



# 2024-2025 Circle Manual

**Raising Funds, Friends & Awareness for CHKD**  
Phone: 757.668.7098 | Fax: 757.668.8907 | [KingsDaughters.org](http://KingsDaughters.org)  
601 Children's Lane, 2<sup>nd</sup> floor | Norfolk, VA 23507

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## KD OFFICE STAFF

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[Lisa.Coleman@CHKD.org](mailto:Lisa.Coleman@CHKD.org)

Jen Kay, *Development Operations Manager*  
[Jen.Kay@CHKD.org](mailto:Jen.Kay@CHKD.org)

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# Section 1

## General Information

- Mission, Vision and Tag Line
- Role of The 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.

Board meetings are held the last Thursday of each month (except in July and November), and usually the second 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 and Membership, Development, Finance, Governance, Legislative, and Nominating.

Each Circle is assigned a Board member liaison, called a Circle Liaison. As Circle 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.

### **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 assigned to them.
3. Circle Liaison will assist their liaison Circles as requested and attend their liaison Circle's projects when possible.
4. Circle Liaison will encourage their Circles and let them know how important they are to The KD Board, KD 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 Liaison will contact their Circles to remind about KD Connect meetings and other important gatherings such as Circle Orientation.
7. Circle Liaison will like the Circle's FB page and follow the Circle on Instagram; along with liking and commenting on posts, and when possible share Circle event posts.

### **KD Staff Contact Information and Responsibilities**

Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.

Main Number: 757-668-7098

Website: [www.kingsdaughters.org](http://www.kingsdaughters.org)

Facebook:           Name – The King’s Daughters for CHKD  
Link – <https://www.facebook.com/kingsdaughters/>  
Handles – @kingsdaughterschkd  
                  @RunWalkfortheKids  
                  @BreakfastwithSantaCHKD  
                  @moonlightgalaCHKD

Instagram:           Handles – @kingsdaughterschkd  
                              @chkd.runwalk  
                              @anthemlemonaid\_chkd

### **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-profit 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, insurance coverage, etc.
- The KD 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 quarterly 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 staff plans and assists with special projects, involving community groups or businesses, such as McDonald Garden Center’s “Make a Scarecrow, Make a Difference” Project.



**Lisa Coleman, Executive Director**

668-7099

[Lisa.Coleman@chkd.org](mailto:Lisa.Coleman@chkd.org)

- Oversees staff and operation of the organization
- Works closely with Executive Committee and Board members
- Solicits sponsors
- Liaison between the organization and CHKD/Sr. Vice President
- Works closely with all Major Project Chairs
- Handles all insurance, ABC and other regulatory requirements for organizations/events
- Available to meet with Circles, speak to Circles, and engage other community groups

**Jen Kay, Development Operations Manager**

668-7718

[Jen.Kay@chkd.org](mailto:Jen.Kay@chkd.org)

- Responsible for the organization's financial bookkeeping with oversight from the Treasurer and Executive Director
- Oversees Circle Bank Accounts, 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 Volunteer/Events Coordinator for posting information to the Website, Facebook, and other social media
- Provides staff support to the Finance Committee, Major Projects and special projects.

**Clair Eder, Volunteer/Events Coordinator**

668-8909

[Claire.Eder@chkd.org](mailto:Claire.Eder@chkd.org)

- Assists Circles with all aspects of Circle Projects
- Responsible for review & voting procedures and reporting of all P1 and P2 forms
- Ensures all contracts, insurance needs, and license requirements are received from the Circles within the necessary time frame for the event
- Prepares The Circular and 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 Communications and Membership Committee, Breakfast with Santa, and Scarecrow Project
- Responsible for the production of the Circle Orientation Manual
- Responsible for posting information to the Website, Facebook, and other social media

**Alyssa Woodard, Administrative Assistant**

668-7098

[Alyssa.Woodard@chkd.org](mailto:Alyssa.Woodard@chkd.org)

- Answers all calls, responds to website inquiries, greets guests in office
- Responsible for data entry (hours, linens & gifts, canisters, sponsorships)
- Assists with solicitations and preparing materials for sponsorship packets
- Sends out monthly Board packets, meeting reminders, and makes room reservations
- Assists with preparing information for the Annual Report, New Member Packets, etc.
- Oversees office volunteers and interns and assists with scheduling tours
- Distributes bears, linens, and magazines throughout CHKD
- Provides administrative support for staff, Board of Directors, and Signature Project

# Section 2

## About The King's Daughters and CHKD Health System

- The King's Daughters History Timeline
- CHKD History Timeline
- Children's Health System Corporate Structure
- CHKD Health System Overview of Services

## **About The King's Daughters and CHKD Health System**

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

The King's Daughters have a long and vibrant history of caring for children. This timeline highlights 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. The King's Daughters are also known as Norfolk City Union of The King's Daughters (NCUKD).

**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 begins 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, is quickly relieved of his ill-gotten \$500 in cash. His wife proclaims, "You know I don't approve, but since you can't give it back, you can give it to The King's Daughters." Thus, the Visiting Service gets its first car, an upgrade from the nurses' bicycles

**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. The Health Station workers teach families proper childcare and sanitation practices and administer 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 make 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 begin 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. The 21st Annual Holly Ball is held. The two events raise \$150,000 for Children's Hospital.

### **Reorganizing for the Future**

**1984** Members of 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** NCUKD opens the first CHKD Thrift Store with the motto: "Everything we sell helps make another child well."

### **Breaking New Ground**

**1991** Ground is broken on the latest hospital expansion. 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 fundraising projects, and scores of Circle projects, 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** 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 Major Project funds totaling \$133,000 to purchase an Aquatic Therapy Pool at CHKD's Oyster Point location.

**2004** Major Project funds totaling \$144,000 are designated to purchase Giraffe Omnibeds for CHKD's Neonatal Intensive Care Unit (NICU). CHKD opens a new Health Center at Oyster Point in Newport News, Virginia.

**2005** Major Project funds totaling \$158,000 are designated toward the Child Abuse Center and Nursing Externship Endowment funds. This completes NCUKD's 5-year commitment of \$1,000,000.

**2006** Tour de Cuisine is now an annual event and one of The King's Daughters' Major Projects. The tour is held in the Edgewater neighborhood of Norfolk and raises \$35,000.

**2007** The King's Daughters donate \$850,000 to CHKD. RunWalk for the Kids becomes an annual event with over 800 participants and raises a total of \$50,000. The 25th Annual Holly Festival of Trees is 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** The KD Facebook page reaches over 4,300 people online.

**2011** The King's Daughters pledge \$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 held at Town Point Park raises \$104,000 and has 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 is donated to CHKD from Circle projects, canister proceeds and the four 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" is adopted. The last Tour de Cuisine is 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. The King's Daughters donate \$625,000 to CHKD with \$250,000 going to support the Sports Medicine Program, \$87,000 to complete our pledge for the new transport, and \$89,000 to The KD Milk Bank. For the first time, membership is given the opportunity to select our fundraising focus and votes to support the Behavioral Health initiative with a \$1 million pledge.

**2020** Having donated \$600,000 to CHKD in 2019 (of which \$500,000 went to complete the \$1 million mental health pledge), The King's Daughters commits to raise within five years an additional \$2 million for a total of \$3 million toward CHKD's Mental Health Program.

**2021**, The King's Daughters celebrated 125 years of service to the children of our community. The 1896 Society was established to help fund new initiatives and new equipment for CHKD through individual donations.

**2022** The King's Daughters bounces back after COVID-19, and has now paid three quarters of the \$2 million pledge to Children's Pavilion, CHKD's new mental health hospital; thanks to the creative hard work of The King's Daughters.

**2024** In June, 2024, The King's Daughters paid off the remainder of our pledge to CHKD's Children's Pavilion for a total gift to the new mental health hospital of \$3 million. In keeping with our continued support of mental health; The KD also gave \$500,000 to establish an endowment to the Children's Pavilion. The KD has two other endowments: Child Advocacy Center and Nursing Externships.



### CHKD History Timeline

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 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.

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.

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



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

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

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

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

The Health System launched its popular website, [www.chkd.org](http://www.chkd.org), on the cusp of the new millennium, providing 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. Also 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 program. 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 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.





The King's Daughters Milk Bank 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 Loehmann'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, 2018, 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.

September 2019, CHKD held a special ground breaking celebration and shared transformational plans of the new mental health hospital and their vision for the future of mental health care for our children.

August, 2020, the "Topping Off" ceremony marked the symbolic completion of the structural phase of the \$224 million building located on the same campus as CHKD's main hospital, as CHKD celebrated the placement of the highest beam on a 60-bed, 14-story mental health hospital and outpatient center. A significant step toward bolstering children's mental health care in Virginia.

October, 2022, Children's Pavilion, CHKD's new mental health hospital opens, it will be the centerpiece of a bold new initiative that will provide a full spectrum of mental health care for children, filling a critical gap in a statewide shortage of pediatric mental health services. Already, reports are showing heightened anxiety in children experiencing fear about COVID-19, insecurity created by job losses within their family, and loneliness from social distancing. Fallout from these issues will unfold in the months and years to come. This facility features 60 private inpatient rooms with sleeping accommodations for a parent. Children will also receive outpatient therapy in an environment that supports their families and community. A "partial hospitalization" program will enable children to spend most of the day at the hospital, but still reside at home. Other facility highlights include an outdoor recreation area, an indoor gym, a music room and recording studio, a garden, a soothing multi-sensory room, and family lounge areas. The CHKD mental health hospital will employ 415 doctors, nurses, therapists, and other mental health professionals who will treat children across the state and beyond.

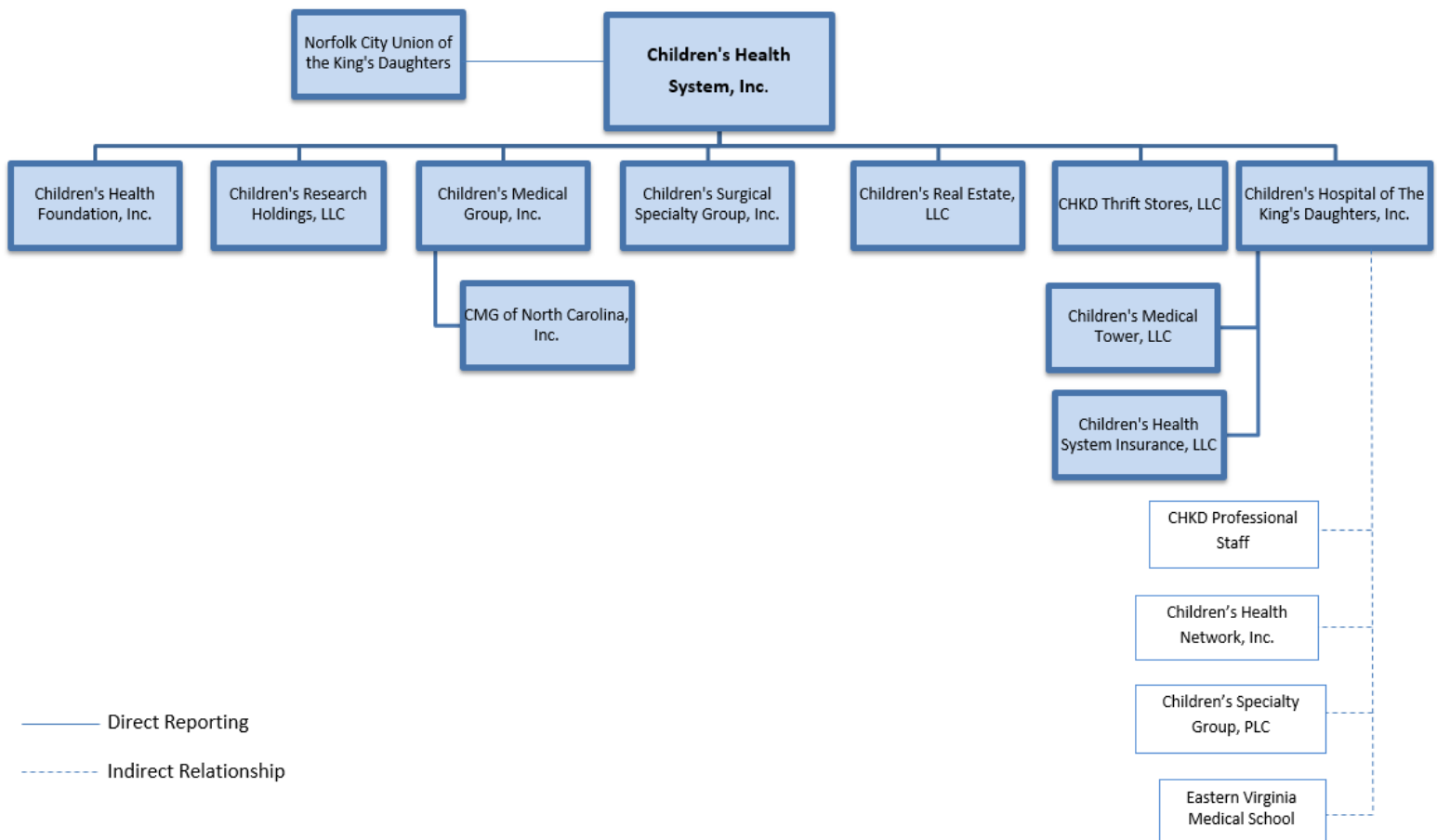
In 2023, CHKD remained Virginia's only freestanding children's hospital and one of only 47 in the nation. CHKD grew from its original 88 beds to 206 beds. Even more important, it is the heart of the region's only comprehensive health system dedicated exclusively to children, staffed by more than 3,100 employees working throughout an expansive region.





**Children's Health System, Inc.  
And Its Subsidiary Corporations  
As of January 10, 2018**

Reviewed July 2021





## **CHKD Health System Overview of Services**

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 primarily 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 fundraising, 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 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

Children's Health Foundation manages the investment funds of 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.

# Section 3

## Membership

- Who Can Join a Circle
- 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

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/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 and finding the right fit.

### Membership Categories

#### **Adult Member**

Any member who has paid dues and is in good standing in an Adult Circle shall be entitled to all 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 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, they will not receive any communications from The KD Office including our quarterly newsletter *The Circular*, emails, invitations 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 the 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, unless the member pays dues individually online via The KD website. The KD Office will coordinate with each Circle Treasurer to ensure each member has remitted dues.

### **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 Retention and Recruiting**

### **Retention**

- Have a member be a greeter to welcome newer members and make them feel included. Name tags can also be worn at Circle meetings
- Create, maintain and distribute a 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, etc.
- 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 The 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 birthday, 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
- Keeping Members Engaged
- How a Circle is Formed

## Circles

### **General Guidelines**

- 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, or within 60 days of a when a new member joins a Circle.
- Circles must have bylaws that have been approved by The King's Daughters Membership Committee
- All annual reporting forms must be submitted by the deadlines
- Circle funds may not be donated to any other organization other than The King's Daughters.
- Circle should have a shared access email account with Circle officers.
  - Ex: [oceanfrontcircle@gmail.com](mailto:oceanfrontcircle@gmail.com)

### **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***

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
- Reconcile Circle bank account monthly. Contact Dev. Ops. Mgr for discrepancies or assistance
- 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**

- Be familiar with the Circle Finances information in this manual and follow all policies and procedures, see Section 6
- 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
- Collect Circle member dues and submit payment to The KD Office by July 15<sup>th</sup> each year
- Submit to The KD Office a list of your Circle's sponsors who gave a monetary donation of \$1,000 or more for the previous fiscal year by July 31<sup>st</sup> of each year
- Maintain Circle's Square account. Provide Dev. Ops. Mgr with account login and password info along with corresponding email and password. Close account at end of term and the new treasurer will need to provide SS# and set up new Square account.
- Sign bank account signature form annually with Development Operations Manager – this requires that you provide a copy of photo ID, second ID, DOB, SS#, place of employment, position, etc.
- Provide receipts to Circle event donors and sponsors

### **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 each year submit the annual total per member to The KD Office by June 30<sup>th</sup>
- 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 Roster 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 the Circle is welcomed. Either serve as mentor to new members or ensure one is assigned to each new member.

**Secretary** *(May separate into Corresponding Secretary and Recording Secretary 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 fundraising ideas
- Be familiar with the project approval process. Contact The KD Volunteer/Events Coordinator or the Vice President of Communications and Membership if there are any questions
- Submit the Project 1 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, as soon as project approved
- Submit event insurance request form to The KD Office if applicable, as soon as project approved
- Communicate with The KD Volunteer/Events Coordinator as needed
- Submit Project 2 Form with proceeds to The KD Office within 30 days of the completion
- All events requiring an ABC and/or insurance must notify the KD office by April of the previous fiscal year

#### **Legislative Liaison – As Needed**

- Work with The KD Board Legislative Chair only when necessary 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**

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

### **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 Communications and 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/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/Events Coordinator). The packet of information is given to the Vice President of Communications and 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 a 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 healthcare:

### **KD Connect Meetings**

- KD Connect meetings are held 4-5 times a year: August/September (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 encouraged to attend
- KD Connect meetings are a great way to:
  - Receive and distribute information about Major Projects and Circle Projects
  - Present checks from 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 Meetings/Tour 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

### **Guest Speakers**

- Circles 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 1 month 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
  - Committee Members:
    - Michala Cardwell, Oceanfront Circle
    - Ashley DaVanzo, Atlantic Circle
    - Linda Ermen, Patriot Circle
    - Lori Fagan, Downtown Circle
    - Carrie Lauck, Circle by the Bay
    - Victoria Long, Lakewood Circle
    - Callie Milligan, North Suffolk Circle
    - Terry Parker, Larchmont Friends Circle
    - Robin Reed-Broadnax, Circle of One
    - Mary Ellen Triplett, Larchmont Friends Circle
    - Jeanine Turman, Circle of One
    - Celeste Wiley, Magnolia Circle
- Moonlight Gala
  - Held the First Saturday in December
  - Black Tie Gala
  - Silent and Live Auction, Dinner and Dancing
  - Committee Members:
    - Lyn Reid, Co-Chair/Secretary
    - Sunny Sonner, Co-Chair/Sponsor Committee, Maltese Cross Circle
    - Scarlett Baughman
    - Erica Byrum, Magnolia Circle
    - Donna Counts
    - Suzanne Galanides
    - Caroline Baughman
    - Stacy Holland
    - Chandy Jones, Magnolia Circle
    - Jessica Jones
    - Jean Mercer, Downtown Circle
    - Susan Pilato
    - Jennifer Schrader, Magnolia Circle

- Carrie Williams, Circle in the Bridge
- RunWalk for the Kids
  - Held in the Spring
  - 5K & 2 Mile Walk
  - Committee Members
    - Lindsey Aftel
    - Joel Brenner
    - Mitch Callis
    - Jim Cox
    - Jim Dare
    - Jane Dierstein
    - Abigail Dougherty
    - Erin Douglass, Magnolia Circle
    - Matt Fanghella
    - John Hadzima
    - Avi Kelley
    - Betty Kendall
    - Angeleigh Mitchell
    - Jenny Pimentel
    - Kerry Scheiner, Coastal Junior Circle
    - Cory Sullivan
    - Stacey Vellines, Downtown Circle
    - Janan Waite
- Anthem LemonAid
  - Held in July
  - No committee at this time
  - Lemonade stands & virtual fundraising for the Cancer & Blood Disorders Center
- Tee One Up
  - Held in June
  - Summer golf tournament
  - Includes raffle items
  - Committee Members
    - Paula Adams
    - Lisa Coleman
    - Claire Eder
    - Nicole Legum
    - Taylor Priest
    - Elly Smith
    - Stacey Vellines

# Section 6

## Circle Finances

- Annual Membership Dues
- Circle Checking Account
- Circle Check Writing
- Circle Sponsor Recognition
- Acceptance of Credit Cards at Circle Events
- Designated Donations by Circles
- 1896 Society Donations
- 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

### **Annual Membership Dues**

The dues request and current rosters will be mailed to each Circle Leader and Treasurer by March 31<sup>st</sup> each year. Corrections and dues must be submitted to The KD Office by July 15<sup>th</sup> of each year.

Adult Circle Members (*Active and Inactive*) \$50

Adult Circle Members 65 years and older (*Active and Inactive*) \$20

Honorary Circle Members \$20

Individuals may pay dues online at [kingsdaughters.org](http://kingsdaughters.org) starting July 1<sup>st</sup> for the next fiscal year. Look out for a KD email announcing dues have opened. Or, 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 Policy**

- All Circles will conduct banking transactions with TowneBank (chosen by The KD Board of Directors to handle the organization's banking).
- The Circle Treasurer will be the signer for the Circle checking account, along with The KD Board President & Treasurer. If your Circle requires a second signer, contact the Development Operations Manager.
- Circle Treasurer is required to sign a bank signature form annually with the Development Operations Manager.
- ALL Circle checking account signers are required to provide a picture of their driver's license, 2<sup>nd</sup> form of identification, DOB, SSN, place of employment, position, etc. to the Development Operations Manager.
- Deposits and withdrawals can be made at any TowneBank branch location. 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. Direct all questions regarding the Circle bank account to The KD Development Operations Manager. Please do NOT call the bank directly.
- Checks to the Circle should be made out to Circle's full name. *Example: "Alice Davis Circle" or "The King's Daughters"*.
- Circle balances should be maintained and monitored to fund upcoming Circle projects.
- Circle Treasurer must reconcile bank account monthly. Contact Dev Ops Mgr for questions or discrepancies.
- Bank Fees:\*
  - Overdraft Fee is approximately \$40 per item
  - Returned Item Fee is approximately \$40 per item Also known as NSF/check not honorable due to non-sufficient funds available in Circle account. It is recommended to recoup this

charge from the person who provided the NSF check (if a check bounces twice, Circle accounts will be charged twice).

- If the Circle orders checks and deposit slips through The KD Dev Ops Manager there will be no charge to the Circle. If the Circle orders checks or deposit slips on their own, the Circle is responsible for this expense.

*\*Fees subject to change; typically TowneBank makes changes annually in January.*

### **Circle Check-Writing Policies**

- Do NOT mail checks to The King's Daughters office.  
***\*When possible, hand deliver all checks or request Development Operations Manager to transfer funds from the Circle account to The KD operating account.***
- Please email your forms and transfer request to [info@kingsdaughters.org](mailto:info@kingsdaughters.org), I will provide you with an email deposit receipt.
- All checks written by a Circle must include a detail of the expense in the memo line of the check (Event name & type expense – entertainment, food & beverage, cups, etc.). 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 hand delivering a check to The KD Office or presenting a check at a KD Connect:
  1. Make the check payable to "The King's Daughters" or "NCUKD"
  2. Include a detail of the expense in the memo field.
  3. Send only one type of donation on each check. Do not combine separate donations on one check.
  4. Submit with proper paperwork with all checks. Reporting Forms may be found at [www.KingsDaughters.org/reportingforms](http://www.KingsDaughters.org/reportingforms) or in this manual.
- When writing a check of any kind to The KD Office: make the check payable to "The King's Daughters" and include the donation or payment details in the memo field. Submit with proper paperwork. Reporting Forms may be found at [www.KingsDaughters.org/reportingforms](http://www.KingsDaughters.org/reportingforms) or in this manual.
- 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
- 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 2 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 Sponsor Recognition**

- All donors who make a tax deductible monetary donation of \$1,000 or more will be listed in The King's Daughters' Annual Report
- The KD Office will email all Circle members each June to request a Circle Project sponsor list. Please submit the following to The KD Development Operations Manager by July 31<sup>st</sup> for the previous fiscal year:
  1. How donor's name/company is to appear in the Annual Report
  2. Donor Individual Contact Name
  3. Donor Company (if applicable)
  4. Donor Mailing Address (for invitation to CHKD donor recognition event)
  5. Donor Phone Number
  6. Donor Email
  7. Circle Name & Event Name
  8. Amount of Donation

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

Many Circles are now accepting credit cards at Circle events. The King's Daughters needs to protect these credit card numbers and ensure all funds are deposited directly into the Circle checking account.

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

***The use of Venmo, PayPal or other cash app are currently not permitted by KD.***

- i. KD goes through a financial review every year and these type transactions could potentially be considered a misappropriation of funds, since this income is going through personal accounts vs. official Circle bank accounts and the personal accounts are not monitored / reviewed by KD.
- ii. The Square, The KD Website and OneCause are currently the only acceptable way to charge cards. If you would like to use another platform, it would need to be approved by the Executive Board.

### ***Squares***

- i. Login use the Circle's email account, such as [OceanfrontCircle@gmail.com](mailto:OceanfrontCircle@gmail.com) vs. the Treasurer's personal email.
  - a. Circle Leader, Co-Leader, Assistant Leader should also have access to this email account
  - b. The email and PW must be provided to the Development Operations Manager, to be accessed in an emergency situation and as back up in the event of unexpected Circle officer changes.
  - c. Circle Email Verification: Along with Circle Officers' emails and cell #s, add [info@kingsdaughters.org](mailto:info@kingsdaughters.org) and Jen's cell#; again for the above reasons.
- ii. Square Verification: Along with the Treasurer's personal email and cell#, add [info@kingsdaughters.org](mailto:info@kingsdaughters.org) and Jen's cell#; in the event I need to access your Square account to audit this account or set up payment on the KD iPad.

- Squares are the preferred method for accepting credit cards at Circle events.
- Squares may be purchased through Apple or 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 Membership/Volunteer Coordinator or Development Operations Manager can assist Circles. When a new Treasurer is elected, the Square acct must be closed & a new acct opened with the new Treasurer's SSN.
- Circles with Square accounts are required to call The KD Development Operations Manager with Circle's ID and password along with corresponding email and password.
- If the Circle does not own their own Square, they can pick up the Square(s) 1 week prior to the event date. The KD Office documents who has borrowed Squares.
- Squares should be returned to The KD Office the first business 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, Venmo, or use other fundraising/donation programs/accounts without approval from the Executive Committee.

- Circle funds should not be deposited into a Circle 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

### **1896 Society Donations**

The 1896 Society's purpose is to help fund new initiatives and new equipment for CHKD.

### **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 at CHKD.org.
- CHKD Development Department will send an acknowledgment to the donor and to the individual or family of the individual being recognized.
- 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, nor recorded by The King's Daughters.
- The King's Daughters typically do not solicit honor/memorial donations, however, if a Circle choses to make a donation to The King's Daughters instead of Children's Hospital of The King's Daughters, such donation shall be accepted to help further the activities and efforts of The King's Daughters for Children's Hospital of The King's Daughters.

### **Legacy Giving**

The King's Daughters typically do not solicit legacy gifts, however, if a donor choses 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 to help further the activities and efforts of The King's Daughters for Children's Hospital of The King's Daughters. Please contact The KD office.

### **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, 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.

### **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.

### **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 KD Connect (first Thursday in June) to be recorded in that fiscal year's financial records and included in 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 monies not needed to pay dues or to be used 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. The previous Circle Treasurer serves 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<sup>st</sup>.

# Section 7

## Circle Projects and Activities

- Project Approval Process
- Project Guidelines
  - ABC License
  - Circle Printing Expenses
  - Contracts
  - Correspondence and Marketing Materials
  - Insurance
  - Lobby Sales
  - Mailings
  - Percentage of Profits from Vendors/Restaurants
  - Vendors
  - Sponsorship
  - Circle Sponsor Recognition
- Circle Project Planning Checklist (Sec 11)
- Circle Project Print Materials Checklist (Sec 11)
- KD Signature Project Canisters
  - 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 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 assists in the presentation of a more unified organization to the public.

- Once the Circle majority votes to do a project, submit a Project 1 Application (P1) to The KD Volunteer/Events Coordinator. The KD Board has a revolving approval process, but Circles should submit their P1 as soon as possible to allow sufficient time for any contract review, license applications or insurance applications. (At minimum 1 month)
- The P1 is reviewed by Exec. Director and Volunteer/Events Coordinator, the P1 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 and the Volunteer/Events Coordinator has received promotional materials, 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 promote your event on KD social media. ***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.***
- Do not distribute print materials, solicit sponsors, or advertise online until after the Board approves the project and print materials approved by The KD office.

### Project Guidelines

#### **ABC License & Insurance**

- For Circle Projects where alcohol will be served and/or sold by The King's Daughters, 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 the event date.
- The KD Office will apply for the ABC license and will invoice the Circle 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.
- A copy of a contract and proof of permission to have the event is also required by ABC.
- The event chair is also required by ABC to be present for the entire event.
- CHKD has an insurance policy in place that covers (some) fundraisers hosted by The King's Daughters. However, Circle projects will 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
- The KD Office will apply for insurance and The KD Office will invoice the Circle
- If insurance is obtained for the event, the Circle is responsible for the full cost. Insurance ranges from \$100-\$600. This cost is to be paid from the proceeds of the project.
- During the approval process, The KD Executive Director will note if additional insurance is likely needed for the project. Once a Project 1 Application is approved, The KD Executive Director will make the formal inquiry regarding insurance. A Circle may be requested to provide additional information, including a venue contract and/or an event flyer. Please allow at least 60 days for all insurance/certificate of insurance requests.
- 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.

### **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.*
- Circles are required to purchase paper, envelopes, labels, etc. that are not in The KD Office's normal supplies.
- 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 Marketing 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. 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.

## **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 The 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 cost to the Circle.
- All outgoing mail (bulk or regular) shall conform to 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

- 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. Addresses must be typed in a standard font. See example:

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

NON-PROFIT  
U.S. Postage  
PAID  
Norfolk, VA  
Permit No. 1800

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

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### Percentage of Profits from Vendors/Restaurants

The King's Daughters are grateful for the gifts and support received from businesses and the community. No gift is too small and all gifts are appreciated. If a vendor agrees to donate a portion of their profit to The King's Daughters, we will gratefully accept 10% or greater, providing there was no expense incurred by The King's Daughters for the event (i.e. ticket sales, promotional materials, etc.). When costs are incurred, KD requests a minimum of 15% of the profit. If circumstances prevent a vendor from meeting the requested minimum percentage, KD requests the reason be included in the Project 1 Application 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. Submit all vendor requests and contracts to participate in KD fundraising events 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 sponsorship strategy to include the levels and types of sponsorship/donation desired.
- Submit the prospective sponsor list to the Volunteer/Events Coordinator for approval. They 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, or confirmation form or may request assistance from The KD Volunteer/Events Coordinator for these items. Please submit to the KD office for approval.
- 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 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 and the CHKD lobby.
- The KD Office will email all Circle members each June to request a Circle Project sponsor list be submitted by July 31 for the previous fiscal year.



### **KD 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 Annual Report.



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

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

### **To register online:**

Click on Sign In, or Create an Account. You will be asked for basic information such as address and email. 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! **Kroger Customer Service: 800-576-4377**

### Canisters Do Not Solicit List

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

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

# Section 8

## Social Media and The KD Website

- Social Media
- The KD Website

## Social Media & The KD Website

### Instagram

[www.instagram.com/kingsdaughterschkd](http://www.instagram.com/kingsdaughterschkd)

[www.instagram.com/chkd.runwalk](http://www.instagram.com/chkd.runwalk)

[www.instagram.com/anthemlemonaid\\_chkd](http://www.instagram.com/anthemlemonaid_chkd)

### Facebook

The King's Daughters Office manages multiple Facebook pages:

"The King's Daughters for CHKD"

[www.Facebook.com/kingsdaughterschkd](http://www.Facebook.com/kingsdaughterschkd)

"CHKD RunWalk for the Kids"

[www.Facebook.com/RunWalkfortheKids](http://www.Facebook.com/RunWalkfortheKids)

"Breakfast with Santa - to benefit CHKD"

[www.Facebook.com/BreakfastwithSantaCHKD](http://www.Facebook.com/BreakfastwithSantaCHKD)

"Moonlight Gala - to benefit CHKD"

[www.Facebook.com/moonlightgalaCHKD](http://www.Facebook.com/moonlightgalaCHKD)

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

Circles are welcome to create their own Facebook 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 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 Page name should be "Your Circle Name of The King's Daughters". Choose the non-profit option.
- 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. Going forward, new private Circle groups should fall under the main KD FB page. Contact The KD Office for assistance.
- Circle Pages should like and share posts on *The King's Daughters for CHKD* for best promotion.
- Post consistently and regularly to build excitement and stay involved with the audience, even between events.
- If your Circle creates an event, please add *The King's Daughters for CHKD* and sponsors as a co-host to foster a unified organization, increased PR, and event visibility.
- Add Development Operations Manager and Volunteer/Events Coordinator as an "Admin" to all social media pages to prevent account information getting lost.

- Only KD Board approved events can be promoted on a Circle Page.
- Circle pages may not be used to promote events that are not related to The King's Daughters, CHKD, or their Circle.
- Use consistent hashtags in posts
  - Ex: #MagnoliaCircle, #CHKDRunWalk, #kingsdaughtersforCHKD
  - \*include the KD hashtag in your posts

Facebook is a public social media site that 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 King's Daughters for CHKD* Facebook page should be emailed to [info@kingsdaughters.org](mailto:info@kingsdaughters.org).

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

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

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

- Circle Manual
- Circle Reporting Forms
- KD Connect Information
  - Upcoming meeting dates
  - Minutes from meetings past
- The King's Daughters Bylaws
- Linens and Gifts Information

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 can manage their Circle's web page content. To request instructions and access to manage your Circle's web page content, contact The KD Volunteer/Events 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.



## Marketing, Messaging & Social Media Tool Kit

Below you'll find all the tools you need to serve as the Social Media chair for your Circle and have lots of fun doing it! Posts for each Circle Facebook and Instagram pages are highly encouraged.

### Website/Social Media Chair Role & Responsibilities:

- If your Circle does not have a shared email Gmail account, create one and provide password to KD office.
- Work closely with The KD Volunteer/Events Coordinator to ensure that the Circle's web page ([www.KingsDaughters.org/CircleName](http://www.KingsDaughters.org/CircleName)) remains up to date.
- Periodically view the Circle's webpage and make updates as needed (may obtain login credentials from KD staff to manage and edit web page content). Or send update requests to The KD Office via email to [info@kingsdaughters.org](mailto:info@kingsdaughters.org). (Allow 2 weeks for updates to be made).
- With the Circle Project Chair(s), ensure print/ marketing materials for upcoming Circle projects are submitted to The KD Volunteer/Events Coordinator for approval and to be posted on the website in a timely manner (minimum 30 days prior to project).
- Manage Circle's Facebook and Instagram pages and assist KD Office in promoting Circle events by providing material. Share Circle photos with KD Office for website and social media.
- Make sure the KD Volunteer/Events Coordinator & KD Dev. Ops. Mgr. are admins on your FB page.
- Provide Instagram account password to KD office.
- Facebook/Instagram "About" description must be approved by KD office.
- Follow (like, love, share, comment, etc.) The King's Daughters' Facebook and Instagram pages and share KD Facebook posts periodically on Circle page and with Circle members.
- Content should always be appropriate as your Circle page is a reflection of The King's Daughters & CHKD. Reminder only KD or CHKD events can be promoted on your Circle social media.

### History on The King's Daughters

Here are a few key details to remember about The King's Daughters.

Who: The King's Daughters is the founding organization of Children's Hospital of The King's Daughters (CHKD). The King's Daughters organization **only** fundraises and advocates for CHKD. The King's Daughters full name is Norfolk City Union of The King's Daughters, but business is done as The King's Daughters.

What: A non-profit organization 501 (c) 3 that hosts fundraisers and advocates for CHKD, only.

When: In 1896, in Norfolk, VA, a small group of women were setting out to make a difference in the lives of young people. On April 23, 1961, The King's Daughters celebrated the culmination of all their hard work and the rewards of their unquenchable faith and optimism. Their hospital, CHKD was dedicated and its doors were open to the children of their community.

**Other details:**

- Circles are a part of The King's Daughters organization. The King's Daughters efforts benefit CHKD.
- The "T" in The King's Daughters should always be capitalized. As well as the "C" in your Circle name.

Website: [www.kingsdaughters.org](http://www.kingsdaughters.org)

Hashtag(s): #kingsdaughtersCHKD #CHKD #volunteerism #lightingtheway

Major Project Hashtag:

- #chkdrunwalkforthekids or #chkdrunwalk
- #breakfastwithsantaforchkd
- #moonlightgalaforchkd

**Social Media Accounts**

Highly encourage your Circle members to like and follow:

**Instagram:**

- [www.instagram.com/kingsdaughterschkd](https://www.instagram.com/kingsdaughterschkd)
- [www.instagram.com/chkd.runwalk](https://www.instagram.com/chkd.runwalk)
- [www.instagram.com/anthemlemonaid\\_chkd](https://www.instagram.com/anthemlemonaid_chkd)

**Facebook:**

The King's Daughters Office manages multiple Facebook pages:

- "The King's Daughters for CHKD" [www.Facebook.com/kingsdaughterschkd](https://www.Facebook.com/kingsdaughterschkd) -- May mention in your posts
- "CHKD RunWalk for the Kids" [www.Facebook.com/RunWalkfortheKids](https://www.Facebook.com/RunWalkfortheKids)
- "Breakfast with Santa - to benefit CHKD" [www.Facebook.com/BreakfastwithSantaCHKD](https://www.Facebook.com/BreakfastwithSantaCHKD)
- "Moonlight Gala - to benefit CHKD" [www.Facebook.com/MoonlightGalaCHKD](https://www.Facebook.com/MoonlightGalaCHKD)



**The King's Daughters Discussion Board** is another way to communicate with fellow Members; please join this page if you are not a member already,  
<https://www.facebook.com/groups/kddiscussionboard/>

- Reminder – only KD or CHKD related items can be promoted on this page.

**Children's Hospital of The King's Daughters (CHKD)** social media accounts:

- **Facebook:** Children's Hospital of The King's Daughters  
<https://www.facebook.com/CHKDHS/>
- **Instagram:** Children's Hospital of The King's Daughters  
[https://www.instagram.com/chkd\\_kids/](https://www.instagram.com/chkd_kids/) *\*please note there is an underscore after CHKD*

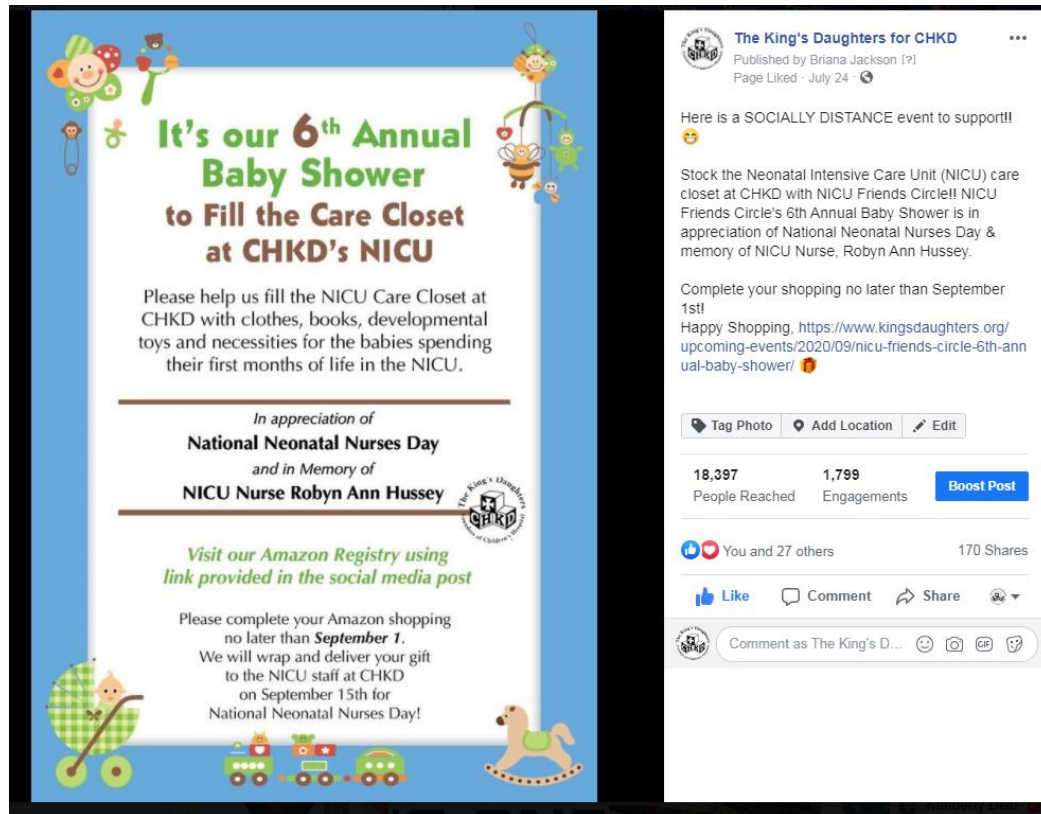
### **Posting on your Circle's Facebook and Instagram page:**

- **Develop a content plan for your social media outlets. Be consistent. Develop a content posting plan.**
  - Best times for posting:
    - Review your algorithms to see when your viewers are following on your social media platforms.
    - Recommendations on best times to post  
**Facebook:** 11:00 am, 2:30-3:00 p.m. and 6:30 - 7:30 pm  
**Instagram:** 7:00 am and 8:00 pm
- **Only KD Board approved events can be promoted on a Circle Page**
- Please make the Volunteer/Events Coordinator & Dev. Ops. Mgr. admins of your Facebook page.
- *Always welcome to share posts from The King's Daughters or Children's Hospital of The King's Daughters Facebook pages.*
- *Follow (like, love, share, comment, etc.) The King's Daughters' Facebook Page and share KD posts periodically on Circle page and with Circle members.*
- If your Circle creates an event, please add The King's Daughters for CHKD as a co-host to foster a unified organization, increased PR, and event success. You may also want to invite your sponsors as co-hosts too.
- Content should always be appropriate as your Circle page is a reflection of The King's Daughters & CHKD.
- Circle pages may not be used to promote events that are not related to The King's Daughters, CHKD, or their Circle.
- Use your Circle's hashtags in posts
  - Example: Circle in the Bridge's hashtags are #CITB & #circleinthebridge
- Be sure to hashtag the city where your event will take place
  - Example: If you are hosting an event in Norfolk; #norfolk, #norfolkva and #hamptonroads
- Always mention The King's Daughters in your post.

### Pre-Event:

Get the excitement started! Post your event flyer or details about the event with ticket link.

### Sample Facebook Posts:



### Day of:

Encourage those last minute folks to take part in the event and support CHKD!

### Sample Facebook Posts:



## Samples & Ideas of General Facebook Posts about your Circle & The King's Daughters

- Highlight a Circle member
- Reasons why members joined
- Encourage membership: Give a little info about your Circle (age ranges, when you meet, etc.) with membership application link, <https://www.kingsdaughters.org/member-resources/reporting-forms/membership-application/>



## Logos to use:



## Wording to use:



A project of X Circle to benefit

or

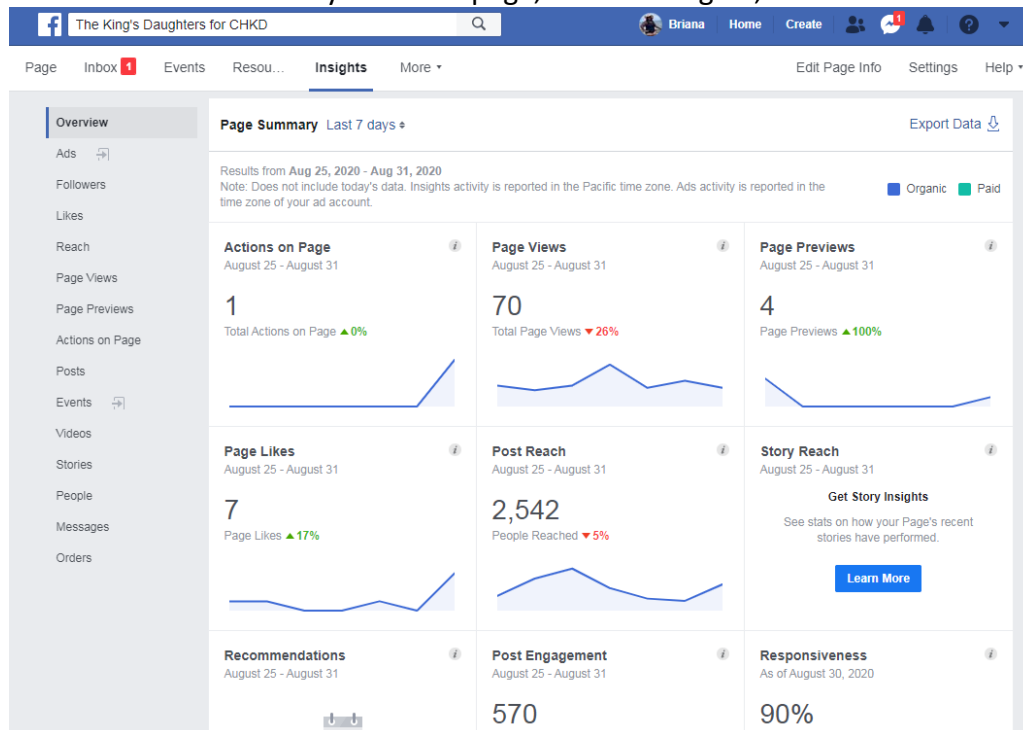
A project of X Circle of The King's Daughters to benefit Children's Hospital of The King's Daughters

## Other avenues to advertise events

- Share fundraising posts from The King's Daughters page, your Circle page or another Circle's page
- Guidelines on best times to post(<https://howsociable.com/blog/best-time-to-post-on-facebook/>)
- Promote your own events including free sites such as SPINGO, Next Door, and low-cost Meta ads
- Sign up for future Marketing webinars, [www.becomeamarketingpro.com/waitlist](http://www.becomeamarketingpro.com/waitlist)
- Attached, community advertising list

## FAQs:

- How do I view my Circle's Facebook page analytics?
  - While on your Circle page, click on Insights,



- Who do I contact with questions about my Circle's social media pages?
  - Claire, Volunteer/Events Coordinator, 757-668-8909 or [Claire.Eder@chkd.org](mailto:Claire.Eder@chkd.org)
  - Jen, Dev. Ops. Mgr., 757-668-7718 or [Jenny.Kay@chkd.org](mailto:Jenny.Kay@chkd.org)

# Section 9

## Volunteer Service

- Volunteer Service
- Linens and Gifts

## **Volunteer Service**

Volunteer service is an important part of being a KD Circle member. Members self-report their volunteer hours to The KD Office for inclusion in the Membership Database and Annual Report.

### **Volunteer Hours**

- Circles submit the Volunteer Hours Report annually. A Circle should track each member's monthly totals via spreadsheet and turn in the total number of annual hours per member for the fiscal year by June 30.
- 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 hours.

#### **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 (757-668-7195).
- In-hospital hours are recorded by the Volunteer Services Office at CHKD. Do NOT report Hospital volunteer hours on The KD Volunteer Hours Reporting Form.

### **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 in July/August prior to inclusion in the Annual Report.
- Please refer to Section 12: Patterns and the CHKD Wish List.

#### **Linens Examples:**

blankets/quilts | journal bags | knitted hats | 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, etc.

# Section 10

## Rosters

- KD Board of Directors
- Circle Leaders
- Circle Profiles
- Circle Liaisons
- Children's Health System Board of Directors
- Children's Health Foundation Board of Directors





## 2024-2025 The King's Daughters Board of Directors

### Executive Committee

#### **Nicole Legum, President**

Oceanfront Circle

709 Bay Colony Drive Virginia Beach, VA 23451

[nicoleflegum@aol.com](mailto:nicoleflegum@aol.com) | Cell: 757-285-0617 | Home: 757-417-8256

#### **Beth Bryant, VP of Communications & Membership**

Seashell Circle

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#### **Sunny Sonner, Co-VP of Development**

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Spouse: John

#### **Taylor Priest, Co-VP of Development**

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#### **Carrie Williams, Treasurer**

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#### **Carrie Lauck, Secretary**

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Spouse: Gary

### Board Members

#### **Robin Broadnax**

Circle of One

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Spouse: Jerry

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Spouse: Randy

**Lori Fagan**

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**Renee S. Walker**

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## 2024-2025 Circle Leaders

### Atlantic Circle

Martha Ceniceros, Co-Leader

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### Atlantic Circle

Julie Spring, Co-Leader

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### Azalea Unity Circle

Kim Parrish, Leader

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### Azalea Unity Circle

Temple Richardson, Co-Leader

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### Caritas Circle

Nancy Elliott, Leader

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### Caritas Circle

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### Circle by the Bay

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### Circle of One

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### Circle of One

Theresa Jones, Co-Leader

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### Circle of Rainbows

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**Circle of Rainbows**

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**Circle on the Pointe**

Betsy Cooper, Leader

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**Colonial Circle**

Jo Ursini Krantz, Leader

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**Cypress Point Circle**

Leta M. Sharkey-Laugle, Co-Leader

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**Cypress Point Circle**

Sara Anderson, Co-Leader

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**Dogwood Circle**

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**Downtown Circle**

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**Driftwood Circle**

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**East Beach Circle**

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**Elizabeth River Circle**

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**Elizabeth River Circle**

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**Great Bridge Circle**

Beverly Cockrell, Leader

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**Great Bridge Circle**

Tondea Bailey, Co-Leader  
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**Holly Circle**

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**Holly Circle**

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**Horizon Circle**

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**In As Much Circle**

Gloria Jean Harrison, Leader  
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**In As Much Circle**

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**Lafayette River Circle**

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**Lafayette River Circle**

Ashley Waters, Co-Leader  
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**Lakewood Circle**

Victoria Long, Leader  
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**Larchmont Friends Circle**

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**Larchmont Friends Circle**

Liz Smith, Co-Leader

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**Magnolia Circle**

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**Maltese Cross Circle**

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**NICU Friends Circle**

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**North Suffolk Circle**

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**Oceanfront Circle**

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**Oceanfront Circle**

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**Princess Anne Circle**

Mary Oliver, Co-Leader

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**Princess Anne Circle**

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**Seashell Circle**

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**Southern Vines Circle**

Meredith Scherbik, Leader

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**West Ghent Circle**

Marguerite N. Hurd, Leader

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## **KD Circle Profiles**

*Atlantic Circle I Founded: 01/01/1963*

*Monthly Meetings: Bi-monthly, 1<sup>st</sup> Thurs, 6:00pm, Members' Homes*

*Azalea Unity Circle I Founded: 01/01/1972*

*Monthly Meetings: 2<sup>nd</sup> Monday (Sept – June), 7:00pm, Members' Homes*

*Caritas Circle I Founded: 01/01/1970*

*Monthly Meetings: 2<sup>nd</sup> Tuesday, 10:00am (Sept – June), Members' Homes*

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

*Monthly Meetings: 1<sup>st</sup> Tuesday, 7:00pm, Mermaid Winery Shore Drive*

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

*Monthly Meetings: 2<sup>nd</sup> Saturday, 10am, Varies Norfolk/Virginia Beach*

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

*Monthly Meetings: 3<sup>rd</sup> Tuesday, 7:00pm, Members' Homes*

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

*Monthly Meetings: 3<sup>rd</sup> Monday, 10:00am, Taste Unlimited on 21<sup>st</sup> St.*

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

*Monthly Meetings: Williamsburg*

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

*Monthly Meetings: 3<sup>rd</sup> Tuesday, 6:00pm, Cypress Point Country Club*

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

*Monthly Meetings: 1<sup>st</sup> Wednesday, 12pm, Restaurants*

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

*Monthly Meetings: 1st Wednesday, 12pm, TowneBank Conference Room, Downtown Norfolk*

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

*Monthly Meetings: 3<sup>rd</sup> Wednesday, 9:30am, Members' Homes*

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

*Monthly Meetings: 1<sup>st</sup> Wednesday, 7:00pm, East Beach Club House*

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

*Monthly Meetings: 1<sup>st</sup> Thursday after 1st Tuesday, 7:00pm, Members' Homes*

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

*Monthly Meetings: 2<sup>nd</sup> Thursday, 10:00am, Members' Homes*

*Holly Circle*

*Monthly Meetings: 2<sup>nd</sup> Tuesday, 6:30pm, Downtown Norfolk*

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

*Monthly Meetings: 1<sup>st</sup> Monday after 1st Wednesday (Sept – May), 7:00pm, Members' Homes*

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

*Monthly Meetings: 2<sup>nd</sup> Wednesday, 11:30am, Members' Homes, Restaurants*

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

*Monthly Meetings: 1<sup>st</sup> Thursday, 6:30pm, Members' Homes*

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

*Monthly Meetings: 2<sup>nd</sup> Tuesday, 7:00pm, Members' Homes or Local Breweries*

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

*Monthly Meetings: 3<sup>rd</sup> Tuesday, 10:30am, Lakewood Neighborhood & Members' Homes*

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

*Monthly Meetings: 2<sup>nd</sup> Monday, 7:00pm, Members' Homes*

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

*Monthly Meetings: 2<sup>nd</sup> Tuesday, 6:30pm, Members' Homes*

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

*Monthly Meetings: 2<sup>nd</sup> Tuesday, 6:30 pm, Members' Homes*

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

*Monthly Meetings: 2<sup>nd</sup> Monday, 10:30 am, Members' Homes*

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

*Monthly Meetings: 1<sup>st</sup> Wednesday, 7pm*

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

*Monthly Meetings: 3<sup>rd</sup> Tuesday, 6:00pm, Berea Christian United Church*

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

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

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

*Monthly Meetings: 4<sup>th</sup> Tuesday, 10:30am, Members' Homes*



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

*Monthly Meetings: 1<sup>st</sup> Wednesday, 7:00pm, Members' Homes*

*Southern Vines Circle I Founded: 05/25/2006*

*Monthly Meetings: 2<sup>nd</sup> Wednesday, 6:30pm, Members' Homes*

*West Ghent Circle I Founded: 04/01/1962*

*Monthly Meetings: 2<sup>nd</sup> Tuesday, 6:30pm, Norfolk*



## 2024-2025 Circle Liaisons

**Robin Broadnax**

Circle of One  
Horizon Circle

**Beth Bryant**

Caritas Circle  
Circle on the Pointe  
Holly Circle  
Seashell Circle

**Leslie Crocker**

East Beach Circle  
Magnolia Circle

**Lori Fagan**

**Laura Fulton**

Circle of Rainbows  
Cypress Point Circle  
Driftwood Circle  
Princess Anne Circle

**Carrie Lauck**

Circle by the Bay  
NICU Friends Circle  
Southern Vines Circle

**Nicole Legum**

Atlantic Circle  
Colonial Circle  
Elizabeth River Circle

**Carter Madson**

**Amy Moynihan**

**Margaret Kelly**

Lafayette River Circle

**Taylor Priest**

Azalea Unity Circle  
Infinity Circle  
Larchmont Friends Circle

**Carie Shiels**

**Sunny Sonner**

In As Much Circle  
Maltese Cross Circle  
West Ghent Circle

**Renee S. Walker**

Downtown Circle  
Oceanfront Circle

**Carrie Williams**

Circle in the Bridge  
Great Bridge Circle  
Lakewood Circle  
North Suffolk Circle



## **2024-2025 Children's Health System Board of Directors**

*Governing and policy-making board for all entities under the Children's Health System.*

Akhil Jain, Chair  
Julie Beck\*  
Martha Colen\*  
R. Justin Fulton  
Kim Georges\*  
Owen Griffin  
Katherine Knaus\*  
John R. Lawson II  
Nicole Legum\*  
Katrina Leshner, MD  
Miles Leon  
Kevin Murphy  
Scott Nottingham, MD  
Kieran Poulos\*  
Amy Sampson  
Brian K. Skinner  
Elly Bradshaw Smith\*  
Carl St. Remy, MD  
Edward D. Whitmore

\*Class A Members (King's Daughters)



## **2024-2025 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.*

Larry Bernert III, Chair

Dan Boyle

Scott Carr

Mark Compton

Leslie Doyle\*

Doug Hillebrandt

Trey Huelsberg

Kelly Johnson\*

Michael Matacunas

Kim McMillan\*

Matthew Nusbaum

Karen Priest\*

Taylor Priest\*

Carrie Williams\*

\*Class A Members (King's Daughters)

# Section 11

## Reporting Forms

- Annual Volunteer Hours
- Circle Officers Listing
- Annual Circle Checking Account Audit
- Annual Linens and Gifts Reporting
- Membership Application
- Membership Changes
- Deceased Member Update
- Circle Profile
- Circle Project Application Form (P1)
- Circle Project Completion Form (P2)
- ABC License Request
- Circle Project Supply Request
- Canister Reporting
- Linens and Gifts Reporting
- Sample Meeting Minutes
- 2024-2025 Donation Receipt
- Retail Sales and Use Tax Certificate of Exemption

# Section 12

## Patterns and CHKD Wish List

- NICU Developmental Heart
- Journal Bag
- Surgery Bear
- Tooth Fairy Pillow
- CHKD Child Life Wish List

## DEVELOPMENTAL HEARTS

### Fabric hearts worn by NICU parents then placed with their infant

#### MATERIALS

- Serger or Sewing Machine
- Cotton prints are preferred. Flannel, fleece, or minky may also be used

#### SIZE

- The heart template is about 8" x 8". The finished size should be about 7.5" x 7.5" (no smaller than 6" and no larger than 7.5").

#### INSTRUCTIONS:

1. Print out the template 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.

#### 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 ¼" 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 top so the points turn nicely. Make sure not to clip the stitching.
- g. Turn the heart right side.
- h. Iron the heart while pulling the seam out.
- i. Slipstitch the opening of the heart closed.
- j. Finish the heart by topstitching. Sew around the heart ¼" from the edge.

NOTES:

- Clinicians give Developmental Hearts to parents with newborn infants admitted to the Neonatal Intensive Care Unit. The parent wears the fabric heart against her skin so that the fabric might absorb her scent. The infant then receives the fabric heart in the isolette/crib so that parent and child are always together.
- Thank you to Blank Children's Hospital, Des Moines, IA, Newborn Intensive Care Unit for supplying the information and poem for Developmental Hearts.
- Print the poem on colorful computer paper and include with each heart to complete this gift to the new parent:

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.

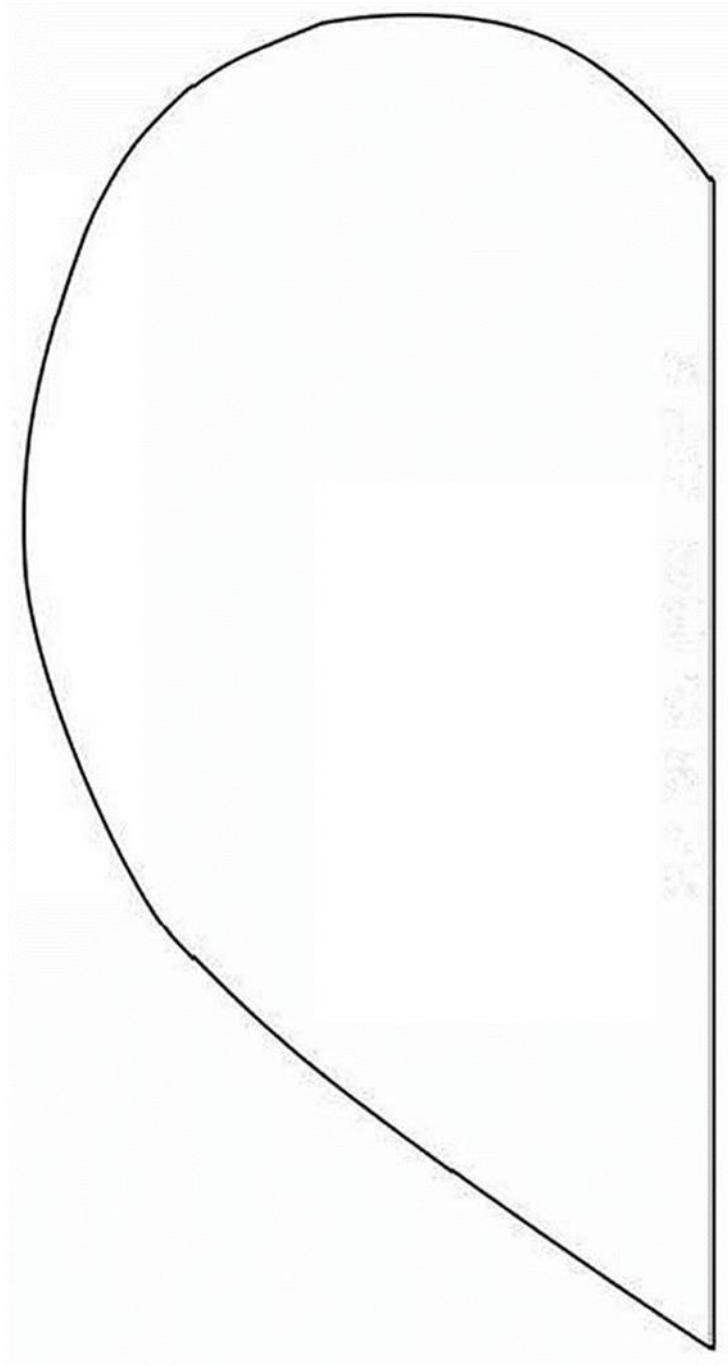
Your baby smells your presence  
Whenever you can't be near.  
It tells them that you love them  
And wish you could be here.

Your baby will always remember  
Your heartfelt smell of love.  
As parent you will always cherish  
This special gift of love.





TEMPLATE:

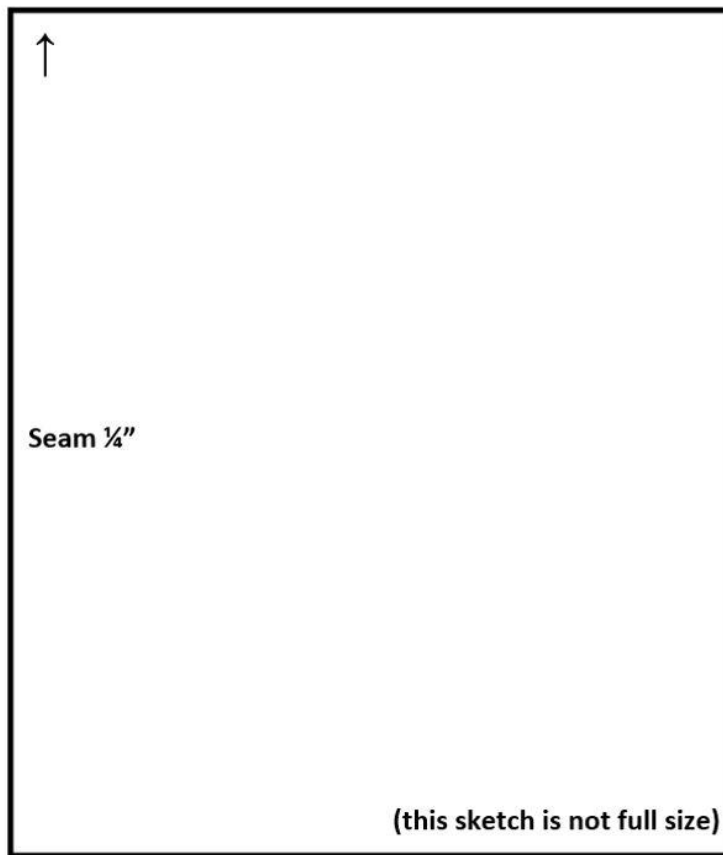


## JOURNAL BAG

Patients can store journals and other keepsakes for comfort

Journal bag is 9" x 11". Cut on the fold. Seamed  $\frac{1}{4}$ " on each side (leave one side open  $1\frac{1}{4}$ " from the top to turn down  $\frac{5}{8}$ " and sew to make the casing for the tie). Run tie through casing.

Turn under  $\frac{5}{8}$ " Leave open  $1\frac{1}{4}$ "



# SURGERY BEAR

Every child having surgery at CHKD receives a Surgery Bear

## How to make our CHKD BEARS



### 1) Materials

#### Fabric:

Smooth cotton or cotton poly blend  
- kid friendly prints or solids

Medium to light colors work best  
so the face we draw will stand out  
Avoid pile fabrics as they can  
cause respiratory problems



#### Stuffing:

Polyester Fiberfill Stuffing  
Preferred is Poly-Fil 100% polyester Fiberfill by Fairfield  
available at Michael's and JoAnn Fabric - check online for discount coupons

### 2) What to Do

Prep Fabric:

**Wash** Fabric before using

**Turn** Fabric right sides together

**Iron** if necessary



### 3) Trace



Place bear pattern on wrong side of the fabric

Trace a solid line along outside edge of pattern

**\*Mark opening with a dotted line**

### 4) Sew



**Cut** material into a rectangle around pattern leaving at least 5/8" at top, bottom & sides for seam allowance

**Pin** placing two pins to secure fabric

**Sew** on solid line leaving dotted line open

**Double Stitch** at the beginning and end (both sides of the opening)

### 5) Trim & Turn



**Trim** seam

**IMPORTANT** Leave at least 1/2 inch of fabric at the opening to turn in at closing

**Clip** where needed

**Turn** bear right side out

### 6)



**Stuff** - not too tight leave squeezable for tiny hands

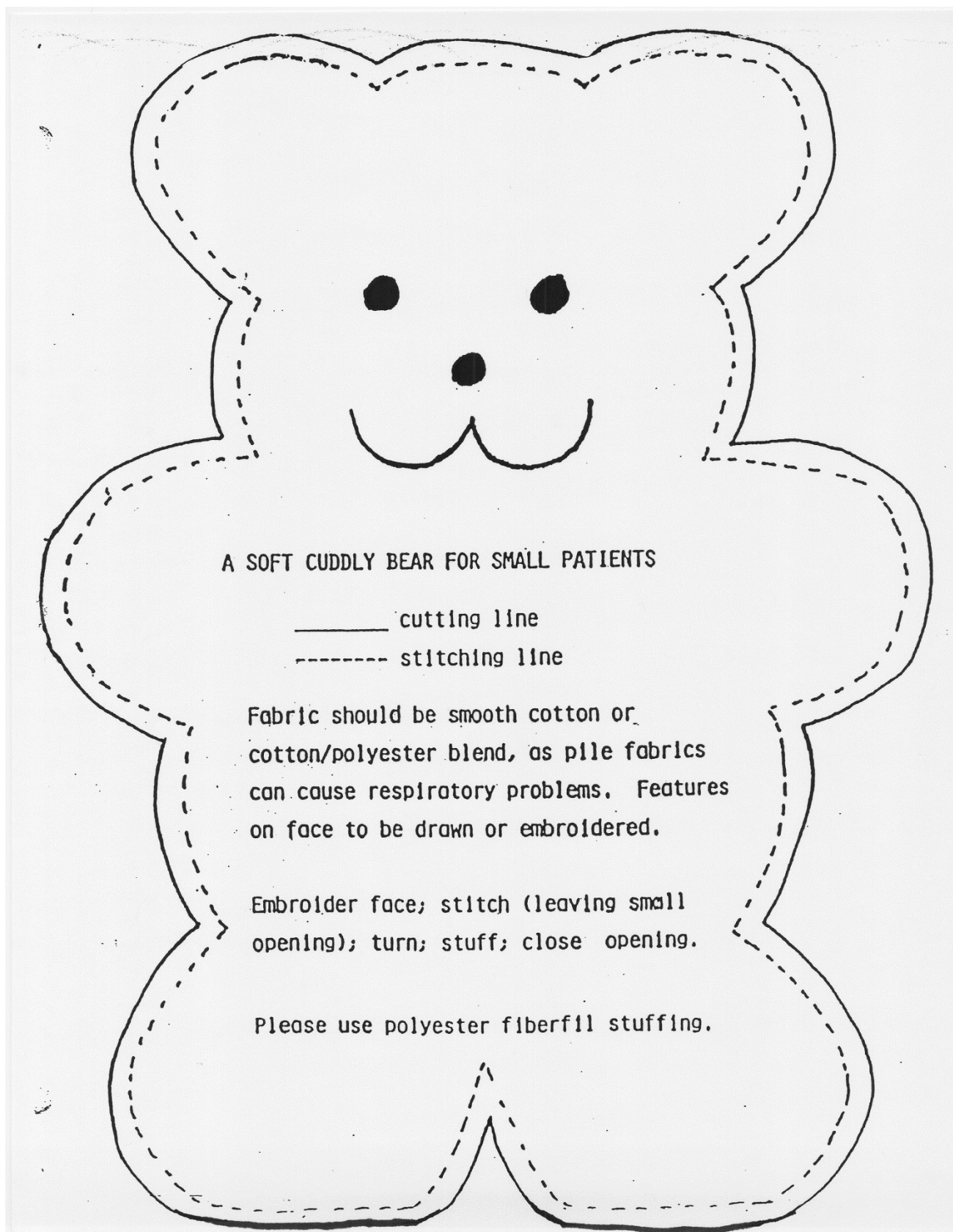
**Hand sew** opening closed with slip stitch

**Draw** CHKD face on bear with fabric pen

### 7) Checking the Bears

Please ensure that **all** bears are examined prior to delivery at CHKD. Check for:

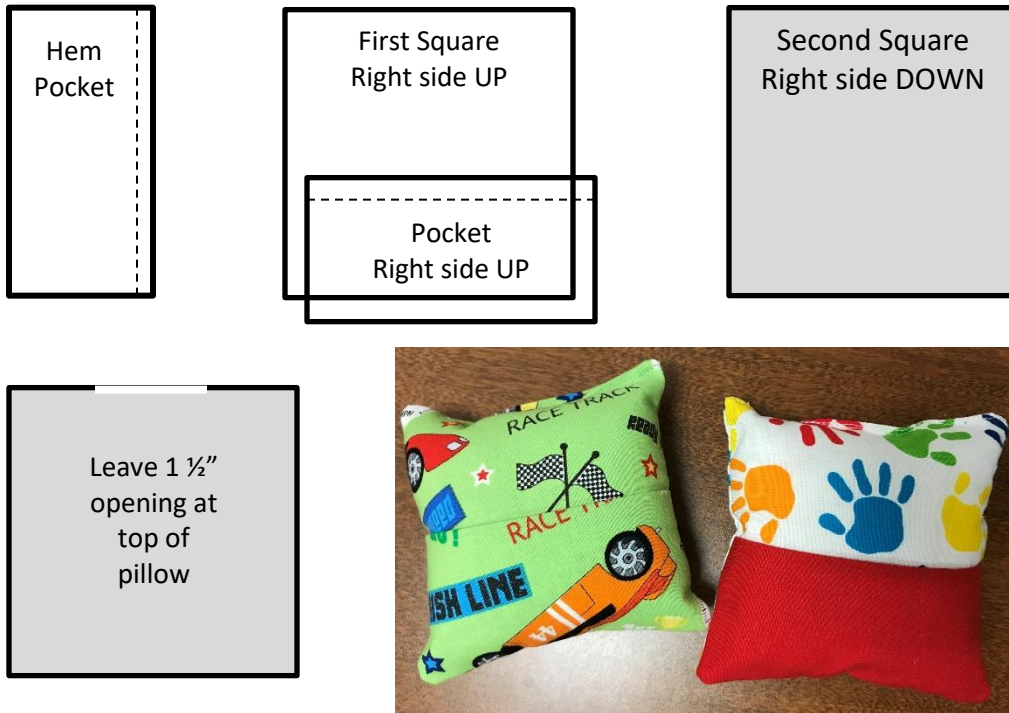
- any pins & needles
- check for loose ends
- check that all bears look similar in size, stuffing, and faces





## TOOTHFAIRY PILLOW

For when the childhood milestone of losing a tooth happens during hospitalization; also for patient keepsakes and comfort.



Cut (2) 4 1/2" pillow squares & (1) 2 1/2" x 4 1/2" pocket (100% cotton & poly-cotton fabric in fun colors).

Sew a 1/4" hem on the edge that will be the top of the pocket (sew lace or rickrack across pocket top if desired).

Place one pillow square right side up on the table.

Place the pocket square right side up on the pillow square (hem facing down).

Place second pillow square right side down over the pocket and pillow square.

Pin in place and sew around all 4 sides, leaving a 1 1/2" opening at the top of the pillow.

Make sure pillow is turned right side out; pocket fabric should be right side out. Press.

Stuff with Polyfil (a chopstick is a good tool for packing the corners firmly).

Close the opening with hand stitching.

To purchase directly for Child Life, please search CHKD on Walmart's Registry for Good or Amazon



### **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, glitter  
Paintbrushes (all sizes)  
Hasbro Play-Doh, Crayola model magic  
Pony beads, Small jewelry beads  
Elastic string and lanyard  
Stickers, 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, Fisher Price Little People  
Nintendo Switch & PlayStation 4 games (No T or M Rated)  
Small cloth baby dolls  
Board games/Electronic Board Games (ex. Monopoly, Guess Who)  
Matchbox cars  
Uno Cards, Playing cards  
Action Figures, Barbie Dolls  
Puzzles Books

#### OTHER

Bubbles (wedding size bubbles), small pinwheels  
Batteries, Gift Cards (Amazon, craft stores)  
Journals, pens, pencils