



To complete the Application for Funding Cover Page type into the provided fields. Use your preferred word processing program to answer all other questions. **A complete application consists of the Application for Funding Cover Page; a narrative of five pages maximum (exclusive of attachments) answering the questions below; and the required attachments.** Completed applications may be emailed to [grants@tfe.org](mailto:grants@tfe.org) or mailed to The Foundation for Enhancing Communities, PO Box 678, Harrisburg, PA 17108-0678. Emailed applications must be submitted by 4pm on the deadline date. Mailed applications must be postmarked by the deadline date. Contact Jennifer Strechay, Program Offer for Community Investment, at [jstrechay@tfe.org](mailto:jstrechay@tfe.org) or 717-236-5040 with questions.

**Name of Organization** Big Brothers Big Sisters of the Capital Region, Inc.

**Name, Title, Email, Phone of Executive Leader** Denise "Maddie" Young, CEO,  
[myoung@capbigs.org](mailto:myoung@capbigs.org), 717-236-0199

**Organization Mailing Address** 1519 North 3rd Street, Harrisburg, PA 17102

**Website** [www.capbigs.org](http://www.capbigs.org)

**Name, Title, Email Phone of Application Contact** Johnna L. Palm, Grant Writer,  
[jpalm@capbigs.org](mailto:jpalm@capbigs.org), 717-236-0199

**Amount of Funding Requested** \$5,000.00

**Purpose of Funding Request** Trauma-informed Mentoring for Children Experiencing ACEs-Adverse Childhood Experiences

**Briefly describe your organization**

- A. Mission, purpose, and history.
- B. Service population and geographic area served, including demographics.
- C. Current programs, activities, and accomplishments.

**Briefly describe the project for which you are requesting funding**

- A. Project goals, objectives, and planned activities/events.
- B. Project timetable and budget. *The project budget is separate from the organization budget.*
- C. Constituency served or targeted population.
- D. Other funding sources and amounts.
- E. Project benefits and anticipated results.
- F. Description of how project differs from similar projects in geographic area served.

**Required Attachments**

- A. Board of Directors List.
- B. Applicant organization's current budget.
- C. First page of the applicant organization's most recent 990. If 990 is not available, provide the most recent audit or financial statement to meet this need.
- D. 501(c) (3) Letter or proof of application.

E. Copy of your registration with the Pennsylvania Bureau of Charitable Organizations.

Please Note: Letters of support are not required, but are accepted. If your project represents a partnership or is 100% dependent upon participation by an organization presented in your application, provide a letter from each organization that confirms their agreement to participate. If your project utilizes a Fiscal Sponsor, follow the Fiscal Sponsor instructions at <https://www.tfec.org/grants/the-childrens-home-foundation-fund-grant-guidelines/>.

## 2020 Children's Home Foundation Application Narrative

**Briefly Describe Your Organization:** For more than 38 years, Big Brothers Big Sisters of the Capital Region (BBBSCR) has supported the relationship between at-risk children and their mentors. Our mission is to create and support one-to-one mentoring relationships that ignite the power and promise of youth. We mentor children ages 6 and older in Cumberland, Dauphin, Lancaster, Lebanon and Perry Counties. Our Evidence-Based mentoring program is rooted in putting a strong role model and friend into the life of a child facing adversity. Many of our Littles have experienced traumatic life changing events in their life: parent incarceration, drug addiction, homelessness, truancy, and poverty to name a few. Driven by our vision that all youth achieve their full potential, BBBSCR has positioned our program to meet their increasing needs for support and affirmation.

Big Brothers Big Sisters is a prevention-based program designed to impact: avoidance of risky behavior, positive school engagement/educational success and socio-emotional competency. Researched studies show youth served and supported in mentoring relationships through Big Brothers Big Sisters see an increase in protective factors and a reduction in negative risk factors as measured by evidence-based surveys over the life of the mentoring relationship. These mentoring relationships make an impact by strengthening positive relationships for the children in our program, helping them improve their academic success, and supporting them in reducing risky behaviors such substance abuse and violence. Big Brothers Big Sisters of the Capital Region implements and provides quality control over all data gathering tools, surveys and mentoring interactions. Surveys are administered in accordance with the national Big Brothers Big Sisters of America standards.

In order to accommodate the needs and abilities of both child and adult, Big Brothers Big Sisters provides a variety of specialized mentorship programs through our community-based program and school-based program.

*Community-based program:* The traditional community-based program is also the best known Big Brothers Big Sisters program. Bigs and Littles meet at least twice per month to play games, attend sports and cultural events, and pursue other activities of interest. These match meetings may last one hour or may last all day, depending on what the Big and Little choose to do. The community-based program is the most flexible, since Bigs and Littles determine when they meet and what they do. While the minimum goal for match length is one year, the majority of matches last well beyond 12 months. Through positive relationship development and consistent role modeling alongside simple, everyday activities, each mentor empowers a child to reach their full potential in spite of challenges and obstacles they may face.

*School-based programs:* The school-based mentoring program works on the premise that the best way to keep a child in school is to give him a reason to want to be there by matching an at-risk child with a mentor who meets with the child at school during lunch, before school or after school. Like the community-based program, matches meet two to four times per month and receive ongoing support for the life of the match. However, the school-based program is more structured; matches meet only at the school during the school year, and match meetings are on average one hour long. Because meetings occur at the school, Bigs and Littles can take advantage of the resources available there, such as libraries, gymnasiums, and playgrounds. Educational staffs also provide feedback to Big Brothers Big Sisters match support staff regarding the impact of the mentor on the child's academic life.

The school-based program allows unique mentoring opportunities such as:

## 2020 Children's Home Foundation Application Narrative

- the High School Bigs program that matches high school students with children at a nearby elementary or middle school,
- Bigs In Blue that recruits active-duty police officers to serve as mentors, and
- Beyond School Walls, a facilitated program where high school Littles and their Bigs meet at the mentor's place of employment.

Match support (case management) is the cornerstone of the Big Brothers Big Sisters process. The bulk of BBBSCR's resources, both staff and materials, are devoted to providing the ongoing case management that empowers a mentor to impact the life of a child. A Youth Outcome Development Plan (YODP) is created for each child enrolled in the Big Brothers Big Sisters mentoring program. Using survey information from the Risk and Protective Factor Inventory (RPI) completed by parents/guardians and child, match support staff design a customized plan that establishes individual goals for each mentoring relationship. Match support case managers are available to help both mentors and custodial adults accommodate the child's mental and emotional growth during the course of the relationship. Match support staff maintain regular contact through telephone calls, e-mails, trainings, and in-person visits with the Big, the Little, and the custodial adult to monitor child progress in obtaining these goals, facilitate open lines of communication between the mentor and the child's parent/guardian, address mutual concerns, and insure child safety. Match support also evaluates the strength and success of the match through a series of annual surveys.

**Description of Project for Which Funds Are Being Requested:** Big Brothers Big Sisters of the Capital Region is requesting \$5,000 from the Children's Home Foundation to enhance and expand our Trauma Informed Care case management in the Community- and School-Based mentoring programs in the Capital Region. The mentoring programs offered by Big Brothers Big Sisters of the Capital Region are existing and ongoing programs. Community-based matches continue to meet year-round. School-based matches meet at the Little's school during the school year and are on hiatus during holiday and summer recesses. These matches may resume meeting once the new school year begins

The COVID-19 global pandemic has created a huge shift in how BBBSCR provides services. Prior to the outbreak, match support case management and communications focused on program delivery and outcomes. Now, BBBSCR is a primary source of front-line case management in response to the challenges posed by the virus. Communications with Bigs, Littles, and families have shifted to inform and educate our clients about COVID-19 specific relief programs like the CARES Act and local health services including testing centers. At the start of the statewide shutdown, BBBSCR created a resource page on our website, [www.capbig.org](http://www.capbig.org), that provided physical and mental health resources, educational activities, information and access to COVID-19 financial programs for individuals and businesses. As virus outbreaks ebb and flow, and as new state and federal relief becomes available, the BBBSCR COVID-19 resource page will be updated to keep our families informed and safe.

Our match support case managers now serve as a primary point of contact for all our families. Prior to COVID-19, our match support specialists provided wraparound services and referrals to our Littles and their families as needed. The pandemic's economic impact has now increased the need for these services to encompass not only our Littles but also our mentors, many of whom have never had to navigate the unemployment compensation system or access food support programs for themselves and their own families. Match support case managers serve as a liaison between the families we serve and their local school district. They kept our clients informed about school food and resource distribution schedules during the statewide shutdown. As districts continue to define what school will look like in the

## 2020 Children's Home Foundation Application Narrative

future, BBBSCR match support case managers continue to keep Bigs, Littles, and families updated regarding school schedules and requirements. Our case managers also help to support the education of children by connecting parents/guardians and mentors with educational resources that augment the learning opportunities issued by the school districts. The potential for another school shutdown will require BBBSCR to be able to continue to provide wraparound services to both Bigs and Littles in response to changes in the outbreak profile.

The children served by Big Brothers Big Sisters are classified most often as "children at risk." They come from poor and/or unstable homes. Many of these children have an incarcerated parent or family member, and they are routinely exposed to community and neighborhood violence. The COVID-19 global pandemic has significantly increased this risk to children. School shutdowns have disrupted the child's opportunity for learning and increased pressure on already stressed caregivers to monitor at-home learning. It has also removed the protective factor provided by teachers and school staff who can identify incidents of abuse. The stay-at-home mandates have also severed children's social supports from other supportive adults and their own peer group, isolating children most at risk.

Poverty, incarceration, and single parent homes lead to trauma, violence, depression and toxic stress. Living in these extreme situations creates an environment of mistrust. Saint A in Milwaukee, WI has pioneered the use of trauma informed care for children. Its clinical director, Tim Grove states, "We might not be able to ever prevent the stuff that happens to kids. But we are fully in charge of how we respond when we see it." That is why BBBSCR works to build trust between families, children, mentors and the community. In the past two years, BBBSCR has increased our emphasis on providing trauma-informed service to both our Littles and their families. As an agency, we:

- REALIZE the impact of trauma and potential recovery
- RECOGNIZE the signs and symptoms of trauma
- RESPOND by integrating knowledge into our policies, procedures, and practice
- SEEK to actively resist re-traumatization

Our trauma-informed care practices build long-term, stable relationships that help children successfully navigate the path to adulthood. These mentoring relationships create a ripple effect and positively impact siblings, other adults in the household and the mentor in the relationship. Big Brothers Big Sisters of the Capital Region serves as an ally to the mentors, parents, guardians, and educators of our Littles. Now, during the COVID-19 global pandemic, our Bigs, Littles and families need us more than ever.

BBBSCR chose to be proactive in its response to the pandemic. On March 13, 2020, the agency shifted its operating processes to provide virtual case management services. Since then, we:

- created a COVID-19 resource center on our website, [www.capbigs.org](http://www.capbigs.org), that includes links to necessary government sites and information, links to health information, links and schedules for food distribution sites, suggestions for Bigs and Littles to stay in contact while remaining socially distant, activity suggestions, educational and mental health resources, and contact information for community partners.
- shifted our site-based Beyond School Walls to the Zoom online meeting platform that allows our Bigs and Littles to meet even though schools were closed.
- introduced a new weekly e-newsletter, Hope for a Community at Home, that features the latest information regarding local services, health information, virtual activities, new ideas for matches, and uplifting news stories from our community.

## 2020 Children's Home Foundation Application Narrative

- developed learning packets for Littles who could not access online education from their schools.
- launched our daily Facebook Live learning series on April 1, 2020. Everyday at 2:00 PM, Bigs, Littles, families, and friends could go to [www.facebook.com/bbbscapregion](http://www.facebook.com/bbbscapregion) for a live 20-minute video event. Subjects range from at-home science experiments to indoor games to cooking demonstrations to video tours of Police Stations to dance and exercise classes.

Case managers are in contact routinely with Littles, families and Bigs. We act as conduits to the help and services our families need, keeping families informed about meal distribution schedules at local schools, educating adults about provisions in the new CARES act, or connecting families with vital life sustaining resources like a propane tank for the kitchen stove, free mask supplies, Easter baskets for children, and food gift cards. BBBSCR case managers are also helping track incidents of illness among our families and Bigs to then share with county agencies who manage the local government response to COVID-19. BBBSCR works with our community partners to provide comprehensive care solutions, and we work as a liaison between families and our partners to engage services provided by BBBSCR's community network. Match support staff provide essential coaching to the mentors, promote open lines of communication between Bigs, Littles, and families, and guide Bigs through the often-confusing web of community services that can assist Littles and their families. Our wrap-around services extend to the children and families not yet paired with a mentor. These families also benefit from BBBSCR's community network and staff referrals to additional community service, keeping families engaged with BBBSCR as we work to identify the best Big for their child.

Numerous organizations throughout the Capital Region offer general mentoring programs. Only Big Brothers Big Sisters provides an evidence-based, trauma informed care-focused program as a standardized system of practice. COVID-19 has made it necessary to adjust the delivery of our program to ensure the safety of our Bigs, Littles, and families and makes the trauma-informed care services we offer more valuable than ever before. Big Brothers Big Sisters continues to develop virtual resources and programs that will become a standard part of how we operate our programs.

Youth mentoring provides a layer of protection to help compensate for the loss of other social connections. The introduction of another adult whose purpose is to be a friend to the child directly helps to strengthen social development in children while also providing a neutral party who can help to insure the child's well-being. Because mentors often become woven into the fabric of the child's family, the support of a mentor benefits the entire family. Participating in the Big Brothers Big Sisters program also introduces a degreed social work professional to the Big, Little and family in the match support specialist, a case manager assigned to each Big/Little match. This case manager also monitors the child's well-being during the course of match, but also provides access to resources needed by the families we serve, guides mentors in dealing with a child's specific life circumstances, and serves as an ally to parents and guardians who themselves could benefit from the compassion and advice of a professional social work case manager. As Capital Region residents adjust to life during and after COVID-19, Big Brothers Big Sisters of the Capital Region is committed to helping vulnerable children and their families cope with the changes, positioning our mentors, our parents and guardian, and our agency to defend the potential of all children.

## 2020 Children’s Home Foundation Application Narrative

### The 2020 Children’s Home Foundation Project Budget: Trauma-informed Mentoring for Children Experiencing ACEs-Adverse Childhood Experiences

		The Children’s Home Foundation
<b>Revenues</b>		
	Fundraising Event Income	
	United Way Contributions	
	Grants	\$5,000.00
	Government Grants	
	Contributions	
	Bequests	
	Miscellaneous Income	
<b>Total</b>		<b>\$5,000.00</b>
<b>Expenses</b>		
	Personnel: Salaries, Payroll Taxes, Health Insurance, and Retirement	\$3,464.00
	Office Space, Utilities, and Telephone	439.00
	Travel and Professional Development	83.00
	Insurance: Multi-peril Umbrella	114.00
	Office Supplies, Postage, & Printing	35.00
	Office Equipment & Furniture	48.00
	Program Supplies: pre-match training and match activities materials	25.00
	Outside Services: Background Clearances, Accounting, Legal, & IT Support	344.00
	Other Expenses: National & State Dues, Marketing Expenses, Scholarship Expenses, Misc. Exp.	448.00
<b>Total</b>		<b>\$5,000.00</b>

#### Additional Information:

List of Directors and Officers: see attached

Copy of Organizational Budget and IRS 990, page 1: see attached

Copy of Internal Revenue Service Letter of 501©3 Determination: see attached

Copy of PA Bureau of Charitable Organizations Certificate: see attached

## Big Brothers Big Sisters of the Capital Region Board of Directors

12/13/2019

<p><b>Board Chairman*</b></p> <p><b>Eric Kiehl</b> <span style="float: right;"><b>1st Term: 01/17-01/20</b></span></p> <p>H: (717) 243-3548 C: (717) 599-2077 <a href="mailto:Alexkylie@comcast.net">Alexkylie@comcast.net</a></p>	<p><b>Immediate Past Board Chair</b></p> <p><b>Paul Perini III</b> <span style="float: right;"><b>2nd Term: 7/18-7/21</b></span></p> <p>1872 Creek View Drive Palmyra, PA 17078 W: (717) 720-6228 C: (717) 645-8034 <a href="mailto:perinip@comcast.net">perinip@comcast.net</a></p> <p><b>Finance Committee</b></p>
<p><b>Vice Chair*</b></p> <p><b>Kirsten Page</b> <span style="float: right;"><b>1st Term: 01/17-01/20</b></span></p> <p>2911 N 2<sup>nd</sup> Street Harrisburg, PA 17110</p> <p>H: (717)232-6269 C: (717)215-1601</p> <p>KirPage@Comcast.net</p>	<p><b>Secretary*</b></p> <p><b>Janet Sloand</b> <span style="float: right;"><b>2nd Term: 07/19-07/22</b></span></p> <p>152 Holly Hills Drive Harrisburg, PA 17110 W: (717) 379-1876 C: (717) 379-1876 <a href="mailto:janetsloand@comcast.net">janetsloand@comcast.net</a> <a href="mailto:jms557@drexel.edu">jms557@drexel.edu</a></p> <p>To Be Named</p>
<p><b>Treasurer*</b></p> <p><b>Tim Mirra</b> <span style="float: right;"><b>1<sup>st</sup> Term: 07/19-07/22</b></span></p> <p>Zelenkofske Axelrod LLC 830 Sir Thomas Court, Suite 100 Harrisburg, PA 17109 W: (717)561-9200 ext.5024 C: (908)-432-1415 <a href="mailto:tmirra@zallc.org">tmirra@zallc.org</a></p>	<p><b>President &amp; CEO</b></p> <p><b>Maddie Young</b></p> <p>Big Brothers Big Sisters of the Capital Region 1519 North 3rd Street Harrisburg, PA 17102 W: (717)236-0199 C: (717)448-4901 <a href="mailto:myoung@capbigs.org">myoung@capbigs.org</a></p> <p><b>Member of all committee's</b></p>
<p><b>Sterling Thompson</b> <span style="float: right;"><b>2nd Term: 07/19-07/22</b></span></p> <p>1385 Carriage House Road Middletown, PA 17057 H: 717-939-3455 C: 717-319-3682 <a href="mailto:sterlingstompson@comcast.net">sterlingstompson@comcast.net</a></p>	<p><b>Joseph Holston</b> <span style="float: right;"><b>1st Term: 01/18-01/21</b></span></p> <p>Holston &amp; Assoc. PO Box 473 Harrisburg, PA 17108 W: (717) 233-1947</p> <p>josephholston@comcast.net</p>
<p><b>Justin Webb</b> <span style="float: right;"><b>1st Term: 01/18-01/21</b></span></p> <p>Mid Penn Bank 2407 Park Drive Harrisburg, PA 17110 W: (717) 920-3570 C: (717) 307-5818 <a href="mailto:Justin.webb@midpennbank.com">Justin.webb@midpennbank.com</a></p>	<p><b>Colby Windholz</b> <span style="float: right;"><b>1st Term: 07/17-07/20</b></span></p> <p>First National Bank of Pennsylvania 101 N 2<sup>nd</sup> Street, 3<sup>rd</sup> Floor Harrisburg, PA 17101 W: (717)303-7876 C: (717)860-7108 <a href="mailto:windholz@fnb-corp.com">windholz@fnb-corp.com</a></p>
<p><b>Casey Khuri</b> <span style="float: right;"><b>1st Term: 1/17-1/20</b></span></p> <p>Dir. Of Operations NAI CIR 1015 Mumma Road Lemoyne, PA 17055 W: (717) 761-5070 C: (717) 574-5696 <a href="mailto:ckhuri@naicir.com">ckhuri@naicir.com</a></p>	<p><b>Kristopher Korzi</b> <span style="float: right;"><b>1st Term: 01/18-01/21</b></span></p> <p>Stonebridge Financial Group 602 N Front Street Wormleysburg, PA 17043 W: (717) 736-7007 C: (814) 341-6417</p> <p><a href="mailto:Kristopher.korzi@stonebridgefg.com">Kristopher.korzi@stonebridgefg.com</a></p>



<p><b>Brian Lorenz</b>  Giant Foods  1149 Harrisburg Pike  Carlisle, PA 17013  C: (330) 327-1769  <a href="mailto:Brian.Lorenz@giantmartins.com">Brian.Lorenz@giantmartins.com</a></p>	<p><b>Jason Klock</b>  Klock Entertainment  1310 Crooked Hill Road  Suite 100  Harrisburg, PA 17110  W: (717)836-7366  C: (717)460-5151  <a href="mailto:jklock@klockentertainment.com">jklock@klockentertainment.com</a></p>
<p><b>Keri Finkenbinder</b>  Leadership Cumberland Fellow  Board Intern    <a href="mailto:Kfinkinbinder@ccpa.net">Kfinkinbinder@ccpa.net</a></p>	

Meetings: **Full Board-2nd Tuesday @ 12:00 PM**  
**January, March, May, July, September, November**

## Approved Agency Budget for FY 2020

Revenue	2020	
Fundraising Event Income	\$ 249,000.00	
<i>Brunch Income</i>		\$ 10,000.00
<i>Over The Edge</i>		\$ 89,000.00
<i>Misc. Event</i>		\$ -
<i>3rd Party Fundraisers</i>		\$ 10,000.00
<i>Golf Fore Kids' Sake</i>		\$ -
<i>Bowl For Kids' Sake</i>		\$ 140,000.00
United Way Contributions	\$ 55,000.00	
<i>Donor Designations</i>		\$ 40,000.00
<i>Harrisburg Allocation</i>		\$ -
<i>Lebanon Allocation</i>		\$ -
<i>Carlisle Allocation</i>		\$ 15,000.00
Foundation Grants	\$ 185,000.00	
<i>Foundation Grants</i>		\$ 75,000.00
<i>Stabler</i>		\$ 75,000.00
<i>Kline</i>		\$ 20,000.00
<i>Foundation Income</i>		\$ 10,000.00
<i>New Grants</i>		\$ 5,000.00
EITC Income	\$ 40,000.00	
Corporate	\$ 20,000.00	
<i>Corporate</i>		\$ 5,000.00
<i>Bigs In Blue Sponsor</i>		\$ 5,000.00
<i>Beyond School Walls Sponsor</i>		\$ 10,000.00
<i>New Income</i>		\$ -
Government Grants	\$ 460,951.19	
<i>Gaming Grant</i>		\$ 13,886.10
<i>BBBSA - Opioid \$</i>		\$ 37,858.00
<i>Dauphin County</i>		\$ 110,000.00
<i>BBBSA-OJJDP #9</i>		\$ 100,000.00
<i>State Prevention \$</i>		\$ 137,500.00
<i>PCCD Grant</i>		\$ -
<i>Workforce Development/Neighborhoods</i>		\$ 60,000.00
<i>BBBSA - JJ#8</i>		\$ 1,707.09
<i>PCCD-VPP</i>		\$ -
Annual Campaign	\$ 20,000.00	
<i>Major Gifts</i>		\$ 10,000.00
<i>Board Gifts</i>		\$ -
<i>General Gifts</i>		\$ 10,000.00
<i>New Individual Giving</i>		\$ -
Miscellaneous	\$ 10,000.00	
In-kind Revenue	\$ -	
Bequest Funds	\$ 15,000.00	
Chg-Value-Beneficial Interest	\$ -	
Dividend Income	\$ -	

Unrealized Gain/Loss		\$	-
<b>Revenue Total</b>		<b>\$</b>	<b>1,054,951.19</b>
<b>Expenses</b>			
In-kind Expense		\$	-
Gain/loss on Fixed Assets		\$	-
Scholarship Expense		\$	3,000.00
Membership/Technical		\$	45,100.00
	<i>Treysta</i>	\$	15,000.00
	<i>IntelliCorp/FBI</i>	\$	3,000.00
	<i>Lobbyist</i>	\$	18,000.00
	<i>Misc. dues/membership</i>	\$	7,000.00
	<i>Skyward Thought-Website</i>	\$	2,100.00
Professional/Admin. Fees		\$	24,700.00
	<i>BCO registration</i>	\$	200.00
	<i>Audit</i>	\$	14,500.00
	<i>Payroll Processing</i>	\$	2,500.00
	<i>Mutual of America</i>	\$	2,000.00
	<i>Bank/CC Fees</i>	\$	1,000.00
	<i>Kintera/PayPal Fees</i>	\$	4,500.00
Office Supplies		\$	5,000.00
Recruitment/Advertising		\$	-
Insurance		\$	23,200.00
	<i>D&amp;O</i>	\$	3,500.00
	<i>Workers Comp.</i>	\$	3,700.00
	<i>Commercial Property</i>	\$	1,000.00
	<i>Liability, Auto, Etc.</i>	\$	15,000.00
National/State Dues		\$	34,750.00
	<i>State Dues</i>	\$	600.00
	<i>National Dues</i>	\$	34,150.00
Volunteer Activities/Program		\$	5,000.00
	<i>Events/Training</i>	\$	5,000.00
	<i>Printing/Rebranding</i>	\$	-
	<i>Publications</i>	\$	-
Event Supplies		\$	53,000.00
	<i>Brunch</i>	\$	5,000.00
	<i>Over The Edge</i>	\$	35,000.00
	<i>Golf For Kids' Sake</i>	\$	-
	<i>Bowl For Kids' Sake</i>	\$	12,000.00
	<i>Misc. Event Supplies</i>	\$	1,000.00
Travel Expense		\$	7,000.00
Equipment Rental		\$	8,700.00
	<i>Postage Meter</i>	\$	1,700.00
	<i>Copier Lease</i>	\$	7,000.00
Furniture/Equipment		\$	1,000.00
	<i>Computers, software, licenses</i>	\$	1,000.00

	<i>Phones</i>	\$	-
Telephone Expense		\$	14,500.00
Postage/Shipping		\$	2,000.00
Payroll Expense		\$	703,000.00
	<i>Salaries &amp; Wages</i>	\$	603,000.00
	<i>Payroll Taxes</i>	\$	45,000.00
	<i>Employee Benefits</i>	\$	55,000.00
Occupancy		\$	74,750.00
	<i>Harrisburg</i>	\$	56,650.00
	<i>Lebanon</i>	\$	3,600.00
	<i>Carlisle</i>	\$	10,500.00
	<i>Lancaster</i>	\$	4,000.00
Conference & Meetings		\$	10,000.00
Miscellaneous Expense		\$	200.00
Interest Expense/LOC Payment		\$	-
Depreciation		\$	-
<b>Expense Total</b>		<b>\$</b>	<b>1,014,900.00</b>
		\$	1,603.00