meetings with current and prospective major donors
  - i. Plan at least one meeting per month
- d. Superintendent of Development and SLSF Board Member will continue to make personal thank you phone calls to donors over \$500 on a monthly basis.
  - i. Each month the SOD will pull a list of donations and divide into \$500-\$999 and \$1000+ donors and email list to Board member by second week of the following month
  - ii. Phone calls will be made within that same week

### **II. Foundation Program**

- a. Continue to maintain good relationships with existing foundation funders
- b. Solicit grants for capital projects
- c. Continue to approach new foundations
  - i. Submit 3 new grants to new foundations
  - ii. Reach out to the agencies and associations provided from the legislative breakfast for funding opportunities.

### **III. Direct Mail**

- a. Continue to reform current appeal program
  - i. January 2019 postcard to include the SLSF link for website "Thank You for Our 2018 Success!" Highlight major projects that happened in 2018.
  - ii. Spring Appeal will be a postcard for Day Camp Scholarships. One page, slick, colorful, quick read and grabs your attention
  - iii. After Summer Camp/Summer Appeal postcard "Thank You for Summer Camp!" Include a cute photo, SLSF website.
- b. Follow Up
  - i. Continue to send thank you letters/postcards to donors.

- c. Experiment with prospect mailings
  - i. SLSF will tweak the long A.P. letter to send to targeted donors
  - ii. SLSF will use Director Ferraro's list of new donors from the Mount Prospect area to solicit sponsors and/or prizes.
- d. Continue to keep an organized system of mailing evaluations and record keeping

#### **IV. Planned Giving**

- a. Create planned giving collateral material.
- b. Solicit planned giving to SLSF donors and board members
- c. Continue to include information about planned giving 3 times a year in the newsletter and board report.
- d. Add to the SLSF email signature *"What's your Legacy?" Consider a planned gift. Contact Nanette Sowa to discuss what you can do.*
- e. Continue education to SLSF donors, board members and staff about planned giving

#### **V. Board Development**

- a. SLSF will identify specific duties to board members
  - i. Jonathan Salk helps make thank you calls to donors. Refer to Board Member table 2018.
  - ii. Seek input at Board Member one on one meetings as to activities that interest each Board Member and find ways to get them involved
  - iii. Utilizing their strengths and gearing them toward actions that are necessary to help SLSF become more successful
- b. Adding a board member report section to the SLSF Board meeting
  - i. Allowing board members to talk about what they are doing to help SLSF become successful. This will not be mandatory but will be encouraged for each board member to update the other board members and it is hoped will lead to additional board engagement



*We exist to support and promote outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association.*

**Special Leisure Service Foundation  
Board Meeting Schedule - Calendar Year 2019**

**Special Leisure Services Foundation**

January 22, 2019      Annual Meeting (Third or Fourth Tuesday due to  
the IPRA Conference)

May 21, 2019          (Third Tuesday)

October 15, 2019      (Third Tuesday)

December 11, 2019    Holiday Luncheon (Second Wednesday)

**NOTE: All meetings will begin at 3:30 p.m.**, at Park Central, 3000 Central Road, Rolling Meadows, unless otherwise indicated.

\*\*\*\*\*

Anyone who plans to attend a meeting, and who requires a special accommodation due to a disability, should contact NWSRA 48 hours in advance of the meeting.

**Mission Statement**

We exist to support and promote outstanding  
opportunities through recreation for children and adults with disabilities  
in cooperation with the Northwest Special Recreation Association





## **SLSF** **CALENDAR OF EVENTS 2019**

DATE	EVENT
<b>Sun, Feb. 24</b>	Gold Medal Fashion Show
<b>Wed, May 15</b>	Buffalo Grove Golf Classic
<b>Thu, Jun. 6</b>	Palatine Hills Golf Classic
<b>Wed, Aug. 14</b>	Moretti's/NWSRA Golf Classic In Memory of Kevin T. Kendrigan
<b>Thu, Sept. 12</b>	Arlington Classic Golf Outing
<b>Wed, Sept. 18</b>	Women's Golf Outing
<b>TBD</b>	Terrazzo & Marble Supply Companies Golf Outing
<b>Fri, Nov. 8</b>	Celebrate Ability Gala



### **What is SLSF?**

Special Leisure Services Foundation (SLSF), a 501 (c) (3) non-profit foundation, is the fundraising arm of Northwest Special Recreation Association.

### **Mission Statement**

We exist to support and promote outstanding opportunities through recreation for children and adults with disabilities in corporation with Northwest Special Recreation Association.

### **Foundation Dollars Provide:**

- Transportation
- Programs
- Inclusion
- Scholarships
- Athletics

### **Get Involved!**

To learn more about donating, sponsoring or volunteering, please visit [www.slsf.me](http://www.slsf.me) or contact Nanette Sowa at [nsowa@slsf.me](mailto:nsowa@slsf.me) or (847)392-2848.

# TERRAZZO & MARBLE SUPPLY COMPANIES GOLF OUTING



## Title Sponsors:

**TERRAZZO & MARBLE**  
SUPPLY COMPANIES



**Antolini**  
ITALY

## Food Sponsors:



**COLORADO DESIGN INC.**  
Tile & Terrazzo • Tile, Stone, Granite & Terrazzo



**DAVID ALLEN COMPANY**

## Beverage Sponsors:



**MUELLER**



## HOLE SPONSORS:

Ashley Distribution Services  
Atlas Toyota Material Handling  
Corradini Corporation  
Creative Edge Master Shop  
Dengeos On Dundee, Inc.  
Larsen Packaging Products, Inc.  
Northgate Management Team  
Red River Transportation, Inc.  
Steven Murray  
Upper Canada Minerals, Inc.

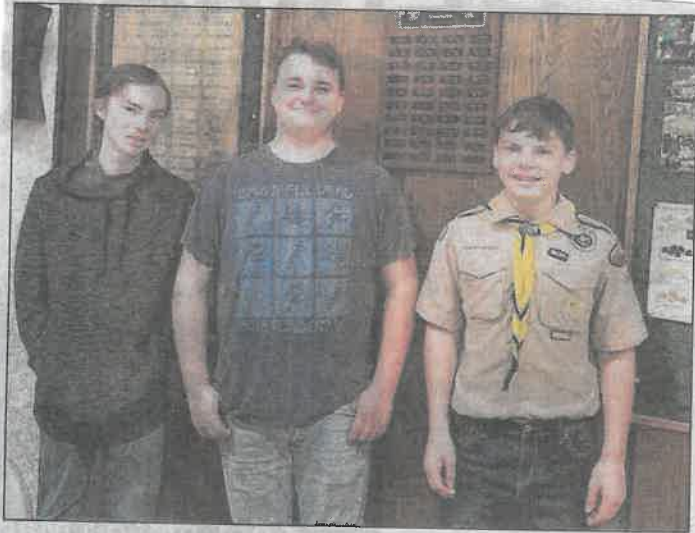
## TEE GIFT SPONSOR:

Blue Sky Marketing Group

*Thank you  
sponsors!*

*Daily Herald  
Section 5  
Page 3  
October 12, 2018*

Special Leisure Services Foundation is dedicated to supporting and promoting outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association. Call 847-392-2848 or visit us at [www.slsf.me](http://www.slsf.me).



COURTESY OF DEBRA WALUSIAK

**Members of Boy Scout Troop 6 will host an "all you can eat" pancake and sausage breakfast from 8 a.m. to noon on Sunday, Nov. 4, at First Congregational UCC of Des Plaines. The breakfast will be held in Webster Hall at the church, 766 Graceland Ave. Cost is \$6 for dine-in and \$5 for carryout. Tickets are available in advance from a scout troop member or at the door. Raffle tickets also will be sold at \$1 each or six for \$5. For information, contact Victor Kelly at [vickelly@comcast.net](mailto:vickelly@comcast.net). Pictured, from left, are Troop 6 members Connor Thomas, AJ Almerigi and Zachary Yost.**

RAH in their mission of support to students within District 211 facing homelessness through providing housing assistance, utility payments or school athletic and activity fee payments. Tickets \$50 through Oct. 31. Beginning Nov. 1, tickets cost \$60. Visit [www.d211foundation.org/rah-realtors-against-homelessness1](http://www.d211foundation.org/rah-realtors-against-homelessness1)

**Big Band Live Music:** 7 p.m. on the first Thursday of the month, Garden Terrace, 1000 Wellington Ave., Elk Grove Village. Listen to Switch Time Jazz group perform fun, upbeat jazz and move to the music on the dance floor. Delicious treats served. \$5 residents; \$7 nonresidents. Proceeds benefit the Sheila Ray Adult Center. For information, (847) 364-7224 or [www.elk-grove-parks.org](http://www.elk-grove-parks.org).

[groveparks.org](http://groveparks.org).

**Celebrate Ability Gala:** 6:30-10:30 p.m. Friday, Nov. 2, Chevy Chase Country Club, 1000 N. Milwaukee Ave., Wheeling. Highlighting the individual accomplishments of thousands of children and adults with disabilities, the Special Leisure Services Foundation's Celebrate Ability Gala will generate much needed funds to provide recreational opportunities through NWSRA. \$125. For information and tickets, visit <https://e.givesmart.com/events/7yC>.

**Rockin' Shoppin' In The C.I.T.Y.:** 7:30-9:30 p.m. Friday, Nov. 2, We Rock The Spectrum Kids Gym, 553 E. Dundee Road, Palatine. Holiday shopping event features 20 plus

Daily Herald  
10/31/18  
Section 5  
Page 2



TUESDAY, NOVEMBER 13, 2018

DAILY HERALD SECTION 5: PAGE 3

## Sensory rooms help special-needs clients relieve stress

Submitted by Brian Siders

As the diagnoses of autism, individuals with multiple disabilities and an ever-aging population continues to rise, the need for sensory integration therapy and sensory integration therapy has become vital.

In 2016, Northwest Special Recreation Association, located in Rolling Meadows, opened the Snoezelen Sensory Room. Through technology and innovative design, the Snoezelen room is a controlled, multisensory environment that helps to create a therapeutic alliance between the client and Certified Therapeutic Recreation Specialist (CTRS), as well as a safe place to develop life skills.

Northwest Special Recreation Association's vision is to provide meaningful, therapeutic and productive play in the Snoezelen Sensory Room through therapy sessions.

The goals of the sensory therapy are individualized and change from client to client. Each sensory therapy session is unique to each client's needs. Certified Therapeutic Recreation Specialists work to create a balanced sensory life through goals related to:

- Physical improvement: Fine and gross motor
- Cognitive improvement: Problem solving and decision making
- Emotional improvement: Cooperation/collaboration and increased confidence
- Affective improvement: Regulation of feelings and emotional expression
- Social improvement: Verbal and nonverbal communication
- Linguistic improvement: Unlearning derogatory and aggressive language

COURTESY OF KARYN EMERALDA  
A client explores the Northwest Special Recreation Association's Snoezelen Sensory Room.

The Snoezelen Sensory Room is designed to deliver stimuli to various senses and is used to provide multisensory or single sensory focus. Through allowing an individual to participate at their own pace in a safe environment, the Certified Therapeutic Recreation Specialist will help maximize the individual's potential to focus, feel in control, make choices and reduce pain and anxiety, both mentally and physically.

The clients Northwest Special Recreation Association serves rarely if ever, are able to experience the world with all their senses. Issues, anxiety, pain and other barriers create obstacles to the enjoyment of life. Once inside the Snoezelen Sensory Room, these obstacles and barriers are removed so the individual can begin to learn how to process sensory input. Building and utilizing this room makes a world of difference to their lives.

To address the need for increased sensory integration options, Northwest Special Recreation Association staff connected with professionals on local, state, national and international levels to find what was currently being done to address sensory integration and identify innovative solutions.

A small research study carried out in Brussels, Belgium, compared the behavior of young adult clients with profound autism in both classroom and Snoezelen settings. Through individual results

varied, the study claimed a 50 percent reduction in distress and stereotypical behavior, and seventy-five percent less aggression and self-injury in the Snoezelen environment.

Northwest Special Recreation Association identified Flaghouse, Inc., as a partner capable of implementing the Snoezelen sensory environment. Northwest Special Recreation Association staff worked closely with Flaghouse, Inc., to choose the appropriate sensory equipment that would provide the widest range of sensory integration options for therapists and their clients within the room.

Upon the completion of the project, Northwest Special Recreation Association implemented one of the first

Snoezelen certified sensory rooms for a special recreation association or park district in the state of Illinois. Through the use of the Northwest Special Recreation Association's Snoezelen Room, certified staff provide Sensory Therapy Program.

This is an innovative approach toward providing clients the unique tools needed to enhance and unlock their own abilities. Snoezelen therapy relates to the interdependence of both the space (the physical environment) and the "client-centered" approach of the therapist (the human connection).

With the specially designed sensory environment, together with the input of the CTRS, changes can be initiated within individuals that experience sensory overload or sensory deprivation by helping to reduce anxiety/pain (both physical and emotional), increase opportunities for focus and attention and modulate sensory-related behaviors.

Snoezelen Sensory Therapy has been an overwhelming success for the community. One client experiences frequent small seizures that recur throughout the day. The small seizures often cause her to "zone out."

When she is in the sensory room, staff has observed far less seizure activity and her ability to stay engaged has improved with use of the room.

A young adult with autism

uses the Snoezelen Sensory Room daily for the last 20 minutes of his Adult Day Program. The room helps ease his transition from the day program to home, bringing his sensory level back to a manageable level.

• Snoezelen Your Mean at a special recreation association. Visit [www.snoezelen.org](http://www.snoezelen.org)

At times you may find him wrapped among bubble tubes, paying close attention to the vibrations from the bubbles, or draped in fiber optics, feeling the pressure from the fiber optics tug him.

Last year, he became extremely ill and was in the hospital for months. Staff was able to send a video of the bubble tubes and the Snoezelen Sensory Room to him and his mom. His mom said it was the first smile she saw in weeks while he was in the hospital. He was so weak from being sick, but he would watch the video of the bubble tubes/"his" sensory room over and over.

In terms of sustainability, Snoezelen Sensory Therapy sessions cover any ongoing maintenance of the room, as well as staff costs through registration fees. Due to the enormous popularity of the Snoezelen Sensory Room within the community, the need for additional Snoezelen Rooms has become evident.

To accommodate this expansion, NWSRA has worked closely with its fundraising arm, SLSE, to continue to engage donors, sponsors, foundations and other community partners to continue to build additional Snoezelen Sensory Rooms throughout its service area.

Due to the success of fundraising efforts, NWSRA opened its second Snoezelen Room in Hanover Park in October, and looks forward to opening the third in Mount Prospect in 2019.

To learn more about the NWSRA Snoezelen Sensory Rooms, visit [www.snoezelen.org](http://www.snoezelen.org)

# Students with disabilities get more after-school options

Illustrated by Brian Solberg

For working families of students with disabilities throughout the Northwest suburbs, one of the largest barriers to full-time employment can be the limited access to appropriate after-school programs for their loved ones.

To increase access for these families, two of the largest service providers for individuals with disabilities in the area, Clearbrook and Northwest Special Recreation Association, will expand the existing STAR Academy After-Care Program in Mount Prospect.

This will be the third location for the program, which provides after-care throughout the school year and the summer months for children and teens with disabilities. The current program resides in Rolling Meadows and Hanover Park. The program in Mount Prospect will open on Monday Jan. 7, 2018.

Through the collaboration, a state-certified staff lead a variety of educational, social and recreational activities after school, or day camp in the summer, for students with disabilities throughout the Northwest suburbs.

The program is overseen by a certified therapeutic recreation specialist and extended park and recreation

needs of these students. STAR Academy focuses on these core elements: Recreation and Leisure, Health and Wellness and Social Skills. The program focuses on developing gross and fine motor skills, experiencing cultural arts, dance, drama and music, as well as participating in passive and active recreation.

The Health and Wellness component focuses on developing skills to enhance a healthy lifestyle, improving one's physical health, self-respect and self-image. Finally, the Social Skills component focuses on expanding communication skills, enhancing interaction with peers and developing interpersonal skills.

Many public school districts in Illinois are unable to provide after school services specifically for their students who participate in Special Education classes, leaving many families in desperate need of services with limited financial options. Through the collaboration between Clearbrook, Northwest Special Recreation Association and the local school districts, STAR Academy provides an innovative approach to after school programming.

The program will provide a certified therapeutic



COURTESY OF TRISA STARK

Students with disabilities from across the Northwest suburbs will now have access to affordable, safe after school programming through the STAR Academy.

"We are truly excited to partner with Clearbrook to address a growing need for affordable, accessible after school programming for students throughout the Northwest suburbs," Northwest Special Recreation Association Executive Director Tracy Crawford said.

To address the increased need for services needed for working families of students with disabilities, Clearbrook and Northwest Special Recreation Association partnered collaboratively to form the STAR Academy.

In order to serve the unique

schools are welcome to attend the STAR Academy but will need to arrange transportation to the program.

STAR Academy is located in Rolling Meadows and will be available to youth ages 7-14 years old. The Mount Prospect location will be available for teens and young adults ages 15-21. Mount Prospect location will be open to both youth, teens and young adults ages 7-21 years old. For more information on STAR Academy, visit www.staracademy.org or contact Trisa Stark at (847) 202-2848 ext. 227 or email trisa@staracademy.org.

## Now Playing

at a theater near you

**THE HATE U GIVE**  
**MURDERER** (PG-13) 1:01:45  
 (PG-13) 1:01:45  
 (PG-13) 1:01:45

**BOHEMIAN RHAPSODY**  
 (PG-13) 1:01:45  
 (PG-13) 1:01:45  
 (PG-13) 1:01:45

**St. Zachary School**

# From the community: Students with disabilities to receive increased access to after school programs



Students with disabilities from across the northwest suburbs will now have access to affordable, safe after school programming through the STAR Academy. (Posted by bselders, Community Contributor)

By **Community Contributor bselders**

NOVEMBER 13, 2018, 1:51 PM

**M**t. Prospect, IL: For working families of students with disabilities throughout the northwest suburbs, one of the largest barriers to full time employment can be the limited access to appropriate after school programs for their loved one. To increase access for these families, two of the largest service providers for individuals with disabilities in the area, Clearbrook and Northwest Special Recreation Association (NWSRA), will expand the existing STAR Academy After Care Program into Mt. Prospect. This will be the third location for the program, which provides after care throughout the school year and the summer months for children and teens with disabilities. The current program resides in Rolling Meadows and Hanover Park. The program in Mt. Prospect will open on Monday, January 7.

Through the collaboration, state-certified staff lead a variety of educational, social and recreational activities after school, or day camp in the summer, for students with disabilities throughout the northwest suburbs. The program is overseen by a Certified Therapeutic Recreation Specialist (CTRS) and Certified Park and Recreation Professional (CPRP). Clearbrook President Anthony Di Vittorio stated "STAR Academy helps to meet the growing needs of families impacted by intellectual and developmental disabilities. Clearbrook is proud to be working alongside NWSRA again to provide an innovative solution to an everyday challenge."

STAR stands for Students in Therapeutic Afterschool Recreation. The third location will provide services to 20 students with disabilities daily, five days a week, throughout the school year. "We are truly excited to partner with Clearbrook to address growing need for affordable, accessible after school programming for students throughout the northwest suburbs", NWSRA Executive Director Tracey Crawford stated. To address the increased need for services needed for working families of students with disabilities, Clearbrook and NWSRA partnered collaboratively to form the STAR Academy.

In order to serve the unique needs of these students, STAR Academy curriculum focuses on three core elements; Recreation & Leisure, Health & Wellness and Social Skills. The Recreation & Leisure component focuses on developing gross and fine motor skills, experiencing cultural arts, dance, drama and music, as well as participating in passive and active recreation. The Health & Wellness component focuses on developing skills to enhance a healthy lifestyle, improving one's physical health, self-respect and self-image. Finally, the Social Skills component focuses on expanding communication skills, enhancing interaction with peers and developing interpersonal skills.

Many public school districts in Illinois are unable to provide after school services specifically for their students who participate in Special Education classes, leaving many families in desperate need of services with limited financial options. Through the collaboration between Clearbrook, NWSRA and the local School Districts, STAR Academy provides an innovative approach to after school programming.

The program will provide a Certified Therapeutic Recreation Specialist (CTRS) and Direct Service Provider (DSP) staff who will oversee and implement a variety of educational, social and recreational activities daily. STAR Academy will run throughout the school year following the NSSEO school calendar, after school until 6:00 p.m., 5 days a week and will serve students of all ages. Transportation may be provided for students attending Miner School, Kirk School, Hersey High School, Palatine High School, Hoffman Estates High School, NSSEO, District 15, District 59 and District 54 schools on a case by case basis. Students that do not attend these schools are welcome to attend the STAR Academy but will need to arrange transportation to the program.

STAR Academy in Rolling Meadows will be available to youth ages 7-14 years old. The The Mt. Prospect location will be available for teens and young adults ages 15-21. Hanover Park location will be open to

both youth, teens and young adults ages 7-21 years old. For more information on STAR Academy, visit [www.nwsra.org/academy](http://www.nwsra.org/academy) or contact Liz Thomas at 847-392-2848, ext. 227 or e-mail [lizt@nwsra.org](mailto:lizt@nwsra.org).

#### About Clearbrook:

Based in Northern Illinois, Clearbrook was founded in 1955 and has since evolved into a recognized leader in the field of intellectual/developmental disabilities. Today, Clearbrook creates innovative opportunities for over 8,000 children and adults with intellectual/developmental disabilities including autism, Down syndrome, and cerebral palsy - as well as their families. Clearbrook provides personalized children's, adult day, employment, residential and clinical services at more than 50 locations throughout the Chicagoland-area. In addition, Clearbrook is the largest provider of home-based services in the state of Illinois. Clearbrook employs more than 900 people and proudly reports that 92 percent of every dollar raised goes directly into programs and services. For more information, please visit [www.clearbrook.org](http://www.clearbrook.org).

180 communities including metropolitan Chicago and provides services in more than 70 residential, program and support locations and is the largest provider of Home-Based Services in the state.

#### About NWSRA:

NWSRA has enriched the lives of children and adults with disabilities as a partnership of 17 northwest suburban Park Districts by providing outstanding recreational opportunities for over 40 years. NWSRA holds the distinction of Distinguished Accredited Agency from the Illinois Park and Recreation Association, and won the National Recreation and Park Association Excellence in Inclusion Award for national leadership in diversity and inclusion initiatives. If you are interested to learn more about NWSRA's programs and success stories, please visit our website: [www.nwsra.org](http://www.nwsra.org), or contact Brian Selders at 847-392-2848.

*This item was posted by a community contributor. To read more about community contributors, click [here](#).*

Copyright © 2018, Chicago Tribune



# Busse Woods Running Club Wins \$5,000 Competition to Donate to Local Charity

*The suburban running club was created in 2017 surrounding the values of commu*

By **Holly Petrovich** - November 20, 2018



This year, a local running organization is taking Thanksgiving and the spirit to a new level.

The Busse Woods Running Club [BWRC], based out of Schaumburg, has participated in the American Turkey Tradition Running Festival, earning \$5,000 to donate to a charity of their choice.

"I'm so incredibly proud of our running family and their constant commitment difference in our communities," says BWRC founder Jim Kowalski.

The first category BWRC won is the largest Turkey Team Competition. Or will represent BWRC at the Schaumburg Turkey Trot Half Marathon & 5k, with club at the same event in 2017. BWRC also won the most votes – all – in a Facebook poll for the Best Turkey Team Name competition. Both clubs received \$2,500 to the winner, bringing the club's total winnings to \$5,000.

BWRC has announced it will donate the money to the Northwest Special Olympics, an organization in Rolling Meadows that promotes recreation for children with disabilities.

While this is a huge accomplishment for BWRC, it's not the first time the club has been a community and charity. In fact, Kowalski and his wife, Amanda, built the club on inclusivity.

Jim and Amanda were both actively involved in the Chicago Area Runner's Association as site coordinators for the Schaumburg summer marathon training for several years. The couple noticed that come the end of fall marathon season, runners in the area had many options for group running, and they wanted to fill that void.

"There were a bunch of us who would run together beyond the 18-weeks training, so we got to the point where we decided to give ourselves an identity," Jim says.

One of the most appealing aspects of BWRC is it's free to join; Jim and Amanda reiterated the club as an all-inclusive outlet where people can feel welcome without having to worry about a membership fee.

This intrigued a lot of local runners, and as the club rapidly grew in size, they needed to become official. So, in January 2018, the Busse Woods Running Club became an official non-for-profit organization in Illinois. Runners still don't have to pay to participate, but they do have to acknowledge a waiver for insurance purposes.

"Today, we sit at 340 registered members," Jim announces. "We don't need more members, but we're always open to new people."

survive. Between fundraisers and donations, it's really easy, and worth it

After several months of both weekday and Saturday morning long runs, newer runners might be intimidated by the longer distances. So, they buy a program.

Fifty-four runners from 12 different communities met three times a week for the Salute 5K in May. Most of them were completely new runners, and were BWRC members volunteering and cheering on the finishers.

"It was one of the most rewarding experiences," Jim says. The program is a great opportunity for BWRC, always working towards the Salute 5K in Arlington for free.

"That's our opportunity to reach people who aren't serious about half marathons but who use running as a way for a healthy lifestyle," Jim adds. "We really have a strong presence in the community in many ways."

In just its first year alone, BWRC has definitely made an impact on the local community. This year, the club adopted the section of highway 72 that runs through Lincoln Park and hosted a Breast Cancer Walk and raised money for the Breast Cancer Research Center in October. And, in addition to winning the American Turkey Tradition Run in November, the club hosted a coat drive and will host a food drive to give back during the holidays.

"This time last year was when we really started growing, and now we're really starting to see what we can accomplish," Jim says. "We really just want to become a mainstay in the community and offer an option for people of all walks of life to come out, walk or run with us."

Now, as Jim and Amanda start looking towards their second full year in Evanston, they have plans. They want to start working with local community centers and coach strength and core classes for members, and there are talks of incorporating a 5K race. They also want to have an official BWRC race one day.

"We are very inclusive; we don't care what your pace is, we always have

"We are so passionate about what we have created, and we hope that it will come out to every runner and want people to know we care and want them to come back."  
"Our first full year was amazing, and we're looking forward to 2019!"

in   

**From:** Rolling Meadows Chamber of Commerce <[courtney@rmchamber.org](mailto:courtney@rmchamber.org)>

**Sent:** Tuesday, November 27, 2018 10:49 AM

**To:** Nanette Sowa <[nanettes@nwsra.org](mailto:nanettes@nwsra.org)>

**Subject:** Rolling Meadows Chamber Weekly Briefs - Bring your staff, coworkers, etc. to this FREE business networking event, and #GivingTuesday!

*[View this email in your browser](#)*



## **Rolling Meadows Chamber Weekly Briefs**

*Week of November 26th, 2018*

**#GivingTuesday!**

Today is #GivingTuesday! Please support some of our Chamber members below on this joyous occasion:



<https://tinyurl.com/y7veemy2>



**CLEARBROOK**

*Creating Opportunities for People with Disabilities*

<https://tinyurl.com/y7tkaz7x>



**RCL** Resources for  
Community Living

*To live independently is the greatest gift of all*

<https://tinyurl.com/yacekmrz>

**New Chamber Members!**

- A La Media Collections
- Advanced Physical Medicine & Therapy
- Advocate-Lutheran General Hospital
- Alexian Brothers Medical Center
- Angela Kwon Law Offices
- Arlington Cake Box Bakery
- Arlington Soft Animal Hospital
- Arlington Heights Memorial Library
- Arlington Heights School District 25
- Arlington Pediatric Therapy
- Arlington Prospekt Advice Group
- Athletics
- ATI Physical Therapy
- Arlington Dog House
- Bright Horizons
- Buffalo Grove Park District
- Buffalo Grove Police Department
- Bull Dog Air House
- California Pizza Kitchen
- Chicago Executive Flight School
- Chick-fil-A
- Church Creek
- Citizens Advocacy Center
- City of Des Plaines
- City of Rolling Meadows
- Clearbrook
- Office of Congressman Raju Kishorewarthi
- Countyline Tavern
- CS2 Design Group, LLC
- Daily Herald
- Danco Enterprises
- DESTAGO
- Diemarata
- Digital Design Corporation
- Community Consolidated School District 15
- Community Consolidated School District 21
- Community Consolidated School District 59
- Doggle Playhouse
- ECE Design
- Elk Grove Bowl
- Elk Grove Park District
- Emerald City Music Productions
- Funny Video
- Fantastic Smiles
- FE Moran
- Falconet USA
- Fitran, Ltd
- FireZone
- First Bank of Hinsdale
- Fitzone 18
- Flower Garden Daycare
- Fremont School District 70
- Fresh Thyme
- Futura Automotive
- GF Machine Solutions
- Glamour Salon
- Go Doggle Home Doggle
- Golden Corridor Advanced Manufacturing Partnership
- Graphis Alliance Inc
- Harper College
- Harvest Fresh
- Hospitality Technology
- Next Generation
- Hunter Baretta Consulting Group
- IKEA
- Nicole Bone and Joint Institute
- Nicole Department of Employment Security
- Impressive Smiles
- In2Great Pediatric Therapy
- Innovative Components, Inc.
- Invision & Company
- JC Restoration
- Jelly Cafe
- Jimenez Grocery Store
- Journal & Topics Newspaper
- JRS Marketing
- Kest Manufacturing
- Kenneth Young Center
- Kinsessence
- Kirk School
- Kranz Technology Solutions, Inc.
- Kroeschell, Inc.
- Law Office of Miriam Cooper & Associates, LLC
- Lewis Paper
- Living Green
- LocalMad
- Lou Mained's
- Lucky 13 Fasteners
- Lythman Home
- Manor Care Health Services
- March Animal Hospital
- Marketing Relevance
- Marlett Schaumburg
- Marabelli
- MB Financial Bank
- MCA of Chicago
- MET2Music
- Metropolis Performing Arts Center
- Mill Creek Systems, Inc
- Milano Salon
- Mount Prospect Chamber of Commerce
- Mount Prospect Fire Department
- Mount Prospect Park District
- Mount Prospect Public Works
- Mount Prospect School District 67
- National Louis University
- North Shore University Health Systems
- Northwest Community Hospital
- Northwest Compass
- Northwest Special Recreation Association
- Omni Youth Services
- Palestine Opportunity Center
- Palestine Township Republican Organization
- Parenti and Raffaelli
- Pepper Construction
- Performance Lighting, Inc
- Picket Fence Realty
- Polo Lake Early Learning Center
- Priester Aviation
- Prospekt Animal Hospital
- Prospekt Heights Park District
- Prospekt Heights Public Library
- Prospekt Heights School District 23
- River Trails Nature Center
- Riverside Medical Physical Therapy
- Riverwalk Dental
- River Trails School District 28
- Robert Bosch Tool Corporation
- Rolling Meadows Chamber of Commerce
- Rolling Meadows Courthouse
- Rolling Meadows Park District
- Rolling Meadows Police Department
- Rolling Meadows Public Library
- Ruth Helen Wolf Animal Hospital
- Schultze Precision Manufacturing
- State Farm Agency, Andy Meier
- State Farm Agency, Ernest Benisat
- State Farm Agency, Jennifer Bernidge
- Step Forward Therapy
- Tealy Catering
- Team Rehabilitation Physical Therapy
- The Consulting Engineers Group, Inc.
- The Dem
- Thrown Elements Pottery
- Times Two Technology
- TJ Mexx
- Technology & Manufacturing Association
- Transitional Care of Arlington Heights
- United Innovative Solutions
- United Pagine Coalition
- Vain Care Experts
- Village of Arlington Heights
- Village of Buffalo Grove
- Village of Mount Prospect
- Village of Schaumburg
- Walgreens
- Walz, Palmer & Dawson, LLC
- Weiss & Company LLP
- Wheeling Animal Hospital and Pet Resort
- Wheeling Park District
- Wheeling Police Department
- World Point
- Xumulus



*Thank you for helping our students discover their future.*

Daily Herald  
Section 5  
Page 2  
12/3/18



## women's club of inverness

By Eileen Kohne - Inverness Resident

Photography by Jackie Settiani and other source

# 2019 SPRING

# A Fashion

## SHOW THEME REVEAL!

Women's Club of Inverness (WCI) continues the tradition of serving and reinvesting in the community. At the December membership meeting, co-Chairs Fran Guziel and Liz McKay ceremoniously unveiled the spring 2019 fundraiser theme: **A Wee Bit of Fashion**. The Scottish themed fashion show luncheon benefit held Thursday, April 11, 2019, at Stonegate Banquet & Conference Centre, will reflect the heritage and history of WCI and Village of Inverness. Here's a "wee bit" more information to get you excited about plans underway:

ZZAZZ Productions will be producing this year's show prior to the luncheon so that guests can chat up the fashions over lunch. Will there be Tartan?

WCI legendary baskets will return with other chances to win cash or prizes certain to attract any lass!

Retail therapy abounds in the Vendor Boutique (9:30 am-3:00 pm) and look for the day's entertaining surprise. Could it be Loch Ness or a Scotland Unicorn?



L-R: October Make a Difference Speaker Cathy Splett, Inverness resident CIP Chair Sue Sadowski, October Make a Difference Speaker Nanette Sowa.

Tickets are \$80 for all this fun, fashion, feast (no Haggis for lunch!) and friendship. Reserve now for preferred seating by emailing [wci.event.information@gmail.com](mailto:wci.event.information@gmail.com). ("Yer aff yer heid"—if you miss this event!)

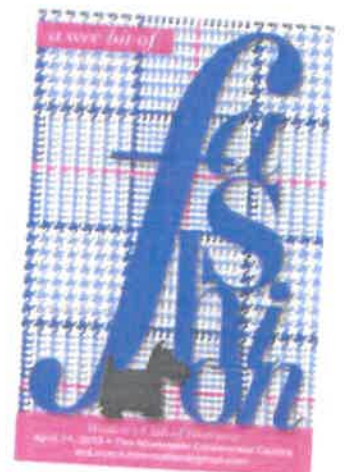
Simultaneously, the chair team launched the 2019 Program Book effort with increased color at same ad rates. For as little as \$75 (1/4 page) to \$1,000 (2-pages), a business or individual can reach over 400 women to promote business and support the WCI mission. It's a quick reference to identify local service providers.

WCI also completed a community-based project at the October meeting to support worldwide Make A Difference Day. CIP Chair Sue Sadowski selected Special Leisure Services Foundation, inspiring members to replenish the board games played by disabled children and adults through NWSRA (Northwest Suburban Special Recreation Association). The other continuing tradition at that meeting included member sign-up as Secret Santa to a number of needy Palatine Township families.

For more information about Women's Club of Inverness, please visit [www.womensclubofinverness.com](http://www.womensclubofinverness.com).



2019 Fashion Show Chairs: Standing, Inverness resident Liz McKay; sitting, Fran Guziel.



Do you or one of your neighbors volunteer for a special organization or charity? We would love to know more about it! Email us at [invernesslife@n2pub.com](mailto:invernesslife@n2pub.com).