



We exist to support and promote outstanding opportunities through recreation for children and adults with disabilities in cooperation with Northwest Special Recreation Association.

Regular Meeting
December 5, 2023 - 3:30 p.m.
Virtual Board Meeting
<https://zoom.us/j/94255491614>
Call in number: (312) 626-6799
Meeting ID: 942 5549 1614

AGENDA

- I. Call to Order
Roll Call
- II. Introduction of Guests:
 - A. Shannon Herrick – Support Services Coordinator
- III. Approval of Agenda
- IV. **Approval of Minutes, October 17, 2023 – Pages 3-10**
- V. Correspondence
 - A. Written
 - B. Oral
- VI. Staff Reports
None
- VII. **Review of Financial Statements/Investments: – Pages 11-16**
 - A. Organizational Cash Overview – October 31, 2023
 - B. Balance Sheets
 - C. SLSF Budget vs. Actual
 - D. Accounts Snapshot
- VIII. **Warrants: Pages 17-19**
 - A. Motion to approve Warrant October 31, 2023 - \$96,615.29
 - B. Motion to approve Warrant November 30, 2023 - \$24,117.36
- IX. **Old Business – Pages 20-35**
 - A. Events Wrap Up
 - B. Conflict of Interest Policy & Annual Statement – Reminder
- X. **New Business – Pages 36-38**
 - A. Legal:
 1. Appointment of Legal Counsel – Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz
 - B. Appointment of President – Tracey Crawford – Resolution R2023-3

C. Other

XI. Information/Action Items – Pages 39-55

A. Proposed Budget FY2024

1. FY23 PYE Budget Variance Explanations

2. FY24 Proposed Budget

3. FY24 Line-Item Descriptions and
Justifications

B. 2024 Event Calendar

C. Board Member Comments – Oral

D. Holiday Luncheon

E. NWSRA Grant

F. Other

XII. Comments

XIII. Adjournment

IV. Minutes

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**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES
OF THE SPECIAL LEISURE SERVICES FOUNDATION
HELD VIA ZOOM ON PROVIDED LINK
ON THE 17th OF OCTOBER, 2023**

Chairman Crook called the meeting to order at 3:32 p.m.

Those present were: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Kathy Nowicki, Terri Oates and Kevin Romejko.

Absent: Thomas Campone, Dennis Hanson, Jim Houser, Tom Perkins, Rafal Pintkowski, Erika Strojinc, and Jonathan Salk

Also present: Tracey Crawford, President; Anne Kiwala, Superintendent of Development; Rachel Hubsch and Andrea Griffin, Superintendents of Recreation; Tom Draper, Superintendent of Marketing and Communications; Gazmend Meni, Superintendent of Finance, Liz Thomas, Foundation Manager; Megan O'Brien, Events Coordinator; Andrew Tuszynski, Katrina Zabat, Sydney Csoka, Recreation Specialists; Diana Gallegos, Intern; Kelly Suchodolski, Receptionist; Tricia Snell, Registrar; Ken Dryfout, Benjamin F. Edwards and Jessica Vasalos, Administrative Manager, as recording secretary.

Tom Perkins arrived at 3:41 pm

Introduction of Guests

All guests were introduced.

Approval of Agenda for October 17, 2023

Chairman Crook called for a motion to approve the agenda for October 18, 2022, with changes to move the Investment Update immediately following the approval of the agenda. Director Romejko made the motion and Director Oates seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Kathy Nowicki, Terri Oates, and Kevin Romejko

NAY: None

The motion carried.

Approval of Minutes for May 16, 2023

Chairman Crook called for a motion to approve the minutes for the May 16, 2023. Director Gattuso moved the motion and Director Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Kathy Nowicki, Terri Oates, and Kevin Romejko

NAY: None

The motion carried.

Correspondence

Written: None

Oral: None

SLSF Reports

Superintendent Kiwala reported that the foundation anticipated to bring in around \$560,000 this year which is nearly \$100,000 more than budgeted with most of the golf outings selling out and increased attendance at both the fashion show and gala as well as bringing in close to \$130,000 in sponsorship dollars – which is \$32,000 more than budgeted. We also saw an increase in general donations due to several community events that were held to benefit SLSF (ride for autism Chicago \$20,000) as well as a large individual donation. Since we met at the last board meeting, SLSF staff have attended nearly 50 networking events to promote events and sponsorship and collaborated with Zurich North America - Make a difference Day – October 21st – Zurich Fun Fair. SLSF also hosted the Celebrate Ability Gala on November 3rd, which celebrated 30 years. Thank you to all of you who attended – you really helped make the evening a success. The evening included nearly 200 attendees and brought in over \$90,000 – which included \$15,000 in the impact auction which will go toward renovating the music room at the Rolling Meadows Community Center to create a sensory inclusive environment, purchase new instruments, and accommodate group programming. During the first week of December, SLSF is hosting the DoubleGood Popcorn Fundraiser – 50% of sales comes back to the foundation. Last year raised over \$4,000. She also reminded the Board that the Holiday Luncheon will be held at Chandler's, immediately following the NWSRA Board Meeting on December 13 and thanked the Board for all that the Board has done for NWSRA and SLSF in 2023.

Events

Superintendent Kiwala also reported that the team is on track for general donations.

A charity softball game held for NWSRA by Bear Family Restaurants at Wintrust stadium, which brought in just over \$5,000. The Knights of Columbus Intellectual Disabilities Drive (or Tootsie Roll Drive) – in which SLSF collaborated with 3 local Knights Councils for PURSUIT to volunteer taking donations at store fronts. SLSF receives a portion of these donations. The Bear Family McDonald's Dinner – held on September 20th – where NWSRA and SLSF supporters came out to McDonald's in Hoffman Estates and were served by Tracey Crawford, which raised \$1,443.

Sponsors

Foundation Manager Thomas thanked everyone for sponsorship in 2023. Thank you to everyone for your help thus far with sponsorship. Networking as a team has been a huge part of this. We have exceeded expectations and budget.

Events

Megan O'Brien reported that event wrap ups can be found in the packet. This year's Buffalo Grove Golf Classic had 125 golfers and brought in the largest grossing amount since the event started. This event is a collaborative event with the Rotary Club of Buffalo Grove.

Moretti's/NWSRA Golf Classic - had 125 golfers, doubling attendance since last year. We were excited to have 2 presenting sponsors. This event is a partnership with Ala-Carte and Moretti's and rotates between Mt. Prospect and Schaumburg.

Women's golf outing was held on August 30th. We had 110 golfers and 18 caddies. The Caddy auction brought in \$12,226 and this was the highest grossing year at \$35,000.

Arlington Classic was held on September 14th and we had 101 golfers in attendance, which is double what we had last year. This was the 2nd highest revenue, bringing in \$34,000. This year's Duffer was John Scaletta, a past Village of Arlington Trustee

Mattress/Bedding/Pillow/Bed Foundation/Slipper sales brought in about \$1,500. SLSF is coordinating a date for community members and staff to come and pick up their items.

Celebrate Ability Gala is on Friday, November 3rd at Chevy Chase, tickets are \$150 and are available until October 27. The Gala will have a silent auction, bucket o' cheer tickets, impact auction and new this year is our \$20 red envelope raffle. Guests will receive a red envelope for every additional purchase they make at the Gala.

Grants

Superintendent Kiwala reported that to date \$112,500 in grants have been applied for and \$102,000 has been received. Staff are applying to an additional 12 new organizations by year's end.

Goals

Superintendent Kiwala reviewed the Goals for the 3rd quarter with the Board, breaking down the strategic goals.

Marketing and Public Relations

Superintendent Draper reported that reported on the duties and responsibilities that he has been working on over the last quarter. Staff hosted an intern this summer who handled all of the social media posts. He also highlighted the visit from the Human Rights and Actions group from Korea. He was also happy to inform the Board that Tracey Crawford received an award at the NRPA conference in Dallas. Marketing is currently working on the Gala marketing materials.

NWSRA Program Report

Superintendent Hubsch shared a story with the Board about the Bear Family softball game and highlighted the events of Long Trip.

Benjamin Edwards Investment Update

Ken Dryfout, Benjamin F. Edwards, presented an overview of the current economic situation and the status of SLSF's portfolio and financial position. The market is down overall with the Federal Reserve trying to push inflation back. In doing so they raised rates and slowed the economy. Portfolio is designed to fall less and come up with the market and is a balanced portfolio. Net contributions as of today are – 141,000 have come in shorter term cd's at 4.75% interest rates. The balance in the fund is greater than what has been taken out. Managing based on the investment policy statement. Close to spot on the 60% and 40% allocations. Reinvesting the \$50,000 that is liquid right now, and when the \$40,000 comes available next month will keep that liquid until May.

3rd Quarter Financial Reports

Superintendent Kiwala reported that the financial reports are in the packet for review and also stated reviewed the 3rd quarter report and reminded the Board that at this point the Foundation should be at 75% of the budget. There is a variation of 10% plus or minus. An explanation of those variations can be found in the quarterly report.

Other

Approval of Warrant May 2023

Chairman Crook called for a motion to approve May 2023 Warrant, in the amount of \$9,154.63. Director Oates made the motion and Director Gattuso seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins and Kevin Romejko

NAY: None

The motion carried.

Approval of Warrant June 2023

Chairman Crook called for a motion to approve June 2023 Warrant, in the amount of \$163,566.15. Director Fahnstrom made the motion and Director Romejko seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins and Kevin Romejko

NAY: None

The motion carried.

Approval of Warrant July 2023

Chairman Crook called for a motion to approve Warrant July 2023, in the amount of \$17,649.62. Director Morgan made the motion and Director Oates seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins and Kevin Romejko

NAY: None

The motion carried.

Approval of Warrant August 2023

Director Crawford called for a motion to approve Warrant August 2023, in the amount of \$14,973.91. Director Ballantine made the motion and Director Crook seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins and Kevin Romejko

NAY: None

The motion carried.

Approval of Warrant September 2023

Director Crook called for a motion to approve Warrant September 2023, in the amount of \$31,558.87. Director Fahnstrom made the motion and Director Ballantine seconded the motion. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins and Kevin Romejko

NAY: None

The motion carried.

Old Business

None

New Business

Ratification of Audit

Director Crawford asked for a motion to ratify the Audit vote as presented. Director Ballantine made the motion and Director Oates seconded the motion to ratify the Audit vote as presented. Upon roll being called, the vote was as follows:

AYA: Linda Ballantine, Amy Charlesworth, Al Crook, Bret Fahnstrom, Anthony Gattuso, Jay Morgan, Kathy Nowicki, Terri Oates, Tom Perkins and Kevin Romejko

NAY: None

The motion carried.

NWSRA Grant

Superintendent Kiwala reviewed the 2nd installment of the NWSRA grant with the Board as well as reviewing the pillars that this grant funds.

Holiday Luncheon

Megan O'Brien, Events Coordinator reminded the Board that the Holiday luncheon will be held at Chandler's Steak House on December 13, 2023. The invitation is in the packet. She also asked the Board to send RSVPs with invited guests to her team.

Conflict of Interest

Superintendent Kiwala and President Crawford reported to the Board that Jessica will be sending out the Conflict of Interest & Annual Statement and will need the Board to sign and return it back to her by the next Board meeting.

Other

Director Crawford reminded the board that it is budget season. There is a large budget deficit that may require her to come back to the Board for additional grant funding in the ask for next year. Hoffman Estates Park District was awarded the Gold Medal Award due to the work that was done at the Vogeley House.

Information/Action Items

2024 Board Meeting Schedule

Chairman Crook reviewed the 2024 Board Meeting dates with the Board.

Board Member Comments

Director Fahnstrom and Director Morgan gave Director Crawford major kudos to her and the SLSF team for an outstanding job done this year.

Adjournment

Being no further business to come before the Board, Chairman Crook called for a motion to adjourn the meeting at 4:50 pm. Director Ballantine and Director Oates seconded the motion. Upon voice vote, the motion carried.

Secretary

VII. Financial/ Investment Statements

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**NORTHWEST SPECIAL RECREATION ASSOCIATION
SPECIAL LEISURE SERVICE SERVICES FOUNDATION
ORGANIZATIONAL CASH OVERVIEW AS OF OCTOBER, 2023**

<u>WORKING CASH</u>	NWSRA	SLSF	TOTAL
PATTY CASH	\$500.00	\$150.00	\$650.00
BSN CHECKING (Village Bank and Trust)	\$296,374.16	\$193,106.30	\$489,480.46
OPERATING/MMA (Village Bank and Trust)	\$412,561.26	\$36,045.43	\$448,606.69
FLEX SPENDING CHECKING	\$1,226.83		\$1,226.83
TOTAL	<u>\$710,662.25</u>	<u>\$229,301.73</u>	<u>\$939,963.98</u>

<u>RESERVE - INVESTMENTS</u>			
BF EDWARDS		\$1,140,956.52	\$1,140,956.52
PFM Asset Management	\$2,203,098.12		\$2,203,098.12
TOTAL	<u>\$2,203,098.12</u>	<u>\$1,140,956.52</u>	<u>\$3,344,054.64</u>

<u>RESERVE - OPERATING</u>			
MAX SAFE 1 (Village Bank and Trust)	\$726,146.23		\$726,146.23
TOTAL	<u>\$726,146.23</u>		<u>\$726,146.23</u>

<u>TOTAL CASH AND RESERVES</u>	<u>\$3,639,906.60</u>	<u>\$1,370,258.25</u>	<u>\$5,010,164.85</u>
<u>Oct-23</u>			

<u>TOTAL CASH AND RESERVES</u>	CASH	\$538,830.80	\$311,971.55	\$850,802.35
<u>Oct-22</u>	RESERVES - OPERATING	\$1,269,089.32	\$744.06	\$1,269,833.38
	RESERVES - CAP	\$2,001,534.11		\$2,001,534.11
	RESERVES - INVEST	\$1,284,872.86	\$928,329.02	\$2,213,201.88
	TOTAL	<u>\$5,094,327.09</u>	<u>\$1,241,044.63</u>	<u>\$6,335,371.72</u>

Special Leisure Services Foundation
Balance Sheet

As of October 31, 2023

Modified Accrual Basis

	Oct 31, 23
ASSETS	
Current Assets	
Checking/Savings	
10100 · Petty Cash	150.00
10300 · SLSF Operating	193,106.30
10900 · SLSF VB&T Reserve/Project MMA	36,045.43
11300 · BENJAMIN EDWARDS	
11310 · Reserve Cash	60,626.49
11300 · BENJAMIN EDWARDS - Other	1,080,330.03
	1,140,956.52
Total 11300 · BENJAMIN EDWARDS	1,140,956.52
Total Checking/Savings	1,370,258.25
Other Current Assets	
12200 · Event Deposits	4,000.00
Total Other Current Assets	4,000.00
Total Current Assets	1,374,258.25
TOTAL ASSETS	1,374,258.25
LIABILITIES & EQUITY	
Equity	
29000 · Retained Earnings	1,181,718.23
29200 · Net Assets-Temp. Restricted	39,607.05
Net Income	152,932.97
Total Equity	1,374,258.25
TOTAL LIABILITIES & EQUITY	1,374,258.25

Special Leisure Services Foundation Profit & Loss Budget vs. Actual

January through October 2023

Modified Accrual Basis

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
31100 · Investment Income -BF Edw				
31101 · Unrealized Gain (Loss)-BF Edw	29,752.32	0.00	29,752.32	100.0%
31103 · Investment Interest	17,583.78	0.00	17,583.78	100.0%
Total 31100 · Investment Income -BF Edw	47,336.10	0.00	47,336.10	100.0%
31110 · Interest Income	1,055.43	50.00	1,005.43	2,110.9%
31200 · Grants				
31210 · Township	15,350.02	18,000.00	-2,649.98	85.3%
31250 · Private Foundations	92,250.00	109,500.00	-17,250.00	84.2%
Total 31200 · Grants	107,600.02	127,500.00	-19,899.98	84.4%
31300 · Restricted Fundraising				
31310 · Registration	25,209.90	19,930.00	5,279.90	126.5%
31320 · Raffle Tickets	1,712.44	2,200.00	-487.56	77.8%
31330 · Hole Sponsors	2,946.00	2,650.00	296.00	111.2%
31340 · Event Sponsors	20,350.00	9,500.00	10,850.00	214.2%
31360 · Auctions	2,172.00	250.00	1,922.00	868.8%
31390 · Contest Holes	8,055.19	5,500.00	2,555.19	146.5%
31395 · Lightning Athletes Booster Club	1,271.64	1,500.00	-228.36	84.8%
Total 31300 · Restricted Fundraising	61,717.17	41,530.00	20,187.17	148.6%
31400 · Restricted Donations				
31410 · Memorial Donations	280.00	0.00	280.00	100.0%
31420 · General Donations	58.60	3,000.00	-2,941.40	2.0%
31430 · Annual Appeal	1,800.13	2,450.00	-649.87	73.5%
Total 31400 · Restricted Donations	2,138.73	5,450.00	-3,311.27	39.2%
32300 · Unrestricted Fundraising				
32310 · Registration	76,579.53	66,210.00	10,369.53	115.7%
32320 · Raffle Tickets	12,783.40	18,000.00	-5,216.60	71.0%
32330 · Hole Sponsors	16,795.35	19,350.00	-2,554.65	86.8%
32340 · Event Sponsors	98,531.86	66,000.00	32,531.86	149.3%
32360 · Auctions	10,716.84	32,400.00	-21,683.16	33.1%
32390 · Contest Holes	38,880.82	27,250.00	11,630.82	142.7%
Total 32300 · Unrestricted Fundraising	254,287.80	229,210.00	25,077.80	110.9%
32400 · Unrestricted Donations				
32410 · Memorial Donations	8,558.55	3,000.00	5,558.55	285.3%
32420 · General Donations	83,876.35	40,000.00	43,876.35	209.7%
32430 · Annual Appeal	4,681.80	14,500.00	-9,818.20	32.3%
32435 · Kevin's Club	0.00	100.00	-100.00	0.0%
Total 32400 · Unrestricted Donations	97,116.70	57,600.00	39,516.70	168.6%
Total Income	571,251.95	461,340.00	109,911.95	123.8%
Gross Profit	571,251.95	461,340.00	109,911.95	123.8%
Expense				
40000 · Administration				
40100 · Postage	5,433.39	5,500.00	-66.61	98.8%
40200 · Office Expense	26,208.93	27,190.00	-981.07	96.4%
40250 · Credit Card fees	4,206.30	1,930.00	2,276.30	217.9%
40400 · Professional Memberships	5,446.84	7,065.00	-1,618.16	77.1%
40500 · Education/Training	100.00	1,925.00	-1,825.00	5.2%
40600 · Public Education/Information	4,737.20	14,000.00	-9,262.80	33.8%
40700 · Printing	954.16	5,920.00	-4,965.84	16.1%
40800 · Professional Fees	3,000.00	5,500.00	-2,500.00	54.5%
40850 · Legal Fees	13.00	0.00	13.00	100.0%
40900 · Kevin's Club	342.92	900.00	-557.08	38.1%
Total 40000 · Administration	50,442.74	69,930.00	-19,487.26	72.1%

Special Leisure Services Foundation Profit & Loss Budget vs. Actual

January through October 2023

Modified Accrual Basis

	Jan - Oct 23	Budget	\$ Over Budget	% of Budget
41300 · Fundraising Restricted				
41310 · Signs	0.00	210.00	-210.00	0.0%
41320 · Food	10,780.01	8,530.00	2,250.01	126.4%
41330 · Gifts	1,477.75	1,000.00	477.75	147.8%
41350 · Prizes	900.00	700.00	200.00	128.6%
41375 · Lightning Athletes Booster Club	0.00	1,400.00	-1,400.00	0.0%
41380 · Supplies	2,149.30	3,115.00	-965.70	69.0%
Total 41300 · Fundraising Restricted	15,307.06	14,955.00	352.06	102.4%
42300 · Fundraising Unrestricted				
42310 · Signs	0.00	450.00	-450.00	0.0%
42320 · Food	33,821.41	52,429.50	-18,608.09	64.5%
42330 · Gifts	2,907.95	4,360.00	-1,452.05	66.7%
42340 · Recognition	12,614.74	18,787.50	-6,172.76	67.1%
42350 · Prizes	1,565.00	3,660.00	-2,095.00	42.8%
42370 · Printing	2,212.00	4,100.00	-1,888.00	54.0%
42380 · Supplies	16,469.01	19,889.00	-3,419.99	82.8%
42300 · Fundraising Unrestricted - Other	29.68			
Total 42300 · Fundraising Unrestricted	69,619.79	103,676.00	-34,056.21	67.2%
43000 · Grants Given				
43100 · NWSRA Lightning Athletes	8,587.32	55,871.99	-47,284.67	15.4%
43200 · Accessible Vehicle Support	30,000.00	57,415.53	-27,415.53	52.3%
43300 · Scholarships	56,343.82	73,759.50	-17,415.68	76.4%
43400 · Inclusion (ADA Compliance)	1,250.00	14,846.00	-13,596.00	8.4%
43500 · General Program Support	136,768.25	95,410.31	41,357.94	143.3%
Total 43000 · Grants Given	232,949.39	297,303.33	-64,353.94	78.4%
Total Expense	368,318.98	485,864.33	-117,545.35	75.8%
Net Ordinary Income	202,932.97	-24,524.33	227,457.30	-827.5%
Other Income/Expense				
Other Expense				
43650 · Capital Improvements	50,000.00	124,402.95	-74,402.95	40.2%
Total Other Expense	50,000.00	124,402.95	-74,402.95	40.2%
Net Other Income	-50,000.00	-124,402.95	74,402.95	40.2%
Net Income	152,932.97	-148,927.28	301,860.25	-102.7%

SLSF Account Snapshot as of 10/31/2023:
Village Bank & Trust

1. SLSF Operating - \$ 193,106.30

a. Restricted - \$66,534.82

b. Unrestricted - \$126,571.48

Reserve/Project Money Market Account

1. RP Money Market - \$36,045.43

a. Impact Auction 2022 (Greenhouse) - \$14,075.00

b. Contingency funds (left over from Vogelei) - \$732.30

c. Additional contingency funds from 2022 - \$15,192.70

d. Montgomery ward Grant (Music Room) - \$5,000

e. Interest Earned \$1,045.43

Benjamin F. Edwards

1. Investments/Holdings - \$1,140,956.52

a. Cash - \$ 60,626.49

b. Investments - \$ 1,080,330.03

Total of all assets/Accounts = \$1,370,108.25

VIII. Warrants

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**Special Leisure Services Foundation
Warrants October, 2023**

Num	Name	Memo	Account	Original Amount
25715	Seldon Fox		10300 - SLSF Operating	-3,000.00
		Invoice # 227946, Audit fee	40800 - Professional fees	3,000.00
				<u>3,000.00</u>
25716	Jeffrey Hedberg		10300 - SLSF Operating	-200.00
		Music Duo	42380 - Supplies	200.00
				<u>200.00</u>
25717	NWSRA		10300 - SLSF Operating	-92,120.29
		October ask	43100 - Lightnings Athletes	4,940.32
		October ask	43300 - Scholarships	29,222.82
		October ask	43200 - Accessible Vehicle Support	15,000.00
		October ask	43400 - Inclusion (ADA Compliance)	750.00
		October ask	43500 - General Program Support	39,769.25
		Postage Reimbursement	40100 -3-quarter reimbursement	2,437.90
				<u>92,120.29</u>
				92,120.29
25718	Peter Aglinskas		10300 - SLSF Operating	-200.00
		Music Duo	42380 - Supplies	200.00
				<u>200.00</u>
25719	TPM Graphics		10300 - SLSF Operating	-785.00
		Envelopes	40200 - Office Expenses	785.00
				<u>785.00</u>
25720	US Postal Service		10300 - SLSF Operating	-310.00
		Permit Renewal	40100 - Postage	310.00
				<u>310.00</u>
Total for Warrant October 2023				96,615.29

Motion to approve Warrants October 2023 for \$96,615.29
Covering check numbers 25715 - 25720 from Village Bank and Trust

**Special Leisure Services Foundation
Warrants November, 2023**

Num	Name	Memo	Account	Original Amount
25721	Anne Kiwala		10300 · SLSF Operating	-2,160.00
		Gala cash	10400 · Cash Banks	2,160.00
				<u>2,160.00</u>
25723	Sayre & Jones Auctioneers LTD		10300 · SLSF Operating	-375.00
		Auctioneer Payment	42380 · Supplies	375.00
				<u>375.00</u>
25724	Rotary Club of Arlington Heights		10300 · SLSF Operating	-13,239.48
		Arlington Classic Golf Outing	42340 · Recognition	13,239.48
				<u>13,239.48</u>
25725	TPM Graphics, Inc		10300 · SLSF Operating	-707.00
		Celebrate Ability Gala	423370 · Printing	707.00
				<u>707.00</u>
25726	Illinois Charity Bureau Fund		10300 · SLSF Operating	-250.00
		IL990 AG	40800 · Professional Fees	250.00
				<u>250.00</u>
	BMO Harris Credit Card	P-card for October paid in November 2023	Various accounts	7,385.88
Total for Warrant November 2023				24,117.36

Motion to approve Warrants November 2023 for \$24,117.36
Covering check numbers 25721 - 25726 from Village Bank and Trust

IX. Old Business

[Return to Home](#)

Date: October 9, 2023

To: Tracey Crawford

From: Megan O'Brien

Event: Arlington Classic Golf Outing

Event History: This golf outing began as a collaboration between the Rotary Club of Arlington Heights, of which Kevin Kendrigan was a member, and the Special Leisure Services Foundation as a way to run an event that would benefit both agencies. SLSF would do all the organizing of the event including securing a golf course, and the Rotary Club would solicit golfers, sponsors, and raffle prizes. In 2011, the Rotary Club of Arlington Heights Sunrise merged with the Rotary Club of Mount Prospect Sunrise creating the Rotary Club of Mount Prospect/Arlington Heights and the partnership on the outing continued. In 2015, that Rotary Club of Mount Prospect/Arlington Heights dissolved due to low membership and the Rotary Club of Arlington Heights Noontime was asked to become the collaborators on the outing and they accepted.

A highlight of the outing is the naming of the Duffer of the Year. The duffer was created to acknowledge a person who contributes to the Arlington Heights community in a significant way but is not recognized publicly for their efforts. In May of the outing year, the previous duffers meet for lunch and vote for the person they think deserves to be the new duffer. That person is then taken to lunch/coffee by a duffer representative and an SLSF representative and asked to act as the year's duffer. The duffer is required to attend the outing, create a gimmick hole contest for the "Duffer Hole" and to bring in sponsors and golfers for the event. At the outing dinner, they have an opportunity to speak and are given a green "Duffer Jacket" that is embroidered with the duffer symbol and the year they were the duffer.

Duffer History:

'93 Ernie Blomquist	'01 Jack Whisler	'09 Tom Kivlahan	'17 Neil Scheufler
'94 Mike Silverman	'02 Arlene Mulder	'10 Jim Bertucci	'18 Derek Hanley
'95 Dee Bigham	'03 Mary Stitt	'11 Ron Crawford	'19 Carol Blackwood
'96 Mike Cook	'04 Bob Paddock	'12 Bob Whisler	'20 No Duffer Nominated
'97 Joseph Burlini	'05 Steve Daday	'13 John Glueckert, Jr.	'21 No Duffer Nominated
'98 Kristine Stabler	'06 Bruce Crowther	'14 Mary Cay Chisholm	'22 Colin Gilbert
'99 Rod Kath	'07 Sue Duchek	'15 Andrew Bennett	'23 John Scaletta
'00 Angelo Capulli	'08 Mike Flaherty	'16 Beth and George Drost	

of years event held: The event has been held since 1993, this was the 31st year.

Event Explanation: The event is held the second or third Thursday in September depending on the dates of the Jewish High Holidays. It's hosted at Arlington Lakes Golf Course in Arlington Heights. The event is an 18 hole, shot gun scramble format. With lunch and dinner provided along with a Duffer Presentation.

Event Preparation: In October, the golf course is confirmed and dates are set in the SLSF calendar. In February or March, an SLSF representative attends the Rotary Club meeting and talks about SLSF/NWSRA and the outing. In May, the duffers meet to vote on the year's duffer. When the duffer has accepted, flyers are created and a save the date is sent electronically to the last three years' participants. The committee consists of members of the Rotary Club of Arlington Heights and outside Arlington Heights Community Members. An SLSF representative begins attending their lunch meetings in May to talk about the club's responsibilities and keep the club updated on progress. Club members are asked to volunteer to gather raffle prizes, solicit sponsors and golfers and volunteer. Committee members are sent a weekly update to share with the club and to keep the club active in the recruitment process. The SLSF representative meets/emails/talks to the committee and the Duffer on a weekly basis as soon as the flyers are sent in early July.

The dinner caterer is contracted in June to place the lunch and dinner order. The SLSF representative meets with the golf course professionals to make certain all is in order.

Committee Names: The committee consists of the members of the Rotary Club of Arlington Heights. In 2021, the committee consisted of:

Chuck Adler	Carrie Fullerton
Rebecca Haltman	Rick Koebernick
Neil Scheufler	Mark Tauber

Gimmick Hole explanation:

Orange You Glad You Didn't Lose It

- Each foursome will receive one orange golf ball to be used at each hole.
- The goal is to not lose the golf ball throughout the day.
- At each hole someone will drive using the orange golf ball.
- At the end of your round if you still have your golf ball, write your starting hole on the golf ball and turn in to a SLSF team member.
- The winning foursome will win a prize.

Putt A Palooza

- Passport holders are entered into this contest, all other golfers can enter for \$5
- Meet at the Putting Green
- At registration, each golfer will receive a golf ball with a specific number.
- At 11:40 a.m. all golfers will go to the Putting Green.
- At 11:45 a.m. all golfers will be instructed to putt at the same time, the first golf ball in the hole will win a prize.
- If more than one golf ball goes into the hole, the golfer balls will be placed in a bucket and the winner will be randomly picked.

Meet the Duffer – John Scaletta

- Passport holders are already entered in this contest, all others can enter for a donation of at least \$10.
- Come meet John Scaletta, Vice President at F & F Management Inc. He has a fun contest planned for this hole, which includes some movie fun!

Double your Chances

- Passport holders are entered, all other golfers may enter for \$20.
- The volunteer will give you six dinner raffle tickets.
- The golfer will take their tee shot.
- If your tee shot lands on the green, the volunteer will give you six additional dinner raffle tickets, thus giving you 12 chances of winning a prize from the dinner raffle table!

Closest to the Pin

- All golfers are entered at no additional cost. The winner receives a box of balls.

Licorice Rope

- Passport holders are entered into this contest, all other golfers can enter for \$5
- Golfers will be given 3 feet of Licorice Rope
- Golfers can use the licorice rope to get their golf ball close or in the hole.
- Once a length of licorice is used it cannot be used again.
- If a golfer runs out of licorice they can pay an additional \$5 to get more.
- The licorice rope can only be used at this hole.

Split the Pot

- Passport holders are entered, all other golfers may enter for \$10.00.
- A volunteer writes the golfer's name on a raffle ticket and places it in the golf bag (donated by MolsonCoors).
- During the dinner after the outing, 2 tickets are drawn. The 1st ticket pulled wins half of the day's pot and the 2nd ticket pulled wins the golf bag.

Most Accurate Drive

- All golfers are entered at no additional cost. The winner receives a box of balls.

Longest Drive

- All golfers entered at no additional cost. The winner receives a box of balls.

Target Numbers: Budget/Actual

SLSF is waiting for additional payments prior to finalizing the 2023 actual numbers.

Target #	2021		2022		2023	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$20,980	\$24,815	\$26,350	\$27,871.00	\$22,915	\$34,319.66
Expenses	\$4,755	\$3,301.02	\$6,310	\$6,384.18	\$5,900	\$4,889.04
Net Revenue	\$16,225	\$21,513.98	\$20,040	\$21,486.82	\$17,015	\$29,430.81
SLSF share	\$9,612.50	\$12,256.99	\$11,520	\$12,372.91	\$9,898.50	\$16,215.41
Rotary share	\$6,612.50	\$9,256.99	\$8,520	\$9,113.91	\$7,116.50	\$13,215.41
Registrations (includes sponsored golfers)	68	72	80	62	59	101
Sponsorships	\$7,000	\$7,750	\$8,500	\$9,900	\$10,500	\$12,850.27
Passports	\$0	\$2,640	\$2,700	\$2,700	\$2,500	\$4,053.31
SLSF average cost/person – golfers (total expenses/attendance)	\$69.93	\$45.85	\$78.86	\$107.15	\$59	\$48.41

Summary: The Arlington Classic Golf Outing is a collaborative event between SLSF and the Rotary Club of Arlington Heights. Through this relationship, SLSF has received numerous donations and sponsors for additional SLSF events from the Rotary members through continued relationship building.

The expenses were lower than budgeted because our lunch order was discounted as we only received sandwiches. The event went very well and we had wonderful weather. We saw an increase in sponsorship and golfers. This year's Duffer was very active in helping to get golfers, sponsors and raffle prizes. SLSF will work with the Rotary Club for next year to bring more committee members and golfers.

This year we worked on building a theme for the outing. This year's theme is to highlight the unique arts and culture of the Arlington Heights community. This year's event also featured a live painting created by an artist from Bottle and Bottega and a silent auction. All items in the silent auction were sold. This year's event was the 2nd highest grossing event since 2018.

Date: August 25, 2023

To: Tracey Crawford

From: Megan O'Brien

Event: **Buffalo Grove Golf Classic**

Event History: The Buffalo Grove Golf Classic is a collaborative fundraiser between SLSF and the Rotary Club of Buffalo Grove, which began in 1993 to build awareness of SLSF in the northern portion of the NWSRA service area. The event was spearheaded by then NWSRA executive director, Kevin Kendrigan and then Buffalo Grove executive director, Mike Rylko. Disbursement formula: First \$10,000 of profit to SLSF, next \$5,000 profit to Rotary Club of BG, then split the remaining profit 50/50 between SLSF and Rotary Club of BG.

of years event held: 30 years

Event Explanation: The Buffalo Grove Golf Classic is a golf outing for a maximum of 130 golfers held at the Arboretum Club in Buffalo Grove. This event features:

- Ball drop, with all the proceeds going to the Rotary Club of BG. The Rotary Club oversees selling the balls and providing the fire truck for the day of the event.
- Live Auction – Who wants to ride in the basket of the Hook and Ladder Truck? Individuals bid live auction style with the winning bidder riding in the basket or bidding to have someone else go in the bucket and dropping the balls for the Ball Drop Contest. All proceeds from this auction will go to the Rotary Club of BG.
- Putting Contest – Golfers had the chance to compete for a foursome of golf at the Arboretum Club. All golfers are entered into this contest.
- Passports – are available for purchase for \$50.00 prior to tee off. The passport enters the golfer into all course contests, dinner hour raffle and 2 mulligans.
- Box lunch served, 18 holes of golf, followed by a buffet dinner with raffles and silent auction items.
- This year's tee gifts included a bag tag, 2 sleeves of golf balls and a hat.

Event Preparation: Each year the outing is held the 2nd Wednesday of August. SLSF contacts the Arboretum in December to set the date and sign the food contract with the vendor. Meetings with the committee begin in March after talking with the Rotary Club representatives. The committee meetings are held on Thursdays prior to the Rotary Club of Buffalo Grove's weekly meeting. This committee meets five times prior to the outing. SLSF is in contact with the golf committee leaders on a weekly basis. Letters to sponsors are sent in April, prize letters are sent in May and flyers are mailed in June. SLSF works with Rotarians to secure a car for the hole in one contest. The majority of the prizes are secured by the Rotary Club of BG.

Committee Names:

Steve Balinski	Carmen Molinaro	Erika Strojinc
Shawn Collins	Mike Rylko	
Dennis Depcik	Rob Seitz	
Tom Kloepfer	Dan Schimmel	

Gimmick Hole explanation:

- Putting Contest – Receives a foursome at the Arboretum Club.
 - All golfers that make their putt into the hole receive a raffle ticket
- Split the Pot- Passport holders are entered, all other golfers may enter for \$10.00.
 - A volunteer writes the golfer’s name on a raffle ticket and places it in the golf bag (donated by MolsonCoors)
 - During dinner after the outing, 2 tickets are drawn. The 1st ticket pulled wins half of the day’s pot and the 2nd ticket pulled wins the golf bag.
- Most Accurate Drive – All golfers entered at no cost. The winner receives a box of balls.
- Double your Chances at the prize table – Passport holders are entered, all other golfers may enter for \$20.
- Closest to the Pin – Only Passport holders are eligible. The winner receives a foursome at the Buffalo Grove Golf Course.
- Hole In One – Only Passport holders are eligible. The winner wins a 2023 Lexus
- Beat the Pro – Passport holders are entered, all other golfers may enter for \$10.00. The winner receives a box of balls.
- Longest Drive – All golfers are entered at no cost. The winner receives a box of balls.
- Low Gross Team – Winners each receive a box of balls.

Evaluation responses: The evaluation meeting will be set once all payments are received. A survey was sent to all golfers, sponsors and volunteers and the SLSF team held an evaluation meeting.

Target Numbers:

	2021		2022		2023	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$29,025	\$38,836	\$39,095	\$41,502.29	\$42,250	\$44,855.77
Expenses	\$6,690	\$6,566.08	\$9,050.00	\$11,200.29	\$11,808	\$14,626.30
Net Revenue	\$22,335	\$32,269.92	\$30,045.00	\$30,302.00	\$30,442	\$30,229.47
Net Revenue- after payout	\$13,667.50	\$18,634.96	\$17,507.50	\$17,651.00	\$17,721	\$17,614.74
Registrations	65	110	95	108	90	125
Sponsorships	\$12,000	\$18,101	\$17,000	\$18,955	\$22,900	\$24,060.19
Passports	\$3,500	\$2,900	\$3,500	\$3,750	\$3,750	\$4,467
SLSF average cost/person (total expenses/attendance)	\$102.92	\$59.69	\$95.26	\$103.71	\$131.20	\$117.01

Summary: The Buffalo Grove Golf Classic is a collaborative event between SLSF and the Rotary Club of Buffalo Grove. Through this relationship, SLSF has received numerous donations and sponsors for additional SLSF events from Rotary members.

This year CDE Collision Center returned as a presenting sponsor. There was an increase in sponsorship from the Rotary Members and they surpassed the budgeted amount by bringing in past and new sponsors to the event.

Event day went very well, we were able to hold the ball drop using the fire truck. This year the same Asian influenced food was had for dinner. We did end up using both indoor and outdoor space as we had over 120 golfers in attendance. This year 3 speakers were brought for the dinner portion of the event so golfers could hear inside and outside.

After golf, golfers were able to enjoy a buffet dinner and raffle prizes during the program. This year golfers were assigned a raffle number to put on their tickets rather than writing their names on tickets. SLSF received many positive comments from golfers regarding the event and that they are looking forward to coming back next year as well as constructive feedback about the food and venue.

After Event Memo

Date: November 22, 2023

To: Tracey Crawford

From: Megan O'Brien

Event: ***Celebrate Ability Gala***

Event History: The Gala started in 1993 as the Special Olympics Awards and Recognition Dinner. Through the years, it has morphed from an awards dinner to a fundraising Gala, the highest grossing fundraising event of the SLSF year.

of years event held: 30 years

Event Explanation: The Gala consists of a dinner, silent auction, a motivational speech or video from a participant or their family or a NWSRA staff member followed by the Impact Auction. The funds raised in the Impact Auction are for the specific cause addressed in the speech/video. Another raffle held at the Gala is the "Bucket o' Cheer," which consists of alcoholic beverages donated by NWSRA and SLSF board members, NWSRA staff and the gala committee members. The winner takes home two eight-foot tables worth of beverages, and other assorted bar accessories. A new raffle that was added in 2023 was the \$20 Red Envelope Raffle. Guests could purchase an envelope for \$20 and for every purchase made throughout the night they would get additional envelopes for a chance to win either a 3 night, 4 day stay in a house in Michigan City or tickets and a limo ride to a Chicago Blackhawks game. Another new item that was added was a live auction for a trip to Mexico. Guests began bidding at \$1,000 and SLSF ended up selling 4 trips at \$1,800 each.

This year the price of the Gala ticket was \$150/person. An Emcee and Auctioneer was hired through Sayre and Jones Auctioneers, a professional auctioneer company. The Emcee will be brought back for the event next year.

Event Preparation: The Gala committee began meeting in April to plan the November event. The Foundation Manager began contacting sponsors in July. Letters for donations for the silent auction were sent in August. Invitations were mailed the first week of September. Programs were printed which highlighted the events of the evening as well as advertisements from the sponsors. SLSF continued to provide a virtual program book on the website for guests and donors to preview before the event.

The committee and the SLSF team continued the wish list of items from each department with the help of the NWSRA staff. The Wish List included items that each department and programming space requested to assist participants and enhance programming. The Wish List was included on the GiveSmart platform for guests. These items were listed as "Buy it Now" items. 18 of the Wish List items were purchased and the wish list was left open for a week after the event.

On the day of the Gala, the SLSF team set up Chevy Chase for production of the event. The committee and SLSF met at Chevy Chase in the morning to set up the banquet room, silent auction and bucket o' cheer. Kathy Nowicki, an SLSF board member worked with a local florist to get flowers for the centerpieces.

A signature drink and the décor for the night included pearls to celebrate the events 30th anniversary. In addition to the pearls guest received a complimentary glass of champagne after they checked in.

Committee Names:

Beth Anne Ausnehmer	Marge Janovics
Linda Ballantine	Maureen Kerrigan
Nuala Gewargis	Kathy Nowicki
Violeta Howard	Terri Oates
Richard Howard	

Committee Evaluation Responses/Future Meeting Date: Evaluation Meeting scheduled for January 15, 2024

Finances:

Target #	2021		2022		2023	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$65,500	\$76,606.24	86,400.00	\$82,006.83	\$61,750.00	\$90,274.07
Expenses	\$28,300	\$16,868.75	\$28,100.00	\$29,347.53	\$24,500.00	\$32,154.98**
Net Revenue	\$37,200	\$59,737.49	\$58,300.00	\$52,659.30	\$37,250.00	\$58,119.09
Registrations	288	182	265	182	250	193
Sponsorships	\$10,000	\$20,500	\$20,000.00	\$15,050.00	\$23,500.00	\$33,490.80
Silent Auction	\$8,000	\$8,807	\$6,000.00	\$14,670.00	\$12,000.00	\$12,006.00
Bucket o’ Cheer	\$2,000	\$2,180	\$1,000.00	\$2,430.00	\$2,000	\$2,619.87
Live Auction	\$0	\$0	\$0	\$0	\$0	\$7,200.00
Impact Auction	\$7,000	\$14,830.24	\$16,000.00	\$14,175.00	\$11,000.00	\$15,770.00**
Helicopter	\$0	\$0	\$0	\$0	\$0	\$500.00
\$20 Red Envelope Raffle	\$7,000	\$5,705	\$1,500.00	\$5,100.00	\$1,500	\$2,881.60
SLSF cost person – (total expenses/ attendance)	\$98.26	\$92.69	\$106.04	\$161.25	\$98.00	\$166.61

**These line items are still waiting for additional payments and matching donations.

Summary, Successes and Areas of Improvement:

The Celebrate Ability Gala is an annual event held at Chevy Chase Country Club with about 180 guests each year. This event is one of SLSF’s biggest fundraisers of the year. This year’s Gala was moved back to a completely in – person event.

- Impact Auction raised \$15,770 for the music room renovation. A virtual layout of the room was also created to show guests where their money was going.
- A photobooth was provided for guests to take pictures.

- A \$50 helicopter raffle was added to the event this year. Guests could write their name on the back of their program and rip off the page and drop it in a basket for a chance to win a helicopter ride for 2 – 3 people.
- There was an overwhelmingly positive response to having the NWSRA Staff help as volunteers. Attendees appreciated hearing about their firsthand experiences with participants and how guests' contributions were making an impact.
- At the end of the night guests were able to enjoy dancing and music provided by Monster Entertainment. This year the Dancers came to teach guests dance moves and get guests on the dance floor.
- The Jazz duo was hired back to play at the beginning of the night and during dinner.
- Successes
 - Brought in 11 more attendees than in 2022.
 - Impact auction brought in \$1,595 more than in 2022.
 - Average per person spend up by \$12.45 from last year.
 - 2023: \$212.31
 - 2022: \$199.86
 - Sponsorship increased by \$3,440.80 from last year.
- Areas for Improvement
 - Have planted bidders for Impact Auction.
 - Improve volunteer responsiveness during impact auction.
 - Improve overall volunteer education on all ways to give at the event.
 - Shorten the length of the Impact Auction Video to keep guests attention
 - Add captions to video for Impact Auction
 - Layout and explain the purpose of the Wish List

Date: August 25, 2023

To: Tracey Crawford

From: Megan O'Brien

Event: Moretti's/NWSRA Golf Outing in Memory of Kevin T. Kendrigan

Event History: The outing began as and remains a collaboration between NWSRA/SLSF and AlaCarte Entertainment Group. AlaCarte was looking for a charity to support and Kevin Kendrigan suggested SLSF, the rest is history.

of years event held: The first collaborative outing was held on July 29, 1987- this year marked the 36th anniversary of the outing.

Event Explanation: This is an 18-hole, scramble golf event held the third Wednesday of August. The outing rotates between the Mt. Prospect Golf Club and Schaumburg Golf Club. In 2023, the event was held at the Schaumburg Golf Club on the 3rd Wednesday in August.

Event Preparation:

SLSF:

- Solicits committee members, holds two meetings and sends out minutes.
- Keeps the committee members informed of the outing's progress via emails.
- Creates and sends out publicity (save the date, flyers) for the outing.
- Does all the internal paperwork.
- Negotiates with the golf courses.
- Seeks and supervises volunteers.
- Creates all day of paperwork.
- Handles all money, invoices and thank you letters.
- Contacts media for publicity.
- Solicits golfers, sponsors, hole sponsors and prizes for the raffle table.

AlaCarte:

- Participates on the committee
- Solicits golfers, sponsors, hole sponsors and prizes for the raffle table.
- Provides all the day's meals. A full breakfast, lunch and dinner is included in the outing fee.
- Works with food providers to receive donations of product to keep the cost down.
- Negotiates for donations of beer and soda/water.

Committee Names: (when outing is at Schaumburg Golf Club)

Jim Earley	Victoria Pace	John Holder
Jon Parsons	Michael Kosobucki	
Brandon Cork	Bob Whitehead	

Most years the majority of the attendees at this outing are Ala Carte Entertainment liquor, food and supply vendors.

Gimmick Hole explanation:

- Hole in One - The first hole in one of the day, as witnessed by SLSF volunteers wins a set of Srixon Irons. Napleton Automotive has sponsored this hole since 2012.
- Longest Drive (Male and Female) – All golfers are entered at no cost. Winner receives a dozen Moretti’s golf balls.
- Water Pong - Passport holders are entered at the \$5.00 amount. Golfers try to get a ping pong ball in a solo cup to get raffle tickets.
- Poker Run – Passport holders are entered at the \$5.00 amount. All other golfers may purchase cards for \$5 and the winning hand gets a prize.
- Hole in One for a Car - The first hole in one of the day, as witnessed by SLSF volunteers wins a 2023 Mazda. Napleton Automotive has sponsored this hole since 2012.
- Closest to the Pin – Only Passport holders are eligible, all other golfers may enter for \$10. Winner receives a box of a dozen Moretti’s golf balls.
- Duck in the Fairway - Passport holders are entered at the \$5.00 amount. Golfers try to get their golf ball into an inflatable duck in the middle of the fairway.
- Football Throw - Passport holders are entered, all other golfers may enter for \$5. Golfers will have the chance to throw a football through the doors of a NWSRA bus. Golfers will get raffle tickets if they make it through the doors.
- Split the Pot - Passport holders are entered, all other golfers may enter for \$10.
 - A volunteer writes the golfer’s name on a raffle ticket and places it in the golf bag (donated by MolsonCoors).
 - During dinner after the outing, 2 tickets will be drawn. 1st ticket pulled wins half of the day’s pot and 2nd ticket pulled wins the golf bag.
- Hole in One - The first hole in one of the day, as witnessed by SLSF volunteers wins a trip to Saddlebrook Resort in Florida. Napleton Automotive has sponsored this hole since 2012.
- Longest Putt – All golfers are entered into this contest at no additional cost. Golfers try to get the longest putt and the winner wins a box of balls.
- Double your Chances– Passport holders are entered in the raffle automatically, all other golfers may enter for \$20. If your tee shot lands on the green, the volunteer will write your name on an additional dinner raffle ticket, thus doubling your chances of winning a prize from the dinner raffle table!

- Hole in One for a Car - The first hole in one of the day, as witnessed by SLSF volunteers wins a Crystal Springs Golf package. Napleton Automotive has sponsored this hole since 2012.
- Low Gross Team – Winners each receive a box of Moretti’s golf balls.

Evaluation responses:

The evaluation meeting will be set once all payments are received. A survey was sent to all golfers, sponsors and volunteers and the SLSF team held an evaluation meeting.

Target Numbers:

Target #	2021		2022		2023	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$18,750	\$21,445	\$23,650	\$16,755	\$15,200	\$33,650.47
Expenses	\$3,850	\$2,988	\$5,850	\$3,680.83	\$5,625	\$5,115.91
Net Revenue	\$14,900	\$18,457	\$17,800	\$13,074.17	\$9,575	28,534.56
Registrations (includes sponsored golfers)	60	69	65	62	62	125
Sponsorships	\$4,000	\$5,250	\$6,000	\$3,750	\$4,500	\$16,375
Passports	\$3,300	\$2,150	\$3,050	\$1,550	\$1,050	\$2,800.85
SLSF average cost/person (total expenses/attendance)	\$64.17	\$43.30	\$90.00	\$59.37	\$90.73	\$40.93

Summary: The event went very well this year as it doubled in attendance and revenue increased 400%. The Ala Carte team was very aggressive in getting new golfers and sponsors at this year’s event.

Golfers expressed how much they enjoyed the beautiful course and the delicious food throughout the day! This year a silent auction was added and 4 of the 6 items sold.

This year’s event also had another presenting sponsorship from Gold Rush Gaming. The sponsorship was brought in by Ala Carte Entertainment.

Date: October 9, 2023

To: Tracey Crawford

From: Megan O'Brien

Event: **Women's Golf Outing**

Event History: NWSRA Executive Director Kevin Kendrigan and Arlington Heights Park District Executive Director Jerry Oakes wanted to put a Women's Golf Outing together. Carol Gabrielsen, Kevin and Jerry were in the Arlington Heights Rotary Club together. SLSF already hosted several golf outings that were attended mostly by men and they wanted to make women aware of the missions of NWSRA and SLSF. Thus, the Women's Golf Outing was born in 1992. They contacted the women in the Arlington Heights Rotary Club and women who were active in the Arlington Heights Chamber of Commerce to participate. NWSRA contacted the park districts and requested a foursome from each of the 17 districts. Carol Blackwood joined the committee the following year.

About 10 days before the first outing, Kevin, Jerry and Carol met. Kevin asked for the names of Carol's golfers, who told him she did not golf and was going to work the outing. Kevin said, "No, there are volunteers, get a foursome together." Carol jokingly said that Jerry would have to caddy for her, as she had never golfed. They all laughed and said to try to sell caddies at the outing. Kevin and Jerry called park district directors and Carol requested men from the Arlington Heights Rotary club to volunteer as caddies.

The first year caddy bidding started at \$10.00, most caddies went for \$25-\$40. Today caddies go for \$900 - \$2,000.

of years event held: 32 years

Event Explanation: The Women's Golf Outing is a women's only 9 - hole golf event (cost is \$100.00). This event usually occurs the last Wednesday in August at Old Orchard Country Club in Mt. Prospect.

- Caddies arrive at 10:30 a.m. to begin to set up their "expo tables."
- Golf check-in begins at 11:30 a.m. with lunch served at 12:00 p.m. The Caddy auction begins around 12:45 p.m. Tee off immediately following the auction – approximately 1:30 p.m.
- Caddies are auctioned to the highest bidding foursome.
- Pass Purses are available for purchase for \$25.00 prior to tee off. The pass purse enters the golfer into all gimmick holes out on the course.
- Buffet lunch was available for golfers with a wrap, chips and a cookie.
- The lunch, caddy auction and Hors d'oeuvres were all set up inside the clubhouse as there was a fee for outside set up.
- 9 holes of golf are followed by Hors d'oeuvres, awarding the contest hole winners and raffles.
- In addition to splitting up the golfers on the front and back 9, the gimmick holes were all split to be on both the front and back 9.
- This year's tee gift was a SLSF bento box, hand sanitizer, calendar and chapstick

Event Preparation: A facility request is sent to Old Orchard Country Club and the Prospect Heights Park District in October of the previous year. SLSF contacts Old Orchard Country Club in February of the event year to confirm the outing date. Meetings with the committee begin in July. The committee meetings are held on

Wednesdays at 1:00 p.m. via Zoom. Letters to prize donors are sent in July, letters to sponsors are sent in May and flyers are sent in June.

SLSF emailed golfers and caddies prior to the outing with the day of logistics for registration, lunch, caddy auction, cocktail hour and the raffle.

Committee Names:

Maria Bellantuono	Amy Charlesworth
Julie Clasen	Dianna Ehrenfried
Carol Gabrielsen	

Gimmick Hole explanation:

- Split the Pot
 - Pass Purse holders are entered, all other golfers may enter for \$10.00.
 - A volunteer writes the golfer's name on a raffle ticket and places it in the golf bag (donated by MolsonCoors).
 - During the dinner after the outing, 2 tickets are drawn. The 1st ticket pulled wins half of the day's pot and the 2nd ticket pulled wins the golf bag.
- Poker Run
 - At registration, Pass Purse holders and caddies will receive five cards.
 - Pass Purse holders and caddies may trade two cards to the volunteer at no charge to get a better hand
 - Those without Pass Purses may pay \$5 to get five cards and trade in two cards at no charge
 - Golfers and caddies may trade for new cards by paying \$1 for each additional card traded.
 - At the end of the outing, golfers will turn in their cards to an SLSF staff and the best hand will win a foursome of golf with carts at Old Orchard Country Club.
- Wheel o' Fun
 - Before they tee off, each golfer that has a pass purse or paid to play the game spins the wheel.
 - The golfer takes their tee shot.
 - If their tee shot lands on the green the golfer spins the wheel and collects the prize.
 - If the tee shot doesn't land on the green the golfer receives an extra raffle ticket.
- Most Accurate Drive
 - All golfers are entered at no additional cost, the winner receives a box of balls.
- Double Your Chances
 - Pass Purse holders are entered in this contest, all other golfers may enter for \$20.00.
 - All Pass Purse holders will get a sleeve of six tickets from the volunteer.
 - Golfers take their tee shot.
 - If the tee shot lands on the green, the volunteer gives that golfer another sleeve of six tickets, thus doubling their chances to win at the dinner raffle table.
- Closest to the Pin
 - All golfers are entered at no additional cost, the winner receives a box of balls.
- Whack A Duck
 - Have each participant take a duck and place it face down between two tees.

- There will be a stake placed in or on the side of the fairway. About 15 feet from the tee box.
- If the duck passes the location of the stake, and remains within the fairway, have the golfer write their name on the bottom of the rubber duck. The volunteer will take the golfer's signed duck and place it in the supplied bin.
- If the duck lands in the rough, the golfer is disqualified from the contest

Target Numbers:

SLSF is waiting for additional payments prior to finalizing the 2023 actual numbers.

	2021		2022		2023	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$20,200	\$27,776.33	\$26,350	\$24,040	\$24,200	\$35,461.25
Expenses	\$5,370	\$5,631.55	\$6,595	\$6,119.56	\$8,173.50	\$8,122.27
Net Revenue	\$14,830	\$22,144.78	\$19,755	\$17,920.44	\$16,026.50	\$27,338.98
Registrations (includes sponsored golfers)	75	90	85	90	80	110
Caddies	25	16	25	10	20	18
Caddy Auction	\$7,500	\$10,211.33	\$10,500	\$7,550	\$8,500	\$12,226.06
Sponsorships	\$3,000	\$5,500	\$6,000	\$4,500	\$4,800	\$9,150.97
Pass Purses	\$1,890	\$1,570	\$1,600	\$1,625	\$1,150	\$1,664.60
SLSF average cost/person – golfers and caddies (total expenses/attendance)	\$71.60	\$62.57	\$77.59	\$68.00	\$81.74	\$63.46

Summary:

The outing sold out this year, having 110 golfers and 12 individual caddies. The back 9 had 11 groups and the front 9 had 16 groups.

SLSF moved the lunch, caddy auction and cocktail hour portions of the event inside as there was an unexpected cost to have the event outside. It was a beautiful day and many golfers mentioned enjoying the event indoors as they could cool off.

The committee had Diane and Christine Maxwell come and talk during lunch about how NWSRA has made an impact on their lives.

This year the caddy auction brought in a record \$12,226 with 18 caddies. Of the 18 caddies 11 were brand new caddies.

The SLSF team is moving the golf outing to Chevy Chase Country Club for 2024 to allow for more golfers and caddies to attend the event.

X. New Business

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RESOLUTION R2023-3

**APPOINTMENT OF PRESIDENT OF
SPECIAL LEISURE SERVICES FOUNDATION**

WHEREAS, the Foundation is committed to quality leisure services for the area's special residents, and,

WHEREAS, the Foundation recognizes the importance of involving the private sector in assisting in the delivery of public services, and,

WHEREAS, the Foundation believes it to be appropriate to make every effort to be fiscally responsible,

NOW THEREFORE BE IT RESOLVED, that the Board of Directors appoint Tracey Crawford as their President of the Special Leisure Services Foundation and encourage her to work in cooperation with the private sector to assist in providing resources that will increase the availability of leisure services to the area's special populations. Upon roll being called the vote was as follows:

AYE:

NAY:

ABSENT:

Al Crook
SLSF Chairman,
Special Leisure Services Foundation

Attest

Dated this 5th day of December, 2023

Date: December 5, 2023
To: SLSF Board of Trustees
From: Tracey Crawford, Executive Director
Re: Appointment of Legal Counsel

Motion:

A motion to approve:

Legal Counsel appointments:

- A. Robbins, Schwartz, Nicholas, Lifton & Taylor, Ltd. – Howard Metz

XI. Information/ Action Items

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Date: December 5, 2023

To: SLSF, Board of Trustees

From: Tracey Crawford, President

Re: Budget Approval

MOTION:

1. A motion to approve the FY2024 Budget as presented.

Date: November 22, 2023
To: SLSF Board of Trustees
From: Tracey Crawford, Executive Director
Re: PYE 2023 Budget Variance Explanations

To begin the FY 2024 budgeting process, staff reviewed the 3rd quarter financials and projected year end (PYE) numbers for revenue and expenses for the remainder of FY 2023. Based on this analysis, the PYE 2023 Budget is estimated to end the year with revenue over budget by \$102,823.18 and a net of \$97,782.33. The detailed explanation for all line items significantly over and under budget is outlined below.

Income

31110 Interest Income

This line item reflects interest earned on the SLSF bank account.

PYE 2023 is over budget by **\$1,249.97** due to higher interest rates.

31300 Restricted Fundraising

This line item includes all revenues received from the following restricted fundraising events and endeavors: Moretti's/NWSRA Golf Classic, Palatine Hills Golf Classic, and Lightning Booster Club.

PYE 2023 is over budget by **\$23,714.50** due to the Palatine Hills Golf Classic and Moretti's/NWSRA Golf Classic bringing in nearly \$24,000 more than budgeted through increased registration and sponsorship.

31400 Restricted Donations

This line item includes all restricted revenues received through memorial, general and annual appeal donation.

PYE 2023 is under budget by **\$3,311.27** due to less donations being received from the spring appeal, which was restricted to the Accessible Greenhouse project this year.

32300 Unrestricted Fundraising

This line item includes all revenues received through the following unrestricted events and endeavors: Bridges of Poplar Creek Golf Outing, Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, Gold Medal Fashion Show, Celebrate Ability, and Miscellaneous events.

PYE 2023 is over budget by \$48,472.16 due to the following events exceeding budgeted revenue:

- Women's Golf Outing
- Buffalo Grove Golf Outing
- Arlington Classic Golf Outing
- Celebrate Ability Gala

32400 Unrestricted Donations

This line item includes all unrestricted revenues received through memorial donations, general donations and annual appeal donations.

PYE 2023 is over budget by \$34,597.79 due to:

- \$20,000 – Donation from Ride for Autism event. This will be recurring and will be budgeted for in FY24
- \$20,000 – One-time individual donation

Administration Expenses

40100 Postage

This line item includes yearly post office renewal fees and postage.

PYE 2023 is over budget by \$685.49 due to sending more invitations and prize requests for events.

40250 Credit Card Fees

This line item includes all fees associated with credit card processing and bank fees.

PYE 2023 is over budget by \$2,945.62 due to credit card fees and bank fees both hitting this line as well as an increase in credit card fees.

40500 Education and Training

This line item includes all expenses related to continuing education fees for fundraising development workshops.

PYE 2023 is under budget by \$1,755 due to signing up for less training and not attending Raise conference.

40700 Printing

This line item includes the printing of the Holiday Appeal, Stationary, and any other printing expenses outside of the fundraising expense line items.

PYE 2023 is under budget by \$680.84 due to receiving lower printing bids for seated event materials.

40800 Professional and Legal Fees

This line item includes professional fees for the SLSF Audit, Charity Status Tax Filing, Attorney Fees and the Annual Report Filing with the Secretary of State.

PYE 2023 is under budget by \$680.84 due to a new audit bid coming in lower than the previous contract.

40900 Kevin's Club

This line item includes promotional items for members of Kevin's Club.

PYE 2023 is under budget by \$338.06 due to needing to purchase less promotional items for the program.

Grants Given

43100 NWSRA Lightning Athletes

This line item includes any funds for purchases made toward uniforms, housing, transportation and more for NWSRA Lightning athletes. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

PYE 2023 is under budget by \$15,871.99 due to more grant funds being allocated the General Program Support pillar to cover the cost of PURSUIT expenses.

43200 Accessible Vehicle Support

This line item includes any funds granted for the purchase and maintenance of accessible vehicles. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

PYE 2023 is under budget by \$12,415.53 due to more grant funds being allocated the General Program Support pillar to cover the cost of PURSUIT expenses.

43300 Scholarships

This line item includes any funds granted for scholarships to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

PYE 2023 is under budget by \$13,759.50 due to more grant funds being allocated the General Program Support pillar to cover the cost of PURSUIT expenses.

43400 Inclusion

This line item includes any funds granted for Inclusion / ADA Compliance to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

PYE 2023 is under budget by \$12,846.00 due to more grant funds being allocated the General Program Support pillar to cover the cost of PURSUIT expenses.

43500 General Programs

This line item includes any funds used for general program support including PURSUIT, Star Academy, Snoezelen rooms, Adaptive Equipment and other newly developed programs. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

PYE 2023 is over budget by \$54,893.02 due to SLSF paying Clearbrook to cover expenses for the PURSUIT program.

43650 Capital Improvements

This line item includes capital improvements including ADA improvements, securing new NWSRA programming spaces, and specialty resource rooms.

PYE 2023 is under budget by \$74,402.95 due to the construction of the greenhouse structure being delayed to 2024. \$50,000 was paid in 2023 for the foundation and utilities work.

SLSF FY 2024 Proposed Budget

Account Number	Name of Account	FY 2023	PYE 2023	PYE 2023 - FY 2023	FY 2024	FY 2024 - PYE 2023	% Change FY 2023-Proposed FY 2024
Income							
31110	Interest Income	50.00	1,299.97	1,249.97	1,440.00	140.03	0.11
31200	Grants Received	127,500.00	125,600.03	(1,899.97)	127,500.00	1,899.97	0.02
31300	Restricted Fundraising	41,530.00	65,244.50	23,714.50	75,175.00	9,930.50	0.15
31400	Restricted Donations	5,450.00	2,138.73	(3,311.27)	2,500.00	361.27	0.17
32300	Unrestricted Fundraising	229,210.00	277,682.16	48,472.16	335,024.00	57,341.84	0.21
32400	Unrestricted Donations	57,600.00	92,197.79	34,597.79	62,500.00	(29,697.79)	(0.32)
	Total Income	461,340.00	564,163.18	102,823.18	604,139.00	39,975.82	0.07
Expense							
40000	Administration						
40100	Postage	5,500.00	6,185.49	685.49	5,800.00	(385.49)	(0.06)
40200	Office Expense	27,190.00	25,946.84	(1,243.16)	18,199.00	(7,747.84)	(0.30)
40250	Credit Card Fees	1,930.00	4,875.62	2,945.62	5,650.00	774.38	0.16
40400	Professional Memberships	7,065.00	7,060.84	(4.16)	7,516.00	455.16	0.06
40500	Education/Training	1,925.00	170.00	(1,755.00)	5,625.00	5,455.00	32.09
40600	Public Education/Information	14,000.00	13,438.60	(561.40)	14,572.50	1,133.90	0.08
40700	Printing	5,920.00	5,239.16	(680.84)	5,000.00	(239.16)	(0.05)
40800	Professional Fees	5,500.00	3,126.00	(2,374.00)	3,000.00	(126.00)	(0.04)
40900	Kevin's Club	900.00	561.94	(338.06)	750.00	188.06	0.33
40950	Marketing	0.00	0.00	0.00	1,000.00	1,000.00	#DIV/0!
41300	Restricted Fundraising	15,655.00	15,307.06	(347.94)	17,305.90	1,998.84	0.13
42300	Unrestricted Fundraising	103,675.00	112,489.30	8,814.30	163,290.30	50,801.00	0.45
	Total Administration	189,260.00	194,400.85	5,140.85	247,708.70	53,307.85	0.27
43000	Grants Given						
43100	NWSRA Lightning Athletes	55,871.99	40,000.00	(15,871.99)	50,000.00	10,000.00	0.25
43200	Accessible Vehicle Support	57,415.53	45,000.00	(12,415.53)	85,000.00	40,000.00	0.89
43300	Scholarships	73,759.50	60,000.00	(13,759.50)	65,000.00	5,000.00	0.08
43350	Misc. Grants	0.00	0.00	0.00	0.00	0.00	0.00
43400	Inclusion	14,846.00	2,000.00	(12,846.00)	25,000.00	23,000.00	11.50
43500	General Program Support	95,410.31	150,303.33	54,893.02	125,000.00	(25,303.33)	(0.17)
43700	RMCC Lease	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Total Grants Given	297,303.33	297,303.33	0.00	350,000.00	52,696.67	0.18
	Total SLSF Expense	486,563.33	491,704.18	5,140.85	597,708.70	106,004.52	0.22
43650	Capital Improvements - Net Expense	74,402.95	0.00	(74,402.95)	0.00	0.00	#DIV/0!
33700	Investment Transfer	0.00	0.00	0.00	45,000.00	45,000.00	#DIV/0!
	NET INCOME / (LOSS)	(25,223.33)	72,459.00	97,682.33	6,430.30	(66,028.70)	(0.91)
43650	Capital Improvements - Net Expense						
43652	Accessible Greenhouse						
	Expense	124,402.95	50,000.00	(74,402.95)	100,000.00	50,000.00	1.00
	Funding Secured in Previous Years	(50,000.00)	(50,000.00)	0.00	(81,900.00)	(31,900.00)	0.64
	NWSRA Capital Contingency	0.00	0.00	0.00	(18,100.00)	(18,100.00)	#DIV/0!
	Net Accessible Greenhouse Expense	74,402.95	0.00	(74,402.95)	0.00	0.00	#DIV/0!
43653	Music Room						
	Expense	0.00	0.00	0.00	20,670.00	20,670.00	#DIV/0!
	Funding Secured in Previous Years	0.00	0.00	0.00	(20,670.00)	(20,670.00)	#DIV/0!
	Net Music Room Expense	0.00	0.00	0.00	0.00	0.00	#DIV/0!
	Total Net Capital Expense				0.00	0.00	#DIV/0!

To: SLSF Board of Directors
From: Tracey Crawford, Executive Director
Date: November 19, 2023
Re: FY 2024 Line Item Descriptions and Budget Assumptions

Below are the explanations and descriptions for each line item including what the funds are allocated to, as well as an explanation of any increase or decrease considered when preparing the Proposed FY 2024 Budget. The Proposed FY 2024 Budget Line-Item Description and Justification document should be used to support the Proposed SLSF FY2024 Budget Worksheet.

Income

31110 Interest Income

This line item reflects interest earned on the SLSF bank account.

FY2024 budget reflects an increase due to high interest rates.

31200 Grants Received

This line item includes all private and public foundation grants for the five focuses of SLSF and any capital improvement grants.

This line item is in line with PYE2023.

31300 Restricted Fundraising

This line item includes all revenues received from the following restricted fundraising events and endeavors: Moretti's/NWSRA Golf Classic, Palatine Hills Golf Classic, and Lightning Booster Club.

This line item reflects an increase from PYE2023 due to increasing registration cost for the golf outings and budgeting as sell out events.

31400 Restricted Donations

This line item includes all restricted revenues received through memorial, general and annual appeal donation.

This line item is in line with PYE2023.

32300 Unrestricted Fundraising

This line item includes all revenues received through the following unrestricted events and endeavors: Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, St. Patrick's Day Dinner, Gold Medal Fashion Show, Celebrate Ability Gala, and Miscellaneous events.

This line item reflects an increase from PYE2023 due to increasing registration cost for several events, adding the St. Patrick's Day Dinner event, and budgeting for fundraising campaign revenue from Fun Pasta and DoubleGood Popcorn.

32400 Unrestricted Donations

This line item includes all unrestricted revenues received through memorial donations, general donations and annual appeal donations.

This line item represents a decrease from PYE2023 due to a large one time donation in FY2023 and moving fundraising campaign revenue from Fun Pasta and DoubleGood Popcorn to 32300 Unrestricted Fundraising line.

33700 Investment Transfer

This line item includes the money transferred from the BF Edwards account to pay for needed improvements to NWSRA programming spaces, assistance in rent payment or other projects approved by the board of directors.

This line item reflects an increase from PYE2023 due to transferring funds as contingency for the Accessible Greenhouse and Music Room Renovation projects.

Administration Expenses

40100 Postage

This line item includes yearly post office renewal fees and postage.

FY2024 budget represents a decrease from PYE2023 due to planning to send more invitations and prize letters by email.

40200 Office Equipment/Expenses

This line item includes all office supplies purchased, as well as miscellaneous event supplies.

FY2024 budget is represents a decrease from FY2023 due to the one-time purchase of AV equipment in FY2023.

40250 Credit Card & Bank Fees

This line item includes all fees associated with credit card processing and bank fees.

FY2024 budget reflects an increase due to accounting for higher processing fee rates and an increase in bank fees.

40400 Professional Memberships

This line item includes all expenses related to membership fees with the Rolling Meadows Chamber, Arlington Heights Chamber, Mount Prospect Chamber, GOA, Schaumburg Business Association, Associate of Fundraising Professionals and the Rotary Clubs of Schaumburg/Hoffman Estates, Buffalo Grove, and Palatine.

FY2024 budget reflects an increase due to an additional staff attending rotary luncheons and joining the GOA.

40500 Education and Training

This line item includes all expenses related to continuing education fees for fundraising development workshops.

FY2024 budget reflects an increase due to budgeting for two staff members to attend the Nonprofit Storytellers Conference, and one staff member CMP designation.

40600 Public Education/Info

This line item includes involvement with community organizations through networking events, Holiday Luncheon expenses, awards and recognition, memorial flowers/cards, SLSF marketing staff shirts and giveaways for events and volunteers. IPRF Silent Auction expenses go into and come out of this line item.

FY2024 budget reflects an increase due to budgeting for the foundation to sponsor chamber events as promotion.

40700 Printing

This line item includes the printing of the Annual Report and any other printing expenses outside of the fundraising expense line items.

FY2024 budget represents a decrease due to streamlining print invitations and receiving lower bids from vendors.

40800 Professional Fees

This line item includes professional fees for the SLSF Audit, Charity Status Tax Filing, Attorney Fees and the Annual Report Filing with the Secretary of State.

FY2024 budget represents a decrease due to NWSRA securing a lower 3-year audit bid that includes SLSF.

40900 Kevin's Club

This line item includes expenses related to Kevin's Club, such as apparel and recognition for members.

FY2024 budget reflects an increase due to anticipating more Kevin's Club members in FY2024.

40950 Marketing

This line item includes expenses for event advertising and social media boosts.

This line is new in FY2024.

Fundraising Expenses

41300 Restricted Fundraising Expenses

This line item includes any event related expense toward restricted fundraising. Events include the Moretti's/NWSRA Golf Classic and the Palatine Hills Golf

Classic. SLSF staff will continue to strive toward the 70/30 rule. Spending only 30% of the gross event revenue.

FY2024 Budget reflects an increase due to budgeting golf outings as sell out events.

42300 Unrestricted Fundraising Expenses

This line item includes any event related expense toward unrestricted fundraising. Events include: St. Patrick's Day Dinner, Bridges of Poplar Creek Golf Outing, Buffalo Grove Golf Classic, Arlington Classic Golf Outing, Women's Golf Outing, Celebrate Ability, Gold Medal Fashion Show. SLSF staff will continue to strive toward the 70/30 rule. Spending only 30% of the gross event revenue.

FY2024 Budget reflects an increase due to adding the St. Patrick's Day Dinner and budgeted events as sell outs.

Grants Given

43100 NWSRA Lightning Athletes

This line item includes any funds for purchases made toward uniforms, housing, transportation and more for NWSRA Lightning athletes. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2024 Budget reflects an increase due to FY2023 grant amount for this pillar being reduced due to higher need in the General Program Support pillar.

43200 Accessible Vehicle Support

This line item includes any funds granted for the purchase and maintenance of accessible vehicles. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2024 Budget reflects an increase due to FY2023 grant amount for this pillar being reduced due to higher need in the General Program Support pillar.

43300 Scholarships

This line item includes any funds granted for scholarships to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2024 Budget reflects an increase due to FY2023 grant amount for this pillar being reduced due to higher need in the General Program Support pillar.

43400 Inclusion

This line item includes any funds granted for Inclusion / ADA Compliance to NWSRA. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2024 Budget reflects an increase due to FY2023 grant amount for this pillar being reduced due to higher need in the General Program Support pillar.

43500 General Programs

This line item includes any funds used for general program support including PURSUIT, Snoezelen rooms, Adaptive Equipment and other newly developed programs. This is one of the five focus areas for SLSF fundraising efforts granted to NWSRA.

FY2024 Budget represents a decrease due to FY2024 grant amount for this pillar being higher due to SLSF helping with expenses related to the PURSUIT program.

43700 RMCC Lease

This line item is used to pay for the storage and office space at RMCC every three years.

FY 2024 not budgeting as this will be paid by NWSRA. SLSF will not need to pay this until 2026.

43650 Capital Improvements

This line item includes capital improvements including ADA improvements, securing new NWSRA programming spaces, and specialty resource rooms.

FY 2024 Budget includes \$100,000 in expenses for the Accessible Greenhouse Project and \$20,670 in expenses for the Music Room Renovation Project.

All of the funds for these projects was secured in previous fiscal years.

2024 Calendar EVENTS

DATE	EVENT
Sun, Feb 25	Gold Medal Fashion Show
Sat, Mar 9	St. Patricks Day Dinner
Thurs, Jun 6	Palatine Hills Golf Classic
Wed, Jun 26	Bridges of Poplar Creek Golf Outing
Wed, Aug 7	Buffalo Grove Golf Classic
Wed, Aug 14	Moretti's/NWSRA Golf Classic
Wed, Aug 28	Women's Golf Outing
Thurs, Sept 12	Arlington Classic Golf Outing
Fri, Oct 18	Celebrate Ability Gala
Wed, Dec 11	Holiday Luncheon

FUNDRAISING CAMPAIGNS

DATE	CAMPAIGN
July 8 - 31	Fun Pasta Fundraiser
Dec 2 - 6	Double Good Popcorn Fundraiser



How Can You Help? Simple, Get Involved!

- Donate
- Become a member of Kevin's Club
- Sponsor
- Attend an event
- Join a committee
- Follow us on social media and share our posts
- Volunteer at an event or NWSRA program
- Visit www.slsf.me

Connect with us visit slsf.me



For more information contact Anne Kiwala at
847/392-2848 ext. 244 or e-mail akiwala@slsf.me



JOIN US FOR
Our Annual

holiday LUNCHEON

WEDNESDAY, DECEMBER 13TH
11:30AM UNTIL 2:00PM
CHANDLER'S STEAK HOUSE

401 N. ROSELLE RD
SCHAUMBURG, IL 60194

Agenda

11:30 AM - COCKTAILS
12:00 - 2:00 PM - LUNCH & PRESENTATION

Kevin T. Kendrigan Spirit Award

Chairman Partnership Award

Media Partner Award
Daily Herald

PLEASE RSVP TO
MEGAN O'BRIEN AT
MOBRIEN@SLSF.ME OR
847/392-2848, EXT. 267
BY NOVEMBER 20, 2023



"We exist to provide outstanding opportunities through recreation for children and adults with disabilities."

Date: December 2023
 To: Tracey Crawford, Executive Director
 From: Rachel Hubsch, Superintendent of Recreation
 Andrea Griffin, Superintendent of Recreation

This memo is to request the last of three transfers of funds in the amount of \$64,353.34 from Special Leisure Services Foundation to Northwest Special Recreation Association to support programs and services. Attached to the memo is a detailed breakdown of expenses in each line item.

SLSF Area of Support	December 2023
Athletics	\$31,412.68
Transportation	\$15,000.00
Scholarships	\$3,655.58
Inclusion	\$750.00
General Programs	\$13,535.08
Total	\$64,353.34

Thank you for the transfer of these funds. We are asking for the money to be transferred to the NWSRA accounts no later than December 31, 2023, in order to pay bills incurred for the above expenditures.

Respectfully,

Rachel Hubsch
 Superintendent of Recreation

Andrea Griffin
 Superintendent of Recreation

Please attach a *SLSF Expense Request* for the total amount requested to this memo.

December 2023

SLSF Area of Support	Expenses	Description	Total Allotment for 2023
			\$40,000.00
Athletics	\$8,131.20	Partner Bowling Fees	
	\$1,936.52	Sports Banquet Food	
	\$225.00	Fee for DJ at Sports Banquet	
	\$850.00	Fee for Officials for ITRS Volleyball Tournament and Floor Hockey	
	\$2,400.00	Rental Fee for Powerlifting	
	\$8,910.50	Contracted Instructor Fee for Fall	
	\$8,959.46	Commercal Transportation for Tournaments	
Athletics Sub-Total May	\$3,647.00	Balance	\$0.00
Athletics Sub-Total October	\$4,940.32		
Athletics Sub-Total December	\$31,412.68		
			\$45,000.00
Transportation	\$15,000.00	NWSRA Bus Maintenance and Repair Fees	
Transportation Sub-Total May	\$15,000.00	Balance	\$0.00
Transportation Sub-Total October	\$15,000.00		
Transportation Sub-Total December	\$15,000.00		
			\$60,000.00
Scholarships	\$3,655.58	Scholarships for Fall Programs	
Scholarship Sub-Total May	\$27,121.60	Balance	\$0.00
Scholarship Sub-Total October	\$29,222.82		
Scholarship Sub-Total December	\$3,655.58		
			\$2,000.00
Inclusion	\$750.00	Behavioral and Sensory Supports	
Inclusion Sub-Total May	\$500.00	Balance	\$0.00
Inclusion Sub-Total October	\$750.00		
Inclusion Sub-Total December	\$750.00		
			\$150,303.33
General Program Support	\$1,248.00	Parkour Fall Fee at River Trails Park District	
	\$400.00	Fee for Fun Run at River Trails Park District	
	\$2,757.97	PURSUIT Field Trip Entry Fees for Fall	
	\$2,839.36	PURSUIT General Program Supplies for Fall	
	\$942.18	General Program Supplies for Fall	
	\$1,749.84	General Program Entrance Fees for Fall	
	\$3,597.73	Music Instructors for Fall	
General Program Sub-Total May	\$54,086.00	Balance	\$0.00
General Program Sub-Total October	\$39,769.25		
General Program Sub-Total December	\$13,535.08		
			\$297,303.33
Grand Total May	\$100,354.60	2023 Remaining Balance	(\$0.00)
Grand Total October	\$89,682.39		
Grand Total December	\$64,353.34		