



Better schools. Brighter futures.



2006 Annual Report

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Executive Summary

On April 29, 2006, Hands on DC completed its 12th annual work-a-thon to refurbish Washington, DC public schools, raise college scholarships for public-school students, and encourage a variety of stakeholders to become more involved in the community's schools. Building on more than a decade of success, the goals for the 2006 event aimed to refine existing processes to make a greater impact in the participating schools, improve volunteer satisfaction, and help to foster ongoing relationships between schools and local civic and business groups. These goals were achieved through the remarkable efforts of more than 2,000 volunteers who completed more than 300 projects in 33 schools. Hands on DC was also able to contribute \$32,000 in college scholarship funds to College Bound, a local academic mentoring and college preparatory program.

There were many reasons to celebrate after the paint dried from the 2006 event. A new regional check-in system allowed volunteers to spend more time completing projects and vastly improved utilization of our most important asset—our volunteers' time. The end result was happier volunteers and more completed projects than ever before. Communication with volunteers and members of the local community was handled effectively through a professionally redesigned website, and through the development of new relationships with local TV and radio outlets. Strong corporate support allowed us to meet and exceed our financial goals for 2006, through a diverse mix of new and existing sponsors. This included development of an important relationship with The Advisory Board Company and the Corporate Executive Board through their ServiceCorps program, involving significant contributions of both financial and volunteer resources. Changes to the highly successful Adopt-A-School program improved coordination both within the Hands on DC organization and with participating groups. Finally, the astounding logistical effort was again executed safely and efficiently, and involved more than 750 gallons of paint, an array of tools, vehicles, staff and enough landscaping materials to cover an area the size of a football field. These and other initiatives were energized by feedback from volunteers and supporters. Efforts continue to gather and make use of feedback, including more extensive use of survey tools and moderated post-event evaluation meetings.

In 2007, as Hands on DC continues its work building “better schools and brighter futures” for DC students, we will continue to build on our past accomplishments. We are proud to report that during the past 12 years more than 26,000 volunteers have created a better environment for learning in more than 125 schools and have funded more than \$510,000 in college scholarship contributions for DC public school students. Our tradition of service to DC Public Schools will endure and we look forward to continued improvement.



What Is Hands on DC?

Hands on DC is an all-volunteer nonprofit organization that conducts an annual citywide work-a-thon to improve the physical condition of Washington, DC public schools, raise funds for college scholarships for local high school students, and encourage greater community involvement in the public schools. Hands on DC is volunteer-founded and volunteer-led: we have no paid staff. Instead, two main bodies undertake the group's work:

- *The Organizing Committee* focuses on planning, developing, and executing the annual work-a-thon. To accomplish that task, the group forms committees responsible for volunteer recruitment, community outreach and publicity, fundraising and sponsorship development, information technology, and coordination of school projects.
- *The Executive Committee* is composed of the chairs of these committees, along with the Event Co-Directors and the organization's Treasurer. The Executive Committee oversees the work of the Organizing Committee.



Volunteers at Jefferson Junior High School

Hands on DC's governing body, the *Board of Directors*, provides long-term stability and policy guidance by focusing on strategic issues and organizational relationships. The Board is composed of previous event directors and other selected individuals with a long history of participation in Hands on DC. The Event Co-Directors and the Treasurer are also *ex officio* Board members and form the link between the Board and the Executive Committee. Please see Appendix C for a list of the 2006 and 2007 Executive Committee and Board members.

Hands on DC's 2006 Accomplishments

Active planning for the spring work-a-thon begins approximately nine months in advance. The hard work contributed by the Hands on DC volunteers to plan the 2006 event resulted in some impressive achievements -- including raising more than \$73,000 in operating funds to hold the event and recruiting more than 2,000 volunteers to complete projects at 33 schools. The Executive Committee began planning efforts in September 2005, focusing on recruiting committee co-chairs for the Executive Committee and discussing potential projects with the DC public schools system. The Organizing Committee, which started work in mid-October, had grown to more than 100 people by April 2006, including a team of AmeriCorps*National Civilian Community Corps (AmeriCorps*NCCC) members.



The Recruitment Committee and the Sites Committee worked closely together in 2006 to improve the process of allocating volunteers to projects on event day. Each year, Hands on DC strives to both complete all projects identified by school and district staff and to create a positive experience for volunteers. Achieving this dual goal depends on finding the right balance between project needs and volunteer numbers at each school. In 2006, an innovative volunteer assignment plan was crafted that combined real-time volunteer check-in data from the Recruitment Committee with the carefully calculated project requirements compiled by the Sites Committee. Through teamwork and ingenuity, Hands on DC was able to achieve higher completion rates than ever before in hard-to-reach schools.

A new approach to community outreach was also launched, aimed at fostering relationships between community groups and participating schools. A number of groups that have participated in the Hands on DC work-a-thon in previous years have developed year-round relationships with the schools. Examples include business groups organizing their own workdays, participating in after-school reading programs, and serving as mentors. For the 2006 event, plans were developed to help build bridges by identifying local groups and using their participation in the work-a-thon as a catalyst for sustained involvement in the school.

Finally, the 2006 co-chairs created detailed committee handbooks to be used and updated by future committee co-chairs. The handbooks contain useful information regarding important contacts, ordering quantities for publicity materials and supplies, and other helpful hints that make for a successful event. The materials will help to ensure that knowledge flows smoothly from one year's all-volunteer Organizing Committee to the next, helping to create a stronger and more sustainable organization.

Recruitment

The Recruitment Committee, chaired by Leigh Egaas and Lauren Maza, recruited volunteers for both the event day and for the Organizing Committee, maintained ongoing communication with volunteers, developed informational materials for volunteers, and assisted in broader community outreach. The Recruitment Committee also worked with the Fundraising Committee to carry out the Adopt-A-School campaign, which encourages corporate teams, alumni group teams or teams of individuals to sponsor the supplies and participate in Hands on DC projects at a specific school.



Volunteers arriving at the regional check-in



The committee recruited 130 teams in 2006, who in turn brought about 2,100 volunteers to the event, about the same number as in 2005. As in previous years, about half of the teams had participated in previous Hands on DC work-a-thons, a testament to volunteer satisfaction with participation in Hands on DC. Volunteer teams represented many aspects of the Washington community -- corporate groups,



The Accenture Team at Amidon Elementary

university groups, church-related organizations, small businesses, co-workers at government and nonprofit agencies, civic organizations, alumni associations and simply groups of friends. Of particular note were large corporate teams from The Advisory Board Company and the Corporate Executive Board, providing enough volunteers for projects at five schools. Other corporate groups that had a prior relationship with a certain school (such as Accenture at Amidon Elementary)

also volunteered in large numbers. The efforts of the Recruitment Committee resulted in a high rate of volunteer attendance: nearly 90 percent of volunteers who had registered participated in the work-a-thon.

The most significant change made to the 2006 event came as the direct result of volunteer feedback from previous events. Previously, the day began with all volunteers gathering at a centralized check-in point to participate in the kick-off rally. However, volunteers commented that they were eager to spend more time working on projects in the schools, and less time traveling from the kick-off rally to schools spread across the city. In 2006, Hands on DC eliminated the rally and had volunteers check in at one of three pre-assigned regional sites. Thus, volunteers were closer to their school upon check-in. Feedback from this year's volunteers indicates this change was very well received! Once again, we also promoted the Adopt-A-School campaign as a way for teams to be pre-assigned to a specific school. Twenty-nine teams took advantage of this opportunity.



Publicity

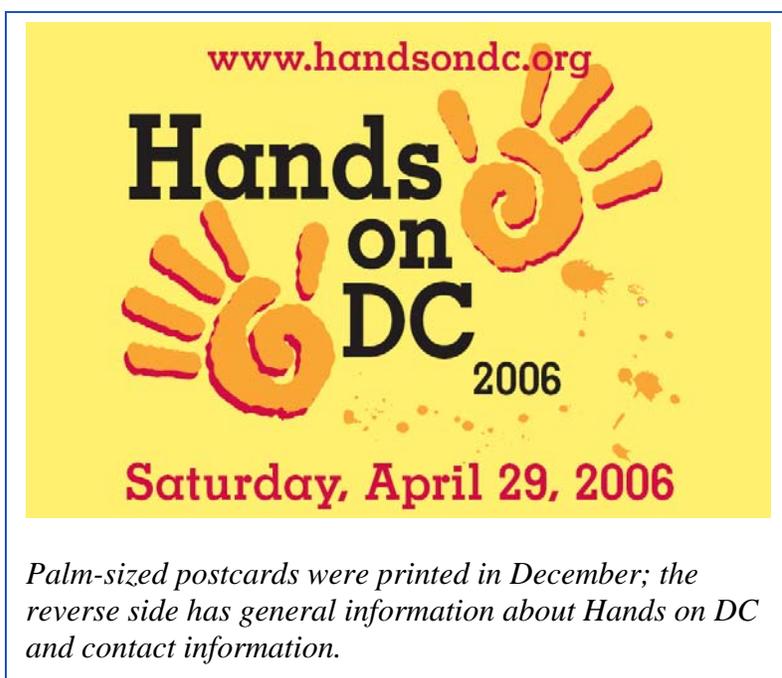
The 2006 Publicity Committee, chaired by Ellie McCormick and Kristina Rundquist, conducted community outreach efforts, produced publicity materials, and developed important relationships with local media organizations. The co-chairs brought tremendous professionalism to the work of their committee, and significant effort was made to improving the quality and consistency of all print and electronic publicity materials, maintaining exposure among key constituencies, and reaching out to new media outlets with strong ties to the local community. In addition, the co-chairs successfully adapted their publicity efforts to the significant changes in the volunteer registration process.

During the past 11 years much has been written to describe the work and accomplishments of Hands on DC. In 2006, the Publicity Committee synthesized this wealth of information into a more concise, relevant and updated set of publicity materials. New materials included an overview of Hands on DC entitled "About Us," a detailed history, fact sheet, and review of Hands on DC's extensive media coverage over the years. This work, and the processes that the 2006 Publicity Committee helped to establish, will serve to

improve communications with potential supporters and volunteers for many years to come.

Hands on DC's website continues to be one of the most important means of communication with new and existing volunteers. Acknowledging this fact, the website underwent a thorough redesign in 2006, with a highly professional look and improved organization and usability. Members of the Publicity Committee worked closely with a talented designer and webmaster to produce an impressive finished product. Please be sure to visit the redesigned site at www.handsondc.org.

The Publicity Committee's goal of reaching out to members of the community in the areas surrounding participating schools was particularly successful thanks to their ability to coordinate TV and radio interviews publicizing the event. Outreach efforts to local media resulted in appearances by the Event Co-Directors on Comcast



Local Edition, a community interest show produced by the local Washington, DC cable operator and aired on the CNN Headline News channel, and on the #1 rated radio station in the city, WHUR 96.3 FM. These relationships will continue to be developed for the 2007 work-a-thon in an ongoing effort to raise awareness among the community regarding the work of Hands on DC.

Fundraising

The 2006 Fundraising Committee, chaired by Brian Gage and Virginia Kromm, exceeded its goals for the year. It successfully raised more than \$65,000 in corporate donations and \$5,700 from individuals. Approximately \$5,000 in in-kind donations and approximately \$2,000 raised at six happy hours supplemented their efforts. Work-a-thon volunteers raised more than \$17,500 in pledges for scholarships. Of the 15 corporate donors, nine had previously supported the work-a-thon and six were new donors. Another highlight from 2006 is that the amount of scholarship pledges raised by the volunteers reversed a downward trend and more than doubled.



Volunteers paint a world map on the playground at Bruce Monroe Elementary

In 2006, the Adopt-a-School campaign was formally established as the first level of recognized giving to Hands on DC. This resulted in better coordination of donor solicitation. Working closely with the Recruitment Committee, Adopt-a-School level donors that also recruited a volunteer team were assigned their school for event day ahead of time. In the future, we expect this coordination to also help in the site selection process when donors commit to supporting Hands on DC early in the planning process.

The 2007 work-a-thon is already shaping up to be another fantastic year. For the first time, Hands on DC will be part of the Combined Federal Campaign for federal employees. In addition, The Advisory Board Company and the Corporate Executive Board's ServiceCorps program has indicated its intention to continue our partnership by having the Hands on DC work-a-thon be its companies' spring employee service day again.



Sites

Chaired by Shawn Bucholtz and Scott Jackson, the 2006 Sites Committee oversaw the completion of 309 landscaping, painting, and special projects in 33 DC Public Schools, including three schools that had never participated in Hands on DC. The Sites Committee also oversaw the development a number of special projects, including painting 16 murals, building planter boxes, installing playground equipment, picnic tables, and constructing 16 classroom dividers.



Volunteers after a long day at Cardozo High School

The Sites Committee continued to build upon its partnerships with key DC institutions. In particular, the Sites Committee benefited from the strong relationship that has been developed with the DC Public School System (DCPS) during the past decade. Once again, the DCPS Facilities Operations Officer helped Hands on DC to secure a safe and centrally located Staging Area in the parking garage at Shaw Junior High School, and helped arrange for permanent storage of the organization's supplies in DCPS facilities at no charge. As in previous years, the Sites Committee was supported by hard-working AmeriCorps*NCCC volunteers assigned to work with Hands on DC for the two weeks prior the event. Hands on DC also continued to benefit from walkie-talkie phones donated by Nextel for the event, as well as discounted paint prices from Duron.



A volunteer finishes up a mural at Bruce Monroe Elementary

One of Hands on DC's many strengths has always been making good use of our supporters' contributions. The co-chairs of the 2006 Sites Committee upheld this tradition by initiating an ambitious strategy of diversifying the suppliers for this year's event. In an environment of increasing paint and supply prices the Sites Committee was able to realize significant cost savings by purchasing supplies in bulk and through wholesalers. This yielded

impressive results: Hands on DC was able to increase the number of projects completed by more than 35%, while expenditures on supplies remained relatively unchanged.



The Sites Committee also demonstrated creativity by switching to disposable brushes for oil-based paints, eliminating the need for dozens of gallons of paint thinner and saving hundreds of volunteer hours spent cleaning brushes. Disposable brushes proved highly economical, allowing Hands on DC to place more in the hands of eager volunteers, and addressing a common complaint from past work-a-thons regarding paint brush shortages.

Information Technology

Among the many ways Hands on DC has matured as an organization has been by increasingly using technology to leverage the hard work of volunteers. In 2006 IT Committee chair Eili Klein worked closely with the other committee co-chairs to develop tools to support the work of their respective committees. His efforts touched every committee, and included taking the lead in the redesign of the website, developing sophisticated real-time volunteer check-in software, and developing an intranet to facilitate communication within the Sites Committee. Eili has agreed to stay in this position for 2007, with ambitious goals that will continue to improve knowledge management, security, and functionality within the organization.

Hands on DC Board of Directors

The reports from the Event Co-Directors and committee chairs capture the essence of each year's work-a-thon. But the annual event could not happen if other issues like filing taxes, maintaining the organization's incorporation status, obtaining an audit, developing evaluation processes, and other long-range planning efforts did not occur "behind the scenes." The Hands on DC Board handles these responsibilities.

Hands on DC continues to emphasize the Board's involvement with the fundraising process in order to ensure stability in our relationships with long-time donors. Many of the corporate donors began supporting Hands on DC due to a pre-existing relationship with a Board member. Furthermore, Board members serve longer terms than do typical fundraising committee chairs and this stability helps ensure our continued success.



Volunteers cleaning up after the event at the Staging Area at Shaw Junior High



Washington, DC's public schools are improving. We see that every year as we work with DCPS schools and staff. But we are still a long way from working ourselves out of an event -- which is our real long-term goal. In the meantime, the Board will continue to plan strategically to improve Hands on DC's financial processes, evaluation methods and community partnerships so that it can continue to refurbish DC's public schools, raise money for college scholarships, and involve people in their community.



Volunteers cleaning the playground at Orr Elementary

Plans for Hands on DC 2007

We expect the 2007 event to generate more revenue, reach more students, and raise more college scholarships than we were able to achieve in previous years. Some key goals for 2007 include:

- Build on Hands on DC's relationships with long-term community partners, such as College Bound;
- Encourage greater face-to-face interaction with volunteers, through more year-round fundraising and recruitment events;
- Streamline the cross-committee coordination of the Adopt-A-School campaign;
- Reach out to schools that have not previously participated in Hands on DC;
- Further improve our use of information technology resources.

We have the elements in place to achieve these goals: a talented group of leaders, a strong volunteer base, and great experience. We expect 2007 to continue last year's fundraising, project completion and volunteer recruitment success!



2006 Financial Overview

The following table provides a consolidated overview of Hands on DC's financial position at the end of Fiscal Year 2006. The Hands on DC Fiscal Year runs from September 1 to August 31.

	Total Funds	Notes
Balance (SOY)	\$26,994	
Income	\$91,799	Includes \$17,814 in scholarship donations from event volunteers.
Expense	\$83,821	Includes \$51,821 in operating costs and \$32,000 in scholarship contributions.
Balance (EOY)	\$34,972	

Please see Appendix A for more detailed income and expense breakdowns. Appendix B provides detailed descriptions of each income and expense category.

2006 INCOME

Operating income in 2006 was comprised of \$65,500 in corporate donations, including Platinum, Gold, Silver and Adopt-A-School level donors, and \$5,723 in individual contributions. Direct scholarship pledges were comprised of individual donations received between April 15, 2006 and May 31, 2006 and amounted to \$17,814. In total, Hands on DC's revenues in FY 2006 (excluding in-kind donations) were \$91,799, an increase of almost \$4,000 over FY 2005.

2006 EXPENSES

Operations

During 2006, Hands on DC expended \$51,821 (excluding in-kind contributions) to stage our annual event. Of that amount, about 65% of our operating expenditures (\$32,961) went to cover direct project costs before and on the day of the event, such as paint, painting supplies, mulch, special projects materials and equipment. Another 19% (\$9,498) was used to publicize the event in order to raise awareness of Hands on DC among potential volunteers and donors.

All told, Hands on DC's 2006 annual event came in \$3,030 under budget. Responsible financial management, careful attention to cost containment, and the receipt of certain in-kind contributions allowed Hands on DC to stage the work-a-thon event 6% below budget while still delivering an extremely effective program.



Scholarships

In addition to refurbishing DC public schools, Hands on DC raises funds for scholarships to help local students attend college. In 2006, Hands on DC continued its long-standing relationship with College Bound, working with that organization to award scholarships. College Bound will use the funds to provide college scholarships to DC public school students who have graduated from its mentoring program and gone on to college. In 2006 Hands on DC contributed \$32,000 in scholarship funds for DC public school students. The following table shows the cumulative scholarship totals contributed by Hands on DC and the community organizations that received our grants since 1995:

	College Bound	Community IMPACT!	Beat the Odds Foundation	Total
1995	\$22,000.00	\$22,000.00		\$44,000.00
1996	\$38,500.00	\$31,500.00		\$70,000.00
1997	\$37,073.85	\$15,166.58	\$15,166.58	\$67,407.01
1998	\$41,333.33	\$20,666.67		\$62,000.00
1999	\$36,666.67	\$18,333.33		\$55,000.00
2000	\$26,666.67	\$13,333.33		\$40,000.00
2001	\$21,650.00	\$10,000.00		\$31,650.00
2002	\$25,000.00			\$25,000.00
2003	\$18,000.00			\$18,000.00
2004	\$32,000.00			\$32,000.00
2005	\$36,000.00			\$36,000.00
2006	\$32,000.00			\$32,000.00
Total	\$366,890.52	\$130,999.91	\$15,166.58	\$511,057.01

2006 SUMMARY

In 2006, Hands on DC achieved a roughly \$4,000 increase in its operating and scholarship income. The work-a-thon operated below budget, yet again. In determining the scholarship donation over and above the work-a-thon pledges, the Board decided to be conservative in the donation for 2006 with the goal of using some financial reserves for an anticipated full audit in 2007 and for some significant capital outlays in the 2007 fiscal year. For 2007, Hands on DC plans to continue its strong performance in corporate fundraising. The outstanding fundraising performance in 2006, along with cost containment measures, has proven Hands on DC to be financially stable and in a very good position for 2007.



2007 Budget

Hands on DC's 2007 work-a-thon is scheduled for April 28, 2007. Planning is already well underway, and the Organizing Committee is working hard to develop another successful event. The following table provides a summary of our Fiscal Year 2007 budget.

Operating Budget Summary		
	<u>FY 06 Actual</u>	<u>FY 07 Budget</u>
Income	\$73,984	\$74,920
Expense		
Sites	\$33,877	\$41,140
Fundraising	\$0	\$670
Recruitment	\$455	\$630
Publicity	\$7,898	\$7,710
Administration	\$9,590	\$14,710
Subtotal, Operating	\$51,821	\$64,860

Capital Budget Summary		
Income (From reserves)	\$0	\$7,000
Expense	\$0	\$7,000

Scholarship Budget Summary		
	<u>FY 06 Actual</u>	<u>FY 07 Budget</u>
Income	\$17,814	\$17,800
Expense	\$32,000	\$32,020

INCOME

Leading the 2007 fundraising team are two volunteers with years of experience in fundraising and grant writing. They have set ambitious goals to find new donors, reinvigorate past relationships, and find new opportunities to raise funds. Based on its success last year, we believe the fundraising goals we have established are realistic and attainable. We expect our in-kind donations of equipment, such as carpet and rental equipment for the day of the event, and services, such as cell phones, to remain steady. And we plan to continue seeking new ways to increase volunteer pledging.



EXPENSES

While many line items in the budget will remain relatively stable in 2007, Hands on DC projects a significant increase in expenditures for a few items. Recognizing that donor dollars are scarce, the organization will rely on accumulated reserves to fund these increases. The budget has increased considerably for volunteer support and accounting fees. For the first time, funds are needed in the volunteer support category for FY 2007 to accommodate estimated housing and food expenses related to the team of Americorps*NCCC volunteers that assists Hands on DC in the two weeks prior to the event. In previous years, there was an Americorps*NCCC campus located in DC so these expenses were not incurred. Additional funds are also needed in the accounting fees category for FY 2007 to cover the costs associated with a full audit. After having established a pattern of receiving high marks from its auditors, the Board decided to implement a biannual audit schedule. Finally, the Board decided to invest in some capital equipment to benefit the work-a-thon and thus a capital expense category has been added to the budget.



Appendix A: Detailed Financial Information

INCOME

	FY06 Budget	FY06 Actual	Actual-Budget	FY07 Budget
Corporate	\$56,000	\$65,550	\$9,550	\$65,550
Other (e.g., T-shirt sales)	\$800	\$0	(\$800)	\$0
Personal	\$21,500	\$5,723	(\$15,777)	\$7,190
Events	\$2,000	\$1,924	(\$76)	\$2,000
Interest	\$100	\$182	\$82	\$180
Subtotal, Operating	\$80,400	\$73,984	(\$6,415)	\$74,920
Work-a-thon Donations	\$10,000	\$17,814	\$7,814	\$17,800
Subtotal, Scholarships	\$10,000	\$17,814	\$7,814	\$17,800
TOTAL INCOME (not including In-Kind)	\$90,420	\$91,799	\$1,378	\$92,720
Reserves needed for FY07				\$11,160
TOTAL INCOME (including portion of reserves)				\$103,880

IN-KIND CONTRIBUTIONS

Hands on DC receives a variety of in-kind contributions to make the event run smoother, enable us to stretch our operating resources further, serve as incentives for attending or donating at our fundraisers, or prizes for our top pledge-getters at the work-a-thon. We greatly appreciate our consistent in-kind contributors such as Rentals Unlimited and Nextel. We look forward to maintaining and growing our relationships with our valuable in-kind contributors for the 2007 event.



Putting the finishing touches on classroom dividers at Bruce Monroe Elementary



EXPENSES

	FY06 Budget	FY06 Actual	Budget-Actual	FY07 Budget
Landscaping	\$3,000	\$4,273	(\$1,273)	\$4,200
Postage	\$50	\$100	(\$50)	\$100
Office Supplies	\$80	\$46	\$34	\$50
Paint Supplies	\$24,400	\$22,110	\$2,290	\$22,200
Paint Storage	\$1,000	\$631	\$369	\$1,000
Tool Purchases	\$1,000	\$249	\$752	\$500
Photocopies	\$20	\$0	\$20	\$20
Site Coordinator discretionary fund	\$300	\$0	\$300	\$250
Staging Area Costs	\$50	\$0	\$50	\$50
Special Projects	\$1,000	\$1,411	(\$411)	\$1,400
Other	\$200	\$36	\$164	\$20
Trucks, Fuel, Insurance	\$4,000	\$4,738	(\$728)	\$4,750
Volunteer Support	\$400	\$284	\$116	\$6,600
Subtotal, Sites	\$35,500	\$33,877	\$1,623	\$41,140

Postage	\$60	\$0	\$60	\$60
Office Supplies	\$130	\$0	\$130	\$130
Photocopies	\$150	\$0	\$150	\$150
Proposals	\$50	\$0	\$50	\$30
Photographs	\$300	\$0	\$300	\$300
Subtotal, Fundraising	\$710	\$0	\$710	\$670

Postage	\$75	\$0	\$75	\$75
Office Supplies	\$200	\$177	\$23	\$200
Other	\$20	\$11	\$9	\$20
Photocopies	\$75	\$268	(\$193)	\$335
Subtotal, Recruitment	\$370	\$455	(\$85)	\$630

Banner	\$300	\$460	(\$160)	\$300
Brochures	\$1,000	\$1,173	(\$173)	\$850
Rally	\$200	\$0	\$200	\$0
Office Supplies	\$20	\$0	\$20	\$20
Other Publicity	\$600	\$0	\$600	\$300
Palm cards	\$300	\$189	\$111	\$200
Photocopies	\$225	\$202	\$23	\$205
Postage	\$20	\$87	(\$67)	\$75
Posters	\$750	\$245	\$505	\$250
T-shirts	\$4,200	\$5,458	(\$1,258)	\$5,460
Other	\$50	\$85	(\$35)	\$50
Subtotal, Publicity	\$7,665	\$7,898	(\$233)	\$7,710



Bank Charges	\$40	\$71	(\$31)	\$50
Office Supplies	\$20	\$0	\$20	\$0
Phone	\$425	\$650	(\$235)	\$660
Postage	\$20	\$304	(\$284)	\$300
Storage space	\$1,400	\$746	\$654	\$0
Insurance	\$6,200	\$6,121	\$79	\$6,200
Accounting Fees	\$1,500	\$1,275	\$225	\$7,000
Fundraising Fees	\$0	\$194	(\$194)	\$200
Website & e-fax (new line item)	\$0	\$220	(\$220)	\$260
Other (formerly included website)	\$450	\$0	\$450	\$20
Subtotal, Central Administration	\$9,605	\$9,590	\$15	\$14,710

Capital Expenses - Sites	\$0	\$0	\$0	\$1,500
Capital Expenses - Other	\$0	\$0	\$0	\$5,500
Subtotal, Capital Expenses	\$0	\$0	\$0	\$7,000

Bank Charges	\$20	\$0	\$20	\$20
Scholarship Contribution	\$36,550	\$32,000	\$4,550	\$32,000
Subtotal, Scholarship Fund	\$36,570	\$32,000	\$4,570	\$32,020



Appendix B: Income and Expense Category Descriptions

Hands on DC uses the following definitions for the income and expense categories outlined in the financial report:

INCOME

Operating Income: Funds used to support the organization's administrative, fundraising, and projects functions.

- *Corporate:* Funds from large companies or businesses.
- *Events:* Funds raised from happy hours or other activities sponsored by Hands on DC.
- *Other:* Uncategorized operating income, including anonymous donations.
- *Personal:* Funds from individuals.
- *Interest:* Earned interest on the Operating Fund bank account.

Scholarship Funds: Amounts donated to local organizations to distribute to Washington, DC public school students for college scholarships.

- *Work-a-thon donations:* Funds raised by the work-a-thon volunteers, primarily through pledge contributions.
- *Other:* Uncategorized funds or anonymous donations specifically for college scholarships.

EXPENSES

- *Accounting fees:* Costs of external accountants contracted by Hands on DC, including tax preparation services and an audit of the organization's finances.
- *Bank charges:* Bank fees and other associated costs of maintaining bank accounts, including returned check charges.
- *Banner:* Cost of creating a banner with corporate sponsors' logos for use at volunteer check in sites and other Hands on DC events.
- *Brochures:* Printing costs associated with the pledge brochures used by volunteers to record pledges received.



- **Insurance:** Liability insurance for the day of the event and Director's and Officer's insurance for the Board of Directors and the Executive Committee.
- **Landscaping:** All costs associated with landscaping projects, including the following sub-categories:
 - Disposable supplies, including gloves, bags, and other one-use items
 - Mulch and plants
 - Tools associated with landscaping projects
- **Postage:** Costs of mailing proposals, volunteer information, school forms, and other items.
- **Office supplies:** Paper, pens, files, computer disks, and other supplies needed to manage the organization.
- **Other:** Small charges that do not fall into any other category.
- **Paint Supplies:** All costs associated with painting projects, including the following sub-categories:
 - Disposable supplies, such as drop cloths, tape and roller heads, that only can be used once
 - Durable supplies, including brushes, roller cages and extensions, that are reusable
 - Paint
 - Stencils used to create painted maps or other art on parking lots
- **Palm cards:** Index-sized cards giving a quick summary of the event that are used primarily as a publicity tool.
- **Phone:** Cost of Hands on DC's phone line and voice-mail services.
- **Photocopies:** Cost of copies for operational uses.
- **Photography:** Film developing expenses to document Organizing Committee activities and the annual work-a-thon.
- **Posters:** Large-size posters publicizing the event.
- **Programs:** Materials used at the rally to inform volunteers of the schedule and to recognize sponsors.
- **Site Coordinator discretionary fund:** The coordinator assigned to oversee each school has the authority to spend up to \$50 on extra supplies on the day of the event in order to cover unanticipated needs.



- ***Special projects:*** Non-standard projects requiring special equipment, skills or supplies.
- ***Staging area:*** Costs associated with the location we use as a logistics headquarters in the weeks leading up to the event. Expenses include minor supplies such as light bulbs, snack food, toilet paper, etc, needed to make the location functional.
- ***Storage:*** Cost of storing our supplies during the year; includes special hazardous material storage for our paint supplies.
- ***Tool purchases:*** Cost to purchase tools necessary for the event that are not included in the landscaping and paint expenses.
- ***Trucks, fuel, insurance:*** Cost to rent trucks to transport materials to schools.
- ***T-shirts:*** Hands on DC t-shirts with logos sold to raise funds for scholarship and given to volunteers on the Organizing and Executive Committees.
- ***Volunteer support:*** Expenses associated with purchasing food, cups, snacks, and other “morale boosters” for staff at headquarters and when working long hours on projects.
- ***Website & E-fax:*** Costs for maintaining the Hands on DC website, a fax account for use with volunteer teams and schools, and an email list manager for volunteer communication.



Appendix C: Board and Executive Committee Membership

2006	<u>Board of Directors</u>	2007
<p>Michael Daniel, President Kimberley Luczynski, Secretary Katie Ferrier, Interim Treasurer Caroline Clayton, Event Co-Director Matthew Herzog, Event Co-Director Tracy Costigan Jill Brown Kettler Brian Kettler Billy Pizer Christina Russell William Wright</p>	<p>Christina Russell, President Kimberley Luczynski, Secretary Anice Schervish, Treasurer Leigh Egaas, Event Co-Director Andrea Gudeon, Event Co-Director Caroline Clayton Tracy Costigan Michael Daniel Matthew Herzog Jill Brown Kettler Brian Kettler Billy Pizer William Wright</p>	<p>Christina Russell, President Kimberley Luczynski, Secretary Anice Schervish, Treasurer Leigh Egaas, Event Co-Director Andrea Gudeon, Event Co-Director Caroline Clayton Tracy Costigan Michael Daniel Matthew Herzog Jill Brown Kettler Brian Kettler Billy Pizer William Wright</p>
<u>Executive Committee</u>		
<p>Caroline Clayton, Event Co-Director Matthew Herzog, Event Co-Director Katie Ferrier, Interim Treasurer Scott Jackson, Sites Co-Chair Shawn Bucholtz, Sites Co-Chair Lauren Maza, Recruitment Co-Chair Leigh Egaas, Recruitment Co-Chair Ellie McCormick, Publicity Co-Chair Kristina Rundquist, Publicity Co-Chair Eili Klein, Information Technology Chair Virginia Kromm, Fundraising Co-Chair Brian Gage, Fundraising Co-Chair</p>	<p>Leigh Egaas, Event Co-Director Andrea Gudeon, Event Co-Director Anice Schervish, Treasurer Annie Leonetti, Sites Co-Chair Stuart Shave, Sites Co-Chair Frank Lattuca, Recruitment Co-Chair Marianne Nazzaro, Recruitment Co-Chair Sujeeta Bhatt, Publicity Chair Eili Klein, Information Technology Chair Jill Marshall, Fundraising Co-Chair Rafif Ben Messalem, Fundraising Co-Chair</p>	<p>Leigh Egaas, Event Co-Director Andrea Gudeon, Event Co-Director Anice Schervish, Treasurer Annie Leonetti, Sites Co-Chair Stuart Shave, Sites Co-Chair Frank Lattuca, Recruitment Co-Chair Marianne Nazzaro, Recruitment Co-Chair Sujeeta Bhatt, Publicity Chair Eili Klein, Information Technology Chair Jill Marshall, Fundraising Co-Chair Rafif Ben Messalem, Fundraising Co-Chair</p>



Volunteers celebrating a successful event!

