



2018-2019 Circle Manual

The King's Daughters
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Section 1

General Information

- Mission, Vision and Tag Line
- Role of KD Board of Directors
- Circle Liaison Responsibilities
- 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



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.



Circle Liaison Responsibilities

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.



KD Staff Contact Information and Responsibilities

Office Hours: Monday – Friday 8:00am to 4:30pm Main Number: 757-668-7098

Website: 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 pages. 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

- 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
- Works closely with all Major Project Chairs
- Handles all insurance and ABC and other regulatory requirements for organizations/events
- Available to meet with Circles, speak to Circles, other community groups

Jen Kay, *Development Operations Manager*

668-7718

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 Coordinator for posting information to the Website, Facebook other social media
- Provides staff support to the Finance Committee and Major Projects.

Holly Ackiss, *Volunteer and Events Coordinator*

668-8909

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
- Assists 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

- Shares responsibility with the Development Operations Manager for posting information to Website, Facebook, and other social media
- 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 staff and 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, CHKD, Children's Health System

History Overview

- The King's Daughters
- Children's Hospital of The King's Daughters

Children's Health System Corporate Structure

CHKD Health System Overview of Services



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 10th 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 12th 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.

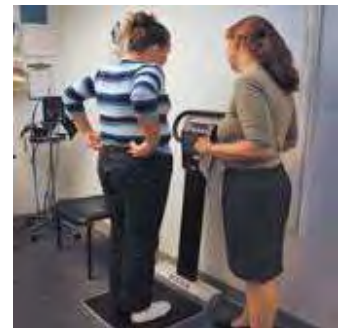
In 1999, CHKD assumed operational and funding responsibilities for the region's established **child abuse program**, which now coordinates the efforts of medical, legal and law enforcement agencies on behalf of abused children throughout our service area.

The Health System launched its popular website, www.chkd.org, on the cusp of the new millennium, 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 **hem-onc** 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.

In 2013, CHKD completed a redesign of the hospital's entrance, lobby and first floor walkways to improve patient access and traffic flow, and create an inviting welcome for CHKD families. The following year, CHKD celebrated the opening of a renovated outdoor play deck on the "roof" top. The 1,550-square-foot play area features playground equipment for children of all abilities, an art area and covered tables so kids in the hospital can still have outside playtime.

In 2014, CHKD established The King's Daughters Milk Bank – the first of its kind in Virginia – and began processing donated mothers' milk for medically fragile infants. Operating under the guidelines of the Human Milk Bank Association of North America, the milk bank ensures the safety of donated milk by careful screening, lab testing and pasteurization techniques.

In 2015, CHKD opened the region's first Urgent Care Center exclusively for infants, children and teens on Volvo Parkway in Chesapeake. Now, with additional locations open and several coming soon, more than 25,000 visits are made to CHKD Urgent Care Centers across the region each year for strep tests, sprains, stitches and more.

CHKD opened the region's second urgent care exclusively for infants, children and teens on March 16, at Lohemann's Plaza in Virginia Beach.

CHKD opens pediatric gynecology services through the adolescent medicine program. The practice focuses on evaluation, diagnosis and treatment of reproductive health issues of girls from birth to age 23. Gynecology services are offered in Norfolk, Newport News, Williamsburg and Virginia Beach.

CHKD later opened the region's third urgent care just for kids on October 5 on the Peninsula. Located in the new CHKD Health Center and Urgent Care at Tech Center, at 680 Oyster Point Road in Newport News, it provides care for common illnesses and injuries of childhood, including colds, flu, sinus and ear infections, asthma and more.

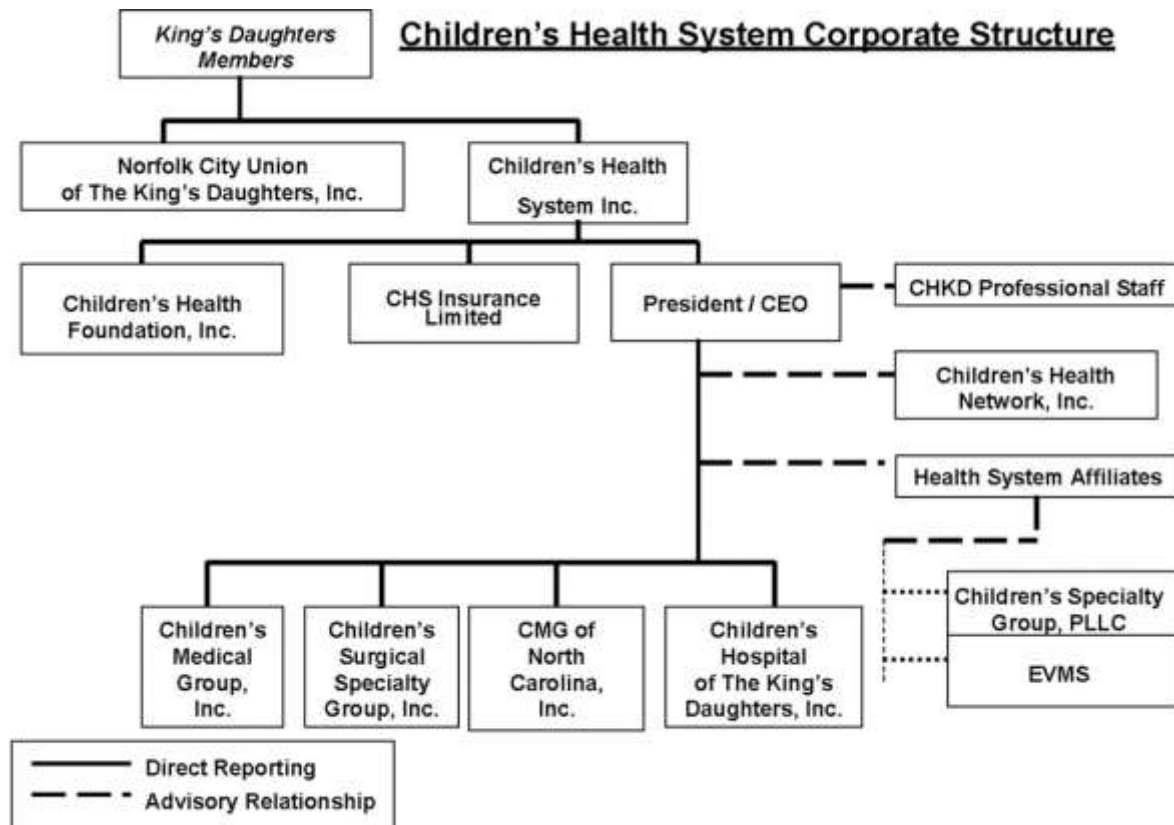
UVA/CHKD formed regional collaborative on cardiac care to improve outcomes for children with complex congenital heart defects. In addition, UVA/CHKD established a clinically integrated network dedicated exclusively to improving children's health. The physician-led network unites pediatric healthcare providers to develop protocols, practices and standards of care, thus improving patient care and reducing costs.

In September, 2017, the Virginia Department of Health awarded CHKD provisional status as a Level I pediatric trauma center. Level I trauma centers care for the most severely injured patients and have the resources to address all aspects of accidental injury, from prevention through rehabilitation.

In July, CHKD received notification from Virginia Commissioner of Health, Dr. M. Norman Oliver, that the state had approved the hospital's certificate of public need application for a new pediatric mental health facility to help meet the critical shortage of services in our region. The new facility will be built just off of Brambleton Avenue in Norfolk and will include 48 inpatient mental health beds exclusively for young patients, along with mental health day treatment programs and other services. The state also approved the addition of 12 inpatient beds in the current Hospital for inpatient mental health treatment of children and teens.

Also in 2018, CHKD opened a new sleep medicine center on the Peninsula at CHKD's Health Center and Urgent Care at Tech Center. Families on the Peninsula now have convenient access to services related to sleep issues unique to children.

Today, CHKD remains Virginia's only freestanding children's hospital and one of only 47 in the nation. 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.



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.

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.

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Section 3

Membership

- Who Can Join
- How to Join a Circle
- Membership Categories
- Keeping Members Informed
- How to Update 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 and men interested in joining a Circle of The King's Daughters. The KD Volunteer and Events Coordinator works with the potential new member to match their 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 the total per member to the KD office 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 (In many circles this is the responsibility of the Treasurer)

- 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.

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) remains up to date.
- Periodically view the Circle's webpage and send update requests to KD Office via email to 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
- Have Executive Director come to Circle to talk
- 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 Volunteer and Events Coordinator, who will meet with those interested and explain 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 are provided by The KD Volunteer and Events Coordinator). The packet of information is given to the Vice President of Membership who then brings it to The King's Daughters Board for an official vote to accept and welcome 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 and share experiences from their Circles, present Circle Project donation checks, announce bears & linens made, 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 Sponsor Recognition
- Circle Raffles
- Acceptance of Credit Cards at Circle Events
- Designated Donations by Circles
- Honor/Memorial Donations
- Legacy Giving
- Sales Tax Exemption of Purchases
- Tax Deductible Donations
- Whistleblower Policy
- Fiscal Year Close Out and Annual Reporting
- Checking Account Audit Procedure

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 (*Active and Inactive*) \$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 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 Circle's Treasurer has the responsibility of setting up new square accounts so funds are directly deposited to the Circle's checking account. The Development Operations Manager can assist Circles.
- 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 be 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 in 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 & Bulk Mailings
 - Percentage of Profits from Vendors/Restaurants
 - Vendors
 - Sponsorship
 - Circle Project Sponsor Recognition
- Project Completion Process
- Circle Project Planning Checklist
- PR Checklist for Project Print Materials
- KD Signature Project: Canisters
 - Basics, Placement Suggestions & Servicing
 - Responsibilities & Record Keeping
 - Kroger Rewards
 - Do not solicit list

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 (P1) 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 email 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 Form to The KD Office *at least 30 days prior* to event date. The KD Office will apply for the 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 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 (some) 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 is to 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).

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

No. aom
U.S.
FIRST
CLASS
P.O. 100-3

ATTN: JOHN DOE
COMPANY NAME
123 MAIN STREET
NORFOLK VA 23507-1328

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.

Sponsorship

- 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
 - Listed in the CHKD lobby
- 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 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

www.Facebook.com/KingsDaughters



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/circle name
- Email address (if not a circle email, then you can use KD main email - 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  **Children's Hospital
of The King's Daughters**

OR

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 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 **WW044**

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 PROCESS 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



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

"CHKD RunWalk for the Kids" www.Facebook.com/RunWalkfortheKids

"Breakfast with Santa - to benefit CHKD"
www.Facebook.com/BreakfastwithSantaCHKD

"Moonlight & Mistletoe -to benefit CHKD"
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.

KD Website:

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

- **Volunteer Service**
- **Linens and Gifts**

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

toothbrushes

toys

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

Section 10

2018-19 Timelines & Rosters

- Monthly Timeline for Circles
- KD Board of Directors Listings
- Circle Leaders
- Circle Profiles
- Circle Liaisons
- Children's Health System Board of Directors
- Children's Health Foundation Board of Directors
- CHKD Advisory Boards
- KD Award of Excellence Recipients
- Dr. Donald Lewis Award Recipients
- Thrift Stores Locations



2018-2019

Monthly Timeline for Circles

August

- Aug. 21 Officers Orientation - All Circle Officers are encourage 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. 1 *October/November Circular* article submissions deadline

October

- Oct. 9 ANNUAL RECOGNITION CELEBRATION, Norfolk Yacht and Country Club, 5:30 PM

November

- Nov. 1 - Nov. 30 Drop off Holiday gifts for CHKD patients to KD office
- Nov. 17 Breakfast with Santa at The Westin, Virginia Beach Town Center

December

- Dec. 1 *January/February Circular* article submissions deadline
- Dec. 1 Moonlight & Mistletoe at The Norfolk Waterside Marriott
- Dec. 1 - Dec. 14 Drop off Holiday gifts for CHKD patients to The KD office

January

- Jan. 29 Last day to sign up for pick-up of the Thrift Store Bag Drive
- Update your Circle's Canister Locations Listing with KD office

February

- Feb. 1 *March/April Circular* article submissions deadline
- Feb. 1, 2, 4 Thrift Stores KD Circle Bag Drive (No Pick-ups Sunday, February 3rd)
- Feb. 12 KD CONNECT Meeting, 9:30-11:00 AM, The Church of the Good Shepherd, Norfolk
- Feb. 15 Board Nominations due to The KD Office

March

- Year End Packets mailed to all Circle Leaders and Treasurers

April

- Apr. 1 *May/June Circular* article submissions deadline
- Apr. 9 KD CONNECT, 6-7PM Virginia Beach, Location to be determined
- Apr. 10 Last day to sign up for Hospital Tours on April 17, 18 or 19

May

- May 11 Run Walk for the Kids at Waterside District, Norfolk runwalkforthekids.org
 - 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 4 Deadline for 2018-2019 monetary donations
- Jun 4 JUNE KD CONNECT/ANNUAL MEETING/ELECTION OF OFFICERS, 6PM
- Jun 14 Year-End DEADLINE:
 - 18-19 Canister reporting forms and money
 - 18-19 Volunteer Hours and Linens and Gift report forms
 - 18-19 fiscal year Membership dues, Circle Roster and Officers Listing

July

- Jul 19 “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



2018-2019 The King's Daughters Board of Directors

Executive Committee

Julie Childress Beck, *President*

Downtown Circle

5320 Powhatan Avenue, Norfolk 23508

Spouse: Ron

jbeck@investdavenport.com

Cell: 439-5429

Home: 489-3371

Chandy Jones, *VP-Communications*

Magnolia Circle

230 W. Tazewell Street #203, Norfolk 23508

Spouse: Michael

chandyjones@cox.net

Cell: 620-0366

Stacey Vellines, *VP-Development*

Downtown Circle

1321 Rockbridge Avenue, Norfolk 23508

Spouse: John

svelline@odu.edu

Cell: 287-1327

Home: 440-1912

Mary Beth Sims Rickman, *VP Membership*

Dogwood Circle

1000 Baldwin Avenue, Norfolk 23507

Spouse: John

johnandmb@yahoo.com

Cell: 646-0767

Home: 622-1045

Katherine Knaus, *Treasurer*

Dogwood Circle

6221 Sylvan Street, Norfolk 23508

Spouse: Dan

kknaus@verizon.net

Cell: 235-1973

Home: 440-8853

Kristina Malleck, *Secretary*
Magnolia Circle
434 New York Avenue, Norfolk 23508
Spouse: Andrew
kristina.malleck@yahoo.com Cell: 277-8263

Board Members

Paula Adams
Horizon Circle
1412 Runnymede Road, Norfolk 23505
padams@degree.ecpi.edu Cell: 560-1287

Donna M. Cowdrey
East Beach Circle
9575 26th Bay Street, Norfolk 23518
Spouse: Chris
dmcowdrey@gmail.com Cell: 248-8001

Laura Fulton
Circle by the Bay
1716 Jordans Parish Place, Virginia Beach 23455
Spouse: Justin
Laurafulton2001@yahoo.com Cell: 390-0206

Kristi Jones
West Ghent Circle
5410 B Ocean Front Avenue, Virginia Beach 23451
Spouse: Robert
kjones424@cox.net Cell: 617-1095 Home: 420-6116

Nicole Federinko Legum
Oceanfront Circle
709 Bay Colony Drive, Virginia Beach 23451
Spouse: Aaron
nicoleflegum@aol.com Cell: 285-0617

Kathy Protogyrou
Circle on the Pointe
1519 Commonwealth Avenue, Norfolk 23505
Spouse: Andy
protogyrou@cox.net Cell: 679-7073 Home: 625-5005

Ashley Friend Vellines
Lafayette River Circle
1349 Buckingham Avenue, Norfolk 23508
Spouse: John, Jr.
ashley.vellines@gmail.com Cell: (585) 943-7861

Whitney Metzger Weireter
Lafayette River Circle
529 Maryland Avenue, Norfolk 23508
Spouse: Brian
whitneyweireter@gmail.com Cell: 620-5110

Carrie Williams
Circle in the Bridge
4152 Bridle Way, Virginia Beach 23456
Spouse: Rob
carriewilliams@atlanticbay.com Cell: 870-4614



2018-2019 KD Circle Profiles

Alice Davis Circle I Founded: 05/01/1952

Monthly Meetings: 2nd Wednesday, 12:30pm, Members' homes

Aloha Circle I Founded: 01/01/2005

Monthly Meetings: 3rd Wednesday, 6:30pm, Virginia Beach

Atlantic Circle I Founded: 01/01/1963

Monthly Meetings: Bi-monthly, 1st Thurs, Members' Homes

Azalea Unity Circle I Founded: 01/01/1972

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

Beacon Circle I Founded: 01/02/1963

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

Caritas Circle I Founded: 01/01/1970

Monthly Meetings: 2nd Tuesday, 10:00am, Members' Homes

Circle by the Bay I Founded: 12/01/2008

Monthly Meetings: 1st Tuesday, 7:00 pm, Buoy 44 (old Alexander's on the Bay) or Commonwealth

Circle In the Bridge I Founded: 03/25/2010

Monthly Meetings: 1st Tuesday, 7:00pm Members' Home

Circle of Friends I Founded: 05/31/2007

Monthly Meetings: 2nd Tuesday, 6:30pm, Various locations

Circle of Hope I Founded: 01/02/1990 Monthly Meetings: 2nd Tuesday, 6:00pm

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 | Founded: 01/01/1970

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

Circle on the Pointe | Founded: 04/01/1995

Monthly Meetings: 3rd Monday, 10:00am, Taste Unlimited on 21st St.

Colonial Circle | Founded: 03/29/2007 Monthly Meetings

Cypress Point Circle | Founded: 01/01/1997

Monthly Meetings: 3rd Tuesday, 7:00pm, Cypress Point Country Club

Dogwood Circle | Founded: 06/25/2009

Monthly Meetings: 1st Wednesday, 12 noon, Restaurants

Downtown Circle | 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: 1st Wednesday, 7:00pm, East Beach Club House

Elizabeth River Circle | Founded: 01/01/1997

Monthly Meetings: 1st Thursday after 1st Tuesday, 7:00pm, 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 I Founded: 01/01/1980

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

In As Much Circle I Founded: 01/01/1896

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

Infinity Circle I Founded: 07/01/2015

Monthly Meetings: 1st Thursday, 6:30pm, Members' Homes

Lafayette River Circle I Founded: 08/27/2009

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

Lakewood Circle I Founded: 02/01/1957

Monthly Meetings: 3rd Tuesday, 10:30am, Lakewood Neighborhood & Members' Homes

Larchmont Friends Circle I Founded: 01/01/1997

Monthly Meetings: 2nd Monday, 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 Monday, 10:30 am, Members' Homes

NICU Friends Circle I Founded: 12/04/2014

Monthly Meetings: 1st Wednesday, 7pm

North Suffolk Circle I Founded: 01/01/1987 Monthly Meetings: 3rd Tuesday, 6:00pm, Berea Christian United Church

Oceanfront Circle I Founded: 08/27/2009

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

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: Varies, Great Neck area of Virginia Beach

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 Wednesday, 6:30pm, 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, Norfolk

Circle Leaders 2018-19

Alice Davis Circle

Mary Louis Lehew, Leader
Home: 451-4630
Mobile: 567-4630

Aloha Circle

Whitney Fulton Lee, Leader
wfulton87@gmail.com
Home: 428-5741
Mobile: 621-1080

Atlantic Circle

Ashley DaVanzo, Leader
talapa76@yahoo.com
Home: 410-0141
Mobile: (804) 677-1030

Azalea Unity Circle

Susan Bechelli, Leader
sbechelli@gmail.com
Home: 517-2885
Mobile: 439-4880

Beacon Circle

Esther Vaughan, Leader
lvn10s@msn.com
Home: 425-0201
Mobile: 639-6458

Dorothy Tiedemann, Leader
dytvb816@gmail.com
Home: 340-7754
Mobile: 404-8590

Caritas Circle

Christine Fisher, Leader
fisherch3@cox.net
Home: 496-7546
Mobile: 621-0036

Circle by the Bay

Kristen Carter, Leader
kcarter@ymcashr.org
Home: 313-6111

Circle in the Bridge

Rhena Hicks, Leader
rhena.hicks@gmail.com
Mobile: 202-6014

Circle of Friends

Whitney Hendricks, Leader
whitney.hendricks.12@gmail.com
Mobile: 310-9885

Circle of Hope

Janet Molinaro, Leader
molinaro.janet80@gmail.com
Home: 627-6954

Circle of Love

Christina Waters, Leader
christinawaters@cox.net
Home: 548-1996
Mobile: 761-6225

Circle of One

Robin Reed-Broadnax, Leader
robinreed3@cox.net
Mobile: 576-2743

Circle of Rainbows

Kathleen Rupperecht, Leader
klrupprech@gmail.com
Home: 474-2901
Mobile: 285-5308

Circle on the Pointe

Heather Karangelen, Leader
vkarangelen@gmail.com
Home: 587-1674
Mobile: 572-6587

Colonial Circle

Jo Ursini Krantz, Leader
jokrantz@aol.com
Home: 645-4414
Mobile: 575-6445

Cypress Point Circle Doreen Hall, Leader
clubhead@cox.net
Home: 460-0118
Mobile: 553-2961

Dogwood Circle

Christine Neikirk, Leader
cneikirks@cox.net
Mobile: 478-3836

Downtown Circle

Jean Mercer, Leader
jmercerc1230@gmail.com
Home: 227-3759
Mobile: (301) 357-4867

Driftwood Circle

Mary Vance, Leader
mhvance816@gmail.com
Home: 631-0595
Mobile: 403-5649

East Beach Circle

Cathy Dickey, Leader
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Home: 496-5337
Mobile: 714-3332

Cindy McInteer, Leader
cindy.mcinteer@gmail.com
Mobile: (434) 426-9088

Elizabeth River Circle

Kimberley Geiger, Leader
kag@capgroup.com
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Mobile: 535-4957

Esprit de Coeur

Barbara Cooper, Leader
espritdecœur.kd@gmail.com
Mobile: 650-0129

Holly Circle

Alice Claywell, Leader
ahclaywell@cox.net
Home: 393-0157
Mobile: 508-3527

Horizon Circle

Susan Russell, Leader
sgrdlr@cox.net
Home: 623-4718
Mobile: 472-6069

In As Much Circle

Gloria Jean Harrison, Leader
glojnharr@cox.net
Home: 548-2332
Mobile: 285-2445

Infinity Circle

Melissa Fularon, Leader
mfularon03@yahoo.com
Home: 337-8594
Mobile: 348-4645

Lafayette River Circle

Ann Priest, Leader
atpriest@gmail.com
Mobile: 679-8740

Lakewood Circle

Victoria Long, Leader
victorialong27@yahoo.com
Home: 857-1729
Mobile: 407-1862

Larchmont Friends Circle Mary

Ellen Triplett, Leader
cmest3@live.com
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Mobile: 214-1222

Magnolia Circle

Jennifer Worden, Leader
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Mobile: 574-6314

Maltese Cross Circle

Lisa Dailey, Leader
lmdailey2@aol.com
Mobile: 672-9717

Margaret Roper Moss Circle

Eleanor Bradshaw, Leader
gbradshaw9@cox.net
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Mobile: 641-2607

NICU Friends Circle

Megan Crain, Leader
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Mobile: 472-2406

North Suffolk Circle

Cheryl Ashley, Leader
cheryl.ashley@cox.net
Home: 465-0593
Mobile: 472-0702

Oceanfront Circle

Kieran Poulos, Leader
poulosk@cox.net
Mobile: 515-9924

Patriot Circle

Linda Ermen, Leader
navyleague@earthlink.net
Home: 481-0701
Mobile: 636-3556

Princess Anne Circle

Susan Danchise, Leader
shdanchise@gmail.com
Home: 523-7365
Mobile: 567-0977

Ruth Sargeant Circle

Joanne Berkley, Leader
secins@cavtel.net
Home: 423-6033

Sand Dollar Circle

Charleen Albertoli, Leader
charleenpoffenberger@yahoo.com
Home: 226-8674
Mobile: 641-7634

Seashell Circle

Melissa Houck, Leader
4houcks@gmail.com
Mobile: (540) 847-4596

Southern Vines Circle

Kathleen Harrison, Leader
kdkaschak@yahoo.com
Mobile: 343-2861

Union of Hands Circle

Elise Chard, Leader
elisechard@gmail.com
Mobile: 589-1821

West Ghent Circle

Susan Smith, Leader
ssmith@showcasemgmt.com
Home: 639-6859



Circle Liaisons 2018-2019

Paula Adams

Horizon Circle

Julie Beck

Downtown Circle

Princess Anne Circle

Ruth Sargent Circle

Donna Cowdrey

East Beach Circle

Laura Fulton

Circle by the Bay

Chandy Jones

Circle of Friends

Circle on the Point

Cypress Point Circle

Seashell Circle

Kristi Jones

Circle of One

Circle of Love

Maltese Cross Circle

West Ghent Circle

Katherine Knaus

Atlantic Circle

Colonial Circle

Espirit de Coeur Circle

NICU Friends Circle

Nicole Legum

Oceanfront Circle

Great Bridge Circle

Kristina Malleck

Azalea Unity Circle

Lakewood Circle

Magnolia Circle

Sand Dollar Circle

Kathy Protogyrou

Caritas Circle

Circle of Rainbows

Driftwood Circle

Larchmont Friends Circle

Mary Beth Rickman

Dogwood Circle

Infinity Circle

Patriot Circle

Union of Hands Circle

Ashley Vellines

Circle of Hope

Holly Circle

Lafayette River Circle

Stacey Vellines

Alice Davis Circle

Elizabeth River Circle

Margaret Roper Moss Circle

Southern Vines Circle

Whitney Weireter

Aloha

Beacon Circle

In As Much Circle

North Suffolk Circle

Carrie Williams

Circle in the Bridge



2018-2019 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*

Julie Beck*

Michelle G. Brenner, MD

James D. Dahling

Susan R. Einhorn*

Douglas D. Ellis Sr.

R. Justin Fulton Kim Georges*

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*

F. Blair Wimbush

*Class A Members (King's Daughters)



2018-2019 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

Charles R. Henderson, *Chair*

Larry Bernert

Dan Boyle

James D. Dahling

Kimberly Geiger*

Michael Glasser

Chris Graves

Doug Hillerant

Charles R. Henderson Jr.

Trey Huelsberg

Kelly Johnson*

Katherine Knaus*

Michael Matacunas

Merrick McCabe

Kim McMillan*

Sherri Miles*

Sharon Owlett

*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

Scott Duncan

Sandra Harrison

Lynn Hornsby

Maureen E. Olivieri

Solon E. Paul

Jean Pfitzner

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*

Susan Archer

Catherine Callahan

Todd Copeland

Douglas Davis

Edward Deets

Walker Dorroh

Janet D. Dungan

Pace Frizzell

Wendy Goldberg

H. Scott Hardison

Kari Jacobs

Sunshine Leinbach

Stephen A. Leon

Brad Martin

J.T. McDonald

Chris Mehler

Brad Ramsey

Jack Ross

David 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

Dennis Cestra

Billy Chard

Jason Deans

Katie Denton

Brooke Garrett

Katherine Hines

Ryan King

Stephen Klimkiewicz

Stephan Lipskis

Jenn Melendez

Dave Poteran

Cameron Poynter

Amy Przymuzala

Cart Reilly

Shikma Rubin

Natalia Soniak

Leah Swatts

Jill Wainger

Lee Westnedge

J. Britton Williston

Katherine Wynne

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. 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:

2017 Harris Pezzella, Marathon Consulting
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

This award is usually presented at the KD Annual Recognition Dinner.

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:

2017 Dr. Reuben Rohn, Ruth Jackson & John Lawson II

2016 Dr. Ed Karotkin

2015 Sarah Bishop

2014 Dr. CW Gowen, Jr

2013 Penny Lewis for Dr. Donald Lewis

This award is usually presented at Moonlight & Mistletoe.

CHKD THRIFTSTORES

To schedule a free pick-up of items:

Southside

757-622-KIDS(5437)

Peninsula

757-874-KIDS(5437)

Richmond/Petersburg

855-299-KIDS(5437)

Hours of Operation:

The majority of the Thrift Stores are open 9 a.m. to 9 p.m. daily, and Sundays from noon to 5 p.m.

- The Monticello Avenue location in Norfolk is open 9 a.m. to 6 p.m. and is closed on Sundays.
- The Williamsburg location is open 9 a.m. to 8 p.m.

North Carolina

- 1511 W. Ehringhaus Street
Elizabeth City, NC 27909
(252) 335-5437
- 3838 N. Croatan Hwy Kitty Hawk, NC 27949
(252) 255-KIDS

Chesapeake, VA

- 3138 Western Branch Boulevard
Poplar Hill Plaza
Chesapeake, VA 23321
(757) 638-KIDS
- 220 Battlefield Boulevard N.
Chesapeake, VA 23320
(757) 436-KIDS
- 1105 S. Military Hwy.
Chesapeake, VA 23320
(757) 366-KIDS

Franklin, VA

- 1100-128 Armory Drive
Franklin, VA 23851
(757) 562-4000

Hayes, VA

- 7138 Hayes Stores Shopping Center,
Rt. 17
Hayes, VA 23072
(804) 642-0532

Newport News, VA

- 11049 Warwick Boulevard
Newport News, VA 23601
(757) 599-KIDS
- 14346 Warwick Boulevard
Newport News, VA 23608
(757) 877-KIDS

Norfolk, VA

- 795 Monticello Avenue
Norfolk, VA 23510
(757) 622-KIDS
- 1356 E. Little Creek Road
Norfolk, VA 23518
(757) 587-KIDS
- 6159 E. Virginia Beach Boulevard
Norfolk, VA 23502
(757) 461-KIDS

Hampton

- 2320 West Mercury Boulevard
Hampton, VA 23666
(757) 827-KIDS

Petersburg, VA

- 3237 S. Crater Road
Petersburg, VA 23805
(804) 733-5436

Portsmouth, VA

- 2717 Airline Boulevard
Portsmouth, VA 23701
(757) 465-KIDS

Richmond, VA

- 91 S. Laburnum Avenue
Richmond, VA 23223
(804) 437-KIDS
- 8032 W. Broad Street
Richmond, VA 23294
(804) 346-KIDS
- 8278 Midlothian Turnpike
Richmond, VA 23235 (804)
272-KIDS

Smithfield, VA

- 1288 Smithfield Plaza, Rt. 10
Smithfield, VA 23430
(757) 356-9080

Suffolk, VA

- 940 N. Main Street
Suffolk, VA 23434
(757) 312-KIDS

Virginia Beach, VA

- 5254 Fairfield Shopping Center
Virginia Beach, VA 23464
(757) 313-KIDS
- 3605 East Virginia Beach Blvd
Virginia Beach, VA 23452
(757) 463-KIDS
- 1920 Centerville Turnpike Virginia
Beach, VA 23464
(757) 502-KIDS
- 941 Chimney Hill Shopping Center
Virginia Beach, VA 23452
(757) 486-KIDS
- 550 First Colonial Road
Virginia Beach, VA 23454
(757) 425-KIDS
- 4717 Shore Drive
Virginia Beach, VA 23455
(757) 460-KIDS

Williamsburg, VA

- 210 Monticello Avenue
Williamsburg, VA 23185
(757) 220-KIDS



Section 11

Reporting Forms

Members

- Membership Application
- Membership Changes
- Deceased Member Update

Circular

- KD Kudos! Request
- Circle Project Article Request

Circle

- Circle Officers Listing
- Circle Profile Form
- 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
- Canister Transfer Form

Finances

- Retail and Use Tax Certificate of Exemption
- IRS Donation Receipt
- Checking Account 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, 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:

Run Walk for the Kids
Breakfast with Santa
Moonlight & Mistletoe Gala

I have worked on a
planning committee:

☐
☐
☐

I'm interested in
planning committee:

☐
☐
☐

I have attended:

☐
☐
☐

Areas of interest?

Collating Mailings with/for KD office
Jr. Circle Events
Sewing and/or Knitting for patients

☐
☐
☐

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, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098
Fax: 757.668.8907 | Email: info@kingsdaughters.org

KD Office Use Only:

- Entered - Initials _____ Date _____
- Sent Welcome Letter _____ Sent Packet _____

Updated July 2018



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: _____

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, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098
Fax: 757.668.8907 | Email: 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 _____

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 below or emailed to info@kingsdaughters.org.
(Mailed pictures will be returned at your request.)**

Please submit picture as soon as possible, but no later than June 30th.

Submit completed form to:

The King's Daughters Office | 601 Children's Lane, 2nd floor | Norfolk, VA 23507 | fax: 757.668.8907
Email: info@kingsdaughters.org

Updated July 2018

[illegible]

Edited July 2018



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 1st 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): _____

**Email accompanying event photos to info@kingsdaughters.org
with subject line "Circular Photos"**

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



CIRCLE OFFICERS LISTING

Due June 15, 2019

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 or Social
Security #

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

(Legal Name as it appears on I.D.)

(Required for all signors)

☐ Leader _____

☐ Co-Leader _____

☐ Asst. Leader _____

☐ Treasurer _____

Secretary _____

Membership Chair _____

Legislative Liaison _____

Canister Chair _____

Linens & Gifts Chair _____

Volunteer Hours Chair _____

Website Chair _____

Social Media Chair _____

Form Submitted by: _____

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

Updated July 2018



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 Fax: 668-8907 or Mail)

Circle Name: _____

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.)	
Developmental 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, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: info@kingsdaughters.org

Updated July 2018



Sample Meeting Minutes

Email 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, KD Connect meeting and Major Project dates.)

1st Date Request: _____ 1st Time Request: _____ AM/PM
MM/DD/YY

2nd Date Request: _____ 2nd Time Request: _____ AM/PM
MM/DD/YY

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 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 3 weeks minimum for KD office to confirm guide and room.

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

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): _____

Updated July 2018



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 2018-2019:

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 July 13th.

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



CIRCLE PROJECT APPLICATION FORM (P1)

Please Type or Neatly Print All Information

KD Office Use Only:

- ☐ Ex. Director Rcd./Apvd. Date: _____
☐ VP Membership _____
☐ Approved /Date: _____
* At Board Meeting ☐
*Via Email ☐
☐ ABC License Applied: YES _____ NO _____
☐ Waiver Provided: YES _____ NO _____
☐ Insurance Applied: 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. Projected Attendance (quantity): _____ Capacity _____

6. Price: \$ _____

Ticket price includes:

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

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

7. Event Contact person for print materials and website: Contact Name: _____

Phone: _____ Email: _____

8. Has this event been done before? ☐ Yes ☐ No **If yes, when? _____ Multiple Years? _____

9. *Event Description: _____

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

11. 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 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.

V. ESTIMATED FINANCIALS (for planning purposes, not required)

ANTICIPATED INCOME:

- A. Tickets \$ _____
B. Food/Beverage/Alcohol \$ _____
C. Sales \$ _____ (specify what is for sale _____)
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** \$ _____

ESTIMATED EXPENSES:

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

Estimated Event Net Profit (Income less Expenses): \$

- Expected date profit will be donated: _____ (within 30 days of project completion)
- 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)
☐ Supply _____ canisters to be present at event to promote Signature Project.

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.

- Invitations will be sent to: _____
- Flyers will be sent to/distributed at: _____
- Other: _____

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



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 for inclusion in the Circular, The KD annual report, Facebook posts, Annual Recognition slide show, etc.

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, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098
Fax: 757.668.8907 | Email: 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, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098
Fax: 757.668.8907 | Email: 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: _____ Pick Up Date: _____

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, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: info@kingsdaughters.org

Updated July 2018



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, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098

Fax: 757.668.8907 | Email: info@kingsdaughters.org

Updated July 2018



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, 2nd floor | Norfolk, VA 23507 | Tel: 757.668.7098
Fax: 757.668.8907 | Email: 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 Servicing Canister (name)	Phone no. of Person Servicing

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

Updated July 2018



Commonwealth of Virginia
Department of Taxation
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*.



BOARD OF DIRECTORS

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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.

Julie Childress Beck
President, The King's Daughters



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, 2nd floor
Norfolk, VA 23507

FAX: 668.8907
SCAN/EMAIL: info@KingsDaughters.org

DUE BY JULY 31, 2019

Updated July 2018

Section 12

Patterns and CHKD Wish List

- Developmental Hearts
- 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 ¼ 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.

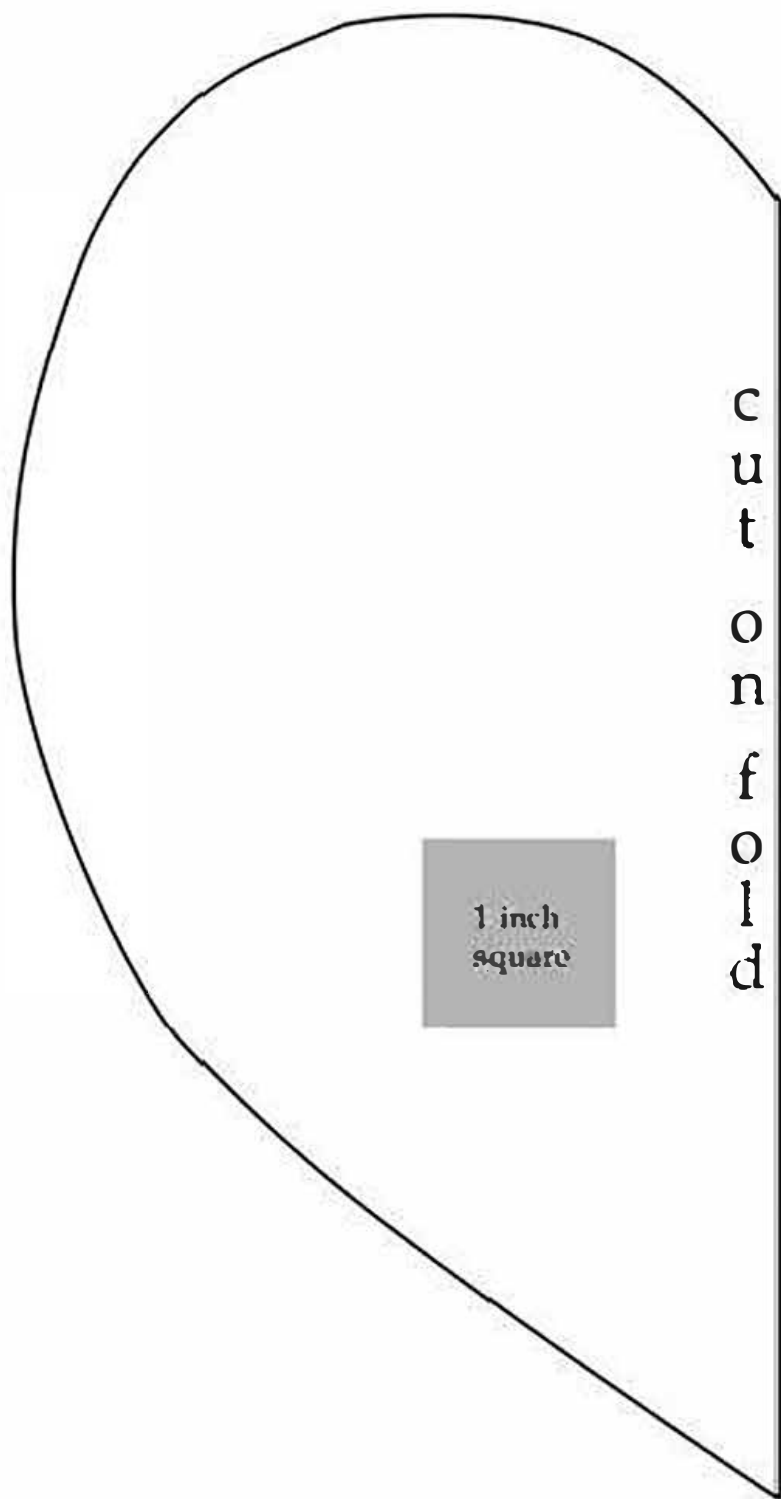
Then place this heart in baby's bed Throughout each passing day.
Another chance to show you care In a unique and loving way.

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.





cut on fold

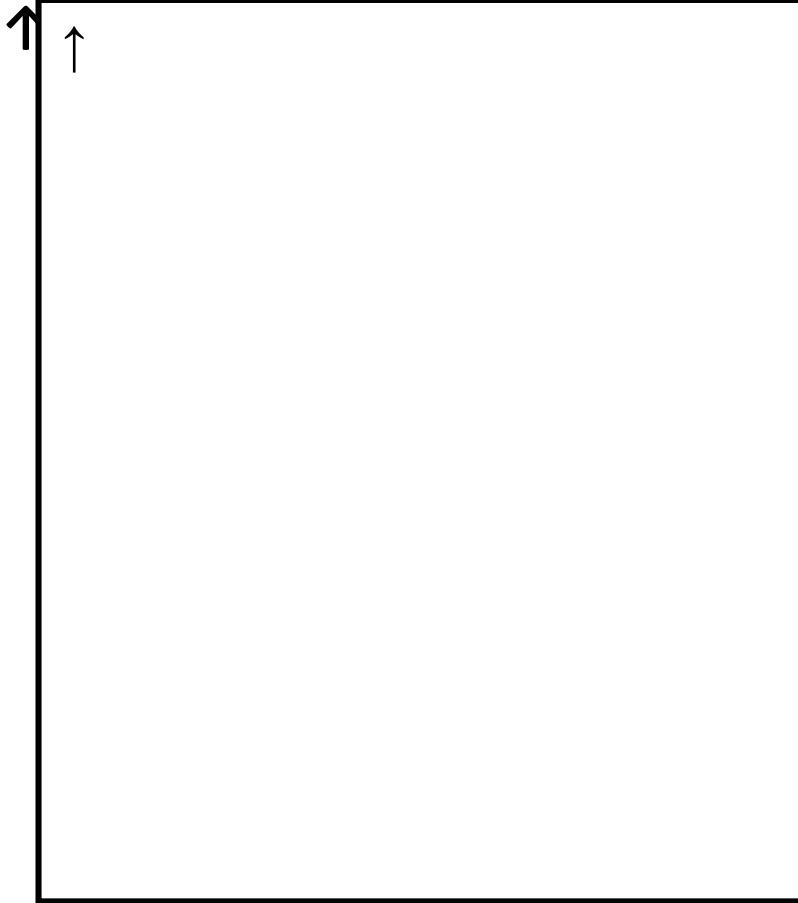
1 inch
square

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.

Turn under 5/8"

Leave open 1 1/4"



Seam 1/4"

Cut on fold



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 7th and 8th stitches together across row Row 2: and all even rows: Purl

Row 3: Knit every 6th and 7th stitch together across row Row 5: Knit every 5th and 6th stitch together

across row Row 7: Knit every 4th and 5th stitch together across row Row 9: Knit every 3rd and 4th

stitch together across row Row 11: Knit every 2nd and 3rd 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.



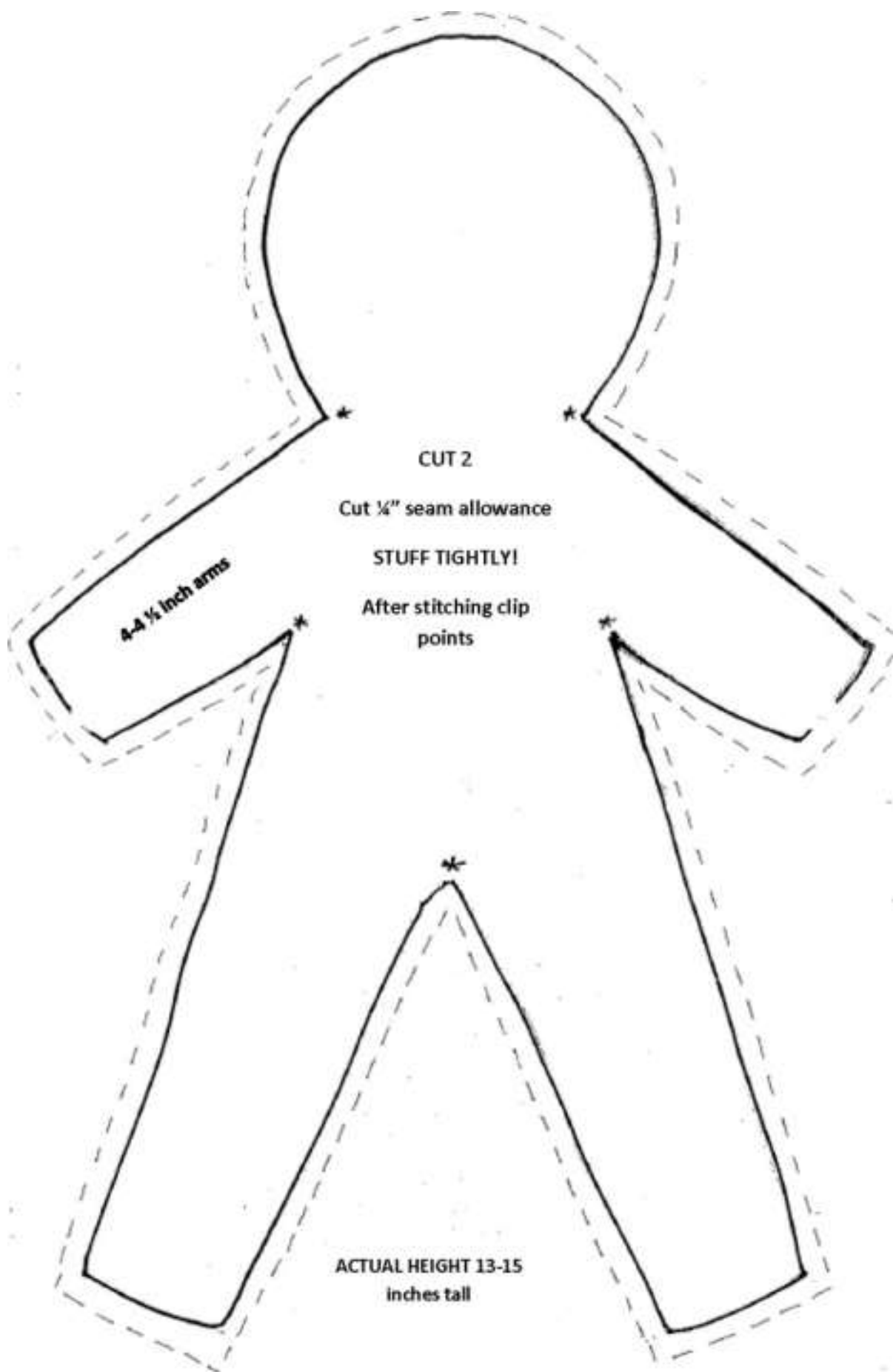
LOOK ALIKE DOLL

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 $\frac{1}{2}$ inches for arms
 - 13-15 inch length





CUT 2

Cut $\frac{1}{4}$ " seam allowance

STUFF TIGHTLY!

After stitching clip
points

4-4 $\frac{1}{2}$ inch arms

ACTUAL HEIGHT 13-15
inches tall

NICU ISOLETTE BLANKET GUIDELINES

The Neonatal Intensive Care Unit (NICU) Isolette Blanket covers the NICU beds. Below are the requirements.

GUIDELINES:

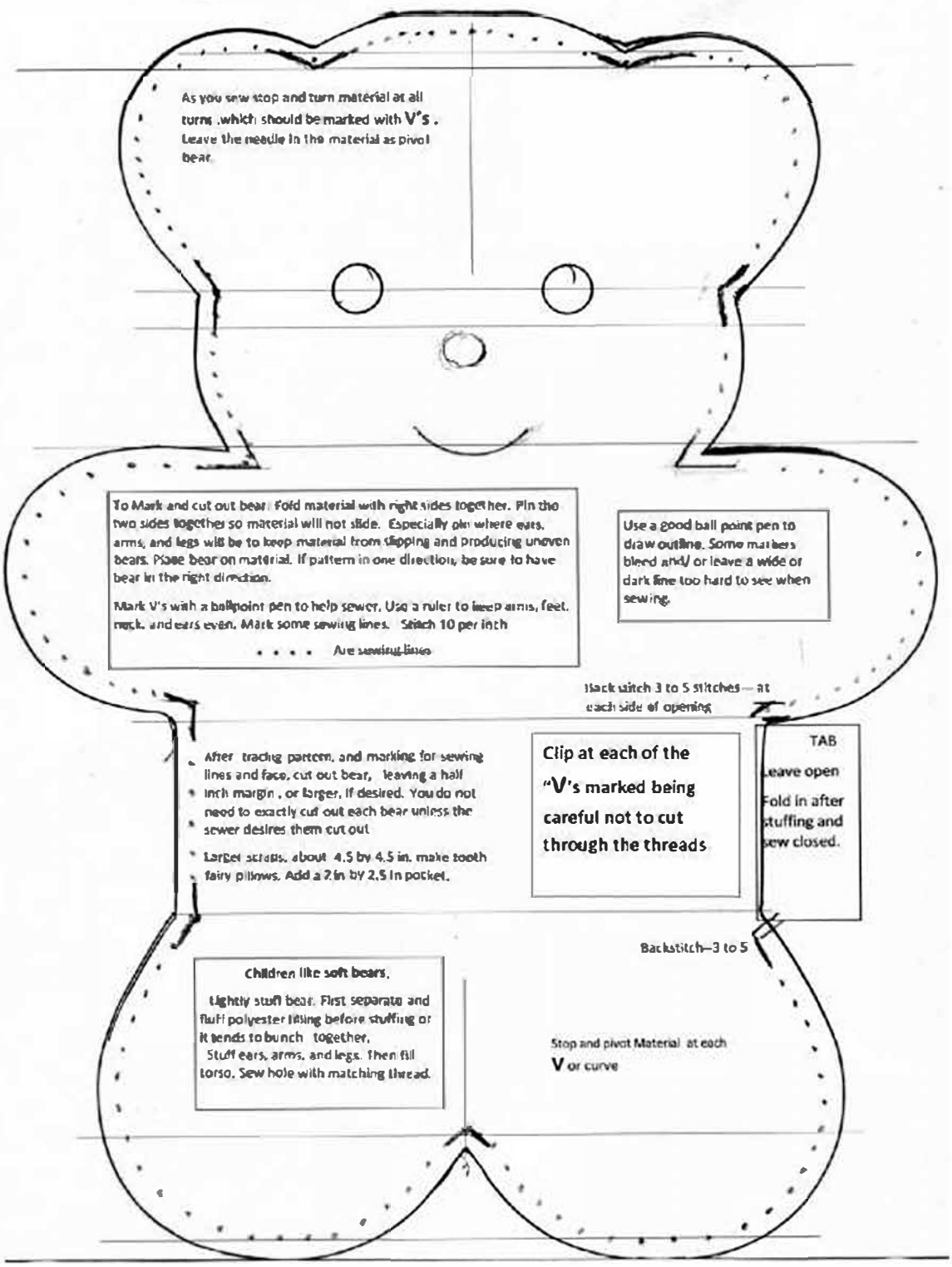
- 45"x38"
- No fringes, tassels, or sewn on decorations
- All edges must be sewn
- Fabric should be a light weight fleece or soft washable quilt or knitted



SURGERY BEAR



A surgery Bear is given to every surgical patient at CHKD



As you sew stop and turn material at all turns, which should be marked with V's. Leave the needle in the material as pivot bear.

To Mark and cut out bear: Fold material with right sides together. Pin the two sides together so material will not slide. Especially pin where ears, arms, and legs will be to keep material from slipping and producing uneven bears. Place bear on material. If pattern in one direction, be sure to have bear in the right direction.

Mark V's with a ballpoint pen to help sewer. Use a ruler to keep arms, feet, neck, and ears even. Mark some sewing lines. Stitch 10 per inch

..... Are sewing lines

Use a good ball point pen to draw outline. Some markers bleed and/or leave a wide or dark line too hard to see when sewing.

Backstitch 3 to 5 stitches—at each side of opening

- After tracing pattern, and marking for sewing lines and face, cut out bear, leaving a half inch margin, or larger, if desired. You do not need to exactly cut out each bear unless the sewer desires them cut out

- Larger scraps, about 4.5 by 4.5 in. make tooth fairy pillows. Add a 2 in by 2.5 in pocket.

Clip at each of the "V's marked being careful not to cut through the threads

TAB

Leave open
Fold in after stuffing and sew closed.

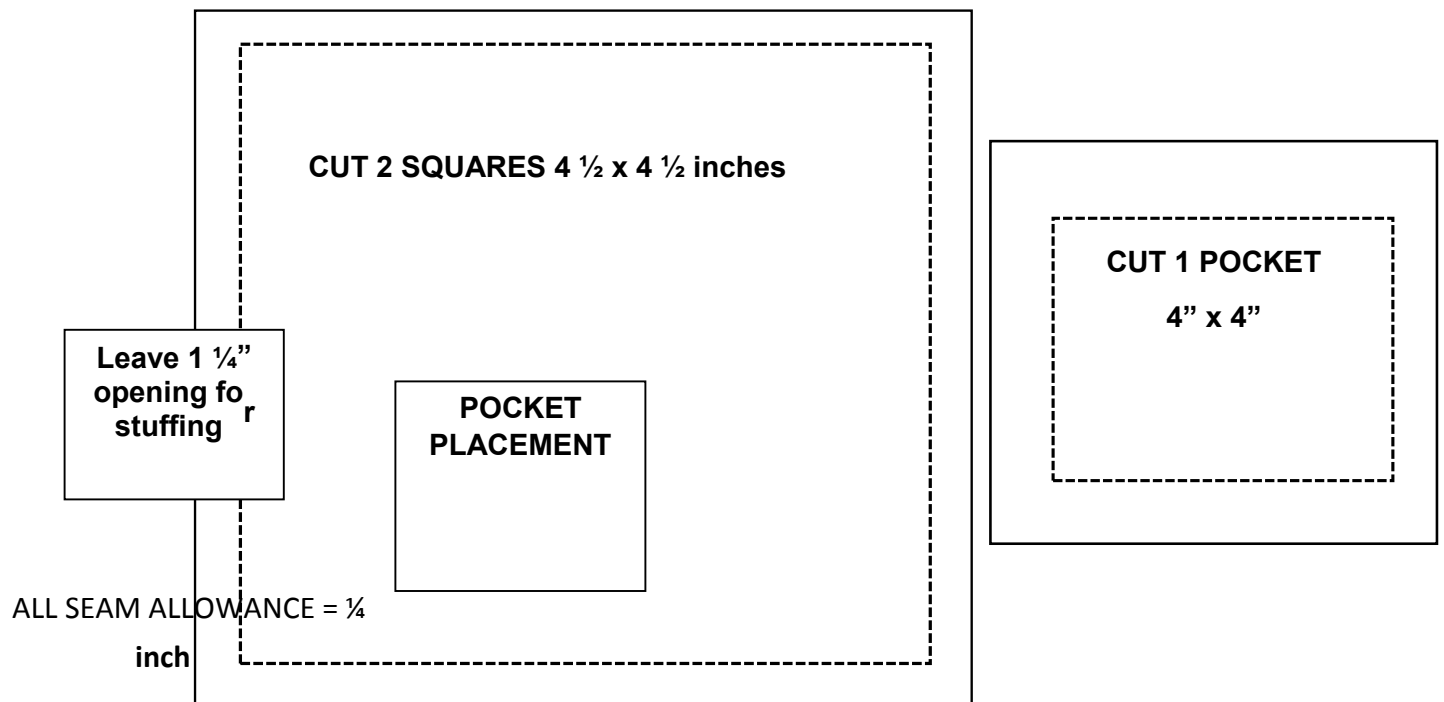
Backstitch—3 to 5

Children like soft bears.

Lightly stuff bear. First separate and fluff polyester filling before stuffing or it tends to bunch together. Stuff ears, arms, and legs. Then fill torso. Sew hole with matching thread.

Stop and pivot Material at each V or curve

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
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

(No wooden toys UNLESS it has a clear protective coating on all surfaces)
Infant rattles/wrist rattles
Plastic infant and toddler toys (ex. shape sorters, ring stacks)
Cause-Effect Toys
Plastic play food,
Nintendo Switch & PlayStation 4 games (No T or M Rated)
Small cloth baby dolls.
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