



# 2017-2018 Circle Manual

## The King's Daughters

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*Briana.Jackson@CHKD.org*

## BOARD OF DIRECTORS

Elly Bradshaw Smith  
*President*

Chandy Jones  
*Vice President  
Communication*

Stacey J. Vellines  
*Vice President  
Development*

Katherine M. Knaus  
*Vice President  
Membership*

Whitney Metzger Weireter  
*Secretary*

Julie Childress Beck  
*Treasurer*

Mary Louise Barhydt  
Cathy V. Britt  
Betsy Cooper  
Angie Francis Floyd  
Kristi Jones  
Nicole Legum  
Kristina Malleck  
Kathy Protogyrou  
Mary Beth Sims Rickman  
Ashley Friend Vellines



## 2017-2018 Circle Manual Table of Contents

	Page
<b>Section 1    General Information</b>	
• KD Mission, Vision and Tagline	1
• Monthly Timeline for Circles	2
• Strategic Plan Summary	5
• KD Board of Directors	
○ Role of The KD Board	8
○ KD Board of Directors Listing	9
○ Circle Liaison Responsibilities	12
○ Circle Liaison Listing	13
• KD Staff Contact Information and Responsibilities	14
 <b>Section 2    The King's Daughters/CHKD/Children's Health System</b>	
• History Overview	
○ The King's Daughters	17
○ Children's Hospital of The King's Daughters	22
• Children's Health System Corporate Structure	30
• CHKD Health System Overview of Services	31
• Children's Health System Board Of Directors	36
• Children's Health Foundation Board Of Directors	37
• CHKD Advisory Boards	38
 <b>Section 3    Membership</b>	
Who Can Join	41
How to Join A Circle	41
Membership Categories	41
Keeping Members Informed	41
Updating Members Information	42
Suggested Best Practices for Retention and Recruiting	43

	Page
<b>Section 4     Circles</b>	
General Guidelines	45
Circle Officers	45
Responsibilities of Required Officers	45
Responsibilities of Other Officers/Chairs	46
Keeping Members Engaged	48
How a Circle is Formed	48
 <b>Section 5     Opportunities for Member Development and Education</b>	
KD Connect Meetings	49
Circle Meetings/Tour at CHKD Locations	49
Guest Speakers	49
Major Project Committees	50
 <b>Section 6     Circle Finances</b>	
Annual Membership Dues	51
Circle Checking Account	51
Circle Check Writing	52
Circle Sponsor Recognition	52
Circle Raffles	52
Acceptance of Credit Cards at Circle Events	53
Designated Donations by Circles	53
Honor/Memorial Donations	54
Legacy Giving	54
Sales Tax Exemption of Purchases	55
Tax Deductible Donations	55
Whistleblower Policy	55
Fiscal Year Close Out and Annual Reporting	55
 <b>Section 7     Circle Projects and Activities</b>	
<b>KD Signature Project: Canisters</b>	
Project Approval Process	57
Project Guidelines and Other Information:	
ABC License	58
Circle Printing Expenses	58
Contracts	58
Correspondence and Printed Materials	58
Insurance	59

	Page
<i>Con't</i> Section 7      Circle Projects and Activities	
KD Signature Project: Canisters	
Project Guidelines and Other Information con't:	
Mailings	59
Percentage of Profit from Vendors/Restaurants	60
Vendors	60
Solicitation	61
Circle Project Sponsor Recognition	61
Project Completion	62
Circle Project Planning Checklist	63
PR Checklist for Project Print Materials	65
KD Signature Project: Canisters	66
 Section 8      Social Media and The KD Website	
Social Media	71
KD Website	72
 Section 9      Volunteer Service	
Volunteer Hours	73
Linens and Gifts	74
KD Award of Excellence	75
Dr. Donald Lewis Award	76
 Section 10    Rosters	
Circle Leaders	77
Circle Profiles	84
Thrift Store Locations	89
 Section 11    Reporting Forms	90
Members	
Membership Application – Adults	
Membership Changes	
Membership Profiles	
Deceased Member Update	



## Con't Section 11    Reporting Forms

### Circular

KD Kudos! Request

Circle Project Article Request

### Circle

Circle Officers Listing- Adult Circles

Circle Officers Listing – Junior Circles

Circle Profile

Linens and Gifts Reporting Form

Sample Meeting Minutes

Tour Request

Volunteer Hours Reporting Form

### Circle Projects

Project I Form

Project II Form

ABC License Request

Circle Project Supply Request

### Signature Project/Canisters

Canister Placement Form

Canister Reporting Form

### Finances

Retail and Use Tax Certificate of Exemption

IRS Donation Receipt

Yearly Audit Form

## Section 12 Patterns and CHKD Wish List

Developmental Hearts	91
Journal Bag	94
Knitted Cap	95
Look Alike Dolls	96
NICU Blankets	98
Surgery Bears	99
Tooth Fairy Pillows	101
Wish List	102

Section 13    KD Membership Listing A-Z	103
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# Section 1

- *Mission, Vision and Tag Line*
- *Monthly Timeline for Circles*
  - *Strategic Plan Summary*
    - *KD Board of Directors*
- *Circle Liaison Responsibilities*
  - *Circle Liaison Listing*
- *KD Staff Contact Information and Responsibilities*



### **Mission**

*To provide support to Children's Hospital of The King's Daughters through fundraising, volunteerism, leadership and advocacy for the children of southeastern Virginia and northeastern North Carolina.*

### **Vision**

*To support Children's Hospital of The King's Daughters by providing volunteers, funds and advocacy to ensure that all the children in our community are treated and cared for by the best medical professionals and state of the art equipment. We will continuously work to increase our membership, funds donated and the community's awareness of the hospital and all its needs.*

### **Tagline**

*Raising funds, friends and awareness for CHKD*



## **2017-2018**

### **Monthly Timeline for Circles**

#### **August**

- *Aug 15          Officers Orientation –All Circle Officers are expected to attend.*
- *Aug 31          Circle Photos from meetings and projects from previous fiscal year are due for inclusion in Annual Recognition Slide Show*
- *Plan/Schedule your Circle tour of CHKD (not available Nov thru March during flu season)*

#### **September**

- *Sept 30          Return Circle Member profiles to KD Office*

#### **October**

- *Oct 10          ANNUAL RECOGNITION CELEBRATION, Norfolk Yacht and Country Club, Norfolk, 5:30 PM*
- *Oct 15          Deadline for Nov/Dec Circular*

#### **November**

- *November 1- December 14 – Drop off Holiday gifts for CHKD patients to KD office*

#### **December**

- *November 1- December 14 – Drop off Holiday gifts for CHKD patients to KD office.*
- *Dec 8          January/February Circular article submissions due*

### **January**

- Jan 26 Board nomination submissions due to KD office
- Update your Circle's Canister Locations Listing with KD office

### **February**

- Feb 2 March/April Circular article submissions due
- Feb 13 KD CONNECT Meeting, CHKD 6<sup>th</sup> Floor Conference Room 9AM
- TBA KD Legislative/Lobby Day in Richmond (date TBA)

### **March**

- Year End Packets mailed to all Circle Leaders and Treasurers

### **April**

- Apr 6 May/June Circular article submissions due
- Apr 10 KD CONNECT, 6PM Virginia Beach, Location to be determined
- Apr 10 Last day to sign up for Hospital Tours on April 17, 18 or 19
- Begin process of gathering year-end information at your monthly Circle meeting (monetary donations, roster updates, dues collections, volunteer hours, linens and gifts donations)
- Annual Thrift Store Donation Drive

### **May**

- Finish gathering year end information at your monthly Circle meeting (monetary donations, roster updates, dues collections, volunteer hours, linens and gifts donations)
- Assign Circle Representative(s) to attend Annual Election in June for quorum/voting.

## ***June***

- *Jun 5           Deadline for 2017-2018 monetary donations*
- *Jun 5           JUNE KD CONNECT/ANNUAL MEETING/ELECTION OF OFFICERS, 6PM*
- *Jun 15          Year-End DEADLINE:*
  - *17-18 Canister reporting forms and money*
  - *17-18 Volunteer Hours and Linens and Gift report forms*
  - *17-18 fiscal year Membership dues, Circle Roster and Officers Listing*

## ***July***

- *Jul 15          “KD Award of Excellence” nominations due*  
*Circle reports of Volunteer Hours and Linens and Gifts sent to Circles for review for annual report.*  
*KD office mail Membership Info Letters to ALL King’s Daughters for review*



## **Strategic Plan Overview**

### **Focus Areas and Goals**

#### **A. ADVOCACY**

- Goal 1: Be an active advocate for important issues related to Children's Hospital of The King's Daughters*
- Goal 2: Communicate with membership about important legislative topics and keep them educated about legislation that affects the hospital*
- Goal 3: Promote policies and communicate to community and local legislators about topics that potentially impact the hospital and funds needed to provide quality care to the children*
- Goal 4: Develop grassroots advocacy group to influence children's health policies at the local, state and national levels*

#### **B. KING'S DAUGHTERS BOARD OF DIRECTORS**

- Goal 1: Improve communication between Executive Committee and The King's Daughters Board and Board committees*
- Goal 2: Improve The King's Daughters Board meetings*
- Goal 3: Improve understanding of Board commitment*
- Goal 4: Improve board orientation, education and camaraderie*

#### **C. COMMUNICATIONS**

- Goal 1: Improve communication with circles*
- Goal 2: Improve external communication*

**C. COMMUNICATIONS con't**

*Goal 3: Educate membership*

*Goal 4: Improve communication with Children's Health System and Children's Health Foundation Boards and CHS employees*

**D. DEVELOPMENT**

*Goal 1: Research need for specific fundraising focus annually*

*Goal 2: Develop comprehensive fundraising plan to cultivate, acquire and sustain donors*

*Goal 3: Increase the effectiveness and efficiency of the major projects as related to time, value and funds raised.*

**E. FINANCE**

*Goal 1: Improve communication to the Board about the organization's finances*

*Goal 2: Review of investments, all financial fees and financial review*

*Goal 3: Identify major projects and the financial goals for each major project*

*Goal 4: Review membership dues and costs*

*Goal 5: Review Signature Project*

*Goal 6: Review Internal Financial Controls*



## **F. GOVERNANCE**

- Goal 1: Enhance process for board recruitment
- Goal 2: Improve board expectations – develop job descriptions that are clear and realistic
- Goal3: Improve Board evaluation process
- Goal 4: Formalize process for capturing policies, protocols and forms
- Goal 5: Develop a conflict resolution process

## **G. HISTORY**

- Goal 1: Preserve past history of the organization
- Goal 2: Document historical perspectives from past presidents
- Goal 3: Preserve current history of the organization
- Goal 4: Educate KD membership about history of the organization
- Goal 5: Educate the community about history of the organization

## **H. MEMBERSHIP**

- Goal 1: Increase and diversify membership
- Goal 2: Increase membership retention
- Goal 3: Energize the current membership
- Goal 4: Educate current and potential membership

## ***Role of The King's Daughters Board of Directors***

*The Board of Directors is the policy-making body for the organization. The Board members are available to assist you with a variety of topics such as project coordination, Circle leadership, community contacts or conflict management within a Circle.*

*The Board meetings are held the last Thursday of each month (except in July and November), and the 2nd Thursday in December to review financial statements, discuss upcoming Circle projects for approval, respond to problems, make new policies or guidelines as needed and convene committees to investigate important issues. Board committees include Communications, Development, Finance, Governance, Legislative, Membership, Nominating and Signature Project.*

*Each Circle is assigned a Board member liaison. As Liaison, the Board member communicates with that Circle, solicits updates when needed, attends Circle meetings or projects when possible and helps that Circle with anything else that may arise throughout the year. The Junior Circle Chair is the liaison for all of the Junior Circles.*

## **2017-2018 The King's Daughters Board of Directors**

### *Executive Committee*

*Elly Bradshaw Smith, President*

*Chandy Jones, VP-Communications  
Magnolia Circle*

*Stacey Vellines, VP-Development  
Downtown Circle*

*Katherine Knaus, VP-Membership  
Dogwood Circle*

*Julie Childress Beck, Treasurer  
Downtown Circle*

*Whitney Metzger Weireter, Secretary*  
*Lafayette River Circle*

*Board Members*  
*Mary Lou Barhydt*  
*Lakewood Circle*

*Cathy Britt*  
*Downtown Circle*

*Betsy Cooper*  
*Circle on the Pointe*

*Angie Francis Floyd*  
*Circle in the Bridge*

*Kristi Jones*  
*West Ghent Circle*

*Nicole Legum  
Oceanfront Circle*

*Kristina Malleck  
Magnolia Circle*

*Kathy Protogyrou  
Circle on the Pointe*

*Mary Beth Sims Rickman  
Dogwood Circle*

*Ashley Friend Vellines  
Lafayette River Circle*

**CIRCLE LIAISON RESPONSIBILITIES**  
**2017-2018**

- 1. Circle Liaison will provide liaison Circle Leaders with their contact information at the start of each fiscal year and let them know that they are available to support their efforts.*
- 2. Circle Liaison will offer to attend a meeting each fiscal year for each of their Circles appointed to them.*
- 3. Circle Liaison will assist their liaison Circles as requested, attend their liaison Circle's projects when possible and contact circles when questions arise during their Circle's Project Approval process.*
- 4. Circle Liaison will encourage their Circles and let them know how important they are to the KD Board, Office staff and organization as a whole. They should be available to Circle leadership as needed to create a strong link between the KD Board and the Circles.*
- 5. Circle Liaison will keep their Circles updated on important KD updates and advocacy requests as needed.*
- 6. Circle Liaisons will contact their Circles to remind about KD Connect meetings and other important gatherings such as Circle Orientation.*



## **CIRCLE LIAISONS 2017-2018**

Mary Lou Barhydt

Great Bridge

Lakewood

North Suffolk

Julie Beck

Downtown

Princess Anne

Ruth Sargeant

Cathy Britt

Junior Circles

Betsy Cooper

Circle by the Bay

Circle on the Pointe

Holly

Angie Francis Floyd

Circle in the Bridge

Lynnhaven River

Chandy Jones

Circle in the Sand

Circle of Friends

Cypress Point

Seashell

Kristi Jones

Circle of One

Maltese Cross

West Ghent

Katherine Knaus

Atlantic

Colonial

Esprit de Coeur

NICU Friends

Nicole Legum

Oceanfront

Kristina Malleck

Horizon

Magnolia

Sand Dollar

Kathy Protoqgyrou

Caritas

Circle of Rainbows

Driftwood

Larchmont Friends

Mary Beth Rickman

Beacon

Dogwood

Infinity

Union of Hands

Elly Smith

Azalea Unity

Circle of Love

Margaret Roper Moss

Patriot

Ashley Vellines

Circle of Hope

Circle of Service

Lafayette River

The Regatta Circle

Stacey Vellines

Alice Davis

Elizabeth River

Southern Vines

Whitney Weireter

Aloha

Carol's Angels

East Beach

In As Much

## **Contact Information and Responsibilities**

*Office Hours:* Monday – Friday 8:00am to 4:30pm  
*Main Number:* 668-7098  
*Website:* [www.kingsdaughters.org](http://www.kingsdaughters.org)  
*Facebook Page:* Link: <https://www.facebook.com/kingsdaughters/>  
Name: The King's Daughters for CHKD  
Handle: @kingsdaughters  
*Instagram:* Kingsdaughterschkd

### **Role of The KD Office Staff**

- *The KD staff members support the KD Board of Directors and KD Circle Membership*
- *The KD staff is responsible for enforcing KD policies, federal and state laws governing non-profits organizations, contractual agreements, and any other legal policies to which The King's Daughters or the Circles may be accountable. This includes ABC license requirements, raffle regulations and insurance coverage, etc.*
- *The staff reviews all KD and Circle correspondence to ensure consistent, professional and accurate presentation of information. Correspondence includes event flyers, invitations, tickets, donation-request and thank-you letters, information to other Circles, bulk mailings, etc.*
- *The KD Staff provides Circle Project publicity in The Circular (KD bi-monthly newsletter), on the KD website and on The King's Daughters' Facebook fan page. The office can assist Circles with a publicity plan for Circle projects when needed.*
- *The KD Staff can assist with various print services "in-house" including: flyers, tickets, posters, event programs, brochures, signage, etc. The staff may also provide assistance with layout design and content. Circles should allow a two (2) week turn-around time for office staff requests.*
- *The KD Staff works with each Major Project committee to oversee and assist with all aspects of event planning and execution.*
- *The KD Office plans and assists with special projects, involving community groups or businesses such as Iguana Surf Club annual event and McDonald Garden Center's "Make a Scarecrow, Make a Difference" Project.*



**Lisa Coleman, Executive Director**

**668-7099**

[\*\*lisa.coleman@chkd.org\*\*](mailto:lisa.coleman@chkd.org)

- Oversees staff and operation of the organization
- Works closely with Executive Committee and Board Members
- Solicits Sponsors
- Liaison between the organization and CHKD/Sr. Vice President of Development, Stephanie Calliott
- Works closely with all Major Project Chairs
- Handles all insurance and ABC requirements for events

**Jen Kay, Development Operations Manager**

**668-7718**

[\*\*jen.kay@chkd.org\*\*](mailto:jen.kay@chkd.org)

- Responsible for the organization's financial bookkeeping with oversight from the Treasurer and Executive Director
- Oversees Circle Bank Accounts, Bank Statements, Credit Card Processing and signature cards
- Assists with solicitations and preparing materials for Sponsorships packets
- Assists Circles in developing financial procedures and budgets.
- Shares responsibility with the Membership Coordinators for posting information to the Website, Facebook other social media.
- Provides staff support to the Finance and Major Projects.

**Holly Ackiss, Volunteer and Events Coordinator**    **668-8909**

[\*\*holly.ackiss@chkd.org\*\*](mailto:holly.ackiss@chkd.org)

- Assists Circles with all aspects of Circle Projects
- Responsible for review & voting procedures & reporting of all PI and PII's
- Ensures all contracts, insurance needs and license requirements are received from the Circles within the necessary time frame for the event
- Prepares The Circular
- Oversees with the preparation of the Annual Report
- Assists with the solicitation and placement of new members into Circles
- Assists with the starting of new Circles
- Provides staff support to the Membership and Communications Committee

- *Responsible for the production of the Circle Orientation Manual.*
- *Shares responsibility with the Development Operations Manager for posting information to Website, Facebook, and other social media.*
- *Provides staff support to the Signature Project Committee*

**Briana Jackson, Admin Assistant      668-7098      [briana.jackson@chkd.org](mailto:briana.jackson@chkd.org)**

- *Answers all calls, responds to website enquires, greets guests in office*
- *Responsible for all data entry (Circle members hours, linens & gifts, and canister sponsorships)*
- *Main contact for all RSVP's to events*
- *Tracks all ticket sales for Major Projects*
- *Sends out monthly Board Packets and Reminders for Meetings*
- *Prepares and sends out New Member Packets*
- *Processes P1 Forms and sends to the Membership Coordinator*
- *Oversees office volunteers and interns*
- *Assists with scheduling Tours*
- *Makes all Meeting Room Reservations*
- *Distributes bears, linens and magazines throughout CHKD*
- *Assists with preparing the information for the Annual Report*
- *Provides administrative support to Lisa, Jen, Holly and the Board of Directors*
- *Takes minutes of Board Meetings*
- *Provides Signature Project support for Staff and Signature Project Committee Members*

# Section 2

- *The King's Daughters History*
- *Children's Hospital of The King's Daughters History*
- *Children's Health System Corporate Structure*
- *CHKD Health System Overview of Services*
- *Children's Health System Board*
- *Children's Health Foundation Board*
  - *CHKD Advisory Boards*



## **The King's Daughters History Timeline**

*The King's Daughters have a long and vibrant history of caring for children. This time line showcases some highlights of The King's Daughters and our involvement with Children's Hospital of The King's Daughters.*

### **The Formative Years**

**1896** *Norfolk's 14 Circles of The King's Daughters unite to form a City Union in order to combine their efforts to administer to the less fortunate.*

**1897** *The King's Daughters hire their first director, Edith Nason, who serves as a visiting nurse for less fortunate families. She made 1,771 visits on foot that year.*

**1898** *A small house on Bute Street is rented and furnished for The King's Daughters headquarters. A bicycle for the nurse and a Diet Kitchen are donated by contributors.*

**1901** *The first King's Daughters Clinic opens on Charlotte Street.*

**1905** *Eight years after they hire their first nurse, she makes 2,603 visits to families in one year.*

### **The Clinic Years**

**1913** *The first Baby Clinic is established at The King's Daughters headquarters on Duke Street.*

**1915** *A Maternity Service is begun with a doctor and nurse dispatched to the homes of mothers in labor.*

**1916** After working out of various locations in downtown Norfolk, The King's Daughters purchase the residence at 300 W. York Street for NCUKD headquarters.

**1919** A prominent Norfolk man, after showing his gambling winnings to his wife, a King's Daughter, was quickly relieved of his ill-gotten \$500 in cash. His wife proclaimed: "You know I don't approve, but since you can't give it back, you can give it to The King's Daughters." That is how the Visiting Service got its first car, replacing bicycles nurses previously used

**1922** The first King's Daughters Health Station opens in South Norfolk. Eventually, more than a dozen Health Stations are located in schools and churches throughout residential sections, teaching families proper child care and sanitation practices and administering vaccines to children.

**1926** A third floor is added to headquarters on York Street and, in 1929, the adjoining property is donated to accommodate the next expansion.

**1931** The King's Daughters' nurses made 41,301 visits this year.

**1935** The Maternity Center opens, served by eight obstetricians and medical students from the University of Virginia. There are 605 patients registered this year.

**1937** An X-ray machine is donated by two medical staff members.

**1945** In spite of war shortages, strikes and delays in materials, the wards at the clinic are completely modernized and expanded.

### **A Hospital for Children**

**1954** The King's Daughters began planning to establish a children's hospital. A fund is established to aid in the financing of construction.

**1957** Circle members register more than 2,000 volunteer hours in the Clinic and Health Stations.

**1961** *The King's Daughters Children's Hospital, the first hospital in Virginia dedicated to children, opens in April.*

**1962** *Circles hold their first annual Holly Ball with proceeds to benefit the hospital. The Pediatric Residency program is established.*

**1964** *Circle members register more than 10,000 volunteer hours and the KD Puppet is created. Members spend thousands of hours in mass production so every child can receive one of these puppets when entering the hospital.*

**1966** *The Visiting Nurse Service is phased out. A pharmacy opens in the hospital.*

### **Growing Up**

**1970** *The name of the hospital is changed to Children's Hospital of The King's Daughters to reflect the focus on pediatrics.*

**1974** *CHKD establishes a Neonatal Intensive Care Unit and transport to bring high-risk newborns from hospitals in surrounding cities.*

**1976** *The King's Daughters set out to raise \$6.5 million toward the \$14 million needed to expand Children's Hospital.*

**1979** *The expanded Children's Hospital is dedicated and has 101,000 square feet of new space and 39,000 square feet in renovated space. It boasts specialized labs and diagnostic clinics and many new services for children.*

**1983** *The first Holly Festival of Trees is held at the Cavalier on the Hill in Virginia Beach. And the 21st annual Holly Ball is held. The two events raised \$150,000 for Children's Hospital.*

### **Reorganizing for the Future**

**1984** *Members of the NCUKD create Children's Health System through corporate reorganization.*

**1985** The CHKD Surgery Center opens, thus ending the long dependence on Norfolk General Hospital for operating room services.

**1986** The first CHKD Thrift Store is opened by the Norfolk City Union with the motto: "Everything we sell helps make another child well."

### **Breaking New Ground**

**1991** Ground is broken on the latest hospital expansion, and NCUKD announces the lead pledge of \$2 million to the \$10 million building fund.

**1992** CHKD and Eastern Virginia Medical School jointly establish the Center for Pediatric Research.

**1993** With 11 CHKD Thrift Stores, several major fund-raising projects and scores of Circle projects, the NCUKD contributes \$900,000 to the hospital, more than the combined budgets of the first 22 years of its history.

**1994** The dedication and opening of the expanded hospital takes place. The new state-of-the-art facility has expanded outpatient offerings and the region's first pediatric emergency center.

**1996** The Norfolk City Union of The King's Daughters celebrates 100 years of service to the children of the region.

### **A New Millennium**

**2000** Norfolk City Union of The King's Daughters raises enough money to purchase a state-of-the-art mobile transport unit for CHKD.

**2001** Children's Hospital of The King's Daughters celebrates its 40th birthday!

**2003** The King's Daughters designate the Major Project funds totaling \$133,000 to purchase an Aquatic Therapy Pool at CHKD's Oyster Point location.

**2004** The Major Project funds totaling \$144,000 are designated to purchase Giraffe Omnibeds for CHKD's Neonatal Intensive Care Unit (NICU).

**2004** *CHKD opens a new Health Center at Oyster Point in Newport News, Virginia.*

**2005** *The Major Project funds totaling \$158,000 are designated towards the Child Abuse Center and Nursing Externship Endowment funds. This completed our 5-year commitment of \$1,000,000.*

**2006** *The Tour de Cuisine is now an annual event and one of The King's Daughters' major projects. This year the tour was held in the Edgewater neighborhood of Norfolk raising \$35,000.*

**2007** *The King's Daughters donate \$850,000 for CHKD. The RunWalk for the Kids becomes an annual event with over 800 participants and raising a total of \$50,000. The 25th Annual Holly Festival of Trees was held at the Portsmouth Renaissance Hotel.*

**2009** *The King's Daughters pledge \$250,000 to the new CHKD Virginia Beach Health and Surgery Center.*

**2010** *Our Facebook fan page and cause page reaches over 4,300 people online.*

**2011** *The King's Daughters pledged \$150,000 toward the purchase of an Aquatic Therapy Pool for CHKD's newest location; the Chesapeake Health Center at Oakbrooke.*

**2012** *The 7th Annual RunWalk for the Kids, now held at Town Point Park, raised \$104,000 and had nearly 3,000 participants. The King's Daughters hold the 50th and final Holly Ball and the 30th and final Holly Festival of Trees. The combined income from these two major projects raises \$196,000 in support of CHKD's Cardiac Care Program and PICU.*

**2013** *The King's Daughters introduce a new holiday tradition, Moonlight and Mistletoe which raises \$120,000 toward the \$500,000 pledge to establish The King's Daughters' Milk Bank. Breakfast with Santa becomes a stand-alone event raising \$7,000 in its inaugural year. The Dr. Donald Lewis Award is established.*



**2014** The King's Daughters Milk Bank opens with an impressive 198,568 ounces of milk donated. \$600,000 was donated to CHKD from Circle projects, canister proceeds and the 4 Major projects.

**2015** The 10<sup>th</sup> Annual RunWalk for the Kids is held at Town Point Park. The tagline of "Raising Funds, Friends and Awareness for CHKD" was adopted. The last Tour de Cuisine was held in East Beach.

**2016** The King's Daughters donate \$575,000 to CHKD with the majority of the gift designated toward the purchase of a new intensive care transport vehicle.

**2017** The 12<sup>th</sup> Annual RunWalk for the Kids is held at the new Waterside District on the Norfolk waterfront. \$625,000 is donated to CHKD with \$250,000 going to support the Sports Medicine Program, \$87,000 to complete our pledge for the new transport; \$89,000 is given to the KD Milk Bank. For the first time, the membership is given the opportunity to select our fundraising focus and votes to support the Behavioral Health initiative with a \$1 million pledge.

### **CHKD's History**

Since [The King's Daughters](#) established the hospital in 1961, CHKD has undergone two major renovations and expansions and is now at the heart of a comprehensive system of caring dedicated exclusively to children. And we will always provide care for every child who needs it, [regardless of the family's ability to pay](#).

#### **1960s**

After caring for children since 1896 through a visiting nurse program and then a Children's Clinic, [The King's Daughters](#) rallied the community and raised the money to build their dream: a hospital devoted specifically to children.



On April 23, 1961, these determined women were thrilled to dedicate Children's Hospital of The King's Daughters, a three-story, 88-bed hospital, where every child would be treated equally, regardless of their financial circumstances. On May 5, 1961, the first children were admitted to CHKD. In that inaugural year, the hospital had 90 employees.

*The King's Daughters and hospital administrator William Selvey soon led the facility to its first major milestone: its 1962 accreditation by the Joint Commission. A few months later, CHKD's new residency program was also accredited. At the time, pediatric oncologist Dr. Melissa Warfield was the hospital's medical director and its only full-time physician. In its first full year serving children, inpatient admissions accounted for 18,109 patient days*



*Also that year, The King's Daughters hosted their first Holly Ball to raise funds for CHKD. In 1966, volunteers launched a program that helped children adjust to being in the hospital, setting the stage for today's clinical [child life program](#), an essential component of patient care at CHKD. An in-hospital pharmacy also opened, and CHKD's 17 specialty outpatient clinics were now treating more than 31,000 children annually.*

*To keep children from falling behind in their schoolwork, the hospital school program was created in 1969, with one fulltime teacher provided by the Virginia Department of Education. That same year, the hospital's [gift shop](#) opened, staffed then and now by King's Daughters volunteers. And CHKD's specialty services expanded to include pediatric neurology, radiology, cardiology and endocrinology.*

### *1970s*

*In 1972, at a time when premature newborns still had low survival rates, CHKD added the fledgling specialty of neonatology, opening the region's first [NICU](#) beds within the Pediatric Intensive Care Unit. Advancements in the field were fast and furious -- nationwide, neonatal mortality plummeted 41 percent between 1970 and 1979. Today thanks to continual advancements, the NICU now routinely cares for babies born as much as three-and-a-half to four months early.*



The specialty of [pediatric urology](#) was added in 1973. By now, the hospital was crowded with new services and more patients. Discussions began about the need to expand the hospital.



In 1975, CHKD established its signature [pediatric transport program](#) and began bringing critically ill children from other area hospitals to the pediatric experts at CHKD.

In 1979, thanks to unprecedented community support, the hospital opened its much-needed addition of two floors. Now CHKD had two dedicated intensive-care units: the NICU for newborns and the PICU for all other children. The five-story hospital also housed a full-service laboratory, dietary services, diagnostic clinics, and nephrology and psychology specialties. And the now-familiar CHKD blocks logo became the hospital's enduring trademark.

### 1980s

The new decade kicked off with the pediatric transport program expanding its services through a second transport van. We established an in-house [chaplaincy program](#) in 1981; until then those services had been provided by volunteer chaplains. And CHKD's second president and CEO, Steve Perry, took the helm from William Selvey, who had served the hospital for 21 years.

In 1983, the ever-dedicated King's Daughters staged the first Holly Festival of Trees. In 1984, CHKD's forward-thinking leadership established Children's Health System as the region's only pediatric health-care system. CHKD Foundation also came into being that year, and inpatient admissions accounted for 36,823 patient days, double what they were when the hospital opened.

A huge leap in health care for Hampton Roads children occurred in 1985. With the addition of eight operating rooms, CHKD introduced the region's only [pediatric surgery program](#). Also that year, the hospital's new

[neonatal/perinatal outreach program](#) began coordinating services with other area hospitals for high-risk newborns.

*In 1986, an inpatient physical/occupational therapy center was opened, as was the first CHKD Thrift Store, sponsored by The King's Daughters. Today, the region's 22 CHKD Thrift Stores contribute more than \$2 million annually to the health system.*

*The hospital responded to another vital need a year later by opening a 12-bed [transitional care unit](#) to assist children who are dependent on technology make the transition to home or long-term care. In conjunction with its opening, CHKD added the specialty of [pediatric pulmonology](#).*

*In 1987, CHKD pediatric surgeon Donald Nuss began working on a new surgical procedure to correct the most common deformity of the chest wall in children. Dr. Nuss' innovation, now known as the [Nuss Procedure](#) for the correction of pectus excavatum, heralded a new era in minimally-invasive surgery for children and put CHKD on the map as the international leader in the treatment and research of pediatric chest wall deformities.*

*As the 1980s came to a close, CHKD was taking part in a clinical trial of the first surfactant, a substance that keeps underdeveloped lungs from sticking together like flypaper, causing suffocation. Surfactant has since saved thousands of premature babies whose failing lungs would otherwise have caused death or catastrophic brain damage. The development of surfactant has ushered in many other technologies that have produced better results for younger infants – to the point that doctors often reflect on the vastly different outcomes in the pre-surfactant and the post-surfactant eras.*

### *1990s*

*The '90s arrived with another CHKD first: the hospital performed its first cochlear implant surgeries, bringing sound to hearing-impaired children.*

*By 1991, 12 years after its addition of two floors, the hospital was again squeezed for space and began planning for the next major expansion.*



*In 1992, we launched Children's Health Line at (757) 668-7500 to help parents find doctors for their children and access other CHKD services.*

*[Children's craniofacial program](#) opened and the cardiac program expanded to include the telemetry and cardiac catheterization units. We also added [rheumatology](#) to our list of specialty clinics.*

*The year 1994 saw one of the most significant events in CHKD's history: the opening of a brand-new hospital that was three times the size of the previous one. This state-of-the-art health-care headquarters for Hampton Roads children now offered the region's only pediatric [Emergency Center](#) and 166 inpatient beds. And with the brand-new hospital came a new president and CEO: Bob Bonar.*

*In 1996, five primary care pediatric practices joined Children's Health System, making our services to the region's children much more comprehensive. Today, [CHKD Medical Group](#) consists of approximately 100 pediatricians in 15 practices from Elizabeth City to Williamsburg.*



*A year later, we established [Children's Surgical Specialty Group](#), the region's only multispecialty pediatric surgery practice, which offers board-certified, fellowship-trained pediatric surgeons in general surgery, orthopedics and sports medicine, plastic surgery, neurosurgery and urology.*

*Also in 1997, Dr. Donald Nuss presented his new Nuss Procedure to correct pectus excavatum at an international surgery conference, officially launching the widespread adoption of the minimally-invasive technique developed at CHKD.*

*In 1999, CHKD assumed operational and funding responsibilities for the region's established [child abuse program](#), which now coordinates the efforts of medical, legal and law enforcement agencies on behalf of abused children throughout our service area.*

*The Health System launched its popular website, [www.chkd.org](http://www.chkd.org), on the cusp of the new millennium, bringing knowledge of CHKD services and providers and*

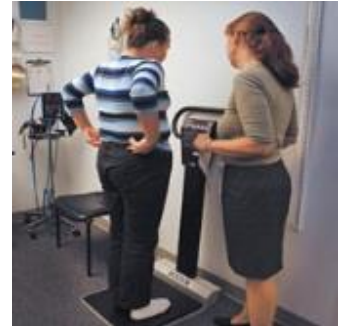


*important children's health information to area families with the click of a mouse.*

*In the late '90s, the hospital also opened the region's only pediatric acute inpatient rehabilitation unit and acquired its first MRI equipment.*

## *2000s*

*The year 2000 marked the first step in what would become an important strategic initiative for CHKD. We opened our first multi-service, community-based CHKD [Health Center in Chesapeake](#), bringing CHKD's signature services close to the homes of our families. Six more health centers and satellite locations around the region would soon follow.*



*In 2001, CHKD became one of the first hospitals in the nation to address the growing public-health concern of childhood obesity by launching the [Healthy You weight management program for children and teens](#). In the years since, Healthy You has evolved into a comprehensive treatment module that combines lifestyle education, exercise, emotional support and clinical care.*

*[Reach Out and Read](#), a program that fosters literacy through book giveaways at well-child pediatric visits, started in CHKD's primary care practices in 2001. Since then, CHKD's pediatricians have bestowed thousands of copies of Goodnight Moon and other beloved children's classics to area families.*

*By 2002, many of the congenital heart defects that once required open-heart surgery could be repaired using minimally invasive cardiac catheterization procedures. To accommodate increased demand for this service, CHKD opened a larger and more sophisticated cardiac catheterization lab in 2002.*

*Our current [president and CEO, Jim Dahling](#), assumed leadership of CHKD Health System in 2003.*

*In 2003, young athletes got a boost from CHKD when we established our [Sports Medicine Program](#).*

Peninsula families were happy to learn of the 2004 opening of [CHKD's Health and Surgery Center at Oyster Point](#). Now many outpatient services, including sports rehab, diagnostics, therapies, primary care and specialists, were all under one roof and much more convenient to children in Hampton, Newport News, Poquoson, James City County and Williamsburg. In 2005, we opened the region's first pediatric outpatient surgery center exclusively for children at the same location.

In 2005, CHKD's [Buddy Brigade](#) of pet therapy dogs began dispensing smiles, cuddles and kisses. Later in the year, we also dedicated our new [cancer and blood disorders center](#), which was designed specifically to make the lengthy outpatient visits our hemonc patients make more efficient and comfortable.



We launched eKiDs, a major upgrade of our clinical information and medical records systems, in 2006. Through a phased implementation system, our eKiDs team has moved many of our clinical services from paper and pen to electronic record-keeping and communications, ushering in improvements in quality, patient care and safety along the way.

As the community around us grew, so did our [community outreach programs](#). In 2007, those programs reached more than 19,000 families with informative classes and lectures. We also made pediatric MRI services more convenient that year by offering mobile MRIs.

In 2008, CHKD's [diabetes education center](#) began helping thousands of children learn to live with diabetes. Also that year, child psychiatry was now listed among CHKD specialties, and the hospital's interpreter program was introduced, with more than 70 volunteer and staff interpreters helping patients in 19 languages.



The year 2008 also saw the opening of the 62,000-square-foot [CHKD Health and Surgery Center at Concert Drive](#). Now close to home for Virginia Beach families were X-ray, MRI, ultrasound, lab and

*audiology services; occupational, physical and speech therapies; a fully equipped sports medicine gym; and two primary-care pediatric practices.*

*Even though the term hospitalist was just coined in 1996, by 2009 pediatric hospitalists were already coordinating patient care at CHKD. These in-house physicians provide comprehensive coverage from admission through discharge, while communicating with primary care pediatricians on diagnostic and treatment regimens.*

*That same year, [CHKD's Health Center at Oakbrooke](#) opened in Chesapeake, with surgical group practices, audiology, lab, radiology, specialists' offices, sports medicine, a sports medicine gym, outpatient clinics, and physical, occupational and speech therapies. The center also houses an aquatic therapy pool, sleep studies unit and a primary-care pediatric practice.*

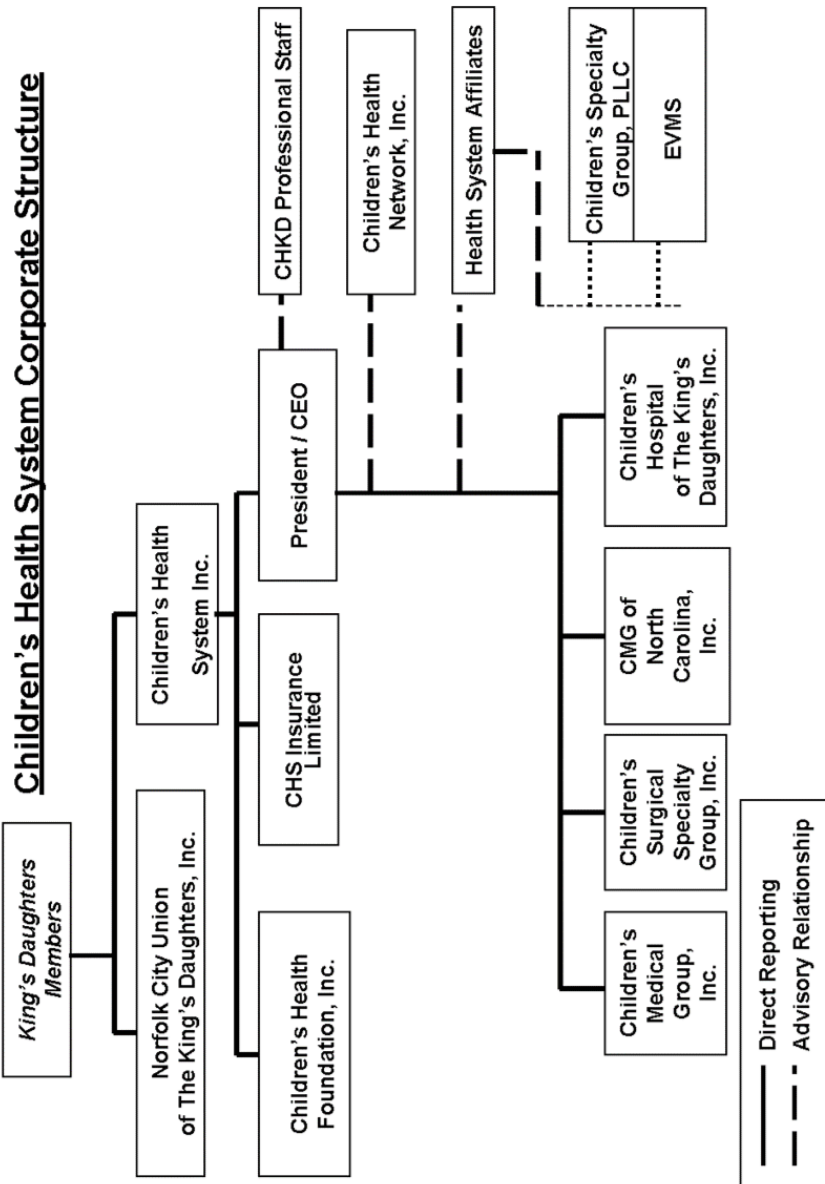


*By 2010, Children's Medical Group of primary care physicians had grown to comprise 15 practices in 24 locations throughout Hampton Roads, from Gloucester to Elizabeth City, N.C. And at the hospital that year, inpatient admissions accounted for 54,207 patient days, triple what they were when CHKD opened.*

*At its half-century mark in 2011, CHKD has grown from its original 88 beds to 206 beds. Even more important, it is the heart of the region's only comprehensive health system dedicated exclusively to children, now staffed by more than 3,100 employees working throughout an expansive region.*

*Today CHKD remains Virginia's only freestanding children's hospital and one of only 43 in the nation.*





Provided by CHKD in 5/2015

## **Children's Hospital of The King's Daughters Health System**

*Whether a child needs hospitalization, ongoing care for a chronic illness, outpatient surgery or primary care, CHKD Health System provides the staff, facilities and technologies that address the unique demands of childhood.*

### **A Health System Just for Children**

*CHKD Health System offers a network of comprehensive pediatric services in more than 40 locations that stretch from Williamsburg to Elizabeth City, North Carolina. On the outpatient side, we offer primary care, diagnostic services, urgent care, emergency care, rehabilitative therapies, day surgery and care in more than 20 pediatric subspecialties. Inpatient care is offered at Children's Hospital of The King's Daughters, Virginia's only comprehensive freestanding pediatric hospital.*

### **CHKD: Virginia's Children's Hospital**

*The King's Daughters, a women's service organization that has worked to improve the well-being of children in our region for more than a century, established Children's Hospital of The King's Daughters in 1961.*

*Today, CHKD is a 206-bed teaching hospital with special units for neonatal and pediatric intensive care, cancer care, acute inpatient rehabilitation, medical and surgical care, and transitional care. As a freestanding, full-service children's hospital, every inch of our facility and all members of our medical team are devoted exclusively to the needs of young people, and our patients benefit from the full range of pediatric specialists and support services available only at freestanding children's hospitals.*

### **When It's An Emergency**

*Our [Emergency Center](#) serves more than 47,000 children each year. The staff of pediatric emergency specialists responds quickly to serious illnesses and injuries with the compassion, caring and communication that families need during these difficult times. And if it's not a true emergency, our patients are put on a fast-track option much like in an urgent care center.*

### ***Surgery Centers Just for Kids***

*Our Surgery Centers – at the main hospital in Norfolk, our [Oyster Point](#) facility in Newport News and our [Concert Drive](#) facility in the Princess Anne area of Virginia Beach – offer state-of-the-art surgery for both complex and routine procedures.*

*Above all, [our surgeons](#), [anesthesiologists](#) and nurses know that children are not small adults. They understand how to calm fears, ease pain and quickly return children to the business of being kids.*

*With many of our surgeries conducted on an outpatient basis, we focus on convenience yet maintain our child-centered approach. Our waiting areas are filled with video games and toys. We offer tours to ease anxieties before surgery. And kids get to choose their “flavor” of anesthesia as well as mode of transportation to the operating room – in a wagon, on a bike or in the arms of our caring staff.*

### ***Comprehensive and Convenient Outpatient Services***

*CHKD offers a wide range of outpatient treatment and evaluative services in convenient locations throughout the region.*

*From every community within greater Hampton Roads, CHKD Health Centers and satellite locations offer easy access to primary care and specialty services for asthma and allergies, diabetes, heart conditions and many more chronic diseases. Many sites feature state-of-the-art radiology and laboratory testing as well as a full complement of [rehabilitative therapies](#), including a [unique sports medicine program](#) designed to get young athletes back in the game.*

### ***CHKD Health System’s Pediatricians and Surgeons***

*The CHKD family includes primary care and surgical practices with offices throughout the region.*

*Our [primary care practices](#), with more than 90 board-certified pediatricians and nurse practitioners, can be found throughout southeastern Virginia and northeastern North Carolina. Most locations offer evening and weekend hours as well as quick access for sick children. And the practices provide after-hours guidance with many using CHKD’s pediatric nurses to answer urgent questions.*

Our surgery practices offer an array of pediatric expertise in [neurosurgery](#), [orthopedics and sports medicine](#), [general pediatric surgery](#), [plastic](#) and [cardiothoracic surgeries](#) and [urology](#). CHKD's board-certified surgeons have [pioneered new procedures](#) and learned innovative techniques to bring the best surgical care to children of all ages. They operate at CHKD surgery centers in Norfolk, Newport News and Virginia Beach and see patients for evaluation and follow-up care at our health centers throughout the region.

### **Dedicated to Education and Research**

Children's Hospital is home to [Eastern Virginia Medical School's Pediatric Residency Training Program](#) and to dozens of medical specialists who comprise its pediatric faculty.

CHKD supports [pediatric research](#) and clinical trials to improve the quality of care and clinical outcomes for our patients. And the hospital offers a variety of educational programs and support groups to help parents tackle issues ranging from asthma management to discipline to [childhood obesity](#).

### **Identifying Abuse and Neglect**

CHKD's [Child Abuse Program](#), headquartered a few blocks from the hospital, provides a coordinated response to the needs of children who have been abused or neglected. This unique and highly respected program brings together law enforcement, social services, court representatives and CHKD's medical and psychosocial experts to help victims through the stages of assessment, prosecution and healing.

### **Community Support**

Philanthropy is the lifeblood of CHKD, providing essential services, programs, equipment and technology that might otherwise not be available. Throughout the years, CHKD has relied upon this support from a generous community that is strongly committed to the health of its children. [The King's Daughters](#), founders of CHKD, lead the way among hundreds of friends, providing [volunteerism](#), advocacy and [fund raising](#), including our ever-popular [thrift stores](#) in every corner of the region.

## ***What is CHKD?***

*Children's Hospital of The King's Daughter's Health System, or Children's Health System, is a multi-specialty health system offering comprehensive pediatric care for children from birth to age 21. The following entities make-up Children's Health System.*

### ***Children's Hospital of The King's Daughters***

*The Hospital is the key part of the CHKD Health System. Services include inpatient and outpatient care, surgery, emergency medicine, radiology/imaging, rehabilitation, pastoral services, hospitality services, pharmacy, and respiratory care to name a few.*

### ***CHKD Health Centers, Urgent Care & Satellites***

*[Health centers and satellite offices](#) offer convenient access to primary and specialty care, rehabilitation and laboratory services. Locations include Kempsville in Norfolk, Strawbridge in Virginia Beach, Greenbrier in Chesapeake and Oyster Point in Newport News. Our [Urgent Care](#) offers after-hours convenience.*

### ***CHKD Medical Group***

*CHKD Health System created the [CHKD Medical Group](#) to provide families in Hampton Roads access to top-notch pediatricians and a coordinated approach to addressing the health needs of the community's children.*

### ***CHKD Surgical Group***

*CHKD Health System established the surgical specialty practices to provide convenient access for families whose children require surgery. All of our surgeons are board-certified in their specialties and offer appointments in locations throughout Hampton Roads. [Learn more about our surgeons.](#)*

### ***Children's Health Foundation***

*The Children's Health Foundation manages the investment funds of the CHKD Health System and establishes grants to support operations, research and education for the benefit of our children.*

### Other affiliations

Children's Specialty Group is the only pediatric multi-specialty practice serving southeastern Virginia and northeastern North Carolina. The physicians of Children's Specialty Group base their practices at Children's Hospital of The King's Daughters and serve as faculty in the Department of Pediatrics at Eastern Virginia Medical School.

### Children's Health Network

CHN primary care physicians and pediatric subspecialists are independent practitioners who are members of the CHKD physician/hospital network.

## **2017-2018 Children's Health System Board of Directors**

*Governing and Policy making board for all entities under the Children's Health System*

*Edward A. "Buzz" Heidt Jr., Chairman*

*Buffy Barefoot\**

*Michelle G. Brenner, MD*

*James D. Dahling*

*Susan R. Einhorn\**

*Douglas D. Ellis Sr.*

*R. Justin Fulton*

*Kim Georges\**

*Akhil Jain*

*John Lawson, II*

*Miles Leon*

*Christine Neikirk\**

*Robert J. Obermeyer, MD*

*J. Christopher Perry*

*Karen Priest\**

*Marta S. Satin-Smith, MD*

*Brian K. Skinner*

*Elly Bradshaw Smith\**

*Svinder S. Toor, MBBS*

*Kathryn M. Van Buren\**

*Mark R. Warden*

*F. Blair Wimbush*

*\*Class A Members (King's Daughters)*

**2017-2018 Children's Health Foundation Board of Directors**

*Governing and Policy making board for the investment of funds on behalf of the Children's Health System*

*Lynne Mallory-Winter, Chairman*

*Julia Childress Beck\**

*Larry Bernert*

*Dan Boyle*

*James D. Dahling*

*Michael Glasser*

*Chris Graves*

*Kathleen Heaton\**

*Charles R. Henderson Jr.*

*Trey Huelsberg*

*Beth W. Johnson\**

*Michael R. Matacunas*

*Merrick McCabe*

*Kim McMillan\**

*Sherri Miles\**

*Sharon Owlett*

*Dan Ryan*

*Lauren V. Wolcott\**

*\*Class A Members (King's Daughters)*



## **CHKD Advisory Boards**

### **Child Abuse Development Advisory Board**

*The Child Abuse Advisory Board of Children's Hospital of The King's Daughters is a group of individuals passionate about advocating for and supporting the needs of our Child Abuse program. Their focus is on fundraising, advocacy, community education, and philanthropic introductions for this program. Advisory Board members support the Health System through a financial gift each year.*

*Sarah M. Bishop, Chair*

*Warren Aleck*

*L. Ashley Brooks*

*Jean Compton*

*Sandra Harrison*

*Lynn Hornsby*

*Maureen E. Olivieri*

*Solon E. Paul*

*Betsy F. Phillips*

*Jim Schneider*

*Ken B. Shewbridge*

*Gay W. Shulman*

*Lisa Smith*

*Lawrence L. Steingold*

*Lydia C. Taylor*

*Kelly Till*

*Sandra S. Warden*

*Carol Weinstein*

*Dorothy Winn*

*Judi Worley*

### **Development Advisory Board**

*The Development Advisory Board of Children's Hospital of The King's Daughters is comprised of regional business and community leaders who serve the Health System by 1) furthering fund-raising and development opportunities; 2) serving as ambassadors throughout the business community, and 3) acting as advocates for the Health System, its needs, and its philanthropic efforts. Advisory Board members support the Health System through a financial gift each year.*

*Dan Boyle, Chair  
Susie Archer  
Catherine Callahan  
Todd Copeland  
Doug Davis  
Walker Dorroh  
Janet D. Dungan  
Pace Frizzell  
H. Scott Hardison  
Kari Jacobs  
Sunshine Leinbach  
Stephen A. Leon  
Brad Martin  
J.T. McDonald  
Chris Mehler  
Brad Ramsey  
David E. Russell  
Stephen E. Sigmon  
Deb Vollmer  
Mark R. Warden  
Stephen Whitfield  
Rolf A. Williams  
Bennett Zier*

### **Future Generations Advisory Board**

*The Future Generations Advisory Board of Children's Hospital of The King's Daughters is a group of young leaders in the community whose mission is to EDUCATE (Board members learn about CHKD's facilities, programs, events and attributes/challenges through regular presentations by Hospital staff and beneficiaries of CHKD services), ADVOCATE (Board members take what they learn and, in turn, raise awareness of CHKD and its programs within their professional, personal, social and other relationships) and SUPPORT CHKD (Board members support CHKD's mission through active participation in one or more philanthropic undertakings each year to benefit the hospital and annual financial contributions*

*Brooke Garrett, Chair*

*Dennis Cestra, Jr.*

*Jason Deans*

*Katie Denton*

*Katherine Hines*

*Ryan King*

*Stephen Klimkiewicz*

*Stephen Lipskis*

*Jennifer Hill Melendez*

*David Poteran*

*Cameron Reeves Poynter*

*Amy Przymuzala*

*Cart Reilly*

*Shikma Rubin*

*Natalia Soniak*

*Leah Swatts*

*Jill K. Wainger*

*Lee Westnedge*

*J. Britton Williston*

*Katherine Wynne*

# Section 3

## Members

- Who Can Join?
- How to Join a Circle?
- Membership Categories
- Keeping Members Informed
- Updating Member Information
- Suggested Best Practices for Retention  
and Recruiting

# Membership

## Who Can Join a Circle?

Circle Membership is open to anyone who supports our mission: To provide support to Children's Hospital of The King's Daughters through fundraising, volunteerism, leadership and advocacy for children of southeastern Virginia and northeastern North Carolina.

## How to Join A Circle?

The majority of new Circle members join a Circle because a friend is a member. However, throughout the year, The KD Office receives requests from women interested in joining a Circle of The King's Daughters. The KD Volunteer and Events Coordinator works with the potential new member to match her interests and needs with appropriate Circles and then assists the person with contacting those Circles.

## Membership Categories

### **Adult Member**

Any member who has paid dues and is in good standing in an Adult Circle shall be entitled to all the rights and privileges of membership, including the right to vote on any matter brought before The King's Daughters' membership.

### **Honorary Member**

The Board of Directors may grant Honorary status to any member in good standing of an Adult Circle, who is no longer able to participate due to health or physical limitations or has 20 or more years of service. Honorary Members pay reduced annual dues and are not entitled to vote on corporate business of The King's Daughters. When the entire Circle is made up of Honorary members, the Circle is then designated as an Honorary Circle.

### **Junior Member**

Any High School student who is a member in good standing of a Junior Circle shall be recognized as a Junior member. While they can vote on items at their own Circle meetings, Junior Circle members are not entitled to vote on The King's Daughters' corporate business.

## Keeping Circle members informed

The KD Office manages the membership database, which includes names, addresses, emails, volunteer hours and other information. If a member is not in the database, she will not receive any communications from the KD Office including our bi-monthly Newsletter, *The Circular*, email updates *KD Eblast*, invitation to events or CHKD's quarterly magazine, *KidStuff*. Thus, it is **imperative** that the Circle provide up-to-date information on current and new members to the KD office as soon as possible.

**Reminder:** The King's Daughters roster is for the exclusive use of The King's Daughters' business and **should not** be shared with any other group or organization. If anyone outside the organization requests a copy of The King's Daughters' membership listing, please forward the request to the KD Executive Director.

### How to Update Member Information

#### **Annual Membership Roster**

The KD Office sends a current Circle roster to all Circle Leaders and Treasurers annually at end of March. Circles are requested to return the corrected roster no later than June 15 accompanied by one check for the dues of all members.

#### **Membership Changes**

Any changes to membership information, including name and contact information changes, change of member status or resignations should be submitted on a Membership Changes Form any time during the year.

#### **New Members Application**

All new members should submit a completed application to the KD Office Membership Database within 30 days of joining a Circle. A dues check should accompany the application.

#### **Inactive Status for a Member**

Circles may grant inactive status to individual members for special circumstances if such status is defined in the Circle's bylaws. Inactive members are included on the Circle's Membership Roster and must continue to pay dues to The King's Daughters through their Circle. They will be kept in the membership database and receive KD communications as long as their dues are up to date.

#### **Deceased Members**

In the event that your Circle experiences the death of a member, the KD Office should be notified immediately to ensure that the family doesn't receive unnecessary communications. The Circle should submit a Deceased Member Update Form as soon as possible. If the Circle would like to make a Memorial Contribution, the KD Office can assist with making those arrangements. Circles will be asked to submit a photo of the deceased for inclusion in the program at the Annual Recognition Celebration.

#### **Resignation of a Circle Member**

The process for resigning from a Circle should be defined in the Circle's bylaws.

## *Suggested Best Practices for Membership Retention and Recruiting*

### **Retention**

- Have a member be a greeter to welcome newer members and make them feel welcome. Name tags can also be worn at Circle meetings
- Create, maintain and distribute Circle Membership booklet to members with profiles (& pictures), roster, bylaws, meeting schedule/locations and food assignments, information on circle projects, major projects, linens, bears, thrift stores
- Introduce new members to those who may have similar interests or live near each other (suggest carpooling)
- Ask membership regularly if they are getting emails from KD office and update office when necessary
- Do an anonymous survey of the Circle to find out if the Circle is meeting the members needs
- Have at least one purely social/fun event for Circle members each year
- Send special occasion cards to members (such as birth, sympathy, etc.)
- Have a large number of officers or give members some type of job to get them involved
- Consider being flexible with meeting times and places as the members needs change,
- Be open to having a varied age and demographic makeup of the Circle

### **Recruiting**

- Send invitations to prospective members to attend a meeting
- Have each member invite a guest to a recruiting/social meeting where Circle goals are discussed.
- Manage waiting list and invite new members when applicable
- Maintain communication with potential new members, follow-up with KD Staff if the potential member might be a better fit for another Circle
- Consider having a Membership Chair (*could also be the Assistant Leader*)

# Section 4

## Circles

- General Guidelines
  - Circle Officers
- Responsibilities of Required Officers
- Responsibilities of Other Officers/Chairs
  - Keeping Members Engaged
  - How A Circle is Formed



# Circles

## General Guidelines for Circles

- Circles should meet at least monthly typically September to June
- Minutes should be taken of any business portion of the meeting
- Each member must pay dues and those dues must be submitted to The King's Daughters Office annually in June
- Circles must have bylaws that have been approved by The King's Daughters Membership Committee
- All Annual Reports must be filed by the deadlines
- Circle funds may not be donated to any other organization other than The King's Daughters or to CHKD if it is an Honor or Memorial gift.

## Circle Officers

Each Circle chooses its own structure and leadership positions.

***Please note: It is required that each Circle have a Leader, Treasurer, and an Officer(s) to report volunteer hours and linens and gifts are required.***

It is recommended to have a description for all other positions to clarify areas of responsibility. The Circle Officer Listing for the upcoming fiscal year is due to The King's Daughters Office by June 15 of each year. This form is required for completion of the Circle checking account signature forms as well as other organizational needs.

## Suggested responsibilities of Required Positions

### **Leader**

- Schedule, coordinate and preside at all Circle meetings.
- Serve as primary point of contact between the Circle, the KD Board of Directors and the KD Office
- Oversee timely submission of all required reports and forms to the KD Office.
- Represent or appoint designee to represent Circle at KD Connect meetings,
- Oversee Circle fundraising projects and encourage Circle member participation in KD Major Projects.
- Keep Circle up to date regarding activities of The King's Daughters and CHKD
- Attend Annual Election meeting in June {or assign an attendee from your Circle}
- Encourage attendance at the Annual Recognition Celebration.

### **Treasurer**

- Oversee financial transactions for the Circle {writing checks, making deposits, etc.}
- Provide Annual Financial Report to the Circle and ensure completion of annual audit of Circle checking account.
- Deposit funds raised from Circle projects into Circle bank account in a timely fashion
- Turn in project checks to KD Office along with appropriate forms with all donations

within 30 days of the completion of each project.

- Send only one type of donation on each check. Do not combine separate donations on one check. Note in "memo" of each check the title of the circle project.
- Be familiar with the Circle Finances information in this manual
- Collect Circle member dues and submit payment to The KD Office by June 15 each year.
- Submit to The KD office a list of your Circle's sponsors who gave a monetary donation of \$1,000 or more by June 15 of each year

**Volunteer Hours Chair** *(in many Circles this is the responsibility of the Secretary)*

- Share opportunities for Circle members to participate in Major Projects or assistance needed in The KD office.
- Coordinate the Circle's involvement with any Major Project
- Maintain monthly records of Circle member volunteer hours and submit reports to KD Office each month, or submit one total per member per year by June 15.
- Review the preliminary Annual Volunteer Hours Report sent to Circles each July/August by The KD Office. Circles are responsible for ensuring that information is correct for inclusion in The King's Daughters Annual Report.

**Linens and Gifts Chair** *(in many Circles this is the responsibility of the Secretary)*

- Maintain contact with The KD Administrative Assistant regarding current needs of the hospital and keep Circle members informed.
- Collect all finished items from Circle members and deliver to the KD Connect meetings or The KD Office.
- Complete a "Linens and Gifts Reporting Form" for all items sent to The KD office monthly or with each delivery
- Review the preliminary Annual Linens and Gifts Report sent to Circles each July/August by The KD Office. Circles are responsible for ensuring that information is correct before inclusion in The King's Daughters Annual Report.

**Suggested responsibilities of Other Positions:**

**Assistant Leader**

- Preside at Circle meetings in absence of the Circle Leader.
- Represent Circle at KD Connect and other meetings in the absence of the Circle Leader, or serve as the Circle Leader's designee.

**Signature Project/Canister Chair**

- Keep an accurate record of all canisters placed by Circle members by submitting Canister Placement Forms to The KD Office as needed.
- Make sure all canisters are in good condition. If they need to be replaced, contact The KD Office for replacements.
- Keep an accurate record of monies collected. Give all monies to Circle Treasurer, and request Treasurer to deposit in Circle checking account and write a check for canister funds.
- Mail Circle check and Canister Report together to KD Office monthly or as necessary.
- Review the Canister Placement Report compiled each year by the KD Office. Circles are responsible for ensuring that placement information is updated each year.

- *May be combined with Treasurer position.*

### **Membership Chair**

- Maintain circle roster and submit Membership Applications and Change Reports to The KD office in a timely manner throughout the year.
- Submit list of new officers and edited membership roster to The KD office following Circle elections by June 15
- Ensure that each new member of Circle is welcomed and either serve as mentor to new members or ensure one is assigned to each new member.

### **Secretary** (*Circles may choose to separate Corresponding and Recording Secretary Positions or combine*)

- Take minutes at meetings and distribute to Circle members
- Handle Circle correspondence (thank you notes, get well cards, solicitation letters, sponsor thank you letters, letters on behalf of the Circle, etc.)
- Coordinate and communicate with guest speakers
- May assist with nominations process of Circle
- Notify members of meetings and record attendance at Circle meetings
- May also be responsible for Linens and Gifts Chair duties
- May also be responsible for Volunteer Hours Chair duties

### **Project Chair**

- Provide suggestions for fund-raising ideas
- Be familiar with the project approval process. Contact The KD Volunteer & Events Coordinator or the Vice President of Membership, if there are any questions.
- Submit the Project I Application Form to The KD Office as soon as details are known
- Be sure all project print materials are reviewed by The KD Office before distribution.
- Submit applicable vendor agreements, contracts and sponsor lists to The KD Office for review/signature.
- Allow 1 week for approval and 2 weeks for print materials
- Submit ABC license request forms to The KD Office if applicable
- Submit event insurance request form to The KD Office if applicable.
- Communicate with The KD Volunteer & Events Coordinator as needed
- Submit Project II Form with proceeds to The KD Office within 30 days of the completion
- Submit written permission to The KD Office allowing your circle to host the event at the chosen venue

### **Legislative Liaison**

- Works with the KD Board Legislative Chair to educate and disseminate information to the Circle with regards to legislation that directly affects CHKD and/or its mission. Information will usually be in the form of an email and will have a "call to action" within the message.

### **Website/Social Media Chair**

- Works closely with The KD Volunteer & Events Coordinator and Administrative Assistant to ensure that the Circle's web page ([www.KingsDaughters.org/CircleName](http://www.KingsDaughters.org/CircleName)) remains up to date.
- Periodically view the Circle's webpage and send update requests to KD Office via email to [info@kingsdaughters.org](mailto:info@kingsdaughters.org). (Allow 2 weeks for updates to be made). May obtain login credentials from KD staff to manage and edit web page content.
- With the Circle Project Chair(s), ensure print materials for upcoming Circle projects are submitted to KD staff to be posted on the website in a timely manner (minimum 30 days prior to project).
- Manage Circle's Facebook Fan Page and assist KD Office in promoting Circle events by providing material. Share Circle photos with KD Office for website and social media sharing.
- Follow ("like") The King's Daughters' Facebook Fan Page and share KD posts periodically on Circle Fan Page and with Circle members.

### **Historian**

- Ensure photos are taken at Circle Projects and Circle meetings throughout the year.
- Ensure submission of labeled photos to The KD Office
- Follow guidelines provided by The KD History Committee to ensure Circle history is preserved as needed by the organization.

### **Suggestions for Keeping Members Engaged**

From time to time, a Circle might find its members' interests/energy waning. If you think your Circle could use some assistance, please reach out to a KD Staff person, your Circle Liaison, the Vice President of Membership or the President. We are all willing to help in any way possible. Other suggestions:

- Take a tour of the hospital or request a speaker
- Cut back on the number of meetings.
- Shift gears; Volunteer for Major Project(s) as a group or individually
- Combine efforts for a Circle project with another Circle
- Take a year off from Circle projects to regroup and investigate interests. But during that year, plan some fun events to get reenergized

### **How A Circle is Formed**

The interested group contacts The King's Daughters Office. The Volunteer and Events Coordinator will meet with those interested and explains what is expected and what is needed to become a Circle. Once the group has agreed that they share the same passion for our mission, they need to select a Circle name, elect officers and write bylaws. Sample bylaws can be provided by The KD Volunteer and Events Coordinator. The packet of information is given to the Vice President for Membership who then brings it to The King's Daughters Board for an official vote to accept them as a Circle of The King's Daughters.

# Section 5

## Opportunities for Member Development and Education

- *KD Connect Meetings*
- *Circle Meetings/Tour at CHKD Location*
  - *Guest Speakers*
- *Major Project Committees*

## Opportunities for Member Development and Education

Member development is essential to The King's Daughters, because the members of the organization can better serve the needs of children and advance its mission through thoughtful, educated action. There are several ways Circle members can stay informed about the organization, CHKD and children's health care:

### **KD Connect Meetings**

- KD Connect meetings are held 5 times a year: August (Circle Orientation); October (Annual Recognition Celebration), February, April and June (Annual Election of Officers and Board)
- Most meetings feature a guest speaker or educational component
- Each Circle is required to send a representative, but all members are welcome and encouraged to attend
- KD Connect meetings are a great way to receive and distribute information about Major Projects and Circle Projects
- Speak with members of The KD Board of Directors or staff
- Learn about some of the challenges facing the organization and CHKD
- Circles are encouraged to give updates from their Circles, present Circle Project donation checks, as well as sell items/tickets related to a Circle Project(s).

### **Circle Meeting and/or Tour at a CHKD Location**

- Hospital tours can be very motivating and a great reminder of the cause our organization founded and supports
- Circles are encouraged to hold one meeting a year at CHKD and tour the facility.
- Tours are available to book March 1- October 31.
- Tours may be scheduled at CHKD, KD Donor Milk Bank, or any of the following Health Centers: Landstown, Oakbrooke, Oyster Point or Princess Anne.
- If any member is ill or has any symptoms we ask they do not attend the tour.
- To schedule a tour for your Circle, please obtain a [Tour Request Form](#) on the KD website or request form from the KD Office.
- In addition, appropriate forms must be signed by each Circle member taking the tour
- You will receive a confirmation once a tour guide and meeting room (if applicable) is confirmed.
- To sign up to be a tour guide, contact the KD office. Training is available.

### **Guest Speakers**

- Circle may schedule a guest speaker for any Circle meeting during the year. The KD Office can facilitate finding speakers on any topic including KD history, CHKD Hospital organization, legislative issues and updates, current health care topics and more. Please allow a minimum of 2 weeks to schedule a speaker.

## Major Project Committees

- Volunteering on a Major Project committee is a great way to learn about event management, working with groups, and fundraising. Serving on one of these committees can also educate Circle members about The King's Daughters and its community contacts. Each Major Project Committee is made up of both Circle members and community volunteers
  
- Current Major Projects include
  - Breakfast With Santa
    - Held in November
    - Fun holiday event for children
    - Includes a silent auction, activities and a visit and photo with Santa
  - Moonlight and Mistletoe
    - Held the First Saturday in December
    - Black Tie Gala
    - Silent and Live Auction, Dinner and Dancing
  - RunWalk for the Kids
    - Held in May in downtown Norfolk
    - 8K, 2 mile walk and 1 mile Fun Run for Kids

# Section 6

## Circle Finances and Financial Guidelines

- *Annual Membership Dues*
  - *Circle Checking Account*
    - *Circle Check Writing*
- *Circle Project Sponsor Recognition*
  - *Circle Raffles*
- *Acceptance of Credit Cards at Circle Events*
  - *Designated Donations by Circles*
    - *Honor/Memorial Donations*
      - *Legacy Giving*
- *Sales Tax Exemption on Purchases*
  - *Tax Deductible Donations*
    - *Whistleblower Policy*
- *Fiscal Year End Close-Out and Annual Reporting*



# Circle Finances and Financial Guidelines

## **Annual Membership Dues**

The dues request and current rosters will be mailed to each Circle Leader and Treasurer by March 31 each year. Corrections and dues must be submitted to The KD office by June 15 of each year.

### ***Membership Dues:***

Adult Circle Members ( <i>Active and Inactive</i> )	\$40
Adult members 65 years and older	\$20
Honorary Circle Members	\$20

Make one Circle check payable to "The King's Daughters" to include all dues-paying members. In addition to KD dues, Circles may choose to collect an additional amount of dues to serve as seed money in the Circle's checking account for upcoming projects, items for Circle meetings, etc. This additional amount must be determined by majority vote of the Circle members.

## **Circle Checking Account**

- All Circles will conduct banking transactions with TowneBank (chosen by the KD Board of Directors) to handle all of the organization's banking.
- Deposits and withdrawals can be made at any branch location of TowneBank. Deposits must be made in a timely manner after money is received by Circle.
- ALL bank inquiries other than writing checks and deposits MUST be handled through the KD Office. This includes check orders, incorrect balances, missing statements, etc. All questions concerning the Circle bank account should be directed to the KD Development Operations Manager. Please do NOT call the bank directly. KD staff will assist you with researching or any corrections that may be required.
- Checks to the Circle should be made out to Circle's full name. *Example: "Alice Davis Circle"*
- Circle balances should be maintained and monitored to fund upcoming Circle projects.
- Bank Fees\*:
  - Overdraft fee (bounced check) \$40\* per incident
  - NSF (a check with non-sufficient funds deposited into Circle account)
  - \$12/check. It is recommended to re-coupe this charge from the person who provided the NSF check.
  - If the Circle orders personal size checks through the KD Operations Manager there will be no charge to the Circle. If the Circle orders checks on their own, the fee will range from \$38-\$40\*.
  - If the Circle orders deposit slips: (100ct) through the KD Operations Manager there will be no charge to the Circle, If the Circle orders deposit slips on their own, the fee will be with carbon copy \$12\*.

*\*Fees subject to change based on TowneBank discretion; typically changes are made annually in January.*

## **Circle Check-Writing**

- All checks written by a Circle must include a detail of the expense in the memo line of the check. The KD Development Operations Managers is responsible for auditing all circle bank statements as part of the financial review process and may contact the Circle with questions.
- When sending in a check of any kind to the KD Office: make the check payable to "The King's Daughters" and note on the memo what the donation is for. Submit with proper paperwork. Reporting Forms may be found at [www.KingsDaughters.org/reportingforms](http://www.KingsDaughters.org/reportingforms) or in your Circle Leader's Manual.
- Any checks written by a Circle for \$3,000 or more will require two signatures on the check (one Circle signature AND one authorized KD Board Member signature). Check(s) should be submitted to the KD Office one week in advance of disbursement with corresponding invoices to allow time for Development Operations Manager to obtain additional signature.
- The Circle Treasurer should maintain all deposit receipts and canceled checks for accurate record keeping and for Circle audit committee review. Financial records must be kept for seven (7) years before being destroyed per federal regulations.
- Proceeds from fundraisers should be submitted to KD office with Project II Completion Form within 30 days of the event.
- **No checks may be written from any KD Circle checking account as a donation to another non-profit organization.**

## **Circle Project Sponsor Recognition**

- All donors who make a tax deductible monetary donation of \$1,000 or more will be listed in:
  - The Kings' Daughters' Annual Report
  - CHKD's KidStuff Magazine
  - Invited to CHKD's annual philanthropic event.
- The KD Office will email all Circle members each June to request a Circle Project sponsor list. Please submit sponsor's contact information, donation amount and project title to the KD Development Operations Manager by July 31 for the previous fiscal year.

## **Circle Raffles**

Circles must contact The KD Development Operations Manager regarding any plans for a raffle 90 to 120 days prior to when the Circle would like to begin selling tickets. For example, if the Circle wants to begin selling raffle tickets on September 15, the KD Development Operations Manager needs notification no later than June 15.

To apply for raffle with Department of Charitable Gaming, the following information must be provided:

- Raffle Narrative
- Scope and Purpose of Raffle
- Sales and Distribution
- Drawing and Process of Prize Winners
- Draft of Raffle Ticket (KD Office can provide this if it is requested on the Project 1 Form)

## **Circle Raffles con't**

- House Rules
- Letter of intent from raffle item donor(s) on donor letterhead (if applicable).
- A Circle check for \$50\* made payable to The King's Daughters for the raffle permit amendment fee (\*rates subject to change).
- The application process takes a minimum of 45 days. Incomplete applications could delay the process.
- Paypal payments are not allowed.

## **Acceptance of Credit Cards for Circle Events**

### **Background**

Many Circles are now accepting credit cards at circle events and The King's Daughters need to be proactive in ensuring that we are protecting these credit card numbers as well as ensuring that all funds from events are deposited directly into the circle checking account.

### **Methods for accepting credit cards**

#### **Squares**

- Squares are the preferred method for accepting credit cards at Circle events
- Squares/IPads may be obtained from The King's Daughters Office
- The Development Operations Manager for The King's Daughters has the sole responsibility of setting up new square accounts so funds are directly deposited to the Circle's checking account
- Circles that currently have square accounts are required to call the KD Development Operations Manager with Circle's ID and password.
- Prior to the event, one member from the Circle must come to the KD Office to pick up the square/iPad being borrowed
- A list shall be maintained by the KD office documenting who has borrowed squares/iPads
- Squares/IPads should be returned to the KD Office the business first day following the event

### **Online Fundraising Accounts**

All online fundraising must be done through The King's Daughters website. Circles do not have the authority to setup PayPal accounts or use other fundraising/donation programs/accounts without approval from the Executive Committee.

- Circle funds should not be deposited in a member's private account.

## **Designated Donations by Circles**

It is the policy of The King's Daughters that Circles do **NOT** designate gifts to particular programs at CHKD without initial conversation with the KD Office. Approval of designated gifts will be given only under special circumstances. For questions, contact the KD Executive Director

## **Honor/Memorial Donations**

- It is the policy of The King's Daughters that gifts in honor or memory of someone should be sent directly to the CHKD Development Department; Post Office 2156, Norfolk, VA 23501, or online @CHKD.org.
- Honor/Memorial donations sent to CHKD **will not** recorded by The King's Daughters.
- CHKD Development Department will send an acknowledgment to the donor and to the individual or family of the individual being recognized.
- Your donation (not including the amount) will be listed in CHKD's *KidStuff Magazine*
- Memorial and Honor Gifts sent directly to CHKD Development Department will not be included in your Circle's gift total listed The King's Daughters Annual Report.

## **Legacy Giving**

Any bequests received under wills, which predate 1984, with The King's Daughters as the beneficiary, shall be transferred and assigned to Children's Hospital of The King's Daughters to fulfill the testamentary intent at time of execution of such wills.

The King's Daughters will not solicit legacy gifts, however, if a donor chooses to make a legacy gift to The King's Daughters instead of Children's Hospital of The King's Daughters. Such gift shall be accepted and placed in the investment fund to further the activities and efforts of The King's Daughters for Children's Hospital of The King's Daughters

## **Sales Tax Exemption on Purchases**

The King's Daughters organization qualifies under Code of Virginia § 58.1-609.11 to purchase tangible property without paying the Virginia sales and use tax. The exemption is not applicable to the purchase of taxable services such as meals or lodging. Contact the KD Development Operations Manager **prior to making Circle purchases** to acquire the Retail Sales and Use Tax Certificate of Exemption and obtain the full rules and guidelines for purchases.

## **Tax Deductible Donations**

Under federal law, The Norfolk City Union of The King's Daughters, Inc., trading as The King's Daughters is a 501(c)(3) organization. Our Tax ID number is: 54-128-3946. Individuals or businesses that make a donation to a KD Circle may deduct the amount of the donation from their income when filing their taxes. Donors should always be informed that their donations to The King's Daughters are tax-deductible and should always be provided with a receipt. Contact The King's Daughters Office to request tax forms you may need to give to donors.

Gifts other than money ("in-kind") that are given to The King's Daughters are also tax-deductible. The donor is obligated to compute the fair market value of the donated gift. The IRS advises that the "fair" market value is what the buyer is willing to pay and the seller is willing to accept. Then the donor claims that value when filing taxes. Always consult the KD Development Operations Manager with questions about receipts for donors.

## **Tax Deductible Donations con't**

### **Receipts for Goods and Services Received by a Donor**

When a donor receives a tangible good or service in return for his or her contribution, such as a dinner or a game of golf, the donor is only allowed to deduct that portion of the contribution beyond the value of the good or service received. For example, if the donor paid \$100 for a ticket to a dinner party, the value of the dinner would be listed as \$20 and the donor could deduct the remaining \$80 as a donation. This is also common in golf tournaments where the participants receive free gifts.

## **Whistleblower Policy**

A whistleblower policy, by IRS definition, is a policy that encourages staff and volunteers to come forward with credible information on illegal practices or violations of adopted policies of the organization and specifies that the organization will protect the individual from retaliation, and identifies those staff or board members or outside parties to whom such information can be reported. The King's Daughters will follow the guidelines set forth by CHKD in regards to a whistleblower policy for our staff. KD Circle members should contact a KD Board member via mail, phone or email if they would like to report an ethical violation. If the person in question is a board member, the membership can contact the President of The King's Daughters or the Chairman of the KD Governance Committee.

## **Fiscal Year End Close-Out and Annual Reporting**

- The King's Daughters' Fiscal Year runs from July 1 to June 30.
- All final monetary donations for the fiscal year must be received in The KD Office by June 1 (or at the June Annual Meeting) to be recorded in that fiscal year's financial records and included The King's Daughters Annual Report.
- For Circle projects held in June, contact the KD Development Operations Manager to make appropriate arrangements.

***Any excess funds in a Circle checking account over \$1,000 should be turned in to the KD Office. This includes all monies not needed as seed money for an upcoming Circle Project the next fiscal year.***

### **Checking Account Audit Procedure**

The Circle Treasurer coordinates an audit at the end of each fiscal year. She asks the previous Circle Treasurer to serve as the Chairman of the Audit committee. The Chairman then appoints two other members of the Circle to serve. The committee reviews the financial statements from the previous fiscal year, completes the Circle Checking Account Yearly Audit Form and submits completed form to The KD Office by July 31.

# Section 7

## Circle Projects and Activities

- *Project Approval Process*
  - *Project Guidelines and Other Information:*
    - *ABC License*
    - *Circle Printing Expenses*
      - *Contracts*
    - *Correspondence and Print Materials*
      - *Insurance*
      - *Lobby Sales*
      - *Mailings*
    - *Percentage of Profits from Vendors/Restaurants*
      - *Vendors*
    - *Solicitation*
  - *Circle Project Sponsor Recognition*
    - *Project Completion Process*
    - *Circle Project Planning Checklist*
  - *PR Checklist for Project Print Materials*
- ## **KD Signature Project: Canisters**

## Circle Projects and Activities

### Project Approval Process

***Projects must be approved by The King's Daughters Board of Directors prior to any advertising, soliciting of donors or any print material distribution. This process helps prevent duplication of efforts, reduce legal complications that may arise due to liability or contractual agreements, makes the KD Office aware of a Circle's project in order to help publicize and support it, and also assists in the presentation of a more unified organization to the public.***

- Once the Circle majority votes to do a project, submit a Project I Application to The KD Volunteer & Events Coordinator. The KD Board has a revolving approval process, but Circles should submit their PI as soon as possible to allow sufficient time for any contract review, license applications or insurance applications.
- The PI is referred to the VP of Membership for review and if she and the staff do not have questions, the PI is sent out to the Board for approval.
- Following the Board vote, the Circle Project Chair and Circle Leader will each receive written notification of the Board's decision from the KD office (if there are questions, the Circle will be contacted for clarification).
- Once approved, the project's information will be added to The KD website calendar. If requested, The KD staff can set up online ticket purchasing, assist you with accepting credit card payments and assist by promoting your event on the KD Facebook fan page.  
***Please allow 2 weeks processing time for all requests.***
- Circles planning to solicit funds, goods or services must submit a complete list of potential sponsors to The KD Volunteer & Events Coordinator. ***No solicitations are to be made until this list has been approved by The KD Executive Director.***
- All print materials and solicitations should not be distributed until after project has been approved. ***If assistance is needed from The KD Office, please allow 2 weeks processing time.***
- Circles do not need to submit a Project I Application in order to participate in Major or Special Projects including Breakfast with Santa, Moonlight and Mistletoe, RunWalk for the Kids and Make a Scarecrow.

## Project Guidelines and Other Information

### ABC License

- For Circle Projects where alcohol will be served and or sold, an ABC License and insurance may be required. The Circle must submit a completed ABC License Request to The KD Office **at least 30 days prior** to event date. The KD Office will apply for an ABC license.
- The Circle will receive an invoice for reimbursement of the cost of the license.
- Once obtained, the ABC license will be forwarded to the Circle and should be prominently displayed at the Circle event.
- If an ABC license needs to be cancelled after the application has been made, the Circle will still be responsible for the cost of the license. The ABC Board no longer reimburses the license costs for cancellations.

### Circle Printing Expenses

- The King's Daughters will cover the printing expenses for Circle Projects including invitations, posters, flyers, save the dates, etc. if it can be printed in the KD office. *When planning a project, be mindful that, although the cost of printing is not directly billed back to the Circle, the printing costs are paid out of the KD Operating Budget. If the requested printing exceeds 15% of the projected revenue goals for that project, it will be reviewed by the KD staff and may be subject to print limitations.*
- If a Circle's print needs require a professional printer and cannot be done in the KD Office, the Circle must pay those fees.

### Contracts

- ALL contracts must be reviewed and **may only** be signed by the KD Executive Director. All contracts are subject to review and approval of the CHKD legal department prior to being signed. ***No Circle Member is authorized to sign a contract committing the Circle or The King's Daughters.***

### Correspondence and Print Materials

*(Event flyers, invitations, request and thank you letters, tickets, etc.)*

- Before any print materials can be approved by KD staff or distributed, the Circle Project must first be officially approved by The KD Board of Directors.
- All correspondence and promotional/print materials must be submitted to The KD Volunteer & Events Coordinator prior to printing and distribution for review. This includes print materials created by third-party companies or organizations that partner with Circles to raise funds for CHKD.
- The King's Daughters' staff is responsible for ensuring that all correspondence and print materials distributed on behalf of the organization are consistent.
- The King's Daughters staff will review the correspondence and save in the office files.
- Circle Leaders, Circle Project Chairs and others conducting official business of the organization can use the letterhead available from The King's Daughters Office for approved items.



- Whenever office assistance is needed please provide information via email or computer disk/thumb drive. Information that is typed and mailed or faxed may cause a longer turn-around time. The staff will work with you to get your correspondence sent in a timely and professional manner. Please allow 2 weeks for all KD Office staff requests.

## Insurance

- CHKD has an insurance policy in place that covers (most) fundraisers hosted by The King's Daughters. However, Circle projects may require additional insurance if one or more of the following are present:
  - ABC License is required
  - Circle members are pouring alcohol
  - Sporting events
  - Events on the water
- During the approval process, The KD Executive Director will note if additional insurance is likely needed for the project. Once a Project I Application is approved, The KD Executive Director will make the formal inquiry regarding insurance. A Circle may be requested to provide additional information. **Please allow at least 60 days for all insurance/certificate of insurance requests.**
- It is anticipated that the cost of additional insurance for an event will be between \$300 and \$600. This cost must be paid from the proceeds of the project.
- It is highly recommended that Circles planning an event serving alcohol look at venues that already have an ABC license and staff to serve the drinks.

## Lobby Sales

- The King's Daughters Circles are not permitted to have sales of merchandise in the CHKD Lobby. KD Circle sales may take place at the KD Connect meetings, on KD website and when available a KD conference room.

## Mailings

The KD Office will mail invitations, save the dates, donation ask and thank you letters, etc. at no costs to the Circle.

- All outgoing mail (bulk or regular) shall conform to the following U.S. Postal Service address requirements for automated mail processing.
- All outgoing mail will include "The King's Daughters" name in the return address section.

### Regular (First Class) Mailings Guidelines

- Mailings that do not have the same content, are not the same size, and are less than 200 pieces, will have to be mailed at the first class postage rate.
- Mailings need to be coordinated with the KD staff prior to preparation.
- The KD Office will provide you with the proper mailing envelopes, as you will need our

return address (see below) on every envelope mailed from CHKD.

### Bulk Mailings

- To receive the bulk-mail rate, you must have at least 200 pieces of an identical type of mail (e.g. invitation, postcard, sponsor letter).
- Address labels must match and be typed, NOT handwritten.
- The KD Office will provide you with the proper mailing envelopes as you will need our return address and The KD official bulk-mail rate stamp
- You must bring the items to the KD office for bulk mailing. Do not take them to the post office.
- If you do not follow these guidelines exactly, the post office will not mail your items at the discounted rate and will dispose of them.

Bulk mail must have a standard look (see below).

Addresses are to be as follows:

- Typed lettering.
- Proper, acceptable fonts (see example below).

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The King's Daughters  
Circle Name  
601 Children's Lane, 2<sup>nd</sup> floor  
Norfolk VA 23507

No. aom  
U.S.  
P10  
Norfolk VA  
170 100J

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ATTN: JOHN DOE  
COMPANY NAME  
123 MAIN STREET  
NORFOLK VA 23507- 1329

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### **Percentage of Profits from Vendors/Restaurants**

The King's Daughters are grateful for the gifts and support received from businesses and the community. No gift is too small and all gifts are appreciated. If a vendor agrees to donate a portion of their profit to The King's Daughters, we will gratefully accept 10% or greater, providing there was no expense incurred by The King's Daughters for the event (i.e. ticket sales, promotional materials, etc.). When costs are incurred, KD requests a minimum of 15% of the profit. If circumstances prevent a vendor from meeting the requested minimum percentage, KD requests the reason be included in the Project 1 Application Form and such circumstances will be reviewed on a case-by-case basis prior to project approval.

### **Vendors**

The King's Daughters Office must review all vendor requests to conduct business with the membership of The King's Daughters. All vendor requests and contracts to participate in KD fundraising events must be submitted to The KD Executive Director for approval and signature. The KD staff will consult with the appropriate KD Board Member if necessary. Keep vendor costs in mind while budgeting for your project. All vendors must provide proof of own insurance.

## **Solicitation**

- Brainstorm a target list of sponsors for monetary and/or in-kind desired. Develop a detailed plan for a sponsorship strategy which includes the levels and types of sponsorship/donations desired.
- Submit the prospective Sponsor list to the KD Office for approval. The KD Office will review the list for any donors that may be involved in other KD or CHKD Projects. The KD Staff will contact the Circle to discuss the Circle's fundraising plan and talk through any conflicts or concerns.
- The Circle Project Chair or Leader may develop their own sponsor solicitation letter, pledge form, confirmation form; or may request assistance from the KD Volunteer & Events Coordinator for these items.
- Let the donors know how they will be recognized at our event and make sure they are aware that The King's Daughters are a non-profit 501(c)3 organization.
- The KD Executive Director may also be available as a resource to assist in obtaining sponsors for a Circle Project. The Executive Director will also serve as the donor advocate and ensure that proper efforts are made to cultivate each donor. Any solicitation from a Circle should be approved by the KD Executive Director prior to presenting a proposal to prospective sponsors and donors.

### **Circle Project Sponsor Recognition**

- All donors who make a tax deductible monetary donation of \$1,000 or more will be listed in:
  - The Kings' Daughters' Annual Report
  - CHKD's KidStuff Magazine
  - Invited to CHKD's annual philanthropic event.
- The KD Office will email all Circle members each June to request a Circle Project sponsor list. Please submit sponsor's contact information, donation amount and project title to the KD Development Operations Manager by July 31 for the previous fiscal year.
- All donors who make a monetary donation with a tax-deductible amount of \$1,000 or more will be listed in The Kings' Daughters' Annual Report, CHKD's KidStuff Magazine, and invited to CHKD's annual philanthropic event. The KD Office will email all Circle members each June to request a Circle Project sponsor list. Please submit sponsor's contact information, donation amount and project title to the KD Development Operations Manager by July 31 for the previous fiscal year.

## Project Completion Process

- If your Circle accepted manual credit card payments or online registrations via The King's Daughters website contact the Development Operations Manager to ensure all cards are fully processed and funds are transferred to Circle's account.
- Ensure all project expenses are paid and all income is collected to determine your Circle project's final profit.
- A Project II Completion Form must be submitted to The KD Office along with the project donation check, within 30 days of completion of each and every Circle Project.
- Provide a list of all donors/sponsors of \$1,000 or more. Include name, address and email.
- Send a personal thank you to all donors, sponsors and others that helped with the event. King's Daughters letterhead and logo cards are available thru the KD office.
- Make Circle Project checks payable to "The King's Daughters" and specify in the "memo" section which project the donation is from. Please submit one check per project. Mail check and Project II Completion Form to:
  - The King's Daughters  
601 Children's Lane, 2nd floor Norfolk, VA 23507
- Proceeds from Circle Projects may be presented at any KD Connect meeting. Circles are encouraged to announce their project and proceeds even if the check has already been mailed to the office.
- Donation checks and Project II Completion Forms are presented to the KD Board at each monthly meeting.



## Circle Project Planning Checklist

- Circle votes to do Project
- Determine ticket/participation fee (be sure this is an amount all of Circle agrees on and will cover all event expenses), Including insurance if applicable.
- Submit “**Project I Application Form**” to KD office for KD Board Approval. The best timeframe for submission is at LEAST 3 months prior to event date/project start date.
- Create a timeline of tasks and completion dates
- Brainstorm additional revenue ideas (program book ad sales-if appropriate to event, partner with vendors who'll help promote event, chance drawing, etc.)
- Confirm event venue and send office rental agreement.
- Contracts/Agreements submitted to KD office for review and signature (ABC Request, Insurance, rental, entertainment, etc.) Allow at least two weeks review.
- Project officially approved at monthly KD Board meeting (Official approval letter to be emailed to project chair and circle leader).
- ABC license – \*If you're serving alcohol at your event, contact KD office to determine if you'll need to purchase an ABC license and/or apply for insurance. (\$55 beer/wine or \$110 liquor +beer/wine). **Fill out and submit “ABC Request Form”** (provided by KD office). As well as provide proof in writing, that the Circle has permission to host the event. KD office must purchase and Circle will be invoiced and will reimburse.
- Submit project sponsor/donor ask list to KD office for review/approval.
- Submit ask letters to KD office for edits/approval (office can assist with creation/mailing of ask letters if needed/requested).
- Tickets – if you have event tickets designed by Circle member/friend, submit draft to KD office prior to distribution/printing (or submit request for KD office to design ticket via Project I Application Form).
- Circle submit Project website event write-up to KD office to add to [www.kingsdaughters.org](http://www.kingsdaughters.org) events listing and Circle web page.

- Online Ticket Sales – submit request to KD office to set up.
- Set up Square account for processing CC's at event if necessary. Share Square ID and password with office.
- Invitation/Flyer – refer to **“PR Checklist for Circle Project Print Materials”** (provided by KD office) and submit draft created by Circle to KD office for official approval prior to distribution/printing. Or submit request for KD office to design invitation/flyer via Project I Application Form
- Circle web page – submit request to KD office for edits/updates to Circle web page.
- Facebook – submit photos from “last year” to help with project promo on FB via KD fan page, Circle fan page, etc.
- Utilize **“Media Contact List”** (provided by KD office) and add Circle Project to Hampton Roads' community online calendars.
- Assign an event photographer.
- Submit **“Circle Supply Request Form”** to borrow event supplies. Please include quantity of items needed. Supplies will be available to pick up no sooner than week of your event.

#### **After Project Completion:**

- Submit all CC order/payment forms to KD office together for office to process and transfer dollars to Circle account.
- Finish collecting all expected income from patrons, sponsors, etc.
- Pay any final expenses from project
- Complete **“Project II Completion Form”** and submit to KD office along with project donation check (***be sure to send 1 check per project and include event name in memo***).
- Thank you letters sent to all donors, patrons, etc. (KD office can assist/provide supplies as needed)
- Submit **“Project Article Request Form”** or **“KD Kudos Article Request Form”** to KD office for inclusion in upcoming Circular issue (include photos as noted below).
- Submit event photos to KD office for online posting via circle web page and King's Daughters annual recognition.

[www.KingsDaughters.org](http://www.KingsDaughters.org)  
[www.Facebook.com/KingsDaughters](https://www.Facebook.com/KingsDaughters)  
[info@kingsdaughters.org](mailto:info@kingsdaughters.org)



## PR CHECKLIST FOR CIRCLE PROJECT PRINT MATERIALS (Invitations, flyers, etc.)

### **All KD Circle PR Materials should include the following:**

- Logo and/or Name: **The King's Daughters** (check The is capital letter)
- Text reads "A Project of XX Circle of The King's Daughters to benefit" CHKD logo or full name Children's Hospital of The King's Daughters
- Title of Event
- Date of Event
- Time of Event (AM or PM)
- Location of Event (include address)
- Spell Check/Grammar Check all Text (sometimes read text backwards to catch errors)
- Telephone (if not a circle contact #, then use KD office # 757-668-7098, after confirming with KD office)
- Website address [www.kingsdaughters.org](http://www.kingsdaughters.org)/circle name
- Email address (if not a circle email, then you can use KD main email - [info@kingsdaughters.org](mailto:info@kingsdaughters.org))
- NO reference to raffle/cash prize/chance drawing/alcohol, etc. unless otherwise approved by KD Board of Directors
- How event benefits for example "20% of proceeds to benefit CHKD".

### **Optional, but Recommended**

- Online ticket sales available
- Circle contact name / telephone number
- Facebook Fan Page or "Event" title link(s).
- **EXAMPLES:**



Project of XX Circle of

to benefit  
OR



Children's Hospital  
of The King's Daughters

Project of XX Circle of The King's Daughters to benefit Children's Hospital of The King's Daughters

# **The King's Daughter's Signature Project Canisters**

In the early 1900's The King's Daughters began the "Milk Fund" which today is known as the canister program. For over 100 years, this project has raised an amazing amount of money from spare change. In 2015, The King's Daughters Board designated this program as our Signature Project. We encourage each Circle to participate in this easy, basically no cost, project. Every penny counts!

Our Signature Project Committee is working on new procedures and informational packets which will be distributed to all Circles once completed. Members of the Committee are available to come and speak at a Circle meeting.

## **Some Basics**

- Approach a merchant with a canister in hand when looking to place a canister.
- Have your current KD Membership ID card in-hand.
- There are no territories for specific Circles. However, there are some businesses which we may not approach as they are already donors to CHKD such as Walmart. The office has a complete list

## **Placement Suggestions**

- Understand that once permission is granted to place the canister, it is up to the business owner/manager to ultimately decide the placement of the canister
- Should be highly visible.
- In location where people must come to register to make payment for purchase/service.
- In locations where cash is the most frequent mode of payment.
- May need to be fixed to counter with double-sided tape, with business owner approval.
- Submit Canister Placement Form to KD Office to report location of Canister

## **Servicing the Canister**

- Regular service is critical. A suggested minimum is every 2-4 weeks. If you cannot service your canister(s) please ask another Circle member to help out
- Collect donations at a time convenient to for business
- Come prepared to empty canister with bank bags and identification (The King's Daughters Membership Card).
- If a canister is not producing at least \$10.00 a week, consider moving it to another location within the store with the permission of the business owner or manager.
- Thank business management and staff for their help and participation. Send a written thank at least once a year.
- The KD Office telephone number and address will be on the back of each Canister Insert along with canister number assigned by KD office.



## Items provided by The King's Daughters

- Canisters
- Solicitation flyer/letter for potential canister locations
- Notecards for Thank you letters

## Circle Responsibilities/Recordkeeping

- Keep up-to-date record of all your canister locations. Be sure to report your canister locations to the KD Office on a regular basis via the Canister Placement Form.
- Submit completed Canister Reporting Form with each donation check for canister funds.
- Itemize collections by location. Include canister number on form.
- All money is given to the Circle Treasurer for deposit in the Circle checking account. The Circle Treasurer writes one check for the total of the monies per reporting form. One check should be submitted to KD Office along with completed Canister Reporting Form.  
***Please do not submit a personal check or cash.***
- Donations received by June 1(or June Annual Election) will be included in The King's Daughters' Annual Report.



# Kroger Rewards



## **Do you shop at Kroger?**

If so, register your Plus card for the Community Rewards Program and support The King's Daughters. By enrolling your Kroger Plus card, you will be contributing funds to KD every time you shop with your card. To get started, visit [krogercommunityrewards.com](http://krogercommunityrewards.com) or your neighborhood Kroger store.

## **To register online:**

- Click on Sign In if you have an account, or Create an Account if you do not
- You will be asked for basic information such as address and email to create the account.
- When asked for organization, you can search by name, The King's Daughters or enter 90697

## **When shopping:**

Simply swipe your registered Kroger Plus card or use the phone number that is related to your registered Kroger Plus card when shopping for each purchase to count. This opportunity is not limited to our membership; anyone can select The King's Daughters as their Kroger Community Rewards Partner, so please share!

**THERE IS NO ANNUAL RENEWAL PROCEESS UNLESS YOU ARE CHANGING ORGANIZATIONS!**

**Kroger Customer Service Assistance: 800-576-4377**

# SIGNATURE PROJECT

## Do Not Solicit List

listed below are community minded businesses that generously give to CHKD directly through CHKD/Children's Miracle Network (CMN) that prefer NOT to have a canister solicitation.

Walmart  
Sam's Club  
Rite Aid  
Farm Fresh  
Wawa  
Costco  
Ollie's  
Jersey Mike's  
Howard Hanna  
Chico's  
Black House/White Market  
Dairy Queen  
Great Clips  
Re/Max  
JES  
Chick Fil-A  
Ace Hardware  
Dollar Tree  
No Frill Grill  
Taste Unlimited  
All Credit Unions  
TowneBank  
Chartway Federal Credit Union/We Promise  
Bank of America  
Wells Fargo  
PNC  
SunTrust  
Dunkin Donuts  
Marriott  
Lone Star Steakhouse  
Long John Silvers  
IHOP  
Speedway/Hess  
Whole Foods  
Aldo's  
Sirena's  
Elite European Salon  
Trish Boutique  
Blue Point (OBX)  
Hall Automotive  
Priority Automotive  
Charles Barker Automotive

# **Section 8**

## **Social Media and The KD Website**



## Social Media & The KD Website

### Facebook

The King's Daughters Office manages multiple "Fan" Pages on Facebook:

"CHKD - The King's Daughters" [www.Facebook.com/KingsDaughters](http://www.Facebook.com/KingsDaughters)

"CHKD RunWalk for the Kids" [www.Facebook.com/RunWalkfortheKids](http://www.Facebook.com/RunWalkfortheKids)

"Make a Scarecrow, Make a Difference -to benefit CHKD"  
[www.Facebook.com/MakeAScarecrow](http://www.Facebook.com/MakeAScarecrow)

"Breakfast with Santa - to benefit CHKD"  
[www.Facebook.com/BreakfastwithSantaCHKD](http://www.Facebook.com/BreakfastwithSantaCHKD)

"Moonlight & Mistletoe -to benefit CHKD"  
[www.Facebook.com/MoonlightandMistletoeCHKD](http://www.Facebook.com/MoonlightandMistletoeCHKD)

Circle members who utilize Facebook are encouraged to "like" our pages, comment and share posts on their personal Facebook profiles.

Circles are welcome to create their own Facebook Fan Pages if the majority of the Circle members agree. Please follow these suggestions:

- If you intend to utilize your Circle's page to promote your fundraisers to the public, we highly recommend that you create a fan page that people can "like" rather than create an account they must friend, or a group they must join. ***This is Facebook Best Practice.*** Circle "Fan" Page name should be "Your Circle Name of The King's Daughters"
- If your Circle intends to utilize your Circle's page to chat internally, then a "Closed Group" would be the best option, but remember a Closed Group would limit your page's interaction with the public.
- Circle pages should "like" and share posts on the KD fan page and be made known to the KD Office for best page utilization and promotion.

Facebook is a public social-media site which reaches numerous people, including many you may not know personally. If you are using your personal Facebook page to promote KD business and events, please remember that you are representing our organization and do so in a way that is beneficial to The King's Daughters.

Please share all Circle web links to Facebook and other websites with the KD Office. Requests for posts to be placed on the *KD Facebook Fan* page should be emailed to [info@kingsdaughters.org](mailto:info@kingsdaughters.org).

### KD Website:

[www.KingsDaughters.org](http://www.KingsDaughters.org)

The King's Daughters' website is a tool for our organization to share with the public and our members who we are, what we do, how we do it and to encourage involvement.

The Member Resources section is a valuable tool for Circle members. It includes:

- Circle Manual
- Circle Reporting Forms
- KD Newsletter, *The Circular*
- KD Connect Information
  - Upcoming meeting dates
  - Minutes from meetings past.
- The King's Daughters Bylaws
- Linens and Gifts Information
- How to schedule a tour of CHKD

Every Circle of The King's Daughters has its own web page on the organization's website. Content is automatically generated by the KD staff as needed, and Circles may now manage their Circle's web page content. To request instructions and access to manage your Circle's web page content, contact the KD Administrative Assistant or Membership Coordinator.

Your Circle's Projects will be automatically added to the site's events calendar upon approval by The KD Board. It is important for your Circle to communicate event details and any changes to The KD Office for web updating. This will ensure the website has the most up-to-date event information.

# **Section 9**

- **Volunteer Service**
  - **Linens and Gifts**
- **KD Award of Excellence**
- **Dr. Donald W. Lewis Award**

# VOLUNTEER SERVICE

Volunteer service is an important part of being a KD Circle member. Volunteer hours are reported to the KD office, recorded in the KD Membership Database and reported in the KD Annual Report.

## Volunteer Hours

Circles submit the Volunteer Hours Report annually via spreadsheet or volunteer hour forms provided by The KD Office. A Circle may choose to track their monthly totals via computer spreadsheet and turn in the total number of hours for the fiscal year hours per Circle member by June 15.

### **Reporting Guidelines**

- Complete the entire Volunteer Hours Report form, including Circle name, as indicated. It is important to PRINT NAMES clearly on the form when filling it out.
- Do not include non-member names and hours on the form. Non-members are not programmed into the KD database and they do not receive credit for home hours.
- If this is the first time reporting hours for a new member, please write "New Member" next to their name.
- The KD Office runs a preliminary report Volunteer Hours in July/August and sends to the Circles for review prior to inclusion in the Annual report.

### **Volunteer hours are given for:**

- Attending Circle Meetings
- Collecting donations from canisters
- Efforts related to promoting The King's Daughters and CHKD via your Circle
- KD Connect Meeting attendance
- Serving as a Circle Officer
- Serving on the KD Board of Directors
- Sewing or knitting articles.
- Work done for any Circle or Major Project

### **"In-Hospital" Volunteer Hours**

- In-hospital volunteer service is under the supervision of the CHKD Volunteer Services Department (668-7195).
- In-hospital hours are recorded by the Volunteer Services Office at CHKD. Hospital volunteer hours are NOT to be reported on The KD Volunteer Hours Reporting Form.
- At the end of each fiscal year CHKD's Volunteer Services Department gives the KD Office a listing of all Hospital Volunteer Hours completed by King's Daughters. Those hours are entered into The King's Daughters' Membership Database and recorded in The King's Daughters Annual Report.



## Linens and Gifts

- A Linens and Gifts Report should accompany each donation delivered to The KD Office. The KD Office runs a preliminary report for Circle Linens and Gifts July/August and sends to the Circles for review prior to inclusion in the Annual report.
- Please refer to Section 12 for patterns and CHKD Wish List

### **Linens Examples:**

- blankets/quilts
- journal bags
- knitted hats
- look-a-like dolls
- tooth fairy pillows
- surgery bears

### **Gifts Examples:**

Crayons, markers, craft supplies

magazines for waiting rooms (please don't donate magazines older than 3 months)

playing cards

reading books

socks

toys

Refer to the CHKD "Wish List" located in Section 12 for more ideas.

## **KD Award of Excellence**

The KD Award of Excellence is an annual award presented to a person or group who has contributed in an exemplary way to The King's Daughters. The recipient may not be a member of The King's Daughters Circle. It should be noted that donating funds to The King's Daughters is neither a requirement nor automatic eligibility for this award. The recipient must have made a direct impact or worked closely with our organization toward helping The King's Daughters in our support of CHKD.

Nominations for this award are welcomed throughout the year from Circle members.

Past recipients are:

- 2016 Paul Sharp, SYR Management Services, Inc.
- 2015 Jim Dare, Paul Neal & Mel Williams (RunWalk for the Kids Committee)
- 2014 Eric Stevens and Karl Dornemann, Prime Eats
- 2013 William A. Gillis, CHKD Engineering Manager
- 2013 Mark Lucas, CHKD Audiovisual Supervisor
- 2012 Sherry Connell, McDonald Garden Centers
- 2012 David Smith, Volunteer
- 2011 Sandra Jackson and Whitney Quartucci, Volunteers
- 2010 Charlie Brenner, Norfolk Southern Corporation
- 2009 Taylor Franklin, SL Nusbaum
- 2008 Jean Burke, Letton Gooch Printers
- 2007 Rob Levinsky, Director of Engineering CHKD

## **Criteria for Selection Dr. Donald Lewis Award**

In 2013, The King's Daughters established this award to honor Dr. Donald Lewis, a beloved CHKD pediatric neurologist, educator, researcher and outspoken advocate for children's health, who unexpectedly passed away in 2012. The purpose of this award is to recognize someone who possesses that same sense of optimism and enthusiasm as Dr. Lewis; who inspires others and is willing to take whatever action necessary to better the lives of children.

**The person selected for this award should have the following characteristics**

- Mentor
- Teacher
- Healer
  - Risk Taker
  - Out of the box thinking
- Willing to “push” the envelope
- Giver
- Sense of Humor
- Fighter for the under dog
- Charismatic
  - Makes you feel important

### **Award Recipients:**

**2016 Dr. Ed Karotkin**

**2015 Sarah Bishop**

**2014 Dr. CW Gowen, Jr**

**2013 Penny Lewis for Dr. Donald Lewis**

# Section 10

## Rosters

- Circle Leaders
- Circle Profiles
  - Thrift Stores



**2017-2018**  
**KD Circle Profiles**

*Alice Davis Circle | Founded: 05/01/1952*  
*Monthly Meetings: 2nd Wednesday, 12:30pm, Members' homes*

*Aloha Circle | Founded: 01/01/2005*  
*Monthly Meetings: 1st Monday, 7:00pm, Virginia Beach*

*Atlantic Circle | Founded: 01/01/1963*  
*Monthly Meetings: Bi-monthly, 1st Thurs, Members' Homes*

*Azalea Unity Circle | Founded: 01/01/1972*  
*Monthly Meetings: 2nd Monday, 7:00pm, Members' Homes*

*Beacon Circle | Founded: 01/02/1963*  
*Monthly Meetings: 2nd Wednesday, 7:00pm, Members' Homes*

*Caritas Circle | Founded: 01/01/1970*  
*Monthly Meetings: 2nd Tuesday, 10:00am, Members' Homes*

*Carol's Angels Circle | Founded: 05/26/2005*  
*Monthly Meetings: 1st. Wednesday, evening, Members' Homes*

*Circle by the Bay | Founded: 12/01/2008*  
*Monthly Meetings: 1st Thursday, 7:00 pm, Buoy 44 (old Alexander's on the Bay)*  
*On Oceanview Ave at Chic's Beach*

*Circle In the Bridge | Founded: 03/25/2010*  
*Monthly Meetings: 1st Tuesday, 7,00pm Members' Homes*

*Circle In the Sand I Founded: 12/10/2009*

*Monthly Meetings: 2nd Wednesday, 7:00pm, Church Point Manor House, Virginia Beach*

*Circle of Friends I Founded: 05/31/2007*

*Monthly Meetings: 2nd Monday, 7pm, Various locations*

*Circle of Hope I Founded: 01/02/1990*

*Monthly Meetings: 2nd Tuesday, 7:00pm,*

*Circle of Love I Founded: 09/25/2008*

*Monthly Meetings: 3rd Tuesday, 12 noon, Norfolk Yacht & Country Club*

*Circle of One | Founded: 09/29/2016*

*Monthly Meetings: 4th Sunday, 2:00pm, Varies Norfolk/Virginia Beach*

*Circle of Rainbows I Founded: 01/01/1970*

*Monthly Meetings: 3rd Tuesday, 7:00pm, Members' Homes*

*Circle of Service I Founded: 1896*

*Monthly Meetings:*

*Circle of Smiles I Founded: 03/01/2007*

*Monthly Meetings: 1st Thursday, 6:30pm, Alternating cities -Chesapeake, Portsmouth, Norfolk, Virginia Beach*

*Circle on the Pointe I Founded: 04/01/1995*

*Monthly Meetings: 3rd Monday, 9:00am, Members' Homes*

*Colonial Circle I Founded: 03/29/2007*

*Monthly Meetings:*

*Cypress Point Circle I Founded: 01/01/1997*

*Monthly Meetings: 3rd Tuesday, 7:00pm, Members' Homes*

*Dogwood Circle I Founded: 06/25/2009*

*Monthly Meetings: 1st Wednesday, 11:30am, Restaurants, conference rooms*

*Downtown Circle I Founded: 01/01/1994*

*Monthly Meetings: 1st Wednesday, 12noon, TowneBank Conference Room,*

## *Downtown Norfolk*

*Driftwood Circle | Founded: 01/01/1976*

*Monthly Meetings: 3rd Wednesday, 9:30am or 6:30pm, alternating months, Members' Homes*

*East Beach Circle | Founded: 06/26/2008*

*Monthly Meetings: 3rd Monday, 7:00pm, East Beach Club House*

*Elizabeth River Circle | Founded: 01/01/1997*

*Monthly Meetings: 1st Thursday after 1st Tuesday, 7:30pm, Members' Homes*

*Esprit de Coeur | Founded: 08/25/2016.*

*Monthly Meetings: 1st Wednesday of each month at 7:00pm Members' Homes - Suffolk, Portsmouth, Western Branch*

*Great Bridge Circle | Founded: 06/04/1986*

*Monthly Meetings: 1st Thursday, 7:00pm, Members' Homes*

*Holly Circle | Founded: 11/01/1977*

*Monthly Meetings: 2nd Tuesday, 6:30pm, Members' Homes*

*Horizon Circle | Founded: 01/01/1980*

*Monthly Meetings: 1st Monday after 1st Tuesday, 7:00pm, Members' Homes*

*In As Much Circle | Founded: 01/01/1896*

*Monthly Meetings: 2nd Wednesday, 11:30 am, Members' Homes, Restaurants*

*Infinity Circle | Founded: 07/01/2015*

*Lafayette River Circle | Founded: 08/27/2009*

*Monthly Meetings: 2nd Tuesday, 6:30pm, Members' Homes*

*Lakewood Circle | Founded: 02/01/1957*

*Monthly Meetings: 3rd Tuesday, 1pm, Lakewood Neighborhood & Members' Homes*

*Larchmont Friends Circle | Founded: 01/01/1997*

*Monthly Meetings: 2nd Monday, 7:00pm, Members' Homes*

*Lynnhaven River Circle I Founded 01/01/2016*

*Monthly Meetings: Last Wednesday, 7:00pm, Members' Homes*

*Magnolia Circle I Founded: 07/01/1997*

*Monthly Meetings: 2nd Tuesday, 6:30pm, Members' Homes*

*Maltese Cross Circle I Founded: 01/01/1968*

*Monthly Meetings: 2nd Tuesday, 6:30pm, Members' Homes and William E. Wood on Hampton Blvd, Norfolk*

*Margaret Roper Moss Circle I Founded: 01/01/1956*

*Monthly Meetings: 2nd Tuesday, 10:30 am, Norfolk Yacht and Country Club*

*NICU Friends Circle I Founded: 12/04/2014*

*Monthly Meetings: 1st Wednesday, 7pm*

*North Suffolk Circle I Founded: 01/01/1987*

*Monthly Meetings: 2nd Tuesday, 6:00pm,*

*Oceanfront Circle I Founded: 08/27/2009*

*Monthly Meetings: 3rd Wednesday, 10am/7pm alternating, Members' Homes, club where tennis tournament occurs*

*Patriot Circle I Founded: 01/27/2005*

*Monthly Meetings: 1st Tuesday, evening, Members' Homes*

*Princess Anne Circle I Founded: 02/01/1962*

*Monthly Meetings: 4th Tuesday, 10:30am, Members' Homes*

*Ruth Sargeant Circle I Founded: 09/01/1947*

*Monthly Meetings: 3rd Tuesday, 10:30am, Members' Homes*

*Sand Dollar Circle I Founded: 01/01/197*

*Monthly Meetings: Random Thursdays, Restaurants and Members' Homes*

*Seashell Circle I Founded: 06/30/2011*

*Monthly Meetings: 1st Wednesday, 7:00pm, Members' Homes*



*Southern Vines Circle I Founded: 05/25/2006*  
*Monthly Meetings: 2nd Tuesday, 7:00pm, Members' Homes*

*The Regatta Circle I Founded: 04/25/2013*  
*Monthly Meetings: 2nd Tuesday, 7:00pm, Members' Homes*

*Union of Hands Circle I Founded: 01/01/1991*  
*Monthly Meetings: 2nd Monday, 7:00pm, Members' Homes*

*West Ghent Circle I Founded: 04/01/1962*  
*Monthly Meetings: 2nd Tuesday, 6:30pm, Member's Business*  
*TowneBank/Security Insurance Agency*

# CHKD THRIFT STORES

<b>LITTLE CREEK STORE 821 LC</b> 1356 E LITTLE CREEK ROAD NORFOLK, VA 23518 P:587-5437 / F:587-6072 EMAIL: littlecreek@syrmanagement.com <b>MGR: CAMILLIA SHEPHEARD</b>	<b>THOMAS CORNER STORE 822 TC</b> 6159 E VIRGINIA BEACH BLVD NORFOLK, VA 23502 P & F:461-5437 EMAIL: thomascorner@syrmanagement.com <b>MGR: BRIANA KRAUS</b>	<b>HAMPTON STORE 803 HP</b> 2320 W MERCURY BLVD HAMPTON, VA 23666 P:827-5437 / F:825-9417 EMAIL: hampton@syrmanagement.com <b>MGR: ADA (DIANE) WARD</b>
<b>GLOUCESTER STORE 804 GL</b> 7138 HAYES SHOPPING CENTER HAYES, VA 23072 P & F: (804)642-0532 EMAIL: gloucester@syrmanagement.com <b>MGR: ONYX ODDO</b>	<b>NEWPORT NEWS STORE 805 NN</b> 11049 WARWICK BLVD NEWPORT NEWS, VA 23601 P & F:599-5437 EMAIL: newportnews@syrmanagement.com <b>MGR: VICKY WOODALL</b>	<b>HILLTOP STORE 806 HT</b> 550 FIRST COLONIAL ROAD VIRGINIA BEACH, VA 23454 P & F:425-5437 EMAIL: hilltop@syrmanagement.com <b>MGR: KIM HARRIS</b>
<b>WILLIAMSBURG STORE 807 WB</b> 210 MONTICELLO AVENUE WILLIAMSBURG, VA 23185 P:757-220-5437 / F: 757-345-2377 EMAIL: williamsburg@syrmanagement.com <b>MGR: CINDY FEAGANS</b>	<b>PORTSMOUTH STORE 808 PT</b> 2717 AIRLINE BLVD PORTSMOUTH, VA 23701 P:465-5437 / F:465-5516 EMAIL: portsmouth@syrmanagement.com <b>MGR: ROSA MOORE</b>	<b>INDIAN RIVER STORE 809 IR</b> 1105 S MILITARY HWY CHESAPEAKE, VA. 23320 P:366-5437 / F:366-9731 EMAIL: indianriver@syrmanagement.com <b>MGR: ERIN BAKER</b>
<b>MONTICELLO STORE 810 MS</b> 795 MONTICELLO AVENUE NORFOLK, VA 23510 P:622-5437 / F:627-0806 EMAIL: monticello@syrmanagement.com <b>MGR: DIONE BRYCE</b>	<b>FRANKLIN STORE 811 FR</b> 1100-128 ARMORY DRIVE FRANKLIN, VA 23851 P & F:562-4000 EMAIL: franklin@syrmanagement.com <b>MGR: VALERIE HANSFORD</b>	<b>ELIZABETH CITY STORE 812 EC</b> 1511 W EHRLINGHAUS STREET ELIZABETH CITY, NC 27909 P & F:(252)335-5437 EMAIL: elizabethcity@syrmanagement.com <b>MGR: ROXANNE HOLLOWELL</b>
<b>DENBIGH STORE 814 DB</b> 14346 WARWICK BLVD NEWPORT NEWS, VA 23602 P:877-5437 / F:898-3179 EMAIL: denbigh@syrmanagement.com <b>MGR: BRENDA COPLING</b>	<b>CHIMNEY HILL STORE 815 CH</b> 941 CHIMNEY HILL CENTER VIRGINIA BEACH, VA 23452 P:486-5437 / F:486-6478 EMAIL: chimneyhill@syrmanagement.com <b>MGR: NIYAH WILLIE</b>	<b>GREAT BRIDGE STORE 816 GB</b> 220 BATTLEFIELD BLVD NORTH CHESAPEAKE, VA 23320 P:436-5437 / F:547-0477 EMAIL: greatbridge@syrmanagement.com <b>MGR: TONYA AYERS</b>
<b>SMITHFIELD STORE 817 SF</b> 1288 SMITHFIELD PLAZA, RT 10 SMITHFIELD, VA 23430 P & F:356-9080 EMAIL: smithfield@syrmanagement.com <b>MGR: LINDA BOOTH</b>	<b>WOODS CORNER STORE 818 WC</b> 1920 CENTERVILLE TPK, STE. 126 VIRGINIA BEACH, VA 23464 P:502-5437 / F:502-0399 EMAIL: woodscorner@syrmanagement.com <b>MGR: JASON HINDERLITER</b>	<b>VIRGINIA BEACH STORE 823 VB</b> 3605 E. VIRGINIA BEACH BLVD. VIRGINIA BEACH,VA. 23452-3418 P:463-5437 / F:463-5238 EMAIL: virginiabeach@syrmanagement.com <b>MGR: SHANNA GRIFFIN</b>
<b>KITTY HAWK STORE 824 KH</b> 3838 N CROATAN HWY, UNIT #4 KITTY HAWK, NC 27949 P & F:(252)255-5437 EMAIL: kittyhawk@syrmanagement.com <b>MGR: JEANETTE POSEY</b>	<b>POPLAR HILL STORE 827 PH</b> 3138 WESTERN BRANCH BLVD CHESAPEAKE, VA. 23321 P:638-5437/F:638-9253 EMAIL: poplarhill@syrmanagement.com <b>MGR: MILKA RIVERA</b>	<b>FAIRFIELD STORE 829 FF</b> 5254 FAIRFIELD S/C VIRGINIA BEACH, VA, 23464 P:313-5437 / F:216-2165 EMAIL: fairfield@syrmanagement.com <b>MGR: RUTH DONNAY</b>
<b>LABURNUM STORE 830 LB</b> 91 S. LABURNUM AVENUE RICHMOND, VA. 23223 P:(804)437-5437 / F:(804)226-7076 EMAIL: laburnum@syrmanagement.com <b>MGR: BOBBIE CRABTREE</b>	<b>SHORE DRIVE 831 SD</b> 4717 SHORE DRIVE VIRGINIA BEACH, VA 23455 P:460-5437 / F:961-8933 EMAIL: shoredrive@syrmanagement.com <b>MGR: EDNA APONTE</b>	<b>BROAD STREET 832 BS</b> 8032 W BROAD STREET RICHMOND, VA 23294 P:(804)346-5437/ F:(804) 269-5084 EMAIL: broadstreet@syrmanagement.com <b>MGR: KEISHA HENDERSON</b>
<b>MIDLOTHIAN 833 MD</b> 8278 MIDLOTHIAN TURNPIKE RICHMOND, VA. 23235 P:(804)272-5437/ F:(804)272-3783 EMAIL: midlothian@syrmanagement.com <b>MGR: KEISHA BARKSDALE</b>	<b>PETERSBURG 834 PB</b> 3237 S CRATER ROAD PETERSBURG, VA. 23805 P:(804)733-5437 F:(804)451-9959 EMAIL: petersburg@syrmanagement.com <b>MGR: BROOKE MARTIN</b>	<b>SUFFOLK 835 SU</b> 940 N. MAIN ST. SUFFOLK, VA 23434 P:(757)312-5437/ F:(757)923-3346 EMAIL: suffolk@syrmanagement.com <b>MGR: LEISA DAVIS</b>
<b>SOL-TRUCKING-PROCESSING OFFICE</b> <b>ARLETHIA WALTON-SOL MGR. 860</b> <b>LINDA DUNCAN-TR MGR. 870</b> <b>ANN GRIZZARD-PC MGR. 840</b> P:(757)874-5437 P:(757)622-5437 F:(757)626-3802  <b>Mgr Off Day:</b> Yellow-Thurs/Purple-Wed/Brown-Tues	<b>ASST DISTRICT MANAGERS</b> <b>KATHY STALLINGS C:(757)449-6632</b> <b>KESHIA LYNCH C:(757)438-8784</b> <b>JANICE MATTHEW C:(757)438-8789</b>  <b>HOME OFFICE CO 890</b> 795 MONTICELLO AVENUE NORFOLK, VA 23510 P:(757)627-0550 / F:(757)627-0806 Ric/Pbg: (855)299-5437/Wbg(757)874-5437	<b>CONTROLLER: DANA MORZE</b> <b>AUDITING ASST: TRUDI WALKER</b> <b>PAYROLL/HR ASST: KAREN SHEPPARD</b> <b>PRESIDENT: PAUL SHARP</b> P:(757)622-1774 <b>VICE PRESIDENT: BRENDA SHARP</b>  <b>DISTRICT MGR: JOY LITTON</b> <b>C:(757)438-8782</b>

7/7/2017

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# Section 11

## Reporting Forms

### *Members*

- *Membership Application – Adults*
  - *Membership Changes*
  - *Membership Profiles*
- *Deceased Member Update*

### *Circular*

- *KD Kudos! Request*
- *Circle Project Article Request*

### *Circle*

- *Circle Officers Listing- Adult Circles*
- *Circle Officers Listing – Junior Circles*
  - *Circle Profile*
- *Linens and Gifts Reporting Form*
  - *Sample Meeting Minutes*
  - *Tour Request*
- *Volunteer Hours Reporting Form*

### *Circle Projects*

- *Project I Form*
- *Project II Form*
- *ABC License Request*
- *Circle Project Supply Request*

### *Signature Project/Canisters*

- *Canister Placement Form*
- *Canister Reporting Form*

### *Finances*

- *Retail and Use Tax Certificate of Exemption*
  - *IRS Donation Receipt*
  - *Yearly Audit Form*



# The King's Daughters

## MEMBERSHIP APPLICATION

For questions/information regarding joining a King's Daughters Circle, please visit our website at [www.kingsdaughters.org](http://www.kingsdaughters.org), or call 757.668.7098.

To be completed by the Prospective or New Member (please print clearly)

☐ I am interested in joining a Circle. Please contact me.

☐ I am interested in starting a new Circle. Please contact me.

☐ I am officially a new member of a Circle. Circle Name: \_\_\_\_\_ Date Joined: \_\_\_\_\_

☐ I would like to receive a membership information packet

☐ I have paid dues to Circle Treasurer

Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ ☐ Home ☐ Cell ☐ Work Phone: \_\_\_\_\_ ☐ Home ☐ Cell ☐ Work

Email: \_\_\_\_\_

Nickname preferred to be called: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
MM/DD/YYYY

Job Title (if applicable): \_\_\_\_\_ Employer: \_\_\_\_\_

Background (i.e. finance, marketing, sales, fundraising, graphic design, event planning, medical, education, PR, insurance, etc...): \_\_\_\_\_

Name of spouse (if applicable): \_\_\_\_\_ Spouse's Employer: \_\_\_\_\_

### Check all that apply:

	I have worked on a planning committee:	I'm interested in planning committee:	I have attended:
Run Walk for the Kids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breakfast with Santa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moonlight & Mistletoe Gala	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Areas of interest?

Collating Mailings with/for KD office	<input type="checkbox"/>
Jr. Circle Events	<input type="checkbox"/>
Sewing and/or Knitting for patients	<input type="checkbox"/>

The King's Daughter you were referred by (if applicable): \_\_\_\_\_

Date Signed: \_\_\_\_\_ Signature: \_\_\_\_\_

### Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)

KD Office Use Only:

- Entered - Initials \_\_\_\_\_ Date \_\_\_\_\_
- Sent Welcome Letter \_\_\_\_\_ Sent Packet \_\_\_\_\_

2017-2018 Fiscal Year



## MEMBERSHIP CHANGES REPORT

In order to keep our membership records up to date, **it is important that this form be completed each time a member has a name change, address change, or status change.**

Circle Name: \_\_\_\_\_

Reporting Person: \_\_\_\_\_

Date: \_\_\_\_\_

### Please specify one of the following:

☐ Contact Info/Name Change (please list effective date) \_\_\_\_\_

☐ Resigned Member: (please list effective date) \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

☐ Returning Member (please list effective date) \_\_\_\_\_

☐ Move to Inactive Status

☐ Returning to Active Status

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

### Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



## MEMBERSHIP PROFILE: INTEREST & SKILLS 2017-2018

Name: \_\_\_\_\_ Circle: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Phone: \_\_\_\_\_ ☐ Home ☐ Cell ☐ Work

Secondary Phone: \_\_\_\_\_ ☐ Home ☐ Cell ☐ Work

Nickname preferred to be called: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
MM/DD/YYYY

Job Title (if applicable): \_\_\_\_\_ Employer: \_\_\_\_\_

### Background & Interests:

Do you have experience in any of the following?

*Check all that apply:*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Accounting/Banking/Finance | <input type="checkbox"/> Fundraising/Development  | <input type="checkbox"/> Nonprofit                       |
| <input type="checkbox"/> Administrative             | <input type="checkbox"/> Graphic Design           | <input type="checkbox"/> Politics                        |
| <input type="checkbox"/> Advocacy                   | <input type="checkbox"/> Healthcare               | <input type="checkbox"/> Special Events/Event Planning   |
| <input type="checkbox"/> Arts/Entertainment/Theater | <input type="checkbox"/> Human Resources          | <input type="checkbox"/> Real Estate/Property Management |
| <input type="checkbox"/> Business/Corporate         | <input type="checkbox"/> Information Technology   | <input type="checkbox"/> Sales/Retail                    |
| <input type="checkbox"/> Communications             | <input type="checkbox"/> Insurance                | <input type="checkbox"/> Strategic Planning              |
| <input type="checkbox"/> Customer Service           | <input type="checkbox"/> Legal                    | <input type="checkbox"/> Team Building                   |
| <input type="checkbox"/> Editing/Editor             | <input type="checkbox"/> Management               | <input type="checkbox"/> Writing                         |
| <input type="checkbox"/> Education                  | <input type="checkbox"/> Marketing/PR/Advertising | <input type="checkbox"/> OTHER: _____                    |
| <input type="checkbox"/> Foreign Language           | <input type="checkbox"/> Military                 |  |

### Would you be interested in participating in any of the following?

	Next Year	In 3 Years	In 5 Years
King's Daughters Board Member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communications Committee <i>Assist in planning, design and implementation of KD communications</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development Committee <i>Assist in fundraising efforts, major project analysis and research of new major projects</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Finance Committee <i>Oversees KD finances, budgets and investments</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Next Year	In 3 Years	In 5 Years
Legislative/Advocacy Committee Visits legislature in Richmond, helps keep circles informed regarding legislative matters on local, state and national levels, helps with advocacy efforts for CHKD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Membership Committee <i>Responsible for KD Connect Meetings, circle training, membership recruitment</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signature Project Committee <i>Help plan the marketing and expansion of the canister program</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serving on the planning committee for:			
Breakfast with Santa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moonlight & Mistletoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RunWalk for the Kids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Serving as a volunteer for:			
Breakfast with Santa	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moonlight & Mistletoe	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RunWalk for the Kids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collating KD Mailings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volunteering at KD office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Health System Board Member <i>Oversees and guides the Children's Health System</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Health Foundation Board Member <i>Oversees and guides the Foundation's assets</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Submit completed form to:**

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



## DECEASED MEMBER UPDATE

Should you have any questions regarding this form, please call the KD office at 668-7098.

Date Submitted: \_\_\_\_\_ Circle Name: \_\_\_\_\_

Reporting Person: \_\_\_\_\_

### Deceased Member:

First and Last Name \_\_\_\_\_

Please list date deceased \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**\*Please provide the KD office with a photo of the deceased member so we may include it in our memorial slide show at the October Annual Recognition Meeting.**

**Pictures may be mailed to address above or emailed to [info@kingsdaughters.org](mailto:info@kingsdaughters.org).  
(Mailed pictures will be returned at your request.)**

**Please submit picture as soon as possible, but no later than June 30<sup>th</sup>.**

### Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | fax: 757.668.8907  
Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)







## Circular Request – Circle Project Article

Please send in this form if you would like highlights of your event and photos published in The Circular. The Circular is the official bi-monthly newsletter of The King's Daughters. **Article deadline is the 1<sup>st</sup> Monday of each month prior to the month you want your article to appear in the Circular.** Circular issues include: January/February, March/April, May/June, August/September and October/November.

Today's Date: \_\_\_\_\_ Form Submitted by: \_\_\_\_\_

Participating Circle(s): \_\_\_\_\_

Contact Person to be listed on print materials (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name/Title: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Time(s): \_\_\_\_\_

Location (Include Address): \_\_\_\_\_

Article (100-200 words): \_\_\_\_\_

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**Email accompanying event photos to [info@kingsdaughters.org](mailto:info@kingsdaughters.org)  
with subject line "Circular Photos"**

**Submit completed form to:**

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098  
Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



## CIRCLE OFFICERS LISTING

**Due June 15, 2017**

Please fill in all that apply. If one Circle member has multiple responsibilities on list below, simply write their name next to multiple positions.

\_\_\_\_\_  
(Circle Name)

*Check 2 people maximum  
to be signors on bank acct:*

**First & Last Name**  
**(Legal Name as it appears on I.D.)**

**Date of Birth or Social  
Security #**  
**(Required for all signors)**

<input type="checkbox"/>	Leader _____	_____
<input type="checkbox"/>	Co-Leader _____	_____
<input type="checkbox"/>	Asst. Leader _____	_____
<input type="checkbox"/>	Treasurer _____	_____
	Secretary _____	_____
	Membership Chairman _____	_____
	Legislative Liaison _____	_____
	Canister Chairman _____	_____
	Linens & Gifts Chairman _____	_____
	Volunteer Hours Chairman _____	_____
	Website Chairman _____	_____
	Social Media Chairman _____	_____

Form Submitted by: \_\_\_\_\_

**Submit completed form (with updated Circle Roster and Dues Check) to:**

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



## JR CIRCLE OFFICERS LISTING

**Due June 15, 2017**

Please fill in all that apply. If one Circle member has multiple responsibilities on list below, simply write their name next to multiple positions.

\_\_\_\_\_  
(Circle Name)

**First & Last Name**

Date of Birth  
(mm/dd/yyyy)

Adult Leader \_\_\_\_\_

Adult Leader \_\_\_\_\_

Leader \_\_\_\_\_

Co-Leader \_\_\_\_\_

Asst. Leader \_\_\_\_\_

Secretary \_\_\_\_\_

Linens & Gifts Chairman \_\_\_\_\_

Volunteer Hours Chairman \_\_\_\_\_

Website Chair \_\_\_\_\_

Social Media Liaison \_\_\_\_\_

Form Submitted by: \_\_\_\_\_

**Submit completed form to:**

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



# CIRCLE PROFILE FORM

Please review your Circle's information below and submit edits and additional information to the KD office  
(Scan/Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org) Fax: 668-8907 or Mail)

Circle Name: \_\_\_\_\_ ☐ Adult ☐ Junior

Date/Year Circle was established: \_\_\_\_\_

Age range of members: \_\_\_\_\_

Current # of Members (total/active): \_\_\_\_/\_\_\_\_ Total # of members allowed by by-laws: \_\_\_\_\_

Percent of Members that Work \_\_\_\_\_

Were any of your current members ever in a Junior Circle? ☐ Yes ☐ No

Where are meetings held: \_\_\_\_\_

When are monthly meetings held/day and time: \_\_\_\_\_

Membership Chair: \_\_\_\_\_

Neighborhoods/cities/organization/business from which you draw membership: \_\_\_\_\_

When are new members accepted: Year-Round \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Fall \_\_\_\_ Other \_\_\_\_

List Circle Projects held during previous Fiscal Year (July 1 – June 30): \_\_\_\_\_

List Circle Projects held in the past: \_\_\_\_\_

How new members are recruited: \_\_\_\_\_

Common interest all Circle members share: \_\_\_\_\_

Terms of Service for Circle Officers: \_\_\_\_\_

Circle Representatives on CHKD/CHS Boards: (list Board and Circle member): \_\_\_\_\_

To a prospective member of The King's Daughters, how would you describe your Circle?

Other items you may want to share about Circle: \_\_\_\_\_

Does your Circle/Event have a fan page or "event" on Facebook? ☐ Yes ☐ No \*If so, please list official name so that KD Fan Page can help promote it: \_\_\_\_\_

Form Submitted by: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Full Name



# LINENS & GIFTS REPORTING FORM

THIS FORM SHOULD BE COMPLETED AND SUBMITTED WITH EACH DONATION.

CIRCLE NAME: \_\_\_\_\_

REPORTING PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

MONTH: \_\_\_\_\_

YEAR: \_\_\_\_\_

Note: List the number of Items in each Category.

## LINENS (HAND-MADE) ITEMS

ITEM	QUANTITY
Bears	
Blankets (Quilts, fleece, etc.)	
Devotional Hearts for NICU	
Journal Bags	
Knitted Hats (all sizes baby to teen)	
Look-a-like Dolls	
Tooth Fairy Pillows	
Miscellaneous Linen: (Bibs, Burp cloths, Pillow Cases, Heart pillows, Booties, etc.)	

## GIFTS

ITEM	QUANTITY
Batteries	
Reading Books – Only new books	
Crafts: (Coloring/Activity Books, Construction Paper, Paint, Brushes, Pipe Cleaners, Glue, Tape, etc.)	
Crayons & Markers	
Magazines (Must be within the last 3 months excluding National Geographic.)	
Playing Cards	
Socks	
Toys	
Miscellaneous Gifts: (Stationary, Pens, Pencils, Games, etc.)	

Submit completed form accompanied by donations to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



## Sample Meeting Minutes

Email [info@kingsdaughters.org](mailto:info@kingsdaughters.org) to request an electronic version to customize for your Circle. ALL portions of this form are OPTIONAL.

Circle Name: \_\_\_\_\_

Meeting Minutes – Date: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting Location/Hostess: \_\_\_\_\_

Number of Members Present: \_\_\_\_\_

(List which members were present/absent)

The minutes of the previous meeting were read by \_\_\_\_\_.

Special guests present: \_\_\_\_\_

Mission moment – Why are you here?

### Committee Reports:

- Treasurer –
- Legislative –
- Bears/Linens & Gifts –
- Historian –
- KD Connect/Office/Major Projects Update –
- Upcoming Circle Project(s) –
- Canister Update -
- KD Connect/Board Liaison Update –

Old Business:

New Business:

Meeting Adjournment:



## CHKD TOUR REQUEST FORM

Please complete and submit to KD office 3-4 weeks prior to requested tour date.

Date Request Submitted: \_\_\_\_\_ Circle: \_\_\_\_\_

Organization or Group (if applicable): \_\_\_\_\_

Request Submitted by: \_\_\_\_\_  
(circle member name)

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Tour Date *(Weekdays preferred. Please avoid holidays and KD Connect meeting times)*

Day of the Week: \_\_\_\_\_

Date: \_\_\_\_\_  
MM/DD/YY

Requested Tour Start Time: \_\_\_\_\_

Length of Tour preferred (30min – 45min – 1hour): \_\_\_\_\_

Approximate number of people touring: \_\_\_\_\_ (This will determine the quantity of guides)

Do you need a meeting room inside CHKD? \_\_\_\_\_

(A meeting room can be booked for you if your Circle will be holding a meeting following your tour)

### Tour Preparation/Notes:

- Tours are available at CHKD or an offsite CHKD facility from March 1 – October 31 each year.
- Appropriate hospital forms must be signed by all those taking tour.
- Tour will begin in CHKD Main Lobby promptly at start time.
- Park in Visitors' Parking Garage.
- Remind your Circle members to bring parking ticket into hospital for validation.
- Request Circles members to not attend tour if they are ill or have any symptoms.
- Once a tour guide and meeting room (if applicable) is confirmed, you will receive a confirmation email. Please allow 2 weeks minimum for KD office to confirm guide and room.

### Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098  
Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)

**FOR FURTHER INFORMATION OR QUESTIONS, PLEASE CONTACT THE KD OFFICE at 668-7098**

KD Office Use Only:

Tour Guide(s) Confirmed: Date: \_\_\_\_\_ Guide(s) Name: \_\_\_\_\_

Meeting Room Booked (if applicable): \_\_\_\_\_





## VOLUNTEER HOME HOURS REPORTING FORM

Please record all hours of work performed to benefit your Circle and CHKD. *If you volunteer through CHKD's Volunteer Services Dept, those hours should NOT be listed below.* Please submit this form and list each Circle members' volunteer hours for the year.

Circle Name: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Total hours performed for 2017-2018:

FULL NAME (PLEASE PRINT CLEARLY)	HOURS
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	
21.	
22.	
23.	
24.	
25.	

Submit Circle hours to KD office annually (by June 15<sup>th</sup>).

Contact office for standard Excel Spreadsheet to track yearly hours.

Personalized Spreadsheets are welcome. Please have KD office review your personalized form prior to submission.

Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



# CIRCLE PROJECT APPLICATION FORM (P1)

Please Type or Neatly Print All Information

## KD Office Use Only:

☐ Sent to VP / Date: \_\_\_\_\_  
☐ Board Liaison \_\_\_\_\_  
☐ Approved /Date: \_\_\_\_\_  
\* At Board Meeting ☐  
\*Via Email ☐  
☐ Board Liaison \_\_\_\_\_  
☐ ABC License: YES \_\_\_\_\_ NO \_\_\_\_\_  
☐ Waiver: YES \_\_\_\_\_ NO \_\_\_\_\_  
☐ Insurance: YES \_\_\_\_\_ NO \_\_\_\_\_  
Comments: \_\_\_\_\_

\*DATE SUBMITTED: \_\_\_\_\_

\*I. CIRCLE(S) PARTICIPATING: \_\_\_\_\_

## \*II. EVENT CONTACT INFORMATION

\*Project Chair: \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Daytime Phone: \_\_\_\_\_

Additional Contact (Co-chair): \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

\*Circle Leader: \_\_\_\_\_

\*Email: \_\_\_\_\_ \*Daytime Phone: \_\_\_\_\_

Circle Liaison: \_\_\_\_\_

## III. EVENT DESCRIPTION

1. \*Event Title: \_\_\_\_\_
2. Date(s) of Event: \_\_\_\_\_ circle one: Su M Tu W Th F Sa
3. Hours of Event: Start Time \_\_\_\_\_ End Time \_\_\_\_\_
4. \*Location of Event (name, address, city, state, zip) \_\_\_\_\_

☐ Indoor ☐ Outdoor (Include Rain Date : \_\_\_\_\_)

5. Estimated number of guests: \_\_\_\_\_

6. Ticket Price: \$ \_\_\_\_\_

Ticket price includes:

Food ☐ Yes ☐ No \*If yes, list caterer information: \_\_\_\_\_

Alcohol ☐ Yes ☐ No \*If no, list cost per drink: \_\_\_\_\_

7. Does venue or caterer supply ABC license? ☐ Yes ☐ No

\*If yes, list who: \_\_\_\_\_

\*If no, Circle must submit "ABC License Request Form" to KD office. Allow 30 days for processing. Do not apply for license yourself.

8. Event Contact person for print materials and website: Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

9. Has this event been done before? ☐ Yes ☐ No \*\*If yes, when? \_\_\_\_\_ Multiple Years? \_\_\_\_\_

10. \*Event Description: \_\_\_\_\_

11. Projected Attendance (quantity): \_\_\_\_\_ Capacity \_\_\_\_\_

12. Do you plan to sell chance tickets at the event? (May only sell to patrons at event) ☐ Yes ☐ No

13. Do you plan to accept credit card payments (tickets, sales at events, etc.) ☐ Yes ☐ No  
(If yes, proper form must be provided by KD office)

#### IV. INSURANCE/COVERAGE OF EVENT

1. \*Does the location have liability insurance? ☐ Yes ☐ No

If yes, please request location to provide a copy of their certificate and name "The King's Daughters" (not Circle name) as an "Additional Insured" for the event date(s).

2. Does this project require a written agreement or contract with a vendor or other third party? ☐ Yes ☐ No If yes, please attach contract for review and approval. Circle members must NOT sign contracts. Please allow 4-6 weeks for KD office/CHKD Legal Dept. review.

3. \*Do you plan to serve and/or sell alcohol? ☐ Yes ☐ No Does venue or caterer supply license? ☐ Yes ☐ No

If needed, submit "ABC License Request Form" to KD office. Allow 30 days for processing. Do not apply for license yourself.

#### V. FINANCIAL INFORMATION – (estimate to the best of your knowledge)

1. Projected income: \$ \_\_\_\_\_ List income sources: tickets, sponsors, silent auction, etc. \_\_\_\_\_

2. Projected monetary sponsorship: \$ \_\_\_\_\_

3. Projected In-Kind sponsorship: \$ \_\_\_\_\_

4. Projected expenses: \$ \_\_\_\_\_ Income should cover expenses

5. Estimated event profit: \$ \_\_\_\_\_

6. Estimated gross sales from food \$ \_\_\_\_\_

7. Estimated gross sales from alcohol \$ \_\_\_\_\_

8. Expected date net proceeds to be donated: \_\_\_\_\_ (within 30 days of project completion)

9. **List businesses/individuals you plan to ask to support this event:** Please note if request is monetary or in-kind. Attach additional pages if needed. If all contacts are not known at the time of form submission, please continue to inform KD of additional donation requests you wish to make BEFORE you make them.

#### VI. \*SUPPORT NEEDED FROM KD OFFICE \*Please allow 2 weeks for requests after Project is approved

☐ Online Ticket Sales/Registration \*Circle Member to receive notifications \_\_\_\_\_

☐ Promotion on Website ☐ Create Invitations

☐ Print Invitations ☐ Create Flyer ☐ Print Flyer ☐ Create Tickets ☐ Print Tickets

☐ Assistance/Mail Sponsorship/Donation Request and/or Thank You Letters

☐ Promotion in Circular (time/deadlines permitting) ☐ Request KD Staff or Board attendance at event

☐ Social Media \*If this event has a FB "event" or fan page, please list link \_\_\_\_\_

☐ Need Equipment at Event (i.e. cash boxes, easels, KD banner, mylar KD logo balloons, patient pictures)

#### VII. PUBLICITY INFORMATION

**The King's Daughters Office must review ALL promotional /print materials prior to distribution.** Please make sure the KD logo/name appears on all materials with the phrase, "A project of (Circle Name) of The King's Daughters to benefit CHKD." Please indicate the types of promotions you plan to do for your event: All media, press releases, and public service announcements must be approved by KD Office.

1. Invitations will be sent to: \_\_\_\_\_

2. Flyers will be sent to/distributed at: \_\_\_\_\_

3. Other: \_\_\_\_\_

#### Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



# CIRCLE PROJECT COMPLETION FORM (PII)

*Please Type or Neatly Print All Information*

DATE SUBMITTED: \_\_\_\_\_

FORM SUBMITTED BY: \_\_\_\_\_

I. CIRCLE(S) PARTICIPATING \_\_\_\_\_

## II. EVENT CONTACT INFORMATION

Project Chair: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Additional Contact /Co-chair (if applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Circle Leader: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Circle Treasurer: \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

## III. EVENT DESCRIPTION:

1. Name/Title of Event: \_\_\_\_\_

2. Date of Event: \_\_\_\_\_

3. Location of Event (Business Name): \_\_\_\_\_

4. Attendance at Event (quantity) \_\_\_\_\_

## IV. EVALUATION:

1. Do you consider this project successful? ☐ NO ☐ YES

2. Why or Why Not: \_\_\_\_\_

3. Would you do it again? \_\_\_\_\_

***Please email event photos to [info@kingsdaughters.org](mailto:info@kingsdaughters.org) for inclusion in the Circular, The KD annual report, Facebook posts, Annual Recognition slide show, etc.***

***(Continued on back)***

2017 -2018 Fiscal Year

## V. FINANCIAL REPORT

### INCOME:

- A. Tickets \$ \_\_\_\_\_
- B. Food/Beverage/Alcohol \$ \_\_\_\_\_
- C. Sales \$ \_\_\_\_\_ (specify what was sold \_\_\_\_\_)
- D. Auction (Live or Silent) \$ \_\_\_\_\_
- E. Chance Tickets \$ \_\_\_\_\_
- a. # Tickets Sold \_\_\_\_\_
- b. Price Per Ticket \_\_\_\_\_
- F. Sponsorships/Donations \$ \_\_\_\_\_
- G. Other Income \$ \_\_\_\_\_ (specify from what \_\_\_\_\_)
- H. **TOTAL INCOME** \$ \_\_\_\_\_

### EXPENSES:

- A. Rental \$ \_\_\_\_\_
- B. Food/Beverage \$ \_\_\_\_\_
- C. Entertainment \$ \_\_\_\_\_
- D. Promotion/Printing \$ \_\_\_\_\_
- E. Decorations \$ \_\_\_\_\_
- F. Permits / Licenses \$ \_\_\_\_\_
- G. Other \$ \_\_\_\_\_ (specify what \_\_\_\_\_)
- H. **TOTAL EXPENSES** \$ \_\_\_\_\_

**Event Net Profit (Income less Expenses):**

\$ \_\_\_\_\_

**Total Amount Given to KD Office (to benefit CHKD):**

\$ \_\_\_\_\_

**Date Check Presented to KD office** \_\_\_\_\_  
(Please submit check with Project II Completion Form to KD office.)

### SPONSORS:

List of Sponsors & Amounts donated (submit additional sheets if necessary)

Sponsor Name/Business	Cash or In-Kind	Donation Value

### THANK YOU FOR ALL YOUR EFFORTS AND HARD WORK!

Please submit this completed form along with check for the total profit of your project to the KD office within 30 days of project completion. Presentation/Announcement of your project and donation is encouraged at the next KD Connect Meeting. Call the KD office if you have any questions or see the Circle Manual for further information on "Project Approval Process" and "Project Completion Process".

### Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098  
Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



## ABC License Request Form

ABC license must be secured by the KD office. Allow at least 30 days for application process.  
Do not apply for this license yourself.

Circle: \_\_\_\_\_

Form Submitted by: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Hours of event: (start to finish) \_\_\_\_\_

How long will alcohol be served: \_\_\_\_\_

Will you be serving:	Wine	Yes	No
	Beer	Yes	No
	Liquor	Yes	No

How will you ID? \_\_\_\_\_

Are all attendees 21yrs. and older? Yes No

If no, will the attendees have wrist bands? \_\_\_\_\_

Is an area designated for consumption of alcohol? \_\_\_\_\_

List vendors supplying alcohol:

Are vendors required to carry minimum liquor liability insurance? \_\_\_\_\_

Who will serve the alcohol? \_\_\_\_\_

If not Circle members, specify: \_\_\_\_\_

Event location name: (business if applicable) \_\_\_\_\_

Event location address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

# of patrons expected to attend: \_\_\_\_\_

Estimated # of patrons consuming alcohol: \_\_\_\_\_

Ticket price: \$ \_\_\_\_\_

Are drinks included in ticket price? Yes No

If no, what is the cost per glass? \_\_\_\_\_

Is food included in ticket price? Yes No

(Food must be available if alcohol served)

\*Do you have a caterer hired for event? Yes No (if yes, complete next line)

List Catering Company, contact name, and phone number: \_\_\_\_\_

If yes – Can caterer hold ABC license? Yes No

### Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



# CANISTER PLACEMENT FORM

Please submit this form immediately upon placing a Donation Canister in any new location.

DATE: \_\_\_\_\_

NAME OF CIRCLE: \_\_\_\_\_

REPORTING PERSON: \_\_\_\_\_

PHONE: \_\_\_\_\_

Canister No. (issued by KD office)	Location (business name) And full address/city/state/zip	Business Phone number	Business Website	Circle Member Servicing Canister (name)	Phone no. of Person Servicing

**Submit completed form to:**

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



## Circle Project Supply Request

Today's Date: \_\_\_\_\_ Form Submitted by: \_\_\_\_\_

Circle: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Name/Title: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Submit request to KD office to borrow event supplies for your event. Items will be available to pick up the week of your event – let us know date and time you would like to pick up items from the KD Office.

- Items available in office - **Please include quantity of items needed:**

Qty \_\_\_\_\_ Money/Cash boxes

Qty \_\_\_\_\_ Pens

Qty \_\_\_\_\_ Clipboards

Qty \_\_\_\_\_ Poster Displays (limit 4)

Qty \_\_\_\_\_ Easels

Qty \_\_\_\_\_ KD logo Mylar balloons (limit 5)

\*solid color balloons may be purchased and added to create balloon bouquets

\*Circle is responsible for filling balloons

Qty \_\_\_\_\_ Sign Holders (clear plastic)

Qty \_\_\_\_\_ CHKD Blocks (how many sets – 1, 2, etc.)

Qty \_\_\_\_\_ Donation canisters

Qty \_\_\_\_\_ KD logo letterhead/envelopes

Qty \_\_\_\_\_ "I Love CHKD" stickers (25, 50, 100, etc.)

Qty \_\_\_\_\_ KD logo Thank You notecards/envelopes

\_\_\_\_\_ Square (limit 1)

\*inquire about obtaining Square for Circle

\_\_\_\_\_ KD logo banner (limit 1)

**\*Return banner within 7 days or payment for banner(s) will be deducted from your Circle checking account.**

\*Inquire about personalized Circle Banners available for purchase.

We have a limited supply of items, so please ensure that items borrowed from the KD office are returned promptly after your event, so that other Circles are able to use. Thank you!

### Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)





## CANISTER REPORTING FORM

CIRCLE: \_\_\_\_\_ MONTH MONEY COLLECTED: \_\_\_\_\_

REPORTING PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

TOTAL COLLECTED (*should equal amount of enclosed check*): \$ \_\_\_\_\_

Canister No.	Amount Collected	Name of Business	Concerns with Canister*

(\*i.e., THEFT, CHANGE IN LOCATION, MERCHANT UPSET, OR SPECIAL STORIES WE CAN SHARE WITH THE COMMUNITY)

### Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



# CANISTER TRANSFER FORM

*Please submit this form immediately upon transferring a Donation Canister to from one Circle to another.*

DATE: \_\_\_\_\_ REPORTING PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

TRANSFERRING CIRCLE: \_\_\_\_\_ TRANSFERRED TO: \_\_\_\_\_

Canister No. (issued by KD office)	Location (business name) And full address/city/state/zip	Business Phone number	Business Website	Circle Member Serving Canister (name)	Phone no. of Person Serving

**Submit completed form to:**

The King's Daughters Office | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507 | Tel: 757.668.7098  
Fax: 757.668.8907 | Email: [info@kingsdaughters.org](mailto:info@kingsdaughters.org)



## BOARD OF DIRECTORS

Elly Bradshaw Smith  
*President*

Chandy Jones  
*Vice President*  
*Communications*

Stacey J. Vellines  
*Vice President*  
*Development*

Katherine M. Knaus  
*Vice President*  
*Membership*

Whitney Metzger Weireter  
*Secretary*

Julie Childress Beck  
*Treasurer*

Mary Louise Barhydt  
Cathy V. Britt  
Betsy Cooper  
Angie Francis Floyd  
Kristi Jones  
Nicole Federinko Legum  
Kristina Malleck  
Kathy Protogyrou  
Mary Beth Sims Rickman  
Ashley Friend Vellines

Dear Friends of Children's Hospital of The King's Daughters:

Thank you for your support of The King's Daughters, the founding organization of Children's Hospital of The King's Daughters (CHKD). Today, our primary mission is to raise funds, friends and awareness for CHKD. As the only free-standing full service pediatric hospital in Virginia, CHKD provides the best possible care and services for all children from birth to age 21, regardless of their ability to pay.

Please retain a copy of this document for tax purposes. The Norfolk City Union of The King's Daughters, Inc., trading as *The King's Daughters* is a 501(c)(3) organization and donors may deduct contributions (Tax ID number: 54-128-3946). Please consult your attorney, tax preparer or financial adviser to establish your level of deductibility. Internal Revenue Code places the responsibility for estimating the value of a donation upon the donor, rather than the agency receiving the gift. (IRS advises that "fair market value" is interpreted as that price which a buyer is willing to pay and a seller is willing to accept.)

Check all that apply:

☐ Thank you for your non-cash/inkind contribution of: \_\_\_\_\_

(Donor to enter value of donation: \$ \_\_\_\_\_)

☐ Thank your cash donation in the amount of \$ \_\_\_\_\_

☐ This donation was made in exchange for goods/services. The value of goods/services received is: \$ \_\_\_\_\_.

☐ No goods or services were received in exchange for this donation.

Donor Information:

Company/Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Many thanks for your very generous support of our efforts.

Elly Bradshaw Smith  
President, The King's Daughters

Raising Funds, Friends & Awareness for CHKD

757.668.7098 | KingsDaughters.org | 601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507



## CIRCLE CHECKING ACCOUNT YEARLY AUDIT REPORT FORM

Name of Circle: \_\_\_\_\_

Account Number: \_\_\_\_\_

Date of Audit: \_\_\_\_\_

Balance at time of Audit: \_\_\_\_\_

### Checking Account Audit Procedure

The Circle Treasurer coordinates an audit at the end of each fiscal year. She asks the former Treasurer to serve as the Chairman of the Audit committee. The Chairman then appoints two other members of the Circle to serve. The committee reviews the financial statements from the previous fiscal year, completes the Circle Checking Account Yearly Audit Form and submits completed form to the KD Office when the account is transferred to new Treasurer. If Treasurer remains the same from year to year, then form is due to KD office by July 31.

*We verify that we have:*

- ☐ *Reviewed the financial statements and documentation of the Circle*
- ☐ *Verified that the bank statements are in accordance with the Circle account record*
- ☐ *Determined that the balance stated above truly reflects the financial status and transactions of the Circle named above for the fiscal year of July 1, 2017 through June 30, 2018.*

Audit Committee Members:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form Submitted by: \_\_\_\_\_

MAIL: The King's Daughters Office  
601 Children's Lane, 2<sup>nd</sup> floor  
Norfolk, VA 23507  
FAX: 668.8907  
SCAN/EMAIL: [info@KingsDaughters.org](mailto:info@KingsDaughters.org)

**DUE BY JULY 31, 2018**

2017-2018 Fiscal Year



Commonwealth of Virginia  
Department of Taxation  
[www.tax.virginia.gov/non\\_profit](http://www.tax.virginia.gov/non_profit)

**Retail Sales and Use Tax Certificate of Exemption**

Norfolk City Union of The King's  
Daughters, Inc.  
601 Children's Lane, 2nd Fl  
Norfolk, VA 23507

Issued Date: 08/05/2016  
Expiration Date: 08/05/2021  
Exemption Number: SE541283946F08052021

This letter confirms that your organization qualifies under *Code of Virginia* § 58.1-609.11 to purchase tangible personal property without paying the Virginia sales and use tax. The exemption also applies to purchases of meals, prepared food and catering by the organization for its use or consumption on or after April 22, 2016. The exemption is not applicable to the purchase of taxable services, such as hotel and motel accommodations.

To purchase tangible personal property without paying Virginia sales and use tax:

- Present a copy of this letter to each dealer.
- Pay directly from the organization's funds (i.e., debit card, credit card or checking account). Purchases by a member of the organization from his personal funds (i.e., cash, personal credit card or personal checking account) are taxable even though they may be reimbursed by the organization. If the organization issues credit cards to employees who are responsible for payment of the charges that are reimbursed by the organization, these types of transactions are taxable.
- Employees or members may NOT use this exemption certificate to purchase goods for personal use.
- The organization must establish: 1) that the provision of meals, prepared food and catering to individuals furthers an official function, mission, service or purpose of the nonprofit organization; and 2) that the organization has determined to whom, when, and how the meals or food are served or consumed.

Dealers, please note the following :

- The dealer is required to have a valid certificate of exemption from each organization on file.

I certify that the item(s) being purchased will be used or consumed by the organization named above and that payment for this purchase is made the vendor from the organization's funds.

Organization's Authorized Representative:

Printed Name: Lisa Coleman

**Any misuse of exemption certificates will be subject to the penalties prescribed in § 58.1-623.1 of the *Code of Virginia*.**

# Section 12

## Patterns & CHKD Wish List

- Developmental Heart
  - Journal Bag
  - Knitted Cap
- Look Alike Doll
  - NICU Blanket
  - Surgery Bear
- Tooth Fairy Pillow
  - Wish List

# DEVELOPMENTAL HEARTS

Fabric Hearts-worn by NICU moms then placed with their infant

## SKILL LEVEL

Beginning sewing skills needs

## MATERIALS

- Sewing Machine or Serger
- Cotton prints are preferred. Flannel, fleece, minky may also be used

## SIZE

- The heart template in this pattern is about 8in x 8 in.
- The largest heart finished size should be about 7.5in x 7.5in
- Hearts may be sized as small as 6.0 inches up to 7.5 inches.

## NOTES:

- Developmental Hearts are given to mother's whose newborn infants have been admitted to the Newborn Intensive Care Unit. The fabric heart is worn against the mother's skin so that the fabric might absorb the scent of the mother. The heart is placed with the baby in the isolette or crib so the mother is always with her child.
- Thank you to Blank Children's Hospital, Des Moines, IA, Newborn Intensive Care Unit for supplying the information and poem for the Developmental Hearts
- Print the poem on colorful computer paper and include with each heart to complete this gift to the new mom.

## INSTRUCTIONS:

1. Print out the pattern for the ½ heart. Make sure to print it at 100%. Do not scale. Cut out the ½ heart. Make a full heart template by placing the ½ heart on folded paper and cutting out your template.
2. Wash and dry all fabric before cutting out the hearts. Special detergent is not necessary but, do not use one with added scent. Do not use fabric softener.
3. If sewing hearts with a serger:
  - a. Place two pieces of coordinated fabric with wrong sides together
  - b. Pin the heart template to the fabric and cut out the heart.
  - c. Serge around the heart. If using the cutter knife to trim as you sew, make sure to only remove a sliver of the fabric so as to not remove too much of the width.

- d. If using the cutter knife, make sure to retract the knife when you reach the dip in the center top of the heart.
  - e. Weave the ends in securely when serging is finished.
4. If sewing hearts with a sewing machine
- a. Lay two pieces of coordinating fabric with right sides together.
  - b. Pin the heart template securely to the fabric, cut out the heart.
  - c. Sew a narrow (1/4in) seam.
  - d. When you reach the point of the heart or the dip in the top of the heart, leave the needle down, lift the presser foot and turn. Continue sewing.
  - e. Leave an opening large enough to turn the heart right side out.
  - f. Clip the point at the bottom of the heart and the dip in the middle of the top so the points turn nicely. Make sure to not clip the stitching.
  - g. Turn the heart right side.
  - h. Iron the heart while pulling the seam out.
  - i. Slip stitch the opening of the heart closed.
  - j. Finish the heart by topstitching. Sew around the heart 1/4 inch from the edge.



#### **Developmental Hearts**

Hand to Hand  
Heart to Heart  
Heartfelt love to share.

Place this heart against your chest  
And parent's love you'll share.

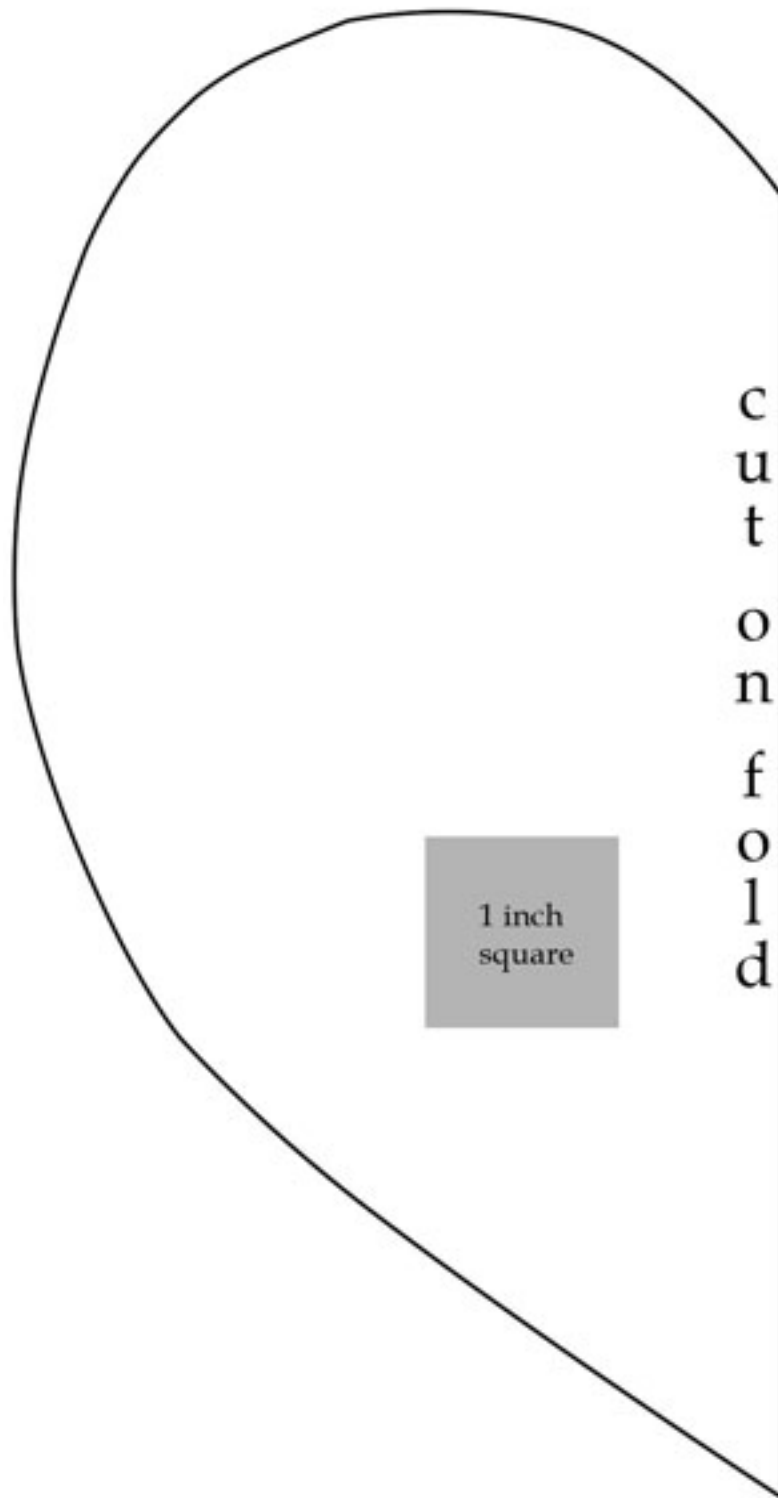
Then place this heart in baby's bed  
Throughout each passing day.  
Another chance to show you care  
In a unique and loving way.

Your baby smells your presence,  
Whenever you can't be near.

It tells them that you love them  
And wish you could be here.

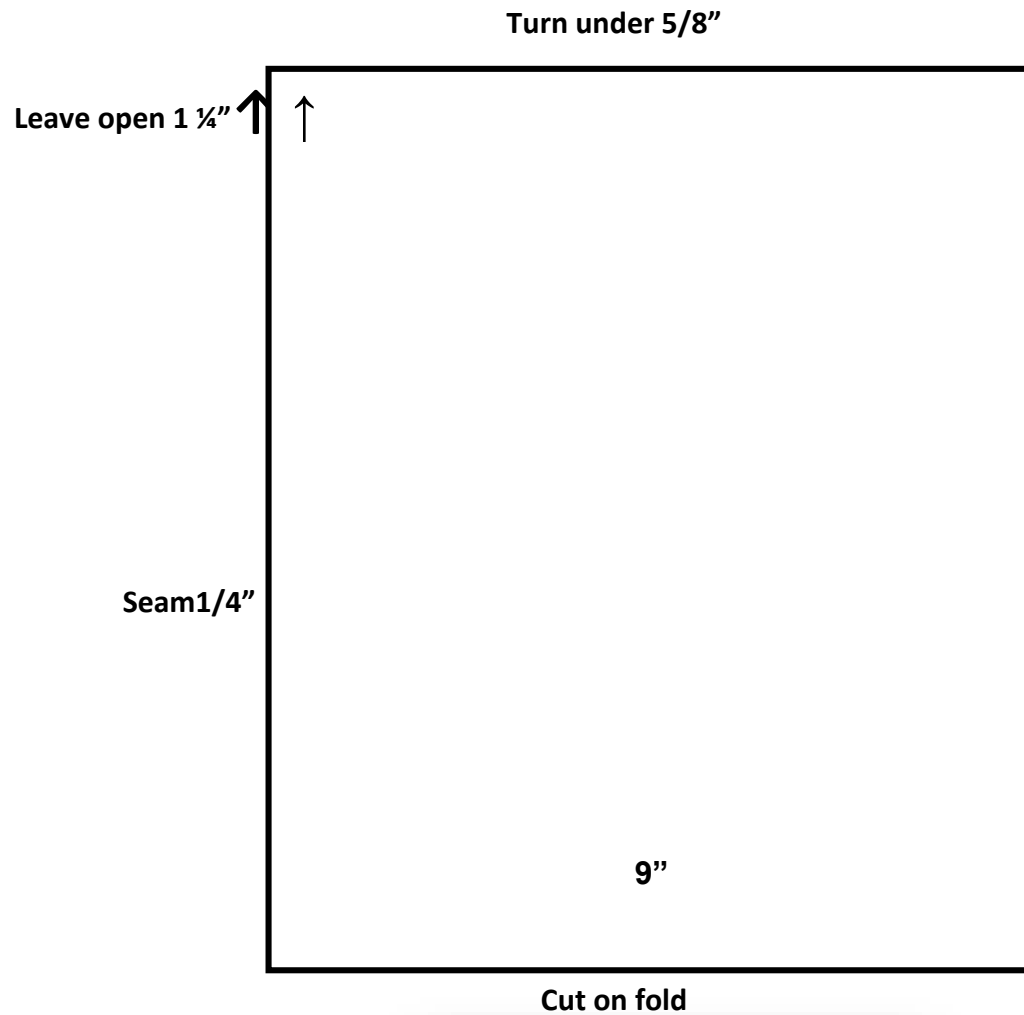
Your baby will always remember  
Your heartfelt smell of love.  
As parents you will always cherish,  
This special gift of love.





# JOURNAL BAG PATTERN

Journal bag is 9" X 11" cut on the fold. Seamed 1/4" on each side.  
(Leave one side open 1-1/4 from the top to turn down 5/8" and sew to make the casing for the tie). Run tie through casing.



# KNITTED CAP

Small, Medium, Large, Extra Large

Knitting Worsted weight yarn and size 10 needles

Cast on 56, 64, 64, or 72 stitches according to the size you wish to make

Knit 1 stitch, purl 1 stitch across row.

For girls continue for 1 ½ inches

For boys continue for 2½, 3, 4, or 4½ inches according to the size.

Change to stockinette stitch (knit 1 row, purl 1 row). When piece measures 7, 8, 9, or 10 inches (boy's style) or 5, 5½, 6, 6½ inches (girl's style) start to decrease as follows:

Row 1: Knit every 7<sup>th</sup> and 8<sup>th</sup> stitches together across row

Row 2: and all even rows: Purl

Row 3: Knit every 6<sup>th</sup> and 7<sup>th</sup> stitch together across row

Row 5: Knit every 5<sup>th</sup> and 6<sup>th</sup> stitch together across row

Row 7: Knit every 4<sup>th</sup> and 5<sup>th</sup> stitch together across row

Row 9: Knit every 3<sup>rd</sup> and 4<sup>th</sup> stitch together across row

Row 11: Knit every 2<sup>nd</sup> and 3<sup>rd</sup> stitch together across row

There should be 14, 16, 16, or 18 stitches remaining. Knit 2 together across row. Break yarn; leave a 15" end. Thread this through a large eye needle and run back through the stitches remaining on the knitting needle. Draw stitches together and sew back seam of cap.

The cap may be embellished by knitting in stripes, knitting the ribbing in one color and the rest of the hat in another, or adding a row of diamonds, hearts, whatever you like.



# LOOK ALIKE DOLL

Used in Child Life/Nursing to help a child understand the treatment he/she is undergoing

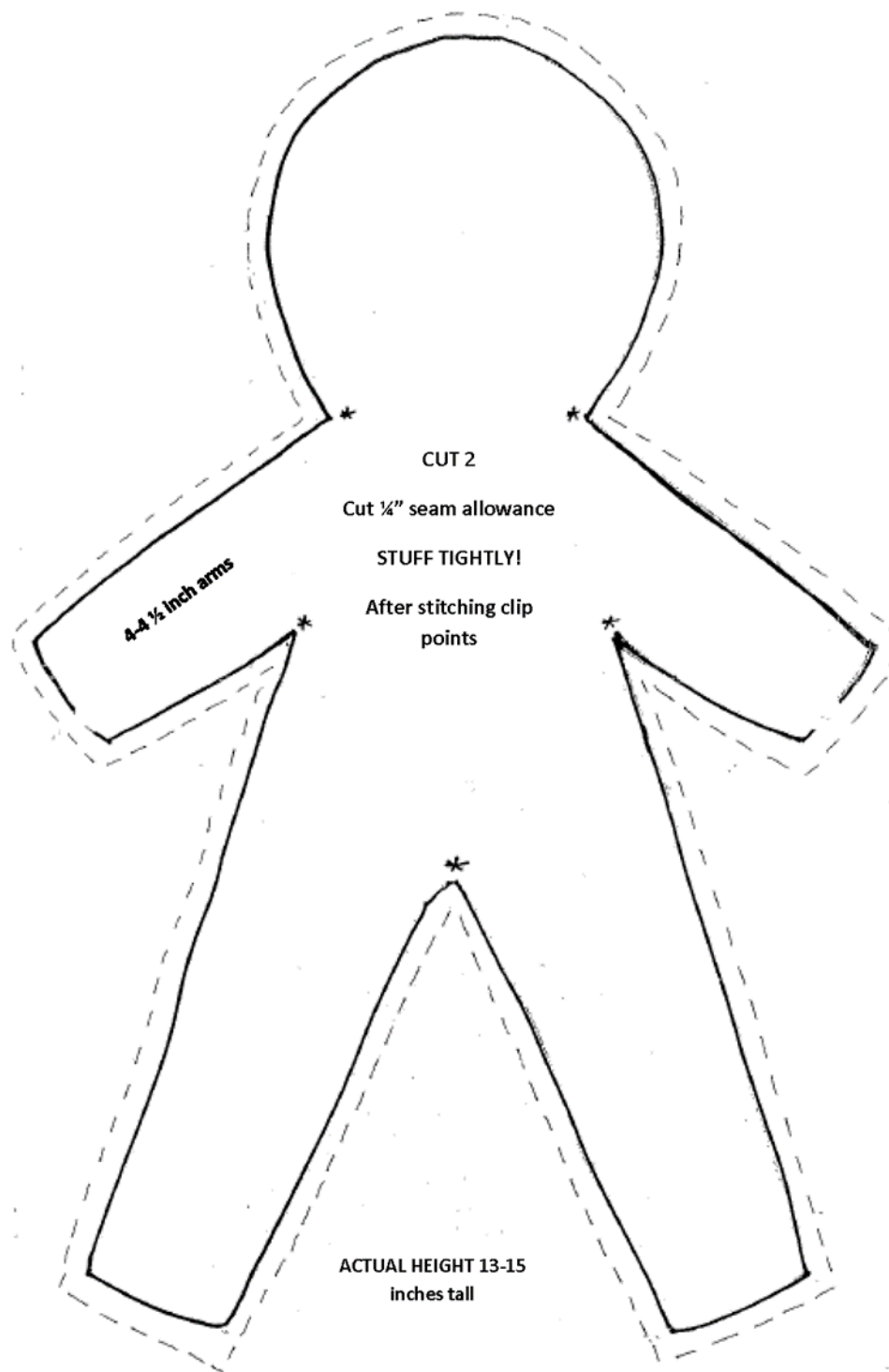
## PATTERN:

1. Cut out dolls (back & front) from doubled muslin, brown, various shades of tan, or cream colored cotton fabric
2. Sew back & front together with small stitch gauge,  $\frac{1}{4}$  inch seam, leaving 4 inch opening in one leg
3. Clip curves
4. Turn to right side
5. Stuff doll tightly with polyester fill. This is very important!
6. Close opening with small stitches

Finished size needs should be:

- 4-4 1/2 inches for arms
- 13-15 inch length





# NICU ISOLETTE BLANKET GUIDELINES

The Neonatal Intensive Care Unit (NICU) Isolette Blanket covers the NICU beds. Below are the requirements.

## GUIDELINES:

- 45"x38"
- No fringes, tassels, or sewn on decorations
- All edges must be sewn
- Fabric should be a light weight fleece or soft washable quilt or knitted

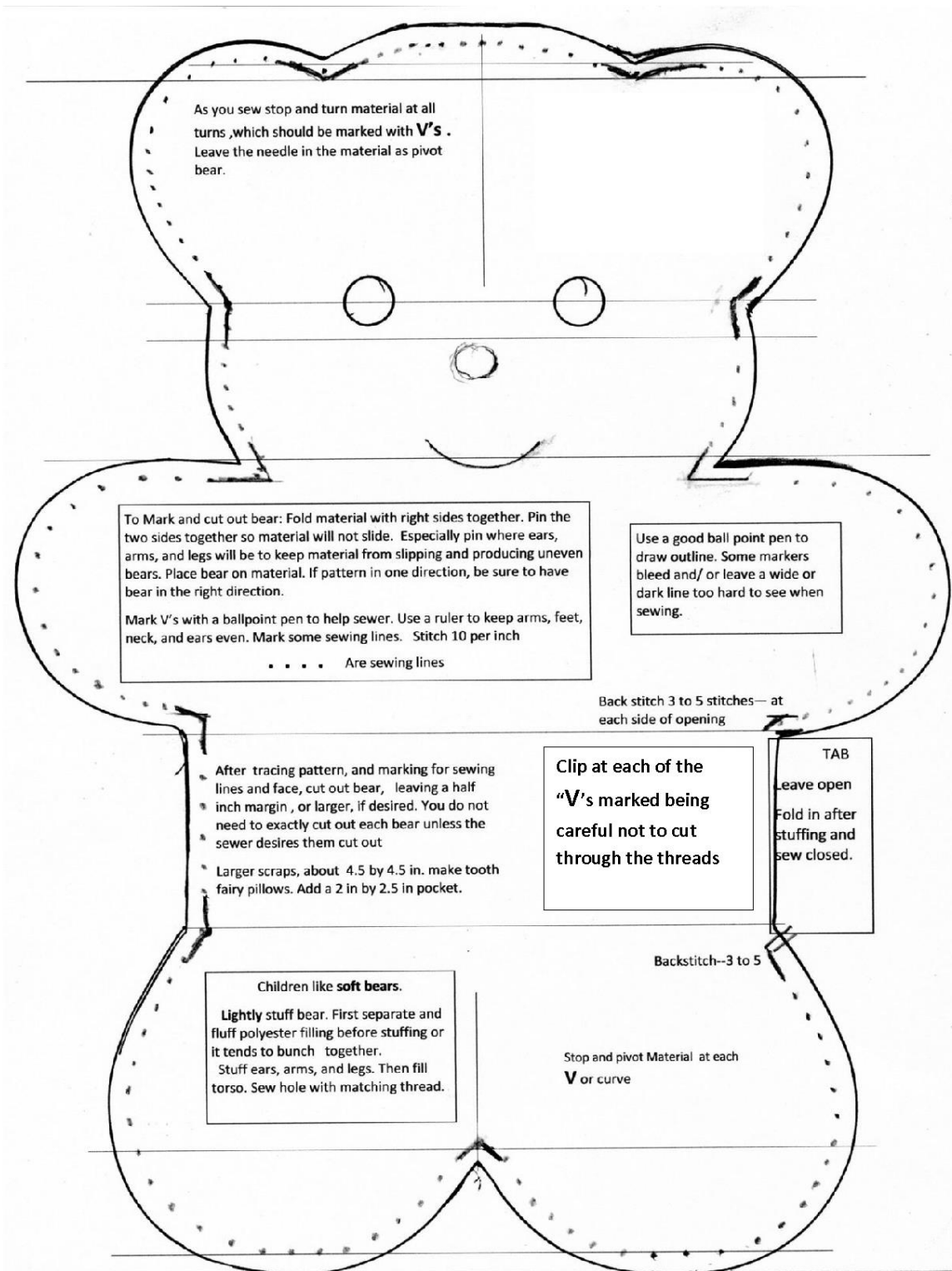




# SURGERY BEAR

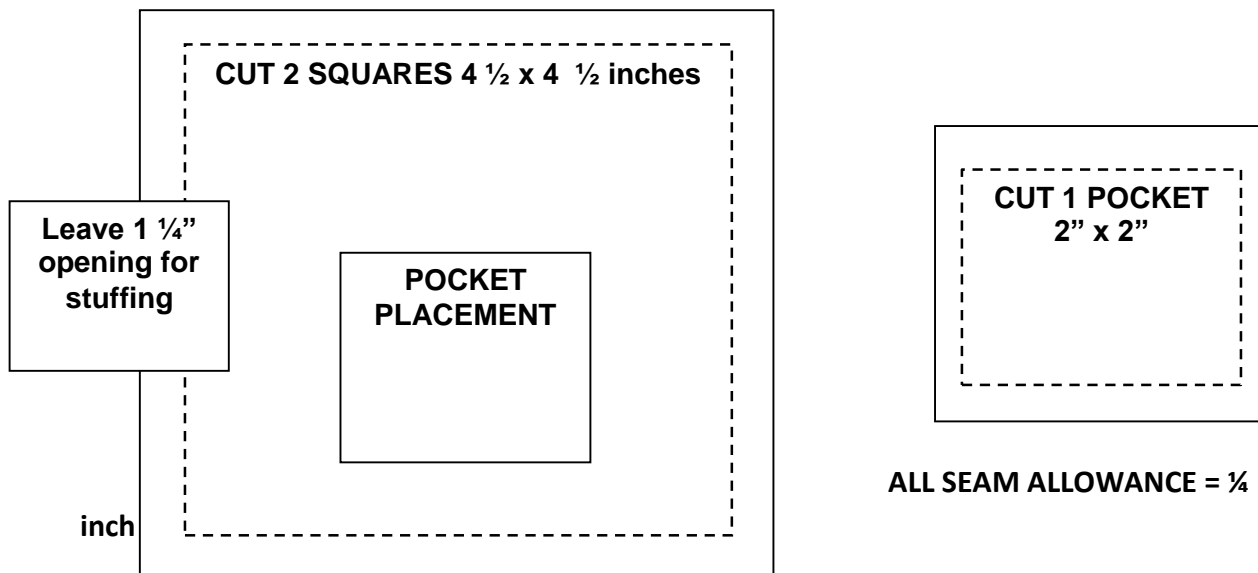


A surgery Bear is given to every surgical patient at CHKD





# TOOTH FAIRY PILLOW



## PATTERN:

Turn under ¼ "seam allowances on all 4 sides of Small Square. Turn an additional ¼ "on the edge that will be the top of the pocket. Sew lace across pocket top if desired. Sew pocket to the right side of one of the 4 ½ "squares.

Place the two 4 ½" squares right sides together; sew around all 4 sides allowing a 1 ¼ "opening for turning turn, stuff with polyfil. A chopstick is a good tool for packing the corners firmly. Close the opening with hand stitching.

100% cotton and poly-cotton fabrics are available in colorful youth-oriented prints. Lace can be added to the pocket top or the outside edges of the pillow. A small securely tacked ribbon bow adds a special touch. Only childproof embellishments should be sewn to the pillows; no sequins, buttons, paints, etc.





## **Child Life Wish List**

### **CRAFT SUPPLIES**

Crayola crayons (small boxes)  
Coloring books (non-holiday and non-religious)  
Elmer's glue  
Craft/Tacky glue  
Wooden craft kits, small packaged craft kits (beads, foam) Crayola paint and  
watercolor paint  
Crayola markers and window markers Bingo paint dots  
Paintbrushes (all sizes) Hasbro Play-doh Crayola model magic Glitter  
Pony beads  
Small jewelry beads Elastic string and lanyard Duct Tape

### **TOYS**

Infant rattles/wrist rattles  
Plastic infant and toddler toys (ex. shape sorters, ring stacks) Cause-Effect Toys  
Fisher Price Little People  
Board games/Electronic Board Games (ex. Monopoly, Guess Who)  
Matchboxcars  
Water Uno Cards, Playing cards Action Figures  
Barbie Dolls Puzzles Books

### **OTHER**

Bubbles (wedding size bubbles) Small pinwheels  
Stickers Batteries  
Gift Cards (iTunes, craft stores) Journals  
Pens, pencils  
Ear buds, headphones  
Hand held game systems with games