

*Reinhold Community Service Awards
2008 Application
Honoring 2007 Community Services to Clay County*

Section I: Background Information

Organization (Print)		Project Category
Contact (Mr./Mrs./Ms.....)	Position	Phone # of Organization
Mailing Address of Organization	Zip	Fax #
Physical Address (if different from above)	Zip	E-Mail Address
Web Site	Yes _____ No _____	Permission to link with RCSA Directory of Services web site
Year established _____	Number of paid staff _____	Volunteers/active members _____

Please state briefly the purpose and goals of your organization.

Applications must be received by Monday, February 4, 2008

Section II: Financial Information

Statement Of Income And Expenditures

Please use 2007 figures and complete all blanks that apply to your entire organization.

Income

Contributions, grants, Umbrella Organizations _____

Income from Fund Raising Events/Activities _____

Interest Income _____

Client Fees &/or Membership dues _____

Other (Please explain) _____

TOTAL INCOME _____

Expenditures

Administrative Costs (salaries, taxes, benefits) _____

Program Delivery or Client Care _____

General Expenses (rent, utilities, phone, supplies, etc.) _____

Fund Raising Costs _____

Funds Given to National Affiliates _____

Other (Please explain) _____

TOTAL EXPENDITURES _____

Approximate cost of programs or project seeking recognition \$

POPULATION SERVED

What percentage of overall budget went to support residents of Clay County? _____%

If volunteers participated, what percentage were residents of Clay County? _____%

"We hereby certify that the information contained in this application is true to the best of our knowledge and belief."

Person Preparing Application

President or Chairman

Date

Application endorsed by Executive Board

Section III: 2007 Community Service Project

Please give judges an overview of all 2007 efforts and an in depth description of most significant project (s) – its intent, challenges met, impact to community, who was involved, significance to Clay citizens.

Your writing must be confined to the front and back of one 8.5” x 11” sheet.

<i>Project</i>	Approximate # of Clay residents affected:
<i>Impact</i>	Approximate # of Clay volunteers involved:

Optional: You may wish to submit Section IV and/or Section V in place of or in addition to program recognition, or omit entirely.

Section IV: Volunteer of the Year

For extraordinary service only – far beyond the scope of anticipated volunteer service: Why should this volunteer be recognized? What value did he/she bring to your program?

OR

Section V: Executive Director Award

For extraordinary service far beyond stated job description that dramatically improved the health and progress of the sponsoring organization. Please help judges appreciate his/her efforts.

Applications must be received by Monday, February 4, 2008

Application Information and Checklist:

- RCSA awards are project oriented, designed to recognize specific community service active in Clay County, as opposed to untried programs anticipated in the future.
- Every service program in the First Coast area is eligible as long as the project involved actively supports citizens of Clay County and the sponsoring organization validates its tax-exempt status.
- Previous applications to the Reinhold Community Service Awards Program or to the Reinhold Foundation have no bearing on this year's application.
- An independent panel of volunteer judges decides all awards. They are concerned with the effort and the effectiveness of the specific program submitted for recognition, not the entire scope of the organization or its place of domicile.
- Judges will read and review only the material included in the application. No additional data will be considered.
- If not filling the application out on line, you may "cut and paste" responses from your word processor onto the application for ease of completion.
- If you have expanded your overall services to Clay, or changed your focus, please let us know so we can update our Community Service Directory
- Awards will be announced at the **Awards Breakfast, Thursday, May 8, 2008**. Regrettably, due to limited space, only two representatives per organization can be included at the breakfast.

Please return one unstapled copy of the RCSA application to:

RCSA

c/o Reinhold Corporation

1845 Town Center Blvd, Suite 105,

Orange Park, Fl 32003

or fax to 904 269-8382

or via email to awards@reinhold.net

Have questions, need Assistance? Call: Amy Parker at 904/269-5857 ext. 404

Application Checklist

- ___ 1. Have you stated the one category in which you wish your application considered? (Category **must** be selected by applicant organization.)
- ___ 2. Have you carefully completed Section II, the Financial Information?
- ___ 3. Have you described all aspects of the community service project for which this application is being submitted?
- ___ 4. Has the application been signed by all parties as requested?
- ___ 5. Have you enclosed documented evidence of your non-profit status such as an IRS Determination Letter, or a letter of endorsement from your parent organization or basis of authority, which in turn has an IRS Determination Letter (i.e. School groups must have the endorsement of its school principal).

All applications submitted become the property of the Reinhold Community Service Awards Committee. Applications are reviewed solely by the Awards Committee whose decisions are final. All data is subject to verification.