

## CARES COMMITTEE MEETING MINUTES

April 3, 2018

11:30 a.m.

**Attendance:** Mike Proud, Jeff McBride, John McCarty, Julia Stannard, Lisa Alonso, Sarah Steffen, Michael Hahn, JoAnn DeLaHousaye, Dolores Daly

**Absent:** Julia Stannard, Jay Scott

The meeting was called to order at 11:48 a.m.

Mike Proud gave the Invocation

TASK LIST	WHO	DATE DUE	DATE DONE

### DECISIONS

### OTHER

Sarah had a meeting with Mike Proud and Jeff to discuss making the CARES Committee more like the Program Development Fund. The PDF is similar to CARES except that it is not Christian based. Jeff would like Sarah to move this plan forward as she has the leadership and experience with the PDF. Dolores stated that the CARES Committee should act as the guide to make sure those who are asking for funding meet the CARES standards, and what we want CARES to accomplish. Getting more partnerships for CARES was discussed. Michael Hahn said that he would like to introduce Sarah to some key church leaders to discuss potential partnerships. Jeff stated that we should let the staff come to us and ask for funding, etc. for CARES projects. Lisa agreed and stated that committees and boards can get too involved in the weeds with these types of projects which can mess things up. Michael Hahn agreed and stated that we as a committee should be overseers and not get caught up in the weeds. Jeff said that we as an organization have been shifting from control to a more collaborative culture. Jeff stated that the committee needs the freedom to say no to projects that we don't feel fit with the CARES mission. Michael Hahn asked what are the next steps in making the CARES Committee process more like the Program Development Fund? Jeff said that the process has already been established in the PDF. He said that we should meet to see the presentations, and decide if we're going to support certain projects. It was discussed and agreed upon that the CARES Committee will meet quarterly moving forward rather than once a month. Sarah will work behind the scenes making sure the applications are filled out correctly. Sarah is also the face of the CARES Committee and the Program Development Fund. Jeff suggested that we look at 4 - 5 presentations each quarter. Lisa stated that from an employee culture stand point, it's really important to let the staff run with this especially if we want to change the culture from control to collaboration. Mike Proud interjected that ultimately this strategy is going to work its way through our branches. He suggested using Jimmy and Alison to help us identify other branches that want to start a CARES program. Sarah suggested that we need an amendment to the program option on the application so that everything doesn't need to go before the committee for approval again when it's just an amendment to a program that has already been approved. It was discussed that an enhancement to a program that has already been approved by the committee could be approved by Dolores only. Lisa thinks this is a good structure to move forward with. Mike P. said we just need to advertise this program. Lisa said that from a perception point, managing the CARES Committee and the PDF process the same is best. CARES becomes the vetting and implementation committee (Michael motioned/lisa second) Michael /lisa - for minutes.

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Open applications were discussed. Currently, there are three open applications: Mentor Up; Camp Agape & Mission Hills Church. Mike P. said that for Camp Agape, we need to look back at old minutes to verify what we agreed to do for them. Jeff said that we need to vet Camp Agape again – that we need to start fresh. Dolores suggested that She, Sarah and Jeff have a call with Camp Agape before the next CARES meeting. Jeff said that he wants Mike P. to be on that phone call too.

Moving forward, applications need to be in at least two weeks ahead of the next committee meeting. Sarah will revise the application, deadlines, and meeting dates. Sarah will work with Marketing about how we communicate how we're going to operate CARES going forward. Sarah will talk with John Rochford about mirroring PDF with CARES.

Updates on Newport and Huntington Beach: Michael H. will coordinate with Julia S. to have a meeting with Jimmy and Allison. Dolores said that Newport and Huntington Beach have both secured two chaplains. There is also a Chaplain handbook that Jay, Lisa and our HR department gave input for. The Chaplains will get a free membership to the Y. There will be a welcome barbeque next month to welcome the new Chaplains. Sarah is going to work with Marketing to get all of these types of events onto a master calendar. Matt Svajl from Fudicia Community has been the person on the ground helping Alison and Jimmy. Part of the CARES funding covers Matt's fees. Sarah talked about possibly putting CARES as part of the budget for Newport Beach & Huntington Beach. Mike P. asked if Matt should be a part of the CARES Committee so that he can better understand our mission? Lisa said she feels that would make sense. Everyone agreed that this is a good idea and voted for Matt to be on the Committee.

Matt – motioned by Michael seconded by Lisa all in favor

Adjourned at 1:09

**CARES Committee Meeting  
Agenda: Tuesday, May 1, 2018  
AO Front Conference Room**

Devotion

Lisa Alonso

Review Applications

All

- Camp Agape (Renewal)
- Mission Hills Church (Mentorship Training Program)
- Mentor Up

Lunch

Minutes – April, 2018 CARES Committee Meeting

Mike Proud

Program Enhancements

- Further discussion on enhancements to programs that already exist and on what dollar amount Dolores can approve without going back to the committee.
- Vote on dollar amount Dolores is authorized to approve without additional committee involvement.

Other Business

Adjournment

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TASK LIST	WHO	DATE DUE	DATE DONE
Introduce Sarah to key church leaders.	Michael H.	ASAP	
Make sure CARES program applications are filled out correctly.	Sarah	On-Going	
Review minutes regarding what we originally promised Camp Agape.	JoAnn	Next Meeting	
Call Camp Agape.	Dolores, Sarah, Jeff & Mike P	Before next meeting	
Work with Marketing on communicating CARES process & getting events on a master calendar.	Sarah	ASAP	
Talk with John Rochford about mirroring PDF with CARES.	Sarah	ASAP	
Meet with Huntington & Newport Beach Branch.	Michael & Julia	ASAP	

### DECISIONS

**Minutes of the December meeting were reviewed and approved. (M – Michael H.; S – Lisa A.; all were in favor)**

**Going forward, CARES will meet quarterly rather than once per month.**

**Matt Svajda from Fiducia Community voted on as new CARES Committee member (M – Michael H.; S – Lisa A.; all were in favor)**

### BUSINESS

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Adjourned at 1:09

## YMCA of Orange County CARES Partnership Application

The CARES Program was created to optimize opportunities for people to experience and know Christ. Through YMCA programs and partnerships with Christian churches and organizations, we provide services and support to staff, members, volunteers and the community. We accept applications on an ongoing basis from Ystaff, churches, and Christian organizations that would like to partner with the Y for a specific program.

The YMCA is looking for partnerships that:

- Optimize opportunities for people to experience and know Christ
- Are mutually beneficial to the partner organization and the YMCA
- Make a significant impact in the lives of the individuals that benefit from the specific program
- Can be sustained financially within 3 years after initial YMCA funding resources are no longer available
- Serve an unmet need in the community it is operating in (i.e. not replicating services that another organization already has in place and has the capacity to do if involved)

Applicants should plan for a minimum of 3-4 months lead time from Partnership Application submission to program implementation. Once an application for a program is approved, a YMCA staff person or CARES Committee representative will work directly with the partner to establish partnership goals, identify areas where the Y can support the partner organization, identify areas where the partner organization can support the Y, connect partner to any other CARES partners to expand collaboration opportunities through multiple organizations.

### How to Apply

Complete the CARES Partnership Application and submit all required attachments. Once you have submitted your completed application along with the completed attachments, you will receive a submission verification email letting you know that we have received it. In order to receive consideration for partnership, you will need to present your request in a 5-7 minute presentation at the CARES Committee Meeting following the deadline date you submitted.

The CARES Committee reviews applications on a quarterly basis. Please consider deadlines and estimated program start dates when applying for your program:

Online Application Deadlines	CARES Committee Meeting (Presentation Date)	Estimated Start Day of Program*
December 31st	First Tuesday in February	First week of March
March 31 <sup>st</sup>	First Tuesday in May	First week of June
June 30 <sup>th</sup>	First Tuesday in August	First week of September
September 30th	First Tuesday in November	First week of December

\*This is only an estimation for applicant planning purposes, program start dates can fluctuate based on partnership discussions/coordination needed.

## Jon Vallejo

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### *CARES Partnership Application*

### ***Camp Agape California***

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Mr Steve Schinhofen  
1774 N Glassell St  
Orange, CA 92865

O: 714-637-7900

### ***Mr Jon Vallejo***

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1774 N Glassell St,  
Orange, CA 92865

CampAgapeCalifornia@gmail.com  
O: 714-637-7900  
M: 562-756-3189

# Application Form

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## Contact Information

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**Date\***

04/13/2018

**Amount\***

\$22,000.00

**Key Contact for Program\***

Jon Vallejo

**Program Administrative Contact Name\***

This person should be available to answer phone calls and email inquires within 24 hours or next business day (if weekend).

Anthony Torres

**Program Administrative Contact Phone Number\***

714-335-7976

**Program Administrative Contact Email Address\***

CampAgapeCalifornia@gmail.com

## Program Impact

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**Program Goals\***

List the top 3 goals of the program.

There are over 292,000 children in California who have one or both parents in Prison. Statistics show that 50% of these children who have one or both parents in Prison will end up in Prison themselves.

Our Mission is to interrupt the cycle of Inter-generational incarceration in California.

Our Top 3 Goals in pursuit if this mission are as follows are listed as follows:

1) Break the cycle of intergenerational incarceration in Southern California by presenting the gospel message of Jesus Christ and the gift of Salvation to restore hope and facilitate healing.



2) Bring restoration to the family and encourage a healthy relationship between Child and the Parent who is in prison in preparation of the Parent's release from prison.

3) Facilitate a healthy sense of self esteem, community and build ongoing relationships year-round with the Angels (campers), caretakers, and parents.

## Measuring Impact\*

Describe how the goals of the program will be measured to determine impact.

Our Goals are measured in these areas:

- 1) Post Camp involvement of the Campers in our year round Junior Mentor leadership programs.
- 2) Camper participation and growth as measured in our group activities
- 2) Parent and caretaker testimonials.
- 3) School participation.
- 4) Academic growth, progress and excellence.
- 5) Involvement and participation in their local Church body and community.

## Benefits Measurement Reporting\*

How often will the above measurement be completed?

Monthly

## Other

If you chose "Other", please note frequency.

## Community Benefits\*

Describe the benefits to the larger community (i.e.; impact at church, school, neighborhood, city, county, etc.)

The Los Angeles Time put out a report in June 2017 that the average cost to house a prisoner in California is \$75,560.00 per year. (link attached: <http://www.latimes.com/local/lanow/la-me-prison-costs-20170604-htmlstory.html>). The benefits to the community will be as follows:

1) A renewed sense of hope to families that are caught up in the pandemic of incarceration in each community through encouraged involvement in our Camp and post camp activities, utilization of the tools, community resources and comprehensive support services that we, and our partners will provide them for life and relational skills.

2) A drop in violence, drug and alcohol abuse within these family structures which will lead to healthier families, healthier emotional outlets, healthier communities, drops in crime, and drops in imprisonment within our target audience..

3) Further benefits to the communities include greater community involvement through participation in civic groups, academic groups, church groups, and sports groups that will help strengthen the family and local cities.

3) Financial benefits to the community include: Higher employability of our Campers as they mature in life. Sharp reductions in Jail and prison population within our target family audience.

4) Our Camps are designed to restore hope and empower the kids to dream again. This will result in significantly happier and productive citizens in our local communities.

## Community Benefits Measurement\*

How will the benefits to the larger community be measured?

- 1) Reductions in repetitive incarceration within the families we serve.
- 2) Disruptions of the cycles of inter-generational incarceration within the families we serve.
- 3) Relational and leadership growth of our children as they grow and mature through life.
- 4) Academic growth, progress and excellence of each child.
- 5) Continuous involvement and participation in their local Church body and community.

## Community Benefits Measurement Reporting\*

How often will the above measurements be completed?

Monthly

## Other

If you chose "Other", please note the frequency.

## Undeserved/At-Risk Population Impact\*

Does this program target an under-served or at-risk population? If so, describe how this program addresses the needs of the population. If not, please write N/A.

Camp Agape California serves at risk youth who are in danger of being caught up in the malignant cycle of inter-generational incarceration.

Our kids are on a collision course to end up in prison due to absentee parenting in their lives. Our Camps are a solution that meets the spiritual, social, and mental needs of these kids by introducing them to the Gospel of Jesus Christ, and walking them through the character building and spiritually nourishing process of trust, love forgiveness, hope and prayer.

This process facilitates all of the proper healthy traits that all people need to lead productive, and healthier lives free from bondage and full of hope and vision.

We have had amazing success with our kids through our free kids camps. The testimonials of parents, caretakers, and local Pastors attest to the fact that we are doing a great work for this under-served segment of the community, and many of our Campers are excited to be a part of our Jr mentor leadership program and look forward to attending Camp on Memorial day Weekend 2018. We need the continued help of YMCA CARES to help these kids in 2018.

## Additional Expansion\*

Can this program be expanded to serve additional communities? If so, please describe potential level of expansion.

Yes. We are starting to see a greater interest and involvement from other groups outside of the Orange County area.

Many of these groups have expressed a need to have an additional Camp in the Summer. We are already accepting volunteers from San Diego, Los Angeles, Northern California, the Inland Empire, Arizona and Texas.

## Community Partnerships\*

Describe any existing or potential collaboration with partners (churches, schools, non-profits, etc.)

We have Community partnerships with over 30 local Church groups, Prison Fellowship Ministries, Angel Tree Ministries, Diocese of Orange, and the local Assistance leagues.

### **YMCA Partnership\***

How does your organization/program envision partnering with the YMCA? Where specifically do you see collaboration and/or mutual benefit opportunities?

We see the YMCA as an important part of helping this under-served and at risk part of the communities. When surveyed, many of our caretakers and parents have expressed a desire to participate in local YMCA activities as a community resources that will help the mainstream in a healthy way. It is our intention to direct our families to the YMCA to help them integrate into their local communities.

### **Volunteering Procedure\***

How do you screen and train your volunteers?

We screen our Volunteers through in the following way:

1) Completion of a registration form that asks specific questions related to mental health, criminal background, abuse, violence and community participation.

2) We follow up with the 3 to 5 references they provide us with.

3) We contact their Pastors to validate their servability.

4) We do a criminal background check through The US Department of Justice website (<https://www.nsopw.gov>).

5) We interview them.

After they have completed and passed that process we then train them for their area of involvement.

We also train to proper ways to address the Campers, volunteers, Camp leaders and Mandated reporting.

We then have a post camp debrief to gain additional insight and how we can improve the Camp experience.

## **Sustainability Plan**

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### **How long will it take for this program to be self-sustaining?\***

We expect to be self sustaining by December 2019.

### **Program Funding Sustainability\***

Describe how the program can be self-sustaining (will the project continue once the support from YMCA CARES Fund has ended?)

Our Camp Program can be self-sustaining after YMCA CARES funding has ending through larger involvement of more Churches.

We are have also begun reaching out businesses and Corporations who are "Gospel friendly".

Our Plan for self sustenance also includes the following:

1) Crowd Source funding strategies.

2) Fundraising events two times a year.

- 3) Partnering with local business who will support us on a monthly basis.
- 4) Securing donations through our Social Media strategies.
- 5) Year end tax deductible campaigns beginning in September 2018.

### Identified Funders\*

Describe any funders or partners that have been identified in addition to the YMCA.

Large donors include Prison Fellowship; Angel Tree Ministries; Southland Church Communities; Friends Baptist Church of Yorba Linda, numerous small business owners, and small donors who partner with us as well.

### How will the program be supported if the full grant request amount is not approved?\*

We are a Gospel Ministry with a plan in effect. We will continue with our Mission to share about our movement within the local Church communities, small businesses and anyone who will hear our story and accept our invitation to join us to help save the lives of these children who are on a collision course with the 50% prospect of ending up in prison.

This is how it will be supported.

## Optional Attachments

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### Optional Additional Attachment

You may attach one (1) additional attachment here you feel will enhance your application. (e.g. brochure, flyer, annual report, etc.)

CampAgapeCalifornia\_Donor\_TallTableTopper.pdf

## Required Attachments

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Upon approval, certificates of insurance will be required from all participating parties.

### Statement of Faith\*

CampAgapeCalifornia-StatementOfFaith.docx

### Itemized listing of program costs/expenses/income/etc.\*

Download the file, complete the budget template and upload.

CARES Partnership Budget Template

2018 Cares-Partnership-Budget-Template.xlsx

## ***Signatures***

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### **Signature of Requestor/Partner\***

Jon Vallejo/Steve Schinhofen

### **Date\***

04/13/2018

## File Attachment Summary

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### ***Applicant File Uploads***

- CampAgapeCalifornia\_Donor\_TallTableTopper.pdf
- CampAgapeCalifornia-StatementOfFaith.docx
- 2018 Cares-Partnership-Budget-Template.xlsx



CAMPAGAPE  
CALIFORNIA

**SPONSOR A CHILD**  
CHANGE A LIFE



@campagapecalifornia





Camp Agape California is a  
**FREE** 4-day kids' camp for children  
of incarcerated parents.

Help us continue to disrupt the  
momentum of intergenerational  
incarceration one child at a time!

## **DONATE TODAY:**

[campagapecalifornia.com/donations](http://campagapecalifornia.com/donations)

*(All donations are tax deductible)*

## **REGISTER A CHILD:**

[campagapecalifornia.com/join-camp-agape](http://campagapecalifornia.com/join-camp-agape)

## **CONTACT US:**

[CampAgapeCalifornia@gmail.com](mailto:CampAgapeCalifornia@gmail.com)

***In Partnership With:***



Camp Agape California is a fiscally responsible  
project of American Family Living, Inc.





## **Camp Agape California's Statement of Faith**

### **The Bible**

We believe that the Bible is God's inerrant Word, not only contains truth but also is truth, and is applicable and relevant today (II Timothy 3:16, 17)

### **Repentance and Acceptance**

We believe that by sincerely turning away from sin and whole-heartily accepting Jesus as Lord, one is made right before God. (II Peter 3:9; Romans 10:9, 10)

### **The New Birth**

We believe that each one who receives Jesus becomes a new person inside. (II Corinthians 5:17; Galatians 2:20)

### **The Eternal God**

We believe that God is a three-person being: Father, Son and Holy Spirit. (II Corinthians 13:14)

### **The Plan of Salvation**

We believe that while we were still sinners Christ died in our place; paying for all of our sins  
☐ past, present and future. (John 3:16; Romans 5:8)

### **Salvation through Grace**

We believe that salvation comes only through Jesus by God's grace and our faith not by our good works. (Ephesians 2:8)

# YMCA of Orange County CARES Project Budget Template



Camp Agape California  
Camp Agape California

\$100.00 plus per Camper respectfully requested

	To Be Funded By YMCA	To Be Funded By Other Sources	Total Project Budget
<b>Personnel/Staffing Expenses</b>			
Direct/Program Staff Salaries			\$0
Admin/Executive Staff Salaries			\$0
Direct/Program Staff Benefits & Taxes			\$0
Admin/Executive Staff Benefits & Taxes			\$0
<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Project/Operating Expenses - Flex</b>			
Camp Insurance (additionally insured		\$3,256	\$3,256
Media/Video Equip Insurance		\$120	\$120
Golf Cart Rentals (3 carts)		\$600	\$600
T-Shirts (4 Shirts per Camper; 2 Shirts per Volunteer)		\$15,832	\$15,832
Finger Rockets (Rocket Dodgeball)		\$200	\$200
Colored Laundry Bags (220 Campers only)		\$1,247	\$1,247
Trucker Hats (230 hats )		\$1,096	\$1,096
Flashlights (per Camper 220 Campers )		\$345	\$345
Complete Back Pack Camping Kits		\$12,100	\$12,100
Buses (Round trip Transpo for 440 Campers and Mentors)		\$14,400	\$14,400
Camp Banners		\$585	\$585
Green Room Hospitality		\$2,000	\$2,000
Camp Activities		\$3,000	\$3,000
Camp Evening Snacks (cotton Candy, Smores etc)		\$3,000	\$3,000
Speaker & Companion Travel Expenses		\$1,800	\$1,800
<b>Training Expenses</b>			

2108 Camp Reunion	\$700	\$700
2018 Camp Kick-Off	\$700	\$700
2018 Volunter Training	\$800	\$800
2018 Caretaker Orientation	\$1,500	\$1,500
2018 Jr Mentor Program	\$1,500	\$1,500

#### 2018 Promo and Marketing Expenses

2018 Volunteer Brochure	\$271	\$271
2018 Donor Brochure	\$377	\$377
2018 Two Vertical Banners 36"	\$275	\$275
2018 Post Cards	\$123	\$123
2018 Table Tops	\$6	\$6
Videography Team	\$2,000	\$2,000
2018 Fundraising Event	\$5,000	\$5,000

<b>Subtotal</b>	<b>\$0</b>	<b>\$72,833</b>	<b>\$72,833</b>
<b>Other Project/Operating Expenses - Fixed</b>			
220 Campers and 330 Volunteers	\$22,000	\$60,500	\$82,500
Campsite Security early arrival		\$120	\$120
Administrative Costs	\$0	\$819	\$819
Camp Cedar Crest deposit	\$0	\$2,000	\$2,000
<b>Subtotal</b>	<b>\$22,000</b>	<b>\$63,439</b>	<b>\$85,439</b>
<b>TOTAL COSTS</b>	<b>\$22,000</b>	<b>\$136,272</b>	<b>\$158,272</b>



## Camp Agape California's year to date report April 26, 2018

Dear YMCA CARES Committee,

We want to thank each one of you for the privilege of Camp Agape California Kids being considered for sponsorship for our Memorial Day weekend camp, May 2018. We are eternally grateful to have such generous sponsors like yourselves who not only have a heart for Children and a mission to build stronger communities, but also have a commitment to spread the love of the Gospel of Jesus Christ.

We are rapidly moving closer to our goal of registering 220 local children to our Free 4-day Kid's Camp. As of this report, we have 20 volunteer teams calling caretakers to invite the children of prisoners to Camp. We have just completed our Volunteer and Mentor training, and we had 157 people in attendance. Most notably are the reports of gratitude pouring in from the caretakers of the kids. Caretakers have poured in their approval by giving us nothing less than a 5 Star rating on our Facebook page, and our separate post camp questionnaire has netted us nothing less than a 5 star rating from caretakers who validate that we are meeting a real need in the community.

Please see below our status report of where we stand Camp to date for all our key Camp activities:

### 1) Campers Goal: 220 Children

- a. Campers registered to date: 160.
- b. Campers registered this time last year: 106
- c. Campers returning from last year: 81 out of 108
- d. Note: At our current pace we expect to have a wait list by May 18, 2018
- e. Camper fall out rate: 10%

### 2) Mentor Goals (2 kids per mentor) : 110

- a. Mentors registered to date: 92
- b. Mentor's registered this time last year: 52
- c. Mentor's returning from last year: 31
  - i. All Mentors will be paired by gender with Campers

### 3) Volunteer Goals: 110

- a. Volunteers registered to date: 94
- b. Volunteers returning from last year: 46
  - i. Volunteers will serve and provide support in all camp activities



#### 4) Current Financial Goals and position:

- a. Our Goal is to raise \$176,000.00 to send these kids to camp.
- b. We have humbly requested YMCA CARES to sponsor \$100.00 per child.
- c.  $220 \text{ children} \times \$100.00 = \$22,000.00$
- d. Our current financial position is we have raised \$51,167.77
- e. We have new sponsor commitments flowing in daily.
- f. Prison Fellowship is sponsoring \$200.00 per child  $\times 220 \text{ children} = \$44,000.00$
- g. We currently are in full fundraising mode and we expect to have the balance in by May 31, 2018.
- h. A check for \$63,800.00 will be due to the Campgrounds on May 31, 2018 upon departure. This cost is included into the overall cost per camper.

#### 5) Sponsorship

- a. Keeping all this into consideration, should you approve our request we humbly ask for \$16,000.00 for the campers we currently have registered, and we will keep you apprised on a weekly basis of our updated camper status as we move forward towards our goal of 220 kids to attend our Camp Memorial Day week, May 25, 2018.

On behalf of the Caretakers, the Children, and the entire team at Camp Agape California we thank you for your support and consideration.

Sincerely,

*Jon Vallejo*

Camp Director  
Agape California

Camp

YMCA OF ORANGE COUNTY  
CARES COMMITTEE  
PRELIMINARY INTEREST QUESTIONNAIRE



Required Attachments: ☒ Partnership Agreement Signed

<b>Project Status:</b> <input checked="" type="radio"/> New Project or <input type="radio"/> Existing Project	
<b>Type of Request:</b> <input checked="" type="radio"/> 1x Time Request or <input type="radio"/> On-going	
<b>Date:</b> October 2, 2017	
<b>Name of Project:</b> Mentoring Ministry	
<b>Name of Partner:</b> Mission Hills Church	
<b>Key Contact for Project:</b> Perry Hamilton	
<b>Contact Phone Number:</b> 949 586-4510	
<b>Contact E-Mail Address:</b> Perry@missionhillschurch.com	
<b>Address of location of project:</b> Mission Hills Church 24162 Alicia Parkway Mission Viejo, CA 92691	
<b>Please describe the "Need" the project will meet:</b>	26% of Orange County children live in a single parent household. 72,000 children are currently in the California Foster Care system. Single moms provide for 82% of children in single parent homes. Our goal is to provide a mentor relationship (beginning with children aged 8-12) single parents and children in the foster system
<b>Brief project description:</b>	Provide professional training for prospective mentors and Implementation/follow up of a mentorship ministry in South Orange County.
<b>PROJECT REQUEST</b>	
<b>Please describe what are you requesting from the CARES Committee for the project? (e.g. funds, space, volunteers, other):</b>	Funds to train our mentor team in best practices and implementation and follow up to establish a mentoring ministry at Mission Hills Church.

If a funding request, what is the total amount requested from CARES	\$12,700										
If a funding request, provide detailed breakdown showing use of funds, e.g.:	<p>Estimated Costs:</p> <table> <tr> <td>CAYM Training and related costs</td> <td>\$ 8,500</td> </tr> <tr> <td>Promotional Materials</td> <td>\$ 200</td> </tr> <tr> <td>Single Mom Event (including childcare)</td> <td>\$ 3,000</td> </tr> <tr> <td>Miscellaneous Expenses</td> <td><u>\$ 1,000</u></td> </tr> <tr> <td><b>Total Estimated Cost:</b></td> <td><b>\$12,700</b></td> </tr> </table>	CAYM Training and related costs	\$ 8,500	Promotional Materials	\$ 200	Single Mom Event (including childcare)	\$ 3,000	Miscellaneous Expenses	<u>\$ 1,000</u>	<b>Total Estimated Cost:</b>	<b>\$12,700</b>
CAYM Training and related costs	\$ 8,500										
Promotional Materials	\$ 200										
Single Mom Event (including childcare)	\$ 3,000										
Miscellaneous Expenses	<u>\$ 1,000</u>										
<b>Total Estimated Cost:</b>	<b>\$12,700</b>										
Estimated total cost of the project?	\$12,700										
Estimated Length/Term of project: (If existing project, when did it begin and how long is it expected to continue, please briefly give details.)	<p>Begin Date: January</p> <p>End Date: Ongoing:</p>										
Estimated Length/Term of Funding) (Note: CARES funds a max. of 3	<p>Begin Date: January</p> <p>6 months to establish ministry</p>										
Who will be served (demographic)?	Children aged 8-12 from the foster system and single parent households, single moms, and parents in need of extra help.										
How will you reach your target demographic?	Through the two local elementary schools that we have an established relationship, our church, and with partnership with the YMCA.										
Estimated number served annually:	50										
Are there funders or partners that have been identified in addition to the YMCA? If so, please state their name and the	Mission Hills Church										

relationship: \_\_\_\_\_

Signature of Requestor/Partner: \_\_\_\_\_

Date: 11/1/17

Signature of CARES Committee  
Member/Executive Director: \_\_\_\_\_

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



## **THE BIBLE**

We believe that the Bible is God's infallible Word, written by men who were divinely and uniquely inspired, and that it is our supreme authority in all matters of faith and practice. We affirm our belief in the verbal and full, complete and absolute inspiration of the Scriptures in their original autographs.

### **Scripture References**

2 Timothy 3:16-17, 2 Peter 1:20-21, Jude 3

## **GOD THE FATHER**

We believe in God the Father, Creator of Heaven and Earth, perfect in holiness, infinite in wisdom, and measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, granting the right of the individual to directly approach Him in prayer, and that He saves from sin and death all who come to Him through Jesus Christ.

### **Scripture References**

Genesis 1:1, 1 Corinthians 8:6, Ephesians 1:3-6

## **JESUS CHRIST**

We believe in the pre-eminence of Jesus Christ as our divine Lord and Master, God's only begotten Son, born of a virgin, sinless in His life, who atoned for the sins of the world by His death on the cross. We believe in His bodily resurrection, His ascension into heaven, His High Priestly intercession for His people, and His personal, visible return to the world according to His promise.

### **Scripture References**

Isaiah 7:14, Luke 1:1-5, John 1:1-5, Philippians 2:6-8, Colossians 2:8-9, Acts 1:9-11, Acts 7:56, 1 Corinthians 15:3-4, Hebrews 1:3, Luke 12:40, Acts 1:10-11, 1 Thessalonians 4:13-17, Titus 2:13, 1 John 3:1-3, Hebrews 1:3

## **THE HOLY SPIRIT**

We believe in the Holy Spirit who came forth from God to convict the world of sin, of righteousness and of judgment, and to regenerate, sanctify, comfort, empower and seal forever those who believe in Jesus Christ. We believe that at the time of salvation, each believer in Christ is baptized by the Holy Spirit and becomes a member of the Body of Christ.

### **Scripture References**

John 14:16-17; 16:7-11, 1 Corinthians 14:22 Acts 1:8, Romans 8:9-13, Ephesians 1:13, 1 Corinthians 12:13

## **MAN'S SIN NATURE**

We believe that all men are sinners by nature and by choice, but that "God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish, but have everlasting life." We believe, therefore, that those who receive Christ as Savior and Lord shall be forever in God's presence, and that those who reject Christ as Savior and Lord will be forever separated from God.

### **Scripture References**

John 3:16, 18, 36 Acts 16:31, Romans 3:23; 6:23

## **THE LOCAL CHURCH**

We believe that the local church is to be composed of regenerated believers, voluntarily united together for the purpose of observing the two Scriptural ordinances of Baptism by immersion and the Lord's Supper, the worship of God, the fellowship of believers, and the proclamation of the gospel of Christ throughout the world. We believe in the complete independence of the local church and its interdependence in association with other like-minded churches, and the separation of church and state.

### **Scripture References**

Matthew 28:19, Luke 22:19-20, Acts 8:36-39, 1  
Corinthians 11:23-29

## **SPIRITUAL UNITY**

We believe in the spiritual unity of all believers, for which the Lord so earnestly prayed.

### **Scripture References**

John 17:20-21



**YMCA OF ORANGE COUNTY  
CARES COMMITTEE  
PROJECT APPLICATION**



A minimum of a two month lead time is required from application submittal to award decision.

**Required Attachments:**

- ☒ Preliminary Application Approved & Attached (Pt1)
- ☒ Partnership Agreement Signed (Pt 1)
- ☒ Statement of Faith
- ☒ Itemized listing of project costs/expenses/income/etc.
- ☒ IRS Determination Letter (e.g. 501(3)(c), etc)
- ☒ Plan for sustainability and replication

CONTACT INFORMATION (Carried over from Pt. 1)	
<b>Date:</b>	January 17, 2018
<b>Name of Project:</b>	Side by Side
<b>Name of Partner:</b>	Mission Hills Church
<b>Key Contact for Project:</b>	Perry Hamilton
<b>Contact Phone Number:</b>	949 586-4510
<b>Contact E-Mail Address:</b>	Perry@missionhillschurch.com
PROJECT IMPACT	
<b>What are the goals of the project?</b>	<ul style="list-style-type: none"> <li>Train mentors of (but not limited to) children ages 8-12 currently living in a single parent household or assigned to the county foster system.</li> <li>Provide support for parents and foster parents.</li> </ul>
<b>How will the goals be measured? And how often?</b>	Prospective mentors completing the initial training course. Students enrolled in program. Review of goals ongoing.
<b>Describe the benefits of this project for the participants:</b>	<p>According to a study by Youth.Gov.</p> <ul style="list-style-type: none"> <li>Increased high school graduation rates</li> <li>Lower high school dropout rates</li> <li>Healthier relationships and lifestyle choices</li> <li>Better attitude about school</li> <li>Higher college enrollment rates and higher educational aspirations</li> <li>Enhanced self-esteem and self-confidence</li> <li>Improved behavior, both at home and at school</li> <li>Stronger relationships with parents, teachers, and peers</li> <li>Improved interpersonal skills</li> <li>Decreased likelihood of initiating drug and alcohol use</li> </ul>
<b>How will the benefits to the participants be measured? How often?</b>	<ul style="list-style-type: none"> <li>Observation by mentors, parents, and possibly educators - Ongoing</li> <li>Semi-annual evaluation of program and its impact</li> <li>Semi-annual leadership training</li> <li>Bi-monthly meeting of all mentors to assess goals and needs</li> <li>Quarterly review of all mentors by leadership staff</li> </ul>

<p>Describe the benefits to the larger community (i.e.; impact at church, school, neighborhood, city, county, etc.)</p>	<ul style="list-style-type: none"> <li>• Children who are being raised in a single parent home (26% in Orange County are at a higher risk than other children.</li> <li>• 90% of all homeless and runaway children</li> <li>• 85% of children that exhibit behavioral disorders</li> <li>• 75% of children in chemical dependency hospitals</li> <li>• 71% of high school dropouts</li> <li>• 70% of youth who are incarcerated</li> </ul> <p>A mentoring relationship will help to stem the tide and thus benefit the community as a whole. The local church benefits from fostering a better relationship with the community as a whole.</p>
<p>How will the benefits to the larger community be measured? How often?</p>	<p>•Semi-annual evaluation of program and its impact by the director and the mentoring team</p>
<p>Does this project target an under-served or at-risk population? If so, describe how this project addresses the needs of the population:</p>	<p>Yes, we are specifically targeting at risk kids from single parent and foster parent homes. We aim to provide support to both parent and child by providing guidance, educational assistance, and healthy adult/child relationships.</p>
<p>Can this project be expanded to serve additional communities? If so, please describe potential level of expansion.</p>	<p>With proper training, the program can be expanded to other churches and organizations. We would be glad to share what we have observed and learned.</p>
<p>Describe any existing or potential collaboration with partners (churches, schools, non-profits, etc.)</p>	<p>Partner with local schools, the YMCA after-school program, and foster agencies.</p>
<p>How does your organization/project envision partnering with the YMCA? Where specifically do you see collaboration and/or mutual benefit opportunities?</p>	<p>We envision partnering with the YMCA after-school staff, volunteers, and other churches to help with tutoring and homework assistance at schools within the community. This partnership will help the Y programs with resources and support for both the staff and students. We would like YMCA volunteers to be a part of our mentor training.</p>
<p>How do you screen and train your volunteers?</p>	<p>Volunteers will be Live Scanned and trained by the National Association of Youth Mentors. Volunteers will be individually interviewed and will not proceed without a pastoral recommendation.</p>
<p><b>SUSTAINABILITY PLAN</b></p>	
<p>Describe how the project can be self-sustaining (will the project continue once the support from YMCA CARES Fund has ended?):</p>	<p>The initial investment by the YMCA will be to provide training for the Side by Side Mentor team. Follow up instruction is a part of the National Association of Christian Mentors and is a part of the initial CARES grant.</p>
<p>How long will it take for this project to become self-sustaining?</p>	<p>Less than one year.</p>
<p>Describe any funders or partners that have been identified in addition to the YMCA:</p>	<p>Mission Hills Church</p>

Describe relationship with additional funders or partners:	MHC's congregation and mentors are committed to the mission of the church. Side by Side is a ministry of the church in partnership with the YMCA.
How will the project be supported if the full grant request amount is not approved?	We are in need of funding for professional mentor training. MHC is committed to reaching our community. If the grant is not approved it will mean a delay of instituting the project.

**Optional Attachments:**

Upon approval, certificates of insurance will be required from both parties

Signature of Requestor/Partner: \_\_\_\_\_

*Perry Smith*

Signature of CARES Committee Member/Executive Director: \_\_\_\_\_

☐ Approved ☐ Denied on \_\_\_\_\_ at CARES Committee Meeting

Committee Chair: \_\_\_\_\_ YMCAOC  
CEO/President: \_\_\_\_\_

Internal Use Only:

☒ Given to Field Implementation Committee on: \_\_\_\_\_



# YMCA CARES Committee Church Partnership Agreement

Name of Church Mission Hills Church

## 1. We as a church are in agreement with the following historical declarations of the Christian faith:

- a. There is only One God who exists In Three Persons (Trinity)
- b. Jesus Christ is God in the flesh (fully man-fully God), born of a virgin, lived a sinless life, died bodily on the cross as the propitiation for all sin, resurrected from the dead, seated on the right hand of the Father advocating continually on behalf of the saints, and will return one day to receive His Church unto Himself.
- c. The Bible Is God's Inerrant Word and we trust it as such
- d. Humanity is born In original sin and in need of the Savior—Jesus Christ
- e. Salvation comes through trusting Christ by faith
- f. God's Church is made up of all believers in Christ; past, present and future.
- g. All believers will be resurrected bodily in the last day and will spend eternity in heaven with God

## 2. We as a church are in agreement with the CARES Committee Statement of Faith:

The Young Men's Christian Associations seek to unite those individuals who:

- Regard Jesus Christ as their God and Savior;
- Accept the Holy Scriptures;
- Desire to be His disciples in their faith and life;
- And associate their efforts for the extension of His Kingdom to all.

Blindwood Senior Pastor

October 2, 2017

Church Representative

Date

CARES Committee Representative

Date

\*\*\*Please attach a copy of the church's Statement of Faith



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## WHAT WE BELIEVE

We believe there is a God, and that He is the Creator of all we see and of all that exists. As the One, True God, He is unlimited in power, morally flawless and unmatched in love.

We believe that God created man out of a desire to know and be known; to establish a personal, eternal relationship with man. However, the choice of the first man, Adam, to live independent of God, resulted in the loss of this relationship God had designed and desired. Man living according to his own desires (Independence from God) produced ungodly behavior which the Bible calls sin.

Sin separated all of mankind from God and doomed him to eternal pain and suffering. Compelled by love, God made it possible for man to return to God. His solution required the sacrifice of His own Son, Jesus Christ, who was willing to die in our place, paying the price of our moral indebtedness to God. Thanks to Jesus Christ, anyone who wants to be forgiven, who desires to know God personally and who hopes for the wonderful, eternal life for which they were created may have it. All that is required is the humility and faith to ask God for it in Jesus' name.

We believe God is passionate about YOU and wants you to experience real and eternal life with Him!

[Welcome](#)[History](#)[What We Believe](#)[How Do I Become A Christian?](#)[Staff](#)[Service Times & Location](#)

### NEW HERE?

Welcome to Mission Hills Church. We hope you enjoy your online experience and get a taste of who we are.

[learn more »](#)[EMAIL SIGN UP](#)



I am also available to answer any questions you may have. Feel free to contact me at [brian@missionhillschurch.com](mailto:brian@missionhillschurch.com)

Warmly, Brian Anderson

Stay Informed of our latest resources and community-wide events by signing up for e-mail updates.

[contact us »](#)

## THE BIBLE

We believe that the Bible is God's infallible Word, written by men who were divinely and uniquely inspired, and that it is our supreme authority in all matters of faith and practice. We affirm our belief in the verbal and full, complete and absolute inspiration of the Scriptures in their original autographs.

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### Scripture References

Isaiah 7:14, Luke 1:1-5, John 1:1-5, Philippians 2:6-8, Colossians 2:8-9, Acts 1:9-11, Acts 7:56, 1 Corinthians 15:3-4, Hebrews 1:3, Luke 12:40, Acts 1:10-11, 1 Thessalonians 4:13-17, Titus 2:13, 1 John 3:1-3, Hebrews 1:3

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### Scripture References

John 14:16-17; 16:7-11, 1 Corinthians 14:22 Acts 1:8, Romans 8:9-13, Ephesians

1:13, 1 Corinthians 12:13

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### Scripture References

John 3:16, 18, 36 Acts 16:31, Romans 3:23; 6:23

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### Scripture References

Matthew 28:19, Luke 22:19-20, Acts 8:36-39, 1 Corinthians 11:23-29

## SPIRITUAL UNITY

We believe in the spiritual unity of **all** believers, for which the Lord so earnestly prayed.

### Scripture References

John 17:20-21



### MISSION HILLS CHURCH

24162 Alicia Parkway  
Mission Viejo, CA 92691

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January 17, 2018

YMCA OF ORANGE COUNTY  
13821 Newport Ave, Suite 200  
Tustin, CA 92780

Re: 501c3 Determination

To Whom It May Concern:

This letter is to confirm that Mission Hills Church is recognized by the IRS as a 501c3 organization. I have enclosed a letter from the IRS stating as such.

Let us know if you need any additional information.

Sincerely,

A handwritten signature in black ink that reads 'Karen Buchanan'. The signature is fluid and cursive, with the first letters of each word being capitalized.

Karen Buchanan  
Connections Pastor  
Mission Hills Church

Enclosure: IRS 501c3 Letter

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248364844  
Sep. 14, 2009 LTR 4163C E0  
95-2942801 000000 00  
00014053  
BODC: TE

 MISSION HILLS BAPTIST CHURCH  
% CATHY KIRCHNER  
24162 ALICIA PKWY  
MISSION VIEJO CA 92691-3905

05742

Employer Identification Number: 95-2942801  
Person to Contact: Mrs. Baker  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 02, 2009, request for information regarding your tax-exempt status. We have no record that your organization has been recognized as exempt from Federal income tax under Internal Revenue Code section 501(a).

If you would like to apply for exemption, submit a completed Form 1023 or 1024 and include the applicable user fee. Visit our website at [www.irs.gov/eo](http://www.irs.gov/eo) for information about tax exempt organizations and applying for tax exempt status. Publication 557, Tax-Exempt Status for Your Organization, also provides information about tax-exempt organizations. You may request a copy by calling the toll free number for forms, 1-800-829-3676 (1-800-TAX-FORM), or by visiting our website.

Churches, their integrated auxiliaries, and conventions or associations of churches that meet the qualifications for exemption are automatically considered tax exempt under section 501(c)(3) of the Code without applying for formal recognition of such status. No determination letters are issued to these organizations. Refer to Publication 1828, Tax Guide for Churches and Religious Organizations, Publication 557, Tax Exempt Status for Your Organization, and our website, [www.irs.gov/eo](http://www.irs.gov/eo) for the organizational and operational requirements if you feel you meet these requirements.

**Mission Hills Church  
Side by Side Mentoring Program  
Sustainability Plan**

**The initial investment by the YMCA will be to provide training for the Side by Side Mentor team. Follow up training is a part of the National Association of Christian Mentors and is included in the initial CARES grant. We do not anticipate a need for continuing funds after the original Cares investment.**

# YMCA of Orange County CARES Project Budget Template

Mission Hills Church  
Mentoring Project  
[Request Amount]



	To Be Funded By YMCA	To Be Funded By Other Sources	Total Project Budget
<b>Personnel/Staffing Expenses</b>			
Direct/Program Staff Salaries			\$0
Admin/Executive Staff Salaries			\$0
Direct/Program Staff Benefits & Taxes			\$0
Admin/Executive Staff Benefits & Taxes			\$0
<b>Subtotal</b>	\$0	\$0	\$0
<b>Project/Operating Expenses - Flex</b>			
Christian Association of Mentor Training	\$8,500		\$8,500
Promotional Materials]	\$200		\$200
Single Mother Event (including childcare)	\$3,000		\$3,000
Miscellaneous Expenses]	\$1,000		\$1,000
<b>Subtotal</b>	\$12,700	\$0	\$12,700
<b>Other Project/Operating Expenses - Fixed</b>			
[INSERT ITEM]	\$0		\$0
[INSERT ITEM]			\$0
[INSERT ITEM]	\$0		\$0
[INSERT ITEM]	\$0		\$0
<b>Subtotal</b>	\$0	\$0	\$0
<b>TOTAL COSTS</b>	<b>\$12,700</b>	<b>\$0</b>	<b>\$12,700</b>



## Mission Hills Church Mentoring Program Proposal

Mission Hills Church is seeking a partnership with the Orange County YMCA and funding of a program specifically designed to train mentors of (but not limited to) children ages 8-12 currently living in a single parent household or assigned to the county foster system. Although initially designed to reach children in this specific age range, it is expected and desired to continue the mentoring relationship throughout Junior and Senior High School.

After extended research and a number of meetings, Mission Hills Church desires to enlist the services of the Christian Association of Youth Mentors to train prospective members and then custom design and help implement a program that would train youth mentors and help us implement best practices in the Mission Hills Mentoring Ministry. The CAYM proposal and costs involved are included in this document.

### **I. Mentoring and support for children in single parent and foster homes.**

#### **A. Single Parent Homes:**

26% of Orange County children live in a single parent home. According to the Single Parent Success Foundation statistics, children from single parent homes account for:

- 90% of all homeless and runaway children
- 85% of children that exhibit behavioral disorders
- 75% of children in chemical dependency hospitals
- 71% of high school dropouts
- 70% of youth who are incarcerated

#### **B. Children placed in the Foster System:**

- In 2015, there were 72,000 victims of abuse or neglect in California, a rate of 7.9 per 1,000 children. Of these children, 86.2% were neglected, 9% were physically abused, and 5.0% were sexually abused.
- 55,983 children in California lived apart from their families in out-of-home care in 2015. Of the children living apart from their families in 2014, there were 21,429 aged 5 or younger
- Of the 55,983 children in out-of-home care in 2015, there were 14,180 or 25.3% waiting to be adopted.

**II. Secondary Focus: Mentoring and support for single mothers (According to census statistics, single mothers comprise 82.2% of custodial parents.)**

- A. According to U.S. Census Bureau, out of about 12 million single parent families in 2016, more than 80% were headed by single mothers. Today 1 in 4 children under the age of 18 — a total of about 17.2 million — are being raised without a father and almost half, 40%, live below the poverty line.**
- B. According to the Pew Research Group, 40% of babies born in the United States are born to single moms.**
- C. Of fathers who live apart from their children, only 22% of dads see their kids more than once per week (Pew Research Group), leaving the overwhelming responsibility of parenting to the single mother alone.**
- D. At least 38% of foster youth in California experience 5 or more placements**
- E. 73% of foster youth in California spend two or more years in the foster care system**
- F. Studies have shown that an average of 61% of children entering the foster care system test positive for developmental delay – In sharp contrast, the general population averages 4 to 10%**

**III. Why Mentor? According to Youth.Gov:**

**A. Benefits for youth:**

- Increased high school graduation rates
- Lower high school dropout rates
- Healthier relationships and lifestyle choices
- Better attitude about school
- Higher college enrollment rates and higher educational aspirations
- Enhanced self-esteem and self-confidence
- Improved behavior, both at home and at school
- Stronger relationships with parents, teachers, and peers
- Improved interpersonal skills
- Decreased likelihood of initiating drug and alcohol use



#### **B. Benefits for adults according to Mentoring.org:**

Mentoring relationships are a shared opportunity for learning and growth. Many mentors say that the rewards they gain are as substantial as those for their mentees, and that mentoring has enabled them to:

- Have fun
- Achieve personal growth and learn more about themselves
- Improve their self-esteem and feel they are making a difference
- Gain a better understanding of other cultures and develop a greater appreciation for diversity
- Feel more productive and have a better attitude at work
- Enhance their relationships with their own children

Above all, a good mentor is willing to take the time to get to know their mentee, to learn new things that are important to the young person, and even to be changed by their relationship.

#### **IV. Mentoring at Mission Hills Church:**

##### **A. Mission Hills Church's mission statement reads:**

"At Mission Hills Church, we live for God's pleasure by **SERVING** those who don't know Christ, and **STRENGTHENING** those who do."

A mentoring ministry focused on the principle found in James 1:27, "Religion that our God Father accepts as pure and faultless is this: to look after orphans and widows in their distress and to keep oneself from being polluted by the world" fits well within our mission statement and within this Biblical requirement.

##### **B. Building a base of students:**

- The principals of both Del Cerro and La Madera Elementary Schools have agreed to help us identify children at risk.
- It is our desire that we can use the resources at the YMCA and the Capistrano School District to reach students in the after school program.

In addition:

- Referrals from single parents at Mission Hills Church
- Referrals from Royal Family Kids Camp
- Referrals from Olivecrest's South County Kinship Group
- Referrals from Saddleback Foster Parent Education

Please see proposal below from the Christian Association of Youth Mentoring.  
Timeline to be determined by availability of training team.

**Estimated Costs:**

CAYM Training and related costs	\$ 8,500
Promotional Materials	\$ 200
Single Mom Event (including childcare)	\$ 3,000
Miscellaneous Expenses	<u>\$ 1,000</u>

**Total Estimated Cost:** \$12,700



*One Youth, One Adult, One Life at a Time*

---

### **Proposal**

Mission Hills Church

August 1, 2017

#### **Overview:**

CAYM will work with Mission Hills Church to build a church-based mentoring model that is safe, effective, and sustainable. The first step will be to help Mission Hills Church design their mentoring program. CAYM's team will then train and equip Mission Hill's mentoring team members and provide ongoing coaching throughout the startup process.

#### **Phase I: Ministry Design**

Determining the focus, parameters, and structure of the mentoring program is essential for laying the foundation of the ministry. By interviewing key stakeholders in the community, including children and families, CAYM will help Mission Hills determine program parameters, goals, and desired outcomes.

There are two parts to this process. Part one involves CAYM's online resources. This is done by completing a Program Design Worksheet, conducting surveys of potential youth and mentors, and holding an online meeting with CAYM to go over the information. Part two involves an onsite assessment where CAYM will work with Mission Hills team to assess community strengths and needs so that the ministry can clearly define its mission and goals.

#### **Deliverables:**

- CAYM will help design a clear and achievable approach to establishing a church-based mentoring team.
- The community's strengths and needs will be assessed.
- The target populations for the ministry will be clearly established.
- The parameters of the ministry will be defined.
- Ministry opportunities and obstacles will be defined.
- The needs in terms of staffing, funding, and operational components will be delineated.
- CAYM will meet with team leaders and stakeholders onsite to complete the design.
- The goals of the mentoring ministry along with specific measurable outcomes will be defined so that the effectiveness of your efforts can be evaluated, and adjustments can be made to keep the ministry on track.

#### **Phase II: Onsite Training and Equipping**

This phase involves onsite training and equipping of the church mentoring team on the mentoring best practices. CAYM will train Mission Hills mentoring team members on evidence-based best practices from a Christian perspective that will ensure that the ministry is safe, effective, and sustainable. Essential materials for screening, training, and supervising mentors and church team members will be tailored to the program and provided to the ministry.

**Recruiting:** Sustainable recruiting models will be taught and implemented that will:

- Attract the highest quality mentors
- Reduce screening time and the associated costs
- Reduce time staff spends recruiting

**Deliverables:**

- A recruiting plan focused on attracting and sustaining church involvement
- Methods of recruiting and retaining men

**Screening:** An effective process goes well beyond a background check. CAYM teaches the most effective methods for recruiting mentors who will work with high-risk youth. CAYM's team will also help identify mentees who are most likely to benefit from mentoring.

**Deliverables:**

- Screening training includes:
  - Identifying characteristics of successful mentors
  - Interview questions and techniques that help identify positive traits of successful mentors and mentees and negative traits that would eliminate a person from involvement
  - Skills training on practicing interviewing techniques
- Forms and procedures to ensure thorough mentoring that, at the same time, presents an accurate and enticing perspective on mentoring

**Training:** CAYM has mentor training modules that are used across the country. It is imperative the mentors are trained on how to develop trust with a youth and have an understanding of the program expectations and guidelines. CAYM will help Mission Hills Church tailor a mentor training specifically for their mentoring program.

**Deliverables:**

- Onsite "Train the trainers" session that can include potential mentors along with team members
- DVD training sessions using diverse teachers that can be facilitated by Mission Hills team members
- Trainer's guide and participant manual
- Access to CAYM's online training for new team members

**Mentor Match Coaching:** The supervision process is the single most important facet of successful mentoring. Well-run programs have a clearly defined process for overseeing matches. CAYM's methods will help keep mentors on track and help keep youth involved.

**Deliverables:**

- Supervision standards and protocols will be established.
- Each staff will be trained on effective mentor and mentee coaching.
- Engagement with mentees' families, an essential part of coaching, will be clearly defined.
- Documentation requirements and procedures will be established.
- A 2/3 discount on the eMentorLife Mentoring Management Database that can help keep the ministry focused and save money. (The database is an additional cost).

**Phase III: Implementation**

An essential part of our services is CAYM's ongoing coaching of team members. The training process prepares the Mission Hills team to understand the key elements of the ministry. Coaching helps the team implement what is learned as well as troubleshoot problems and challenges that arise. CAYM employs an online video conferencing service for the majority of the scheduled coaching sessions.

**Deliverables:**

- First three months: 2 coaching sessions/month
- Following nine months: 1 coaching session/month
- Quarterly online meetings with the Mission Hills mentoring team and CAYM
- Two hours of ad hoc coaching sessions over 12 months
- 12-month access to CAYM's online training site to use to train new team members

**Staffing:** The following staff will be engaged in the development process. (Short bios are given below. Full resumes can be given upon request.)

- The following key staff will be engaged in developing the ministry:
  - Donovan Karber: CAYM's National Field Director
    - Training
    - Materials development
    - Coaching
  - Peter Vanacore: Executive Director of CAYM
    - Program design
    - Training and materials development

**Costs:** (Including materials)

<u>Item</u>	<u>Cost</u>	<u>Notes</u>
Phase I:		
Ministry Design	2400	
Phase II:		
Online and Onsite Training	2400	
Phase III:		
Coaching	1200	
<b><u>Total</u></b>	<b><u>6000</u></b>	
<b><u>Estimated Travel Costs</u></b>	<b>1700</b>	

**Options:**

Costs can be reduced by \$2400 by opting to use our online training program (\$2100) instead of the onsite training (\$4500, which is \$3600 for the training and \$900 for travel costs) for Phases II and III.

Your church can also get access to our online training for new team members as well as an archive of advanced training videos.

**Billing:**

- A deposit of \$2000 dollars is required on signing of an agreement.
- All other fees are billable upon delivery.

**Schedule:**

CAYM is able to start the project after August 15, 2017.

Peter Vanacore, MSW - CAYM Executive Director - Peter began ministering to youth in 1978 through *Youth for Christ* on Long Island. In 1981, he joined the staff of *Long Island Youth Mentoring* and worked as an Area Director for mentoring ministry. He helped develop a mentoring ministry with incarcerated juveniles and later served as the Field Staff Supervisor. In 1996 Peter moved to Massachusetts to become the New England Director for *Straight Ahead Ministries*. In 2000, he became the National Field Director where he helped develop the School of Juvenile Justice Ministry. After leaving Straight Ahead, Peter started the *Christian Mentoring Institute* in 2003 under the leadership of Long Island Youth Mentoring. Along with his duties at CMI, Peter was a part-time faculty member at *Gordon College* from 1999-2008 where he taught courses in counseling and at-risk youth. CMI merged with CAYM in 2005 and

Peter became the Executive Director two years later. Peter has a Masters in Social Work from Fordham University.

Donnovan Karber is the National Field Director with the *Christian Association of Youth Mentoring* (CAYM) and lives in Wichita, Kansas. Donovan works with mentoring ministries throughout the country and oversees many of CAYM's Core trainings. He has mentored multiple at-risk youth over the past 20 years. He was on staff with *Youth Horizons* for almost 12 years where he was a house parent in their residential program for 3 years, mentoring supervisor for 6 years, and mentoring director for 3 years. Donovan has worked with CAYM since 2010 and he has trained hundreds of mentoring ministry staff and has helped start over 100 new mentoring programs. Donovan has served on the Kansas Mentors Advisory Board since 2013. Donovan has a passion for helping new mentoring ministries get up and running and helping existing ministries become more effective and efficient.