

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

December 3, 2017
Special Board Meeting Packet

CALIFORNIA-NEVADA-HAWAII DISTRICT

Circle K International

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CALIFORNIA-NEVADA-HAWAI'I DISTRICT
Circle K International

2017-2018 District Board of Officers
Special District Board Meeting
Sunday, December 3, 2017 at 12:00 PM
YouTube Live

Agenda

- I. Call to Order** – Lawrence Sahagun, District Governor
- II. Approval of Agenda**
- III. Approval Items**
 - A. District Large Scale Service Project, South – Samantha Ruiz, District Service Chair
- IV. Adjournment** – Lawrence Sahagun, District Governor

CALIFORNIA-NEVADA-HAWAII DISTRICT

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December 2017 Special Board Meeting Packet

Proposal Item

CALIFORNIA-NEVADA-HAWAII DISTRICT Circle K International

District Large Scale Service Project, South 2018 Proposal
December 2017 Special Board Meeting

Respectfully Submitted by **Samantha Ruiz, District Service Chair**

EVENT OVERVIEW

What: District Large Scale Project South

When: February 25th, 2018

Where: Orange County, CA

Purpose: The purpose of District Large Scale Service Project (DLSSP) South is to unify all members of the southern portion of the California-Nevada-Hawaii District under the tenet of service. This project provides a unique opportunity for members to come together and participate in a large scale service project aimed at bettering their communities and further fostering compassion and goodwill towards others through service and leadership. By working together on this day, we hope to create a better world in which people from all walks of life can learn, grow, and thrive.

ITEMS FOR APPROVAL

- DLSSP South
- Budget
- Date: February 25th, 2018

ITEM #1 DLSSP South

A. Itinerary

6:00AM-7:30AM Set-up by District Board and District Service Committee

7:30AM-8:45AM Check-In

8:45AM-9:00AM Opening Session

9:00AM-9:30AM Drive to Project Site

9:30AM-12:00PM Service- Work Session 1

12:00PM-1:00PM Lunch

1:00PM-3:00PM Service- Work Session 2 & Clean-up

3:00PM-3:30PM Drive Back to Check-In Site for Closing Session

3:30PM-3:45PM Closing Session

3:45PM-4:30PM Last Minute Clean-up

B. Job Descriptions

- a. **Veterans First OC

- i. 2.5 acres worth of land will need to be weeded, raked, and planted with ice plant seeds (80 - 135 volunteers)
 - ii. A house of 7,580 sq feet with 10 bedrooms will need to be repainted (25- 45 volunteers)
 - iii. General tasks relating to housecleaning, such as cleaning windows and window frames (25- 35 volunteers)
 - iv. Removing old debris from the backyard of the house, such as an old swingset that they have (25- 35 volunteers)
 - v. Reorganizing the food bank on the property, which is located in the four-car garage of the house (25-30 volunteers)
 - vi. Cooking a meal for the 22 veterans who live in the house (20 volunteers)
- b. La Quinta High School
 - i. Repainting old walls (30 volunteers)
 - ii. Trash pickup, installing a weedkiller mat, and adding mulch to the athletic fields (25 volunteers)
 - iii. *Repairing fences (25 volunteers)
 - iv. *Filling/covering large holes in athletic fields created from bulldozing (20 volunteers)
- c. **El Modena High School
 - i. Repainting old walls (35 volunteers)
 - ii. General cleanup, such as trash and dirt/vandalism removal (35 volunteers)
 - iii. Working in the Nature Center located on the property to plant new plants in addition to miscellaneous gardening around the school outside the Nature Center (30 volunteers)

*For these tasks, we will be receiving support from the school. The Softball Coach will be providing guidance on how he would like the fences to be repaired as well as how to go about filling/covering the large holes present in the athletic fields.

** El Modena High School is serving as a backup project site in the case that we can only accommodate 200 volunteers, as opposed to 300 volunteers, at Veterans First OC. The coordinator at Veterans First OC has confirmed that it is okay for us to send 200-300 volunteers to this location, but a final determination as to how many volunteers to send there cannot be determined on our part for another two weeks when we are able to get more information as well as photos of the project site from the coordinator. If we can only place 200 volunteers at Veterans First OC, then we will send the remaining 100 volunteers to El Modena High School. The volunteer estimates under Veterans First OC reflect how many volunteers would be doing which activities based on both a total count of 200 volunteers and 300 volunteers with the first number listed reflecting the 200 volunteer option and the second number listed reflecting the 300 volunteer option.

ITEM #2 Budget

A. Expenditures/Donations

- a. Food
 - i. Lunch: Pizza (Costco: Cheese/Pepperoni/Combo)
 - 1. Drink: Water
 - 2. Vegan Option: Purchase salads and peanut butter and jelly sandwiches for those who indicate they are vegan
 - ii. Snacks:
 - 1. Granola Bars
 - 2. Bananas
 - 3. Apples
 - 4. Oranges
 - 5. Peaches
 - iii. Drink: Water
- b. Supplies/Tools
 - i. 30 Gallons Paint + Primer
 - ii. Paint Rollers (100)
 - iii. Paper Drop Cloth: 12 Rolls (35" x 140')
 - iv. *Ice Plant Seeds
 - v. Basic Gardening Tools (will be provided for)
 - 1. Shovels
 - 2. Pickaxes
 - 3. Gloves
 - 4. Hoes
 - vi. Food to prepare a meal for 22 veterans
 - 1. Spaghetti with meatballs, garlic bread, and salad

*The coordinator at Veterans First OC is working with Home Depot as well as other nurseries in her area in order to get Ice Plant seeds donated for this project. If she can get them donated, we will not need to provide them.

B. Registration and Expenses

- a. Total Expected Funds
 - i. Registration Fee: \$5
 - ii. Circle K Waivers & Code of Conducts will be requested to be submitted with registration fee
 - iii. Registration due date will be determined after talking to Camille Goulet, Robert Chirk, and/or Bruce Hennings.
 - iv. Registration fees will pay for lunch, snacks, water, and supplies as needed.
 - 1. Example Projection: 400 Attendees
 - 2. \$5 x 400= \$2,000
 - a. Will primarily be used for food/water

- b. Any excess will go towards purchasing supplies
 - v. In addition to funds collected from registration, we will also be using the Tomorrow Fund that we were granted for DLSSP South 2017.
 - 1. The total value that we received from the Tomorrow Fund is \$600.
 - a. Will be used to purchase supplies
 - vi. Total Expected Funds ~\$2,600
- b. Total Expected Expenditures
 - i. Expected Food and Water Expenditures
 - 1. Snacks
 - a. Granola Bars (~\$11 for 60 bars/ Feeds 60 people)
 - i. 400 Volunteers * (\$11/60 people)=~\$73
 - b. Apples (\$1.50/pound = ~3.5 Apples) * 100 Apples = \$42
 - c. Bananas (\$0.70/pound= ~3 Bananas) *200 Bananas = \$47
 - d. Oranges (\$1.20/pound ~3 Oranges) *100 = \$40
 - e. Peaches (\$1.30/pound=~3 Peaches) *100=\$43
 - f. Total Expected Snack Expenditures: \$245
 - 2. Lunch
 - a. Non-Vegetarian and Vegetarian Option
 - i. Pepperoni and Combination Pizza (~\$11.00 for 10 Slices/ 1 pizza feeds 4 people at 2.5 slices per person)
 - 1. Estimating that ~90% (360) of the volunteers will be non-vegetarian, we will need a total of 90 pepperoni and combination pizzas.
 - 2. 360 Volunteers x (\$11/4 people) ~ \$990
 - ii. Cheese Pizza (~\$11 for 10 Slices/ 1 pizza feeds 4 people at 2.5 slices per person)
 - 1. Estimating that ~7% (28) of the volunteers will be vegetarian, we will need a total of 7 cheese pizzas.
 - 2. 28 Volunteers x (\$11/4 people) ~ \$77
 - b. Vegan Option
 - i. Peanut butter and Jelly Sandwiches and a Salad
 - 1. Estimating that ~3% (12) of the volunteers will be vegan, we will need a total of 12 peanut butter and jelly sandwiches and 12 salads.
 - 2. One box of 18 sandwiches costs \$12.09 at Costco.
 - 3. 1 box x \$12.09 =~ \$12.09
 - 4. 1 pack of 4 salads costs approximately \$10 at Costco.

5. 3 packs x \$10 = ~\$30
 - c. Total Expected Lunch Expenditures= \$990 + \$77 + \$42.09 = ~1109.09
 3. Water
 - a. ~\$5 for 24 pack /One pack supplies enough water for 6 people at 4 bottles per person
 - b. 1 bottle for Lunch and 3 bottles for Labor Based Rehydration
 - c. Total Expected Water Expenditures: 67 cases x \$5 = \$335
 4. **Total Food and Water Expenditures: ~\$1698.09**
 - a. If the remaining funds from registration are allowed to be used to purchase supplies, we will have about \$301.91 leftover that we can use to purchase necessary supplies that will help us ensure the project's success. This remaining amount could also function as a safety net in case there are more than 400 volunteers present and we need to purchase extra food and/or water.
- ii. Expected Supplies/Tools Expenditures
 1. Paint
 - a. 1 gallon costs approximately \$25 at Ace Hardware.
 - b. 30 gallons x (~\$25/gallon) = \$750
 2. Paint Rollers (100)
 - a. We can borrow these from the organization The Mission Continues
 3. Paint Roller Covers (70)
 - a. ~\$2/roll * 100 rolls = \$200
 4. Paper Drop Cloth(35" x 40')
 - a. 1 roll costs approximately \$9.76 at Home Depot.
 - b. 12 Rolls x \$9.76 = \$117.12
 5. Food to prepare a meal for 22 veterans
 - a. Spaghetti with meatballs, garlic bread, and salad
 - i. Spaghetti
 1. Noodles
 - a. 1 pound of pasta feeds about 4 people.
 - b. 22 people x (1 pounds/4 people) = ~5.5 pounds of pasta total
 - c. 1 pound of pasta costs about \$3.21 at Walmart.
 - d. \$3.21 x 6 pounds = \$9.63
 2. Sauce
 - a. 10 cans of crushed tomatoes
 - i. One can costs \$1.68 at Walmart.

- ii. $\$1.68 \times 10 \text{ cans} = \16.80
 - b. 2 white onions
 - i. Onions cost about \$1.97 per pound at Walmart.
 - ii. $\$1.97 \times 0.5 \text{ pounds} = \sim \0.99
 - c. 10 cloves of garlic
 - i. Garlic costs about \$0.25 per clove.
 - ii. $\$0.25 \times 10 \text{ cloves} = \2.50
 - d. 1 2.87 oz container of dried basil
 - i. 1 2.87 oz container costs about \$5.98 at Walmart.
 - e. 5 tsp of black pepper
 - i. 1 3 oz container of black pepper costs $\sim \$3.50$ at Walmart.
 - f. 2.5 tbsp of sugar
 - i. 12 oz of white sugar costs $\sim \$2.33$ at Walmart.
 - g. 5 tbsp of olive oil
 - i. 1 8.5 oz container of olive oil costs approximately \$1.74 at Walmart.
 - h. 1 cup of grated parmesan cheese
 - i. 1 8 oz container of grated parmesan cheese costs approximately \$4.92 at Walmart.
- ii. Meatballs
 - 1. 1 pound of ground beef can yield approximately 24 meatballs with each meatball being $\sim 1"$.
 - 2. Each person can have approximately 4 meatballs.
 - 3. 1 pound of ground beef costs approximately \$3.50 per pound at Walmart.
 - 4. $4 \text{ pounds} \times \$3.50/\text{pound} = \$14.00$
- iii. Garlic Bread
 - 1. We can make garlic bread using french bread and garlic spread.
 - 2. One 14.8 oz loaf of french bread will require approximately one 4 oz container of garlic spread.

3. One 14.8 oz loaf of french bread costs
~\$1.00 at Walmart.
 - a. 3 loaves x \$1.00/loaf= ~\$3.00
4. 1 4 oz container of garlic spread costs
~\$1.46 at Walmart.
 - a. 3 containers x \$1.46/container =
\$4.38

iv. Salad

1. Romaine Lettuce
 - a. 1 10 oz bag of romaine lettuce costs
~ \$2.98 at Walmart.
 - b. 3 bags x \$2.98/bag = \$8.94
2. Tomatoes
 - a. Tomatoes cost approximately \$3
per pound.
 - b. 0.5 pounds x \$3/pound = ~\$1.50
3. Dressing
 - a. We will purchase one bottle of each
of the following dressings.
 - b. Ranch
 - i. One 16 oz bottle of ranch
dressing costs ~\$1.66 at
Walmart.
 - c. Italian
 - i. One 16 oz bottle of italian
dressing costs ~\$1.66 at
Walmart.
 - d. Thousand Island
 - i. One 16 oz bottle of
thousand island dressing
costs ~\$1.66 at Walmart.

6. Total Supplies/Tools Expenditures: \$1,152.31

iii. Total Costs for Food/Water and Supplies: \$2,850.40

ITEM #3 Date and Project Site Details

- A. Date and Time
 - a. Date: February 25th, 2018
 - b. Time: 7:30AM-4:30PM
- B. On-Site Registration
 - a. On site registration will not be necessary unless we have not reached full
capacity for this event.
- C. Registration
 - a. Location: Veterans First OC

- b. Opening Session and Closing session will be hosted here.
- D. Lunch
- a. Lunch will take place at each of the project sites, with available members from the District Board and/or District Service Committee picking up food and delivering it to the project sites.
- E. Project Sites

Site Name	Address	Project Details	Capacity
Veterans First OC	921 N. Laguna Road, Fullerton, CA 92835	<ul style="list-style-type: none"> - 2.5 acres worth of land will need to be weeded, raked, and planted with ice plant seeds -A house of 7,580 sq feet with 10 bedrooms will need to be repainted -General tasks relating to housecleaning, such as cleaning windows and window frames -Removing old debris from the backyard of the house, such as an old swingset that they have -Reorganizing the food bank on the property, which is located in the four-car garage of the house -Cooking a meal for the veterans who live in the house 	*200-300 volunteers
La Quinta High School	10362 W McFadden Avenue, Westminster, CA	<ul style="list-style-type: none"> -Repainting old walls -Trash pickup, 	75 - 100 volunteers

	92683	installing a weedkiller mat, and adding mulch to the athletic fields -Repairing fences -Filling/covering large holes in athletic fields created from bulldozing	
El Modena High School	3920 E Spring Street, Orange, CA 92869	-Repainting old walls -General cleanup, such as trash and dirt/vandalism removal -Working in the Nature Center located on the property to plant new plants in addition to miscellaneous gardening around the school outside the Nature Center	*100 volunteers

* We are currently working on allotting an exact number of volunteers to each project site. Right now, it is estimated that we will be able to send 200-300 volunteers to Veterans First OC. However, we are awaiting more information and pictures of the project site from the coordinator in order to determine the appropriate number of volunteers that will be required to complete all of the tasks at this site, which we are expecting to receive within the next two weeks. In the case that we can send 300 volunteers to Veterans First OC, we will send approximately 300 volunteers to Veterans First OC and 100 volunteers to La Quinta High School. In the case that we can only send 200 volunteers to Veterans First OC, we will send 200 volunteers to Veterans First OC, 100 volunteers to La Quinta High School, and 100 volunteers to El Modena High School. La Quinta High School is a confirmed project site that will receive approximately 100 volunteers regardless of the finalized capacity of the other two sites.

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Notes