

District 7360 Club MOU Document 2021-22

This document must be typed.

This form is for District Community Grants only. All information for Global Grants must be completed at MyRotary.org.

Rotary Club of Montoursville MOU Qualifications Document

A) Terms of Qualification

- Clubs that receive certification are qualified through June 30, 2022.
- 2 club members must attend yearly a Grant Management Seminar (GMS) held by District 7360.
- Clubs must submit a MOU to the District 7360 Grants Subcommittee by September 15th 2021
- Clubs must have entered at least 13 goals in MyRotary for 2021-22 fiscal year by September 15, 2021
- Clubs must disclose any conflicts of interest and cooperate with any District or TRF audit.
- Club President or designee must have attended PETS or equivalent training.
- Club must be current on Rotary International and District dues.

B) Club Leadership Responsibilities

- The Rotary Foundation Chair of the Rotary Club of Montoursville will be responsible for the management of the club's qualifications and ensure there are financial stewardship measures and proper grant management practices in place.
- Documents will be stored in hard copy by the club's TRF Chairperson. Also, an electronic file of all related documents (preferably in DACdb) will be kept by the TRF Chair and financial records by the Club Treasurer. The Club TRF Chair, Club Treasurer, Club President and the Club Grants Chair will have access to these records.
- If any one of these individuals should leave the club or position for any reason, in a timely manner the club will appoint an individual to replace the person who left. Any replacements must be provided a copy of this document so they will be aware of duties as they relate to the TRF Grants/Monies.

C) Financial Management Plan

- The District Community Grant is **reimbursable** after submission of the "Final Report." There is no need to open a separate bank account.
- The Club Treasurer will keep a standard set of accounts related to the Club's District Community Grant(s) and will maintain a record of all receipts in hard copy and electronic copy with access by the Club TRF Chair, Club President and Club Grants Chair.
- A copy of all Bank Statements will be kept both hard copy and electronically.
- The Club Community Grant(s) Chair will be responsible for the inventory of items purchased, produced or distributed through grant activities and provide a copy of such to the Club TRF Chair.

D) Document Retention

- The Club TRF Chair will maintain the MOU and documents relating to Terms of Qualification, Leadership Responsibility, Financial Management and Document Retention both hard copy and electronically (ideally in DACdb).

E) Reporting on Use of Grant Funds

- The club must submit the District Community Grant Final Report within 45 days of the completion of the grant project with copies of all receipts, bank statements.
- These items must be submitted by e-mail by **May 31, 2022** to the District Community Grants Co-Chairs (DCGC), Pam Wagoner and Ken Martin.

F) Method for Reporting and Resolving Misuse of Grant Funds

The club will report to the District Rotary Foundation Chair Swan Stull any potential misuse or irregularities in grant related activity.

Authorization and Agreement

This memorandum of understanding (MOU) is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of Mantoursville, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2021/2022 and will notify Rotary International District 7360 of any changes or revisions to club policies and procedures related to these requirements.

Club President (type) Theresa M. Schneider
 Term 2021-22
 Signature *Theresa M. Schneider*
 Date 9/14/21

Club President-elect (type) Thomas D. Inman
 Term 2021-22
 Signature *Thomas D. Inman*
 Date 9-14-2021

Club Foundation Chair (type) Phil Buehrer
 Term 2021-22
 Signature *Phil Buehrer*
 Date 9/14/21

Club Grants Chair (type) Robert C Weaver Jr
 Term 2021-22
 Signature *Robert C Weaver Jr*
 Date 9/14/2021

**Send electronic copies of this form to the following two people:
 District Grant Co-Chair Ken Martin - kpmartin@stamps.org,
 District Grant Co-Chair Pam Wagoner -- depotflorist@yahoo.com**

District 7360 District Community Grant Application 2021-22

Application Deadline: September 15, 2021

This form must be typed.

Community Project International

Rotary Club of: MONTOURSVILLE

Project Title: HARVEST OF HOPE / FRESH EXPRESS (Faith United Methodist)

Amount of funds requested from District: \$1075.00

Amount of funds committed by Rotary Club for Project: \$1075.00 (Must be equal to or greater than amount of funds requested from District)

2021-2022 Club Grants Chair	<u>ROBERT WEAVER</u> (Name)	<u>birweaver@verizon.net</u> (E-mail)
2021-2022 Club Chair of this project	<u>SUSAN HARVEY</u> (Name)	<u>msandjharvey@gmail.com</u> (E-mail)
2021-2022 Club Treasurer	<u>PHIL BUEHRER</u> (Name)	<u>prbuehrer@aol.com</u> (E-mail)

No project may start until final approval is received from District 7360 and The Rotary Foundation

PLEASE ANSWER THE FOLLOWING QUESTIONS IN NARRATIVE FORM:

1. Briefly describe the proposed project. What will be done, when and where will the project take place, and who will benefit from the project?

Purchase 2 carts and two shelving units, provide add'l supplies for backpacking needs.

2. How many club members will participate in the project and in what role? Is there a cooperating organization also involved and what will their role be?

There will be up to 10 members participating during a packing event in May 2022.

3. How will the project benefit the community? Approximately how many people will benefit from the project?

Serve weekly take-home backpacks for 125 students, and 75 families 2xmonth for Fresh Express

4. Will the project be completed if less than requested funds are granted? NO YES
 If yes will the project be modified if this occurs? NO YES in what way?

Some of the extra funding needed for backpack supplies would be reduced.

5. How does this project reflect the mission of The Rotary Foundation?

This project supports the feeding of children and families with food insecurities, it also helps to promote a better educational experience for students when they have one less worry about where their next meal may be.

APPLICATION REQUIREMENTS:

- All 2021-22 Rotary Foundation Certified Clubs may submit one (1) Community Grant Proposal if they gave \$6,000 or less to Annual Fund in 2018-19 OR two Community Grant Proposals if Annual fund giving exceeded \$6,000 OR one (1) collaborative project with one or more clubs.
- Each year the Rotary Club must be certified. Please check to certify that the following steps for the 2021-22 Certification have been completed:

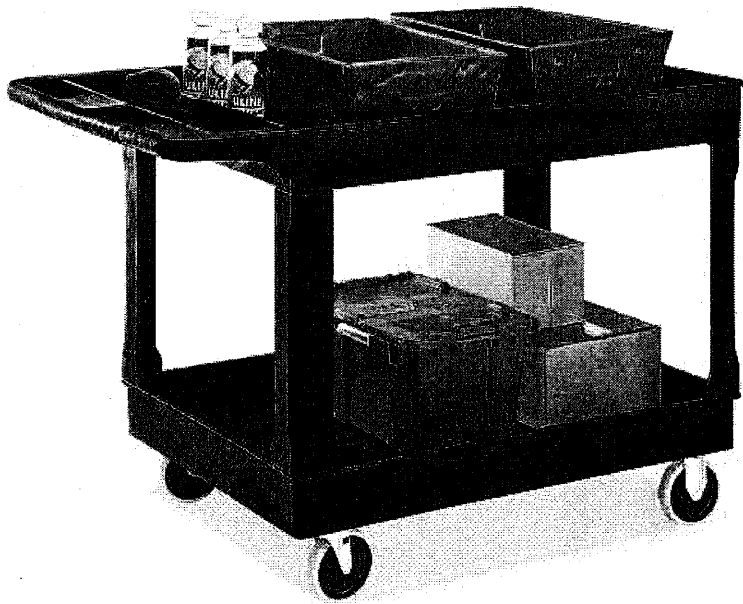
Two (2) club members must attend yearly a Grant Management Seminar (GMS) held by District 7360.
 Clubs must submit a Memorandum of Understanding (MOU) to the District 7360 Grants Subcommittee by September 15th 2021
 Clubs must have entered at least 13 goals for the 2021-22 fiscal year in MyRotary by September 15, 2021
 Clubs must disclose any conflicts of interest and cooperate with any District or TRF audit.
 Club President or designee must have attended PETS or equivalent training.
 Club must be current on Rotary International and District Dues.

Reminder: The club will receive the grant money when the final report and all receipts have been submitted to the District Grants Committee Chair

Grant Application Signatures:

Rotary Club President (2021-22): Thomas M. Schneider e-mail: schneidertm2@upmc.net
 Rotary Club President-Elect (2021-22): Tom Inman e-mail: tominman1@comcast.net
 Rotary Club Grants Chair: (2021-22): Robert Weaver e-mail: birweaver@verizon.net

Submit by e-mail to Ken Martin, kpmartin@stamps.org and Pam Wagoner, depotflorist@yahoo.com



ULINE UTILITY CARTS

Built tough in the USA!

- Ready for duty in offices, stockrooms and warehouses.
- Lightweight, quiet and easy to maneuver in tight spots.
- Sturdy structural foam. Rounded edges prevent wall damage.
- 2 5/8" deep trays are 19" apart.
- Non-marking 5" quiet rubber casters: 2 swivel, 2 rigid.

[Enlarge & Video](#)



ULINE UTILITY CARTS

MODEL NO.	DESCRIPTION	DIMENSIONS L x W x H	LOAD CAPACITY	SHELF QTY.	WT. (LBS.)	PRICE EACH		ADD TO CART
						1	3+	
H-2503	Narrow	40 x 18 x 33"	500 lbs.	2	31	\$130	\$120	Specify Color
H-2504	Standard	45 x 25 x 33"				\$135 each	Specify Color	

EASY ASSEMBLY. SHIPS VIA UPS.

TWO STANDARD SIZE Carts requested.

Top Rated

Member's Mark 4-Shelf Industrial Storage Rack

Item # 980098865 | Model # 016069-1

★★★★★ 1674



Pick it up

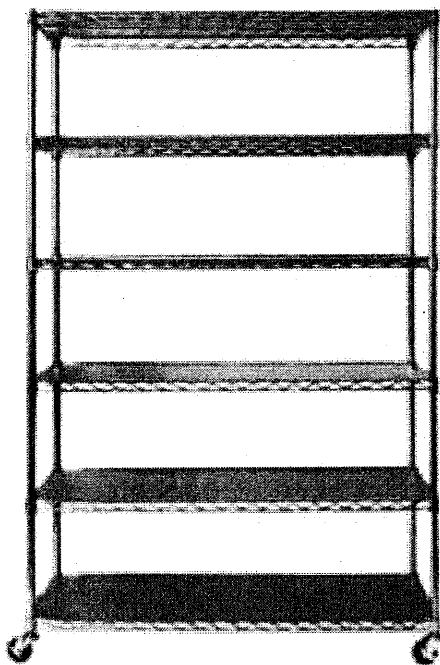
\$149⁹⁸

One requested

Member's Mark 6-Tier NSF Steel Wire Shelving, 47.5" x 18" x 72"

Item # 773603 | Model # 18496N

★★★★★ 3073



Ship it or Pick it up

\$99.98

One requested

Montoursville Rotary President's Project

Harvest of Hope, Faith United Methodist Church

Background:

Harvest of Hope is currently serving 125 students in the Montoursville School District with weekend supplemental food. We have approximately 550 students that qualify for this food. At present we are working on a financial plan to increase the number of students to meet this need. We serve 75 families with our Fresh Express program.

With back to school now starting, Harvest of Hope Backpack program is organized so that a child in need will receive one bag of food every Friday during the school year. In that bag they receive 2 entrees, 2 breakfast items, 1 vegetable, 1 fruit and 2 snacks along with a special item on holidays.

We have 12 churches committed to help us with food donations for the backpack program as it functions purely from donations. We are so blessed to have this community group effort. We have received food donations from school events and personal food donations.

The Fresh Express program receives a delivery of fresh and nutritious items in the morning from the Central PA Food Bank. The doors later that day for families to shop for their groceries. A hospitality team welcomes the families and provides them with snacks. The initial paperwork is completed as required by the State for statistics.

Fresh Express is open every **2nd Thursday of the month from 3:00 PM - 5:00 PM**. Volunteers assist with this program every 2nd Thursday of the month from 1:00 PM - 5:30 PM utilizing 2 hour shifts for set up, sorting, distribution and clean up.

The **Backpack program** packs food every **3rd Thursday of the month from 6:30 PM - 8:00 PM** during the school year. The backpack supply team meets the 1st and 3rd Mondays of the month from 9:00 AM - 11:00 AM. The backpack set up team meets every 3rd Tuesday of the month from 9:00 AM - 11:00 AM.

Current Needs:

As the program has grown, additional shelving and equipment is needed to store the food donations, and utility carts to move the inventory to the packaging areas and to move the produce, food items, etc., to the pick-up lines for the Fresh Express pick-up.

COVID has increase the need to move the food to the families with the utility carts, rather than having them com into the building to do the shopping. Also due to COVID some food donations have been smaller, and a one-time donation to help supplement food supplies for the beginning of this school year will help to fill the weekly backpacks.

