



# **CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION BOARD MEETING**

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**Wednesday, January 18, 2017 at 6:30 p.m.**

Doral Government Center  
1<sup>st</sup> Floor Multipurpose Room  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

**1. Call to Order / Roll Call of Foundation Members**

Director Elizabeth Canchola  
Director Fernando Horruitiner  
Director Edgar Martinez  
Director Jodi Steinbauer  
Director Vacant Seat

**2. Approval of Minutes**

**A. October 19, 2016**

**3. Public Comments**

**4. Discussion Items:**

**A. Discussion: Election of Chair, Vice Chair, and Treasurer (Exhibit A)**

**B. Discussion: Simplified Budget (Director Canchola)**

**C. Update: Parks & Police 4 Kids Webpage (Director Canchola)**

**D. Discussion: Sponsorship Levels and Names (Director Canchola) (Exhibit B)**

**5. New Business**

**6. Next Meeting Date:** Wednesday, February 15, 2017 at 6:30pm

**7. Adjournment**

Anyone wishing to obtain a copy of an agenda item may contact the **City Clerk at 305-593-6725** or view the agenda packet on the City's website at or at City of Doral Government Center, 8401 NW 53<sup>rd</sup> Terrace, Doral, Florida 3366 during regular business hours (Monday – Friday, 8:00 A.M. – 4:30 P.M.). Pursuant to Florida Statute 286.0105, anyone wishing to appeal any decision made by the City Council with respect to any matter considered at this meeting or hearing shall need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.



# CITY OF DORAL PARKS AND POLICE 4 KIDS FOUNDATION DRAFT MINUTES

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**Wednesday, October 18, 2016 at 6:30 p.m.**

Doral Government Center  
3<sup>rd</sup> Floor Training Room  
8401 NW 53<sup>rd</sup> Terrace  
Doral, FL 33166

## **1. Call to Order / Roll Call of Foundation Members**

Meeting was called to order at 6:39 pm.

Director Elizabeth Canchola	Present
Director Fernando Horruitiner	Present
Director Frank Silva	Present
Director Jodi Steinbauer	Present
Director Gerardo Vera	Absent

Also present were:

Erin Weislow, Parks & Recreation Department  
Silvia Watkins, Finance Department  
Haydee Sera, City Attorney  
Connie Diaz, City Clerk

## **2. Approval of Minutes**

- A. September 21, 2016**
- B. September 29, 2016**

**Motion to approve the minutes** made by Director Horruitiner and seconded by Director Silva. By consensus, motion passes unanimously.

## **3. Public Comments**

There were no comments made during public comments.

## **4. Financial Items:**

- A. Discussion and Approval of the PP4K After School Program General Liability Insurance (Finance Department) (Exhibit A)**

**Motion to approve the General Liability Insurance Proposal by Morgan Insurance Group in an amount not to exceed \$1,500** made by Director Silva and seconded by Director Horruitiner. By consensus, motion passes unanimously.

## **5. Discussion Items:**

**A. Discussion: Silent Art Auction- Hispanic Heritage Doral Art Exhibit Art pieces (Parks & Recreation Department) (Exhibit B)**

Erin Weislow, Parks and Recreation, addressed the Board and recapped the results of the silent auction as well as requested suggestions from the Board on what to do with the remaining donated pieces.

By consensus, the Board agreed on the following:

- Display the art (for sale) at the various City Parks and different City events.
- Display some art pieces (for sale) at the October 20, 2016 Miami Dade College West Campus event.
- The sale prices will be as follows:
  - Item 2016-E: Framboyan \$350.00
  - Item 2016-B: Autumn \$245.00
  - Item 2016-C: Tuscany \$245.00
  - Item 2016-D: Caracas, The Pig \$210.00
  - Item 2016-F: Fruits \$350.00
  - Item 2016-H: La Laguna \$140.00
  - Item 2016-I: Let's Play \$1,750.00
  - Item 2016-J: Small Popsicle \$140.00
  - Item 2016-K: Medium Cherrie \$140.00
  - Item 2016-L: Tiffany \$280.00
- Provide the artists a thank you letter and a tax deduction certificate.

**6. New Business**

**7. Next Meeting Date:** Wednesday, November 16, 2016 at 6:30pm

**8. Adjournment** Meeting adjourns at 7:20 pm.

Respectfully submitted,

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Connie Diaz, CMC  
City Clerk

Motion to approve the minutes of the October 19, 2016 Parks and Police 4 Kids Meeting made by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Director Elizabeth Canchola  
Director Fernando Horruitiner  
Director Frank Silva  
Director Jodi Steinbauer  
Director Gerardo Vera

APPROVED and ADOPTED this 16 day of November 2016.

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Elizabeth Canchola, CHAIR



**PARKS & POLICE 4 KIDS, INC.  
BYLAWS**

**PREAMBLE**

These Bylaws are subject to, and governed by, the Doral City Council. In the event of a direct conflict between the provisions of these Bylaws, the Doral City Council will be controlling. In the event of a direct conflict between the provisions of these Bylaws and the Articles of Corporation of Parks & Police 4 Kids, Inc., these Bylaws will be controlling.

**ARTICLE I  
NAME AND PURPOSES**

**SECTION 1. NAME.** The name of the corporation is Parks & Police 4 Kids, Inc. (the "Corporation").

**SECTION 2. PURPOSES.** The Corporation is organized to provide child welfare and family services consistent with the Articles of Incorporation of the Corporation and to engage in any other activities incidental to the foregoing purposes for which a corporation may be organized under the Florida Not-For-Profit Corporation Act; provided, however, that the Corporation shall be organized and operated exclusively for charitable, scientific, and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. The Foundation does not function as a policy-making or policy advisory board for the City of Doral or Miami-Dade Parks, Recreation and Open Spaces Department.

**SECTION 3. DISSOLUTION.** Upon dissolution of the Corporation, the Board of Directors after paying or making adequate provision for the payment of all of the liabilities of the Corporation shall distribute any remaining assets to the City of Doral, a Florida Municipal Corporation (the "City"). However, if the City is not then in existence or no longer a qualified distributee, or unwilling to or unable to accept the distribution, then the assets of the Corporation shall be distributed to a fund, foundation, or corporation organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code).

**ARTICLE II  
MEMBERS**

The Corporation shall have no members.

**ARTICLE III  
BOARD OF DIRECTORS**

**SECTION 1. GENERAL POWERS.** Except as set forth herein, the affairs of the Corporation shall be managed by or under the direction of its Board of Directors (hereinafter, the "Board").

**SECTION 2. NUMBER, TENURE AND QUALIFICATIONS AND DUTIES.** The Board shall consist of five (5) Directors. Each of the Doral City Council members will appoint one (1) resident to serve on the board. Each appointment shall be subject to approval by the City Council. Each Director shall serve the number of terms consistent with the term of the Doral City Council member who appointed them.

**SECTION 3. RESIGNATION.** A Director may resign at any time by notifying their appointee and providing notice to the Secretary in writing. The Secretary will then provide the letter of resignation to the City Clerk's office, which will then officially notify the Doral City Council.

**SECTION 4. REMOVAL.** A Director can only be removed by the elected official that appointed them to the board. Any Director who misses three (3) consecutive meetings, without being excused by the Chair, shall be deemed to have resigned.

**SECTION 5. VACANCIES.** Vacancies on the Board will be filled in the following manner. Each of the five (5) Directors appointed by a member of the Doral City Council, will be filled through the same process they are appointed.

**ARTICLE IV  
MEETINGS**

**SECTION 1. REGULAR MEETINGS.** The Board shall strive to meet monthly, unless a lack of new or pending business obviates the need for a regular meeting. An annual meeting, for purposes of officer elections, will take place each January.

**SECTION 2. SPECIAL MEETINGS.** Special meetings of the Board may be called by the City Clerk's office at the request of any of the Directors, with 3/5 or more Directors agreeing to attend.

**SECTION 3. NOTICE.** Notice of the annual meeting and any regular meeting of the Board and any committee thereof, shall be given at least five (5) days previous thereto by written notice delivered to each Director at his or her physical or email address as shown on the records of the Corporation. Special meetings may be called upon at least twenty-four (24) hours notice delivered by telephone, confirmed facsimile, confirmed email, hand delivery or overnight delivery by an overnight courier service with a reputable delivery tracking system.

**SECTION 4. QUORUM.** 3/5 of the Directors must be present in person in order to constitute a quorum for the transaction of business at any meeting of the Board. If less than a quorum is present the meeting may adjourn without further notice.

**SECTION 5. ELECTRONIC PARTICIPATION.** The Board, or any committee thereof, may participate in and act at any meeting through the use of a conference telephone or other communications equipment, including computers, by means of which all persons participating in the

## Exhibit A

meeting can communicate with each other. Participation in such meeting shall constitute attendance at the meeting and but shall not be counted as part of the quorum.

**SECTION 6. VOTING.** Each member of the Board shall be entitled to one (1) vote on each matter submitted to a vote. A member must be present in person to vote.

**SECTION 7. MANNER OF ACTING.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by statute or these Bylaws. No Director may act by proxy on any matter.

**SECTION 8. INFORMAL ACTION BY DIRECTORS.** The authority of the Board, or any committee thereof, may be exercised without a meeting if a written consent, setting forth the action taken, is signed by a majority (or such greater number if required by law or these Bylaws) of the Directors.

**SECTION 9. MEETING MINUTES.** The Secretary of the Board is responsible for preparing minutes of the meeting, which shall be delivered to the Directors at the following meeting for approval. If changes to the minutes are requested by a Board Member for accuracy, the minutes must be revised and approved at the following meeting. Once approved by the Board, a copy of the minutes must be given to the City Clerk's Office for record purposes one week after the meeting

## **ARTICLE V OFFICERS**

**SECTION 1. OFFICERS.** The Officers of the Corporation shall be a Chair Person, Vice Chair Person, Secretary, Treasurer and such other officers as may be elected or appointed by the Board from among the members of the Board. Officers whose authority and duties are not prescribed in these Bylaws shall have the authority and perform the duties prescribed by the Board.

**SECTION 2. ELECTION AND TERM OF OFFICE.** The Officers of the Corporation shall be elected at the Annual Meeting of the Board. Terms of office will correspond to the calendar year. All elected Officers shall hold office for a period of one year unless they resign or are removed by the Board earlier.

**SECTION 3. RESIGNATION AND REMOVAL OF OFFICERS.** Any Officer elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Corporation would be served thereby. Any Officer may resign at any time upon written notice to the Chair.

**SECTION 4. CHAIR.** The Chair, if one is appointed by the Board, shall report to the Corporation Board and be responsible for the day to day operations of the Corporation and implementing the directives established by the Board. The Chair shall also serve as an ex-officio member of each standing committee that may be created. The Chair shall preside at all regular and special meetings of the Board. The Chair shall perform such other duties as are required by the Board.

**SECTION 5. VICE-CHAIR.** In the absence of the Chair, the Vice-Chair of the Board shall preside at all regular and special meetings of the Board. The Vice-Chair shall perform such other duties as are required by the Board.

**SECTION 6. SECRETARY.** The City Clerk shall serve as Secretary for the board. The City Clerk shall record the minutes of the meetings of the Board; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records; and perform all duties incident to the office of secretary.

**SECTION 7. TREASURER.** The Treasurer shall be responsible for monitoring the financial reports of the Corporation and making sure that corporate limits are maintained. The Treasurer shall report at every regular meeting of the Board on the Corporation's financial status.

## **ARTICLE VI CONTRACTS, CHECKS, DEPOSITS, GIFTS/GRANTS AND COMPENSATION**

**SECTION 1. CONTRACTS.** The Board may authorize, through a majority vote, any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. All contracts must be aligned to the Corporations mission and disciplines set by the Doral City Council.

**SECTION 2. CHECKS.** In order to receive a check for payment of a contract/invoice, the board must have a majority vote. Once the majority vote is received, the a copy of the minutes and additional back-up shall be sent to the City of Doral Finance Department by the Chair or Vice-Chair for the check to be cut.

**SECTION 3. DEPOSITS.** All funds that are received shall be given to the City of Doral Finance Department to be deposited in to the Parks & Police 4 Kids, Corp. account.

**SECTION 4. GIFTS/GRANTS.** The Board may accept on behalf of the Corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the Corporation. Any monetary gifts will only be accepted in the form of a check.

## **ARTICLE VII INDEMNIFICATION**

The Foundation hereby indemnifies any and all of its Directors and Officers, and former Directors and Officers, against expenses actually and necessarily incurred by them or any one or group of them in connection with the defense of any action, suit or proceeding in which they or any of them are made parties, or a party, by reason of being or having been Directors, Trustee or Officers of the Foundation except in relation to matters as to which such Director or Officer, or former Director or Officer shall be adjudged in such action, suit or proceeding to be liable for gross negligence, willful misconduct or breach of his or her fiduciary duty to the Foundation or its members in the performance of his/her or their responsibilities, and to such matters as shall be settled by agreement predicated on the existence of such liability.

The Foundation shall provide Directors and Officers liability insurance to the Board of Directors and Officers of the Foundation insuring them against claims and/or loses including, but not limited to, attorneys' fees as a result of legal action brought for alleged wrongful acts in their capacity as Directors and Officers. The amount of the policy shall be no less than one million dollars (\$1,000,000).

**ARTICLE VIII  
LIMITATION ON EXPENDITURES**

In no event shall the Directors or Officers of the Foundation make any expenditures or engage in any activity inconsistent with the corporation's status as a corporation exempt from federal income taxation under 501(c)(3) of the Internal Revenue Code of 1986, as amended, or as a corporation, contributions to which are deductible under the Internal Revenue Code of 1986.

**ARTICLE IX  
CODE OF ETHICS**

**SECTION 1. CODE OF ETHICS.** It is imperative to the success of the Foundation to be fully informed and have responsive and reasonable officers and members of the Board of Directors. To accomplish this, the officers and members of the Board shall conduct themselves at all times in the best interest of the Foundation. In this regard, each officer and Board member shall abide by the following "Code of Ethics".

**SECTION 2. PROCEDURES.**

- Officers and Board members shall put forth their best effort to attend all meetings and constructively participate in the same.
- Officers and Board members shall exercise good judgment in the control and use of confidential information that may from time to time come into their possession.
- No officer or director shall use confidential information gained by reason of being an officer or member of the Board of Directors for personal gain to the detriment of the Foundation.
- Each officer and Board member shall serve as a public relations agent for the Foundation and shall work diligently and properly to promote its goals and objectives while keeping abreast with its overall progress, plans and programs.
- The Foundation will make no loans to any of its officers or Board members.
- Members of the immediate family of an officer or Board member shall not serve as a paid employee of the Foundation.

**ARTICLE X  
CONFLICTS OF INTEREST**

The purpose of the Conflicts of Interest policy is to protect the Foundation's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Foundation, or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**SECTION 1. DEFINITIONS**

- a. Interested person—any director, officer or member of a committee with governing Board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

- b. Financial interest—a person has a financial interest if the person has, directly or indirectly, through business, investment or family:
  - i. An ownership or investment interest in any entity with which the Foundation has a transaction or arrangement;
  - ii. A compensation arrangement with the Foundation or with any entity or individual with which the Foundation has a transaction arrangement; or
  - iii. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Foundation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under definitions, a person who has a financial interest may have a conflict of interest only if the Board of directors or committee decides that a conflict of interest exists.

## **SECTION 2. PROCEDURES**

- a. Duty to Disclose: In connection with any actual or possible Conflicts of Interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of the committees with governing Board delegated powers considering the proposed transaction or arrangement.
- b. Determining whether a conflict of interest exists: After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or committee meeting while the determination of a conflict is discussed and voted upon. The remaining Board or committee members shall decide if a conflict of interest exists.

## **SECTION 3. PROCEDURES FOR ADDRESSING THE CONFLICTS OF INTEREST**

- a. An interested person may make a presentation at the Board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of and the vote on the transaction or arrangement involving the possible conflict of interest.
- b. The Board president or committee chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board of the Foundation or the committee shall determine whether the Foundation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or committee shall

determine by a majority of vote of the disinterested directors whether the transaction or arrangement is in the Foundation's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

#### **SECTION 4. VIOLATIONS OF THE CONFLICTS OF INTEREST POLICY**

- a. If the Board of Directors or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of directors or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

#### **SECTION 5. RECORDS OF PROCEEDINGS**

- a. The minutes of the Board and all committees with Board delegated powers shall contain:
  - i. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present and the Board's or committee's decision as to whether a conflict of interest in fact existed.
  - ii. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings. These minutes will be kept with the minutes of the meetings held in that fiscal year for a period of three (3) years.

All Board members and officers shall sign that they have read and understand the Code of Ethics and the Conflicts of Interest statement at the Foundation's annual meeting. They shall receive copies of both for personal files at the Board's annual meeting.

#### **ARTICLE XI NONDISCRIMINATION POLICY**

The Foundation follows an equal opportunity policy and selects Board Members without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, age, physical ability, veteran status, military obligations and marital status. This policy applies to Board Members, Foundation employees, outside vendors, Members, sponsors, consultants and dealings with citizens of City of Doral.

**ARTICLE XII  
MISCELLANEOUS**

**SECTION 1. FISCAL YEAR.** The fiscal year of the Foundation shall commence on the first day of January and conclude on the last day of December.

**SECTION 2. COMPENSATION.** No member of the Board of Directors shall receive a salary or any other compensation whatsoever from the Foundation, but shall be entitled to reimbursement for all expenses reasonably incurred in performing any duties pursuant to these By-Laws.

**SECTION 3. CONFLICT BETWEEN BY-LAWS AND ARTICLES OF INCORPORATION.** In the event of conflict between the terms of these By-Laws and the Articles of Incorporation, the latter shall prevail.

**SECTION 4. INTERPRETATION OF BY-LAWS.** The Board of Directors shall have the corporate power to generally do everything permitted by not-for-profit corporations by law, statute, its Articles of Incorporation and these By-Laws, and to determine the interpretation or construction of these By-Laws, or any parts thereof, which may be in conflict or of doubtful meaning and their decision, shall be final and conclusive.

**SECTION 5. ATTORNEY'S FEES.** In the event of any litigation or other form of dispute resolution between the Foundation and any of its members, the prevailing party shall be entitled to recover all of its costs and expenses, including reasonable attorneys' fees and costs in all courts, from the non-prevailing party.

**SECTION 6. REGISTERED AGENT.** The Registered Agent of the initial corporation for purposes of service of legal process is the City of Doral City Attorney.

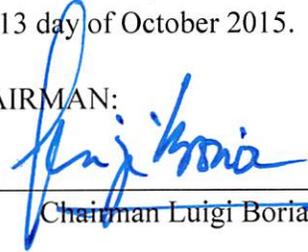
**ARTICLE VIII  
AMENDMENTS TO BYLAWS**

If the board wishes to propose amendments to these Bylaws, it must be approved by the Doral City Council and passed by a 3/5 vote.

**CERTIFICATE OF ADOPTION OF BYLAWS**

I do hereby certify that the above stated Bylaws of PARKS & POLICE 4 KIDS, INC. were approved by the PARKS & POLICE 4 KIDS, INC. board of directors on this 13 day of October 2015.

CHAIRMAN:



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Chairman Luigi Boria

# **Parks & Police 4 Kids**

**A Proposed Not-For-Profit Organization  
Benefiting the Youth of Doral**

## **Strategic Plan – First Draft**

### **I. Concept:**

To form a partnership with two City of Doral departments; *Parks and Recreation* and *Police*, that will create a network of donors and recipients benefiting deserving organizations primarily within the City of Doral.

This network of donors will consist largely in part of existing partnerships brought in by each of the two entities and is also intended to produce new partnerships as well.

The program will be promoted via press releases, fliers, brochures, web site, City newsletter – “*Doral Digest*” and public service announcements (print ads, television and radio).

A charitable not-for-profit organization (501-C-3) must be formed that will be maintained and coordinated by the Board of Directors for tax benefit purposes with the assistance of the City of Doral.

The *Parks and Recreation* and *Police Departments* will collaborate to host a series of events, programs and activities to fulfill the mission of the organization. These programs will focus mostly on sports and recreation.

Funding from the program will be acquired through public and private sector donations, grants and sponsorships.

### **II. Mission Statement**

To provide recreational, educational and social programs for the youth of Doral with a primary focus on the prevention of juvenile delinquency. Through the collaboration of the City of Doral Parks and Recreation and Police Departments, the organization will create a positive and safe environment for youth making the community a better place to live, learn and play.

### **III. Vision Statement**

To protect and nurture every member of our community by establishing a foundation in their lives that will result in future successful endeavors.

## Exhibit B

Strategic Plan-First Draft  
Parks & Police 4 Kids  
Page 2

### IV. Timeline:

- Develop Articles of Incorporation and register the Not-For-Profit organization as a business entity with the State of Florida (August 2006).
- Select Board of Directors, Fund-Raising Committee and Scholarship Committee (September 2006).
- Develop by-laws for Board of Directors, Fund-raising Committee and Scholarship Committee (September 2006).
- Apply for IRS Not-For-Profit Organization tax exemption (September 2006).
- Begin receiving funds by the fourth quarter of (September 2006) and distributing funds by (November 2006).
- Create marketing materials - logo and brochure (October 2006).
- Acquire URL/domain and develop web-site (November 2006).

### V. Goals

- Raise a minimum of \$10,000 for year one from local donors and dollars earmarked by *The City of Doral City Council* in an amount TBD.
- *Year One.* Provide donations, scholarships and support not to exceed fifty percent of all available charitable funds (minimum \$5,000). Raise \$10,000 for the organization.
- *Year Five.* Provide donations, scholarships and support not to exceed fifty percent of all available charitable funds (minimum \$25,000). Raise \$50,000 annually for the organization.
- *Year Ten.* Provide donations, scholarships and support not to exceed fifty percent of all available charitable funds. Raise \$10,000 for the organization. Raise \$100,000 annually for the organization.

### VI. Objectives:

- Educate our youth for the betterment of the South Florida community, as well as, improve the quality of life for many local families.

## Exhibit B

Strategic Plan-First Draft  
Parks & Police 4 Kids  
Page 3

- Create legacy of an on-going endowment supported by corporations, local business leaders and the *City of Doral*, that can be passed on to future generations to come.
- Encourage youth that are currently participating in the City's athletic program to improve their performance in the classroom commensurate with their athletic abilities.
- Persuade academically gifted youth to become involved in or remain a part of athletics for the benefits of sport such as teamwork, sportsmanship and the competitive spirit essential for success in the world today.
- Provide scholarships to academically and economically deserving local youths enhancing their opportunity to obtain a college degree.

### **VII. Proposed Programs and Activities**

- |  |                          |
|--|--------------------------|
| ➤ <b>City of Doral Youth Basketball League</b>         | <b>Doral Park</b>        |
| ➤ <b>City of Doral First Tee Program</b>               | <b>Doral Golf Resort</b> |
| ➤ <b>City of Doral Food Drive</b>                      |                          |
| ➤ <b>City of Doral Toy Drive</b>                       |                          |
| ➤ <b>Say Boo to Drugs Poster Contest</b>               |                          |
| ➤ <b>Homework Club</b>                                 |                          |
| ➤ <b>Parks &amp; Police 4 Kids Summer Camp</b>         | <b>Doral Park</b>        |
| ➤ <b>Parks &amp; Police 4 Kids Scholarship Program</b> |                          |

### **VIII. Proposed Scholarship Eligibility Requirements**

- Applicant must: (subject to change upon further discussion)
- ✓ Be a U.S. Citizen or Permanent Resident
- ✓ Be a resident of Doral
- ✓ Be a current or former participant in the City of Doral Youth Athletic Program
- ✓ Be enrolled in either a public, private or charter school
- ✓ Have a minimum of a 3.5 Core GPA

**Employees, Board of Directors, committee members, partners and program donors (and their relatives) are ineligible to receive scholarship awards.**

### **IX. Board of Directors**

The Board of Directors would be selected by the Mayor and City Council. It is recommended to have a minimum of five (5) and a maximum of seven (7) total board members.

**X. Committees**

The Board of Directors would nominate and select Fund-Raising and Scholarship Committees based on the by-laws.

**XI. Potential Partners**

- ✓ *Local Financial Institution*  
Committee member could provide free banking services including financial expertise.
- ✓ *Local Law Firm*  
If City Attorney as a committee member is not viable, a local law firm could provide free legal advice and assist supervision of program.
- ✓ Local Accounting Firm
- ✓ Current sponsors from the City of Doral network of sponsors.
- ✓ Civic organizations such as the Doral Business Council.
- ✓ Create a City of Doral Special Programs Annual Fund. A category/option will be included for donors to make contributions to Parks & Police 4 Kids. .

**DRAFT**

Subject to Significant Change

*Parks & Police 4 Kids, Inc.*

**Charitable Giving Guidelines**

**Our Mission**

To facilitate and enable recreational, educational and social programs for the youth of Doral with a primary focus on the prevention of juvenile delinquency. Through the collaboration of the City of Doral Parks and Recreation and Police Departments, the organization will create a positive and safe environment for youth making the community a better place to live, learn and play.

**Charitable Giving Focus**

Parks & Police 4 Kids accepts responsibility as a not-for-profit organization to help meet the needs of the community, primarily in the City of Doral. Parks & Police 4 Kids provides programs in the following broad areas.

- Youth Sports
- Children's Health, Safety and Well-Being
- Protection and Nurturing of Youth
- Educational Initiatives Involving Youth Sports Participants

Monitoring, assessment, and review of these programs are the responsibility of the Parks & Police 4 Kids Advisory Board assisted by City staff who serve as Technical Advisors to the organization. The Board places emphasis on well-managed non-profit organizations and programs, and maintains the flexibility to accommodate new and innovative approaches to meeting community needs.

Parks & Police 4 Kids expects effective program planning, executing, evaluation and reporting relating to stated program objectives by the recipient organizations. Program or project requests will come from various City departments and outside organizations as discussed further below. Program or project requests exceeding \$\_\_\_\_\_ must include performance measurement criteria, and the requestor must be prepared to submit a report of achievement annually.

Program or project contributions exceeding \$\_\_\_\_\_ may include an allowance to be used by the recipient to cover administrative expenses. Parks & Police 4 Kids does not provide funding for capital campaigns. Contribution and sponsorship proposals are accepted throughout the year.

**Requests**

- Event Sponsorship:
  - Event invitation, flyer or brochure
  - Current IRS 501(c)(3) determination letter with Federal Tax ID number or equivalent tax exemption status such as IRS 170 (c)(1)
  - Event budget, including a list of all sponsors and contributors

## Exhibit B

### **Project/Program Support**

The City department or outside organization must make requests to Parks & Police 4 Kids in writing.

- Organizations must provide copies of their IRS 501 (c) (3) determination letter with Federal Tax I.D. number or equivalent tax exemption status such as IRS 170 (c)(1).

Each request must include the following:

- Outside organization must provide mission statement, a description of what your organization does, whom you serve, your history, and major accomplishments.
- A description of the specific program or project that you wish Parks & Police 4 Kids to consider funding, the amount of funding you are requesting, and the expected outcomes.
- A list of your Board of Directors.
- Your organization's current annual operating budget.
- A current financial statement, preferably audited.
- A current list of contributors and their giving levels.

### **Exclusion From Support**

Parks & Police 4 Kids does not provide support to the following:

- Individuals or individual teams.
- Programs in communities where Parks & Police 4 Kids does not have an operating presence.
- Organizations that discriminate on the basis of race, sex, religion, national origin, age, disability or veteran status.
- Veterans, Military, fraternal or professional organizations
- Political organizations or programs
- Service club activities
- Other intermediary foundations (i.e. foundations which, in turn, makes grants to other charities)
- Operating funds for any institution or organization
- Organizations that may pose a conflict with the goals and programs of Parks & Police 4 Kids and its partners, particularly the City of Doral

### **Funding Cycle**

Parks & Police 4 Kids operates and provides contributions in a calendar year. To be considered for funding, proposals must be submitted by        of a calendar year to be considered to receive funding in the following calendar year.

## Exhibit B

For example: proposals must be submitted by [REDACTED] to be considered to receive funding in 2008. (If approved for funding, contributions are awarded on a date determined by Parks & Police 4 Kids and the recipient organization).

### **Key Dates/Timeline:**

- [REDACTED]  
Deadline to submit proposals for consideration
- [REDACTED]  
Notification
- January 1 – December 31 (following year):  
Grant awards made

### **WHERE TO APPLY**

#### **Send proposals via mail to:**

Parks & Police 4 Kids  
8300 NW 53 Street, Suite 202  
Doral, FL 33166

#### **Send proposals via electronic mail to:**

[parks&police4kids@cityofdoral.com](mailto:parks&police4kids@cityofdoral.com)

#### **For proposals submitted via electronic mail:**

- Documents should be in the form of an attached Microsoft Word document or a PDF file.
- Please be sure to mail a copy of any documentation not include in your e-mail submission, such as a copy of the organization's 501(c)(3) or equivalent IRS tax exemption, copy of the past year's audited financial statement, etc.
- It is not necessary to mail a hard copy of the proposal, but please note that you have submitted your proposal via electronic mail on any supporting documentation that is mailed.
- Proposals submitted via e-mail will receive an acknowledgement or receipt via e-mail.

#### **For general questions, or to request a copy of our Charitable Giving Guidelines brochure:**

- Call the City of Doral Parks and Recreation Department at (305) 593-6600
- Contact us via electronic mail at:  
[parks&police4kids@cityofdoral.com](mailto:parks&police4kids@cityofdoral.com)
- Visit the Parks & Police 4 Kids section of the website at [www.cityofdoral.com](http://www.cityofdoral.com)

Exhibit B



The Doral Bunny is hopping on through for our annual EGGstravaganza! Residents will enjoy carnival rides, fun games, interactive activities and of course the famous EGG HUNTS with 48,000 eggs!

**Location:** Doral Central Park **Date:** Saturday, April 8, 2017 **Event Time:** 11am-3pm

Kind of Sponsorship: Cash; Media Sponsor

**Application Due: February 17<sup>th</sup>, 2017**

Sponsorship Benefit Packages	PRESENTING SPONSOR (\$6,000)	Level 1 (\$3,000)	Level 2 (\$1,500)	Level 3 (\$750)
<b>Pre-Event Benefits</b>				
Naming Rights to entire event. The event flyer will state "Presented by COMPANY NAME/LOGO"	✓			
(5) Light Pole Banners throughout the City advertising event and sponsor	✓			
(5) Bus Bench Signs throughout the City advertising event and sponsor	✓			
<b>Inclusion in Event Flyer</b> (Distributed to Local Schools, Businesses, Parks, and featured on City Website/Social Media/Email Blasts)	✓	✓	✓	✓
<b>Inclusion in Press Release</b>	✓	✓	✓	✓
<b>Day of Event Benefits</b>				
<b>Naming Rights to EGG HUNT</b> (Event Main Attraction) 3x8 Banner Provided by the City	✓			
Logo will be featured on all carnival rides Wristbands. (approx. 1,200 sold)	✓			
Logo will be featured on event T-Shirt	✓	✓		
Access to event preferred parking for up to (2) organization personnel. (Limit one car per person)	✓	✓		
Wristbands for carnival games and rides	✓	✓ (2)		
Onsite marketing rights for sampling and advertisement. Tent (10' x 10'), table and (2) chairs provided by the City of Doral. <small>*Sponsor is responsible for own (10 x 10) Tent, table, chairs.*</small>	✓	✓	✓	
<b>Signage Rights</b> (*Banners must be provided by sponsor and approved by the City of Doral)	✓ (3*)	✓ (2*)	✓ (1*)	✓ (1*)
<b>Public Recognition</b> (Onsite Announcement)	✓ Unlimited	✓ (3)	✓ (2)	✓ (1)
<b>Post Event Benefits</b>				
Mentioned in one issue of "A Great Place to Play"	✓			
Invitation to the Sponsor Appreciation Event	✓	✓	✓	✓
<b>CASH ONLY SPONSORS WILL RECEIVE A BENEFIT FROM THE PROCEEDING LEVEL. MUST BE A MINIMUM LEVEL 3 SPONSOR TO QUALIFY.</b>				

**2017 City of Doral Sponsorship Form**  
***"Eggstravaganza"***

Company Name *(as it should appear in advertising)* \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Company Website *(for web link)* \_\_\_\_\_

**Select Level of Sponsorship:**

Presenting Sponsor: \$6,000 \_\_\_\_\_

Level 1 \$3,000 \_\_\_\_\_ Level 2 \$1,500 \_\_\_\_\_ Level 3 \$750 \_\_\_\_\_

\*If applicable below.

\_\_\_\_\_ I **\*DO** want my complimentary booth space, but will be bringing my own 10 x 10 tent.

\_\_\_\_\_ I **\*DO** want my complimentary booth space. (Tent provided by the City of Doral).

\_\_\_\_\_ **DO NOT** want my complimentary booth space.

**Brief description of sponsorship will include:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please email a high resolution business logo (preferably EPS file format) to [amy.miller@cityofdoral.com](mailto:amy.miller@cityofdoral.com) for advertising purposes. The deadline for sponsorship confirmation is February 17, 2017 so we can assure your business name will be included in our promotional advertising.**

I hereby agree to participate as a Sponsor of the Eggstravaganza event and agree to abide by all rules and requests of the City of Doral Parks and Recreation Department.

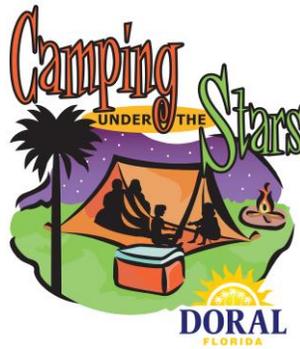
Sponsor Authorized Title \_\_\_\_\_ Print Name \_\_\_\_\_

Signature \_\_\_\_\_

City of Doral Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**When completed, please send this form attention to the Events Specialist, Amy Miller, via email at [amy.miller@cityofdoral.com](mailto:amy.miller@cityofdoral.com), via fax at 305-593-6615 or mail to 8401 NW 53 Terrace, Doral, FL 33166.**

Date Received _____
Check # _____
OFFICE USE ONLY



The City of Doral gives their residents and guests the camping experience right in their own backyard, J.C. Bermudez Park. A night filled with camping activities such as storytelling, marshmallow roast and a movie on a colossal screen.

- **Location:** Doral Central Park
- **Date:** January 20, 2016
- **Event Time:** 5pm-10am
- **Estimated Attendance:** 3,000
- **Kind of Sponsorship:** Cash

**Application Due: January 6, 2016**

**\*Sponsorship Benefit Packages are flexible and negotiable\***

Sponsorship Benefit Packages	Level 1 (\$1,500)	Level 2 (\$1,000)	Level 3 (\$500)
<b>Pre-Event Benefits</b>			
Inclusion in Press Release	✓	✓	
Inclusion in Event Flyer (Distributed to Local Schools, Businesses, Parks, and featured on City Website/Social Media/Email Blasts)	✓	✓	✓
<b>Day of Event Benefits</b>			
Onsite marketing rights for sampling and advertisement. Tent (10' x 10'), table and (2) chairs provided by the City of Doral.	✓		
Signage Rights (*Banners must be provided by sponsor. Maximum size is 3 x 8)	✓ (2)		
On-Screen Movie Advertising (Slides)	✓ (5)	✓ (3)	✓ (1)
Public Recognition (Onsite Announcement)	✓ (3)	✓ (2)	✓ (1)
<b>CASH ONLY SPONSORS WILL RECEIVE A BENEFIT FROM THE PROCEEDING LEVEL. MUST BE A MINIMUM LEVEL 3 SPONSOR TO QUALIFY.</b>			



**2016 City of Doral Sponsorship Form**  
*"Camping Under the Stars"*

Company Name *(as it should appear in advertising)* \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Company Website *(for web link)* \_\_\_\_\_

**Select Level of Sponsorship:**

Level 1 \$1,500 \_\_\_\_\_ Level 2 \$1,000 \_\_\_\_\_ Level 3 \$200 \_\_\_\_\_

\*If applicable below.

\_\_\_\_\_ I **\*DO** want my complimentary booth space, but will be bringing my own 10 x 10 tent.

\_\_\_\_\_ I **\*DO** want my complimentary booth space. (Tent provided by the City of Doral).

\_\_\_\_\_ **DO NOT** want my complimentary booth space.

**Brief description of sponsorship will include:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please email a high resolution business logo (preferably EPS file format) to [amy.miller@cityofdoral.com](mailto:amy.miller@cityofdoral.com) for advertising purposes. The deadline for sponsorship confirmation is January 6, 2016 so we can assure your business name will be included in our promotional advertising.**

I hereby agree to participate as a Sponsor of the 2016 Camping Under the Stars event and agree to abide by all rules and requests of the City of Doral Parks and Recreation Department.

Sponsor Authorized Title \_\_\_\_\_ Print Name \_\_\_\_\_

Signature \_\_\_\_\_

City of Doral Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**When completed, please send this form attention to the Events Specialist, Amy Miller, via email at [amy.miller@cityofdoral.com](mailto:amy.miller@cityofdoral.com), via fax at 305-593-6615 or mail to 8401 NW 53 Terrace, Doral, FL 33166.**

Date Received _____
Check # _____
OFFICE USE ONLY

Exhibit B



The Doral Bunny is hopping on through for our annual EGGstravaganza! Residents will enjoy carnival rides, fun games, interactive activities and of course the famous EGG HUNTS with 48,000 eggs!

**Location:** Doral Central Park **Date:** Saturday, March 19th, 2016 **Event Time:** 11am-3pm

Kind of Sponsorship: Cash; Media Sponsor

**Application Due: February 12<sup>th</sup>, 2016**

Sponsorship Benefit Packages	PRESENTING SPONSOR (\$6,000)	Level 1 (\$3,000)	Level 2 (\$1,500)	Level 3 (\$750)
<b>Pre-Event Benefits</b>				
Naming Rights to entire event. The event flyer will state "Presented by COMPANY NAME/LOGO"	✓			
(8) Light Pole Banners throughout the City advertising event and sponsor	✓			
(5) Bus Bench Signs throughout the City advertising event and sponsor	✓			
<b>Inclusion in Event Flyer</b> (Distributed to Local Schools, Businesses, Parks, and featured on City Website/Social Media/Email Blasts)	✓	✓	✓	✓
<b>Inclusion in Press Release</b>	✓	✓	✓	✓
<b>Day of Event Benefits</b>				
<b>Naming Rights to EGG HUNT</b> (Event Main Attraction) 3x8 Banner Provided by the City	✓			
Logo will be featured on all carnival rides Wristbands. (approx. 1,200 sold)	✓			
Logo will be featured on event T-Shirt	✓	✓		
Access to event preferred parking for up to (2) organization personnel. (Limit one car per person)	✓	✓		
Wristbands for carnival games and rides	✓	✓ (2)		
Onsite marketing rights for sampling and advertisement. Tent (10' x 10'), table and (2) chairs provided by the City of Doral. <small>*Sponsor is responsible for own (10 x 10) Tent, table, chairs.*</small>	✓	✓	✓	
<b>Signage Rights</b> (*Banners must be provided by sponsor and approved by the City of Doral)	✓ (3*)	✓ (2*)	✓ (1*)	✓ (1*)
<b>Public Recognition</b> (Onsite Announcement)	✓ Unlimited	✓ (3)	✓ (2)	✓ (1)
<b>Post Event Benefits</b>				
Mentioned in one issue of "A Great Place to Play"	✓			
Invitation to the Sponsor Appreciation Event	✓	✓	✓	✓
<b>CASH ONLY SPONSORS WILL RECEIVE A BENEFIT FROM THE PROCEEDING LEVEL. MUST BE A MINIMUM LEVEL 3 SPONSOR TO QUALIFY.</b>				

**2016 City of Doral Sponsorship Form**  
***"Eggstravaganza"***

Company Name *(as it should appear in advertising)* \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Company Website *(for web link)* \_\_\_\_\_

**Select Level of Sponsorship:**

Presenting Sponsor: \$6,000 \_\_\_\_\_

Level 1 \$3,000 \_\_\_\_\_ Level 2 \$1,500 \_\_\_\_\_ Level 3 \$750 \_\_\_\_\_

\*If applicable below.

\_\_\_\_\_ I **\*DO** want my complimentary booth space, but will be bringing my own 10 x 10 tent.

\_\_\_\_\_ I **\*DO** want my complimentary booth space. (Tent provided by the City of Doral).

\_\_\_\_\_ **DO NOT** want my complimentary booth space.

**Brief description of sponsorship will include:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please email a high resolution business logo (preferably EPS file format) to [brittney.hatem@cityofdoral.com](mailto:brittney.hatem@cityofdoral.com) for advertising purposes. The deadline for sponsorship confirmation is February 12<sup>th</sup>, 2016 so we can assure your business name will be included in our promotional advertising.**

I hereby agree to participate as a Sponsor of the Eggstravaganza event and agree to abide by all rules and requests of the City of Doral Parks and Recreation Department.

Sponsor Authorized Title \_\_\_\_\_ Print Name \_\_\_\_\_

Signature \_\_\_\_\_

City of Doral Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**When completed, please send this form attention to the Events Specialist, Amy Miller, via email at [amy.miller@cityofdoral.com](mailto:amy.miller@cityofdoral.com), via fax at 305-593-6615 or mail to 8401 NW 53 Terrace, Doral, FL 33166.**

Date Received _____
Check # _____
OFFICE USE ONLY

# Streets Alive! sponsorship LEVELS

BENEFITS	Supporter \$250	Champion \$500	Good Neighbor \$750	Community Sponsor \$1,000	* Merchandise Sponsor \$1,500+	* Presenting Sponsor \$2,500
Social Media Mention	1X	1/event	2/event	2/event	3/event	4/event
Event Space		!	!	!	!	!
Logo & Link on Website		*	*	*	*	*
Logo on event posters			!	!	!	!
Table/Tent			*	*	*	*
Logo on Quarter Cards				!	!	!
Ice Cream Table Sponsorship				*	*	*
Branded merchandise					!	
Org name/logo in front of Band						*
Custom SA! Banners						!
Logo on All Promos						*

## Streets Alive Sponsorship Opportunities

**CONTACT Victoria Armstrong**  
 Streets Alive, Co-Director  
 director@bikewalktompkins.org  
 Bike Walk Tompkins, 607-301-3181