

PENDER COUNTY PARKS AND RECREATION
RECREATION PARTNERS PROGRAM
2016-2017 GRANT APPLICATION

PLEASE COMPLETELY ADDRESS ALL ITEMS IN THE SPACE PROVIDED. IF NECESSARY,
USE ADDITIONAL SHEET(S).

Organization: Pender Hurricanes

Mailing Address: 112 Exeter Ct Burgaw NC 28425

Contact Person: Matt Wilcox Title: President

Email: coachmatt11@gmail.com Phone #: 910-231-7487
Christina Randall-VP lil-skittle@yahoo.com
910-550-8974

Organization's Website address (if applicable) www.penderhurricanes.com

1. Provide a brief description of the organization's mission, goals and programs.

This organizations mission is to enrich the lives of children through sport. We offer children ages 5-13 to participate in our cheer and football programs. Our goal is to continue to provide an organization that can give our communities children values, teamwork, dedication, and lifelong friendships.

2. What geographic area(s) do you serve?
western pender county (Rocky Point, Burgaw, etc)

3. Amount of County funds being requested for program(s) to be held July 2016- June 2017:

\$ 5000.00

4. Describe specifically how these County funds will be used within your organization. (Must meet eligibility requirements and match the detailed budget in Question 22).

Funds will be used to recondition helmets for the 2016-2017 season, purchase uniforms, cost of referees, insurance fees for participants, resurfacing fields, coaching expenses to include recertifications, background checks, and much more. (See attached budget)

5. Does the organization have 501(c)3 status? Yes No If yes, please attach a copy of your designation letter.

6. List or attach the organization's current board (officers or principal leaders' names, phone numbers and term lengths; *please place an * by the contact name for Pender County Parks and Recreation purposes and include his/her e-mail address*). **Please note on the last page, there is a place for ALL officers/principal leaders to sign this grant form as to the content.**

President - Matt Wilcox

VP - Christina Randall

Cheer Commissioner - Amanda Butrico

Football Commissioner - Jim Evry

Secretary - Rikki Bellamy

Treasurer - Sarah Stepps

7. Are the organization's board members elected and/or appointed? elected

Are elections held annually? Yes No If any board members are appointed, how are the appointments made; i.e. by entire Board, only the President/Chairperson, etc.

8. How many Board meetings were held January 2015 through December 2015? 15

9. Does the organization have By-Laws? Yes No

If yes, are the By-Laws reviewed and updated annually? Yes No

When is the last time the By-Laws were reviewed and updated? reviewed Jan 2015
(Please attach a copy of the most recent By-Laws) updated Jan 14 2013

10. Does the organization do background checks on its board members, volunteers, paid staff, etc.?

Yes No If yes, what agency/company is used First Advantage

What is the cost? _____ If no, why not?

11. What recreational programs/activities does the organization provide? What ages, gender, etc. do these programs/activities serve?

Pender Hurricanes provide both football and cheer programs. Between these 2 programs children ages 5 to 15 both male and female are invited to participate.

12. What are the organization's participation policies?

A participant must exude good sportsmanship, positive attitudes, continuous academic standards, as well as follow all guidelines under Pop Warner contracts.

13. Actual number of participants served **January 2015 – December 2015** 31

Were any of these participants out-of-county? Yes _____ No If yes, how many? _____

14. Projected number of participants to be served **July 2016 – June 2017?** 120

Do you anticipate any of these participants out-of-county? Yes _____ No If yes, how many? _____

If your participant numbers increased or decreased significantly from last year/last season, please explain why this happened.

Pender Hurricanes has added new board members bringing fresh ideas including new fundraising techniques and marketing strategies.

15. Does the organization charge a registration/program fee to participants? Yes No _____

If so, how much is the fee for this year/season? \$ 50.00

Do you discount for multiple family members within the same household? Yes _____ No

If yes, what is the discount? \$ _____

How much did you charge last year/season? \$ 75.00

Reason for increase/decrease:

Reason for decrease is to potentially increase number of participants for the 2016-2017 season

If the organization does not charge a fee to participants, why not?

16. How does the organization handle the situation when a participant is not financially able to pay the fee?

Due to the financial situation of the organization, we, at this time, are unable to accept participants w/out a paid fee.

17. Does the organization have a written procedure/policy for the receiving and depositing money?

Yes _____ No (Please attach if applicable). If no, what procedures are used to ensure that monies are handled appropriately?

2 people must count and sign off of all monies recieved and again when deposited.

18. Does the organization have a written procedure/policy for spending money (i.e. over X amount, the board must approve the expenditure)? Yes No _____ (Please attach if applicable). If no, what procedures are used to ensure that monies are spent appropriately?

(See in By-Laws) any money over \$500 must be board approved. All receipts are kept to ensure proper usage.

19. Is the organization audited annually? Yes No
If yes, by whom? President w/ Exec. Committee

Please attach a copy of your most recent audit or financial report. (If no, the organization **must** bring its financial records to the meeting with the Recreation Advisory Board and Staff for their review).

20. What is the organization's amount of cash on hand (including **ALL** monies; checking, savings, CDs, etc.) \$ _____ (Please attach a copy of the most current bank statement(s)). List any and all intended uses of these funds.

current use - insurance for year round cheer,
registration for upcoming competition,
and new uniforms

21. Describe any program development issues and/or trends that the organization has faced in the past couple of years and/or anticipates facing in the upcoming years.

This organization continues to struggle with competing with another organization in the same community due to funding and cheaper fees that does not follow the same safety and participant standards.

22. The organization needs to *attach a detailed* (line-item) proposed budget for the fiscal year **July 2016 – June 2017**. It needs to include **all** anticipated sources of revenue (including County funds, Municipal funds, grants, donations, sponsorships, concessions, membership/participation fees, fundraising, etc.) and **all** anticipated expenditures. *You may use the attached form if needed.*

23. Does the organization have any paid staff other than umpires/referees (i.e. administrative, concession supervisor, scorekeeper, etc.)? Yes _____ No If yes, please list what position(s) is (are) paid and the salary paid.

24. If there is any information that you feel the Parks and Recreation Advisory Board and staff needs to know that was not addressed in the above items, please discuss below.

The information on the Recreation Partners Program Grant Application submitted to Pender County Parks and Recreation on behalf of

(Organization's Name) Pender Hurricanes

is true and accurate to the best of **our** knowledge.

Matt Wilson
Signature of President/Chairperson

3/3/16
Date

Christina Randall
Signature of Vice President/Vice Chairperson

3/3/16
Date

Sarah Stepp
Signature of Secretary

3/3/16
Date

Amanda Butcheri
Signature of Treasurer

3/3/16
Date

This must be signed by all of the above Board members!

If this signed affidavit is not turned in with your grant application then it must be turned in at your budget request review with the Recreation Advisory Board on March 10, 2016!!

Internal Revenue Service
District Director

Department of the Treasury

31 HOPKINS PLAZA
BALTIMORE, MD 21201

Date: FEB 27 1990

Employer Identification Number:
23-1582287
Contact Person:
R RENWICKS
Contact Telephone Number:
(301) 962-9423

POP WARNER LITTLE SCHOLARS INC

Pop Warner Little Scholars, Inc
506 Middletown Blvd.
Suite C-100
Langhorne, PA 19047

Addendum Applies:
Yes

Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from Federal income tax under section 501(c) of the Internal Revenue Code as organizations of the type described in section 501(c)(03).

Our records show that you were recognized as exempt from Federal income tax under section 501(c)(03) of the Code. Your exemption letter remains in effect.

Based on the information supplied, we recognize your subordinates whose names appear on the list you submitted as exempt from Federal income tax under section 501(c)(03) of the Code.

Additionally, we have classified the organizations you operate, supervise, or control, and which are covered by your notification to us, as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Code.

Donors may deduct contributions to your subordinates as provided in section 170 of the Code. Bequestor, legacies, devises, transfers, or gifts to your subordinates or for their use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of section 2055, 2108, and 2522 of the Code.

Your subordinates whose gross receipts each year are normally more than \$25,000 are each required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of their annual accounting period. If you prefer, you may file a group return for those subordinates that authorize you in writing to include them in that return. If you are required to file Form 990 for your own activities, you must file a separate return and may not be included on any group return that you file for your subordinates. The law imposes a penalty of \$10 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed \$3,000 or 5 percent of gross receipts for the year, whichever is less. This penalty may also be charged if a return is not complete, so your subordinates should make sure their returns are complete before filing them. Please advise your subordinates that, if they receive a Form 990 package in the mail, they should file the return even if their gross

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POP WARNER LITTLE SCHOLARS INC

This is the same information required by Schedule A, Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code.

4. If applicable, a statement that your group exemption roster did not change since your previous report.

The service center that processes your returns will send you a Group Exemption Number. Your subordinates are required to include this number on each Form 990, Return of Organization Exempt From Income Tax, and Form 990-E, Exempt Organization Business Income Tax Return that they file. Please advise your subordinates of this requirement and provide them with the Group Exemption Number.

If the heading of this letter indicates that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

Enclosure(s):
Addendum

PENDER UNITED FOOTBALL AND CHEER ASSOCIATION, INC.

BYLAWS

ADOPTED ON JANUARY 14, 2013

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PREAMBLE

Pender United Football and Cheer Association, Inc. (hereinafter described as the Association) shall operate in accordance with the Official Rules Coastal Pop Warner Football and Cheerleading (hereinafter described as CPWF&C), the Laws of the State of North Carolina and the United States of America, and these Bylaws unless in conflict with the Official Rules or State/Federal Law).

ARTICLE 1 - PURPOSE

1. The ultimate purpose of the Association shall be to provide a recreational football/cheerleading program with the major emphasis on fun, safety and character development of all youth interested in playing and developing the skills of football/cheerleading.
2. It shall always be the goal of this Association to:
 - a. Provide youth the opportunity for fun and enjoyment through a football/cheerleading program;
 - b. To inspire youth, regardless of race, sex, creed or national origin to practice the ideals of sportsmanship, scholarship and physical fitness; and,
 - c. To familiarize youth with the fundamentals of football/cheerleading. The Association shall always promote "Safety First" play by conducting and promoting only programs with strict controls over age, weight, equipment and the behavior of the participants, coaches and spectators.
3. The filed Articles of Incorporation are incorporated herein by reference. If any conflict shall arise between these Bylaws and the Filed Articles of Incorporation, the filed Articles of Incorporation shall control.

ARTICLE II - EXECUTIVE COMMITTEE

1. The Executive Committee shall be comprised of the following: President, Vice President, Secretary, Treasurer, Football Commissioner, Cheerleading Commissioner, and Fundraising Executive. — *CONSENSION*
Individually, these positions are hereinafter referred to as "Executive Officers."
2. The Executive Officers shall be elected each year at the Annual Membership Meeting.

ARTICLE IV - ASSOCIATION MEMBERSHIP

1. An Association Member is defined as any Executive Officer, Director and one (1) parent or legal guardian of each child who has completed an Application, passed all physical requirements and paid any dues assessed.
2. The term of the Association Membership is from February 1st to January 31st.

ARTICLE V - ANNUAL MEMBERSHIP MEETING

1. The Annual Membership Meeting of the Association shall be held between the end of the season and February 1st of the following calendar year.
2. All meetings shall be held at a time and place fixed by the President.
3. All Association Members are invited to attend the Annual Membership Meeting and this meeting is open to all parents and/or guardians of a football player or cheerleader regardless of whether that parent is the voting parent pursuant to Article IV.
4. The primary purpose of this meeting shall be to elect the Executive Officers.
5. Each Association Member shall be entitled to one (1) vote. No Member shall be entitled to more than one vote regardless of any position that they may hold in addition to being an Association Member.
6. No proxy voting is authorized.
7. Notice of the annual meeting shall be given no less than ten days in advance. Notice must be given in writing (email, text, and telephone facsimile are sufficient).
8. No minimum Quorum shall apply.

ARTICLE VI - EXECUTIVE COMMITTEE MEETINGS

1. Executive Committee Meetings may be held in conjunction with the Annual Membership Meeting, a Director's Meeting and/or a Special Meeting.
2. The First Executive Committee Meeting of the Association shall be held immediately after the Annual Membership Meeting. At this Executive Committee Meeting, the Facilities Director, Concessions Director, Merchandise Director, and the Head Coaches may be appointed based upon available coaches and

May 1st of each year. At this meeting, the Budget shall be adopted. If the Budget is not adopted at this meeting, a Special Meeting shall be called within 20 days for the purpose of adopting the annual budget.

3. A Director's Meeting of the Association shall be held before August 1st of each year. At this meeting the upcoming season shall be under review.
4. A Director's Meeting shall be held before October 1st of each year. At this meeting, the season in progress shall be under review.
5. A Director's Meeting shall be held before December 1st of each year. These Bylaws shall be reviewed at this meeting.
6. All meetings shall be held at a time and place fixed by the President.
7. All Directors are expected to attend the Directors' Meetings. The absence of a Director at Two (2) consecutive meetings without prior Notice to the President or Secretary can serve as grounds to dismiss that Director from the Board and replace him/her with a new Director.
8. In addition to the aforementioned business to be conducted, the purpose of these meetings shall be to handle the general operations of the Association, including but not limited to the approval of funding decisions in excess of \$500.00, to replace Executive Officers and Directors when necessary, to amend these Bylaws, to determine the disposition of any assets owned by the Association and/or to address any concerns or opportunities that have arisen.
9. Each Director shall be entitled to one (1) vote. No Member shall be entitled to more than one vote regardless of any position that they may hold in addition to being a Director.
10. No proxy voting is authorized.
11. Notice of a Directors' Meeting shall be given no less than seven days in advance. Notice must be given in writing (email and telephone facsimile are sufficient) or orally at the preceding Directors' Meeting so long as it is duly noted in the Minutes.
12. A minimum Quorum of 60% of the Directors must be present for any Directors' Meeting. If fewer than 60% are in attendance, then the President shall schedule another meeting without delay and properly serve all Directors with Notice of such meeting.
13. The President shall not vote in a Directors' meeting unless necessary to break a tie.

Director;

7. The President shall not vote in any Annual Meeting, Directors' Meeting or Executive Committee Meeting unless necessary to break a tie or have a Quorum. However, the President may nominate candidates for positions and present Motions to the Floor at any time; and,
8. A President is elected every year at the Annual Association Meeting and may not serve for more than three (3) consecutive years as President.

VICE PRESIDENT - The Vice President shall be the Executive Officer who, assists and carries out the duties of the President in his/her absence. He/She shall:

1. Assume the duties of President if the President defaults;
2. Assist the Commissioners with proper equipment and uniform storage and maintain equipment and uniform inventory;
3. Assist the Football and Cheer Commissioners in all matters regarding weight, age and documentation compliance; and,
4. Serve on the Fundraising Committee;
5. A Vice-President is elected every year at the Annual Meeting and may not serve for more than three (3) consecutive years as Vice-President.

SECRETARY - The Secretary shall be the Executive Officer who, shall attend all the meetings and shall record all the minutes and votes of the Association. He/She shall:

1. Give all notices required to the Executive Officers, Directors and Association Members;
2. Draft the Agenda at the instruction of the President and keep the Minutes at every meeting;
3. Assist the Vice-President and Commissioners in all aspects of registration, and handle the official certification of all teams;
4. Keep a copy of the most recent By-laws;
5. Secure all necessary team files, including financial records, contracts, invoices, etc.;
6. This position may be combined with the Treasurer's position with the Board's approval; and,
7. A Secretary is elected every year at the Annual Meeting and may not serve for more than three (3) consecutive years as

shall be present at all games involving the Association. He/she must inform the President of any substitution; and,

8. A Football Commissioner is elected every year at the Annual Meeting and may not serve for more than three (3) consecutive years as Football Commissioner.

CHEER COMMISSIONER - His/her duties as cheerleading Commissioner are identical to those of the football commissioner except that the duties are cheer-related.

1. A Cheer Commissioner is elected every year at the Annual Meeting and may not serve for more than three (3) consecutive years as Cheer Commissioner.

FUNDRAISING EXECUTIVE - The Fundraising Executive shall be the Executive Officer responsible for organizing all fundraising activities. He/She shall:

1. Contact the appropriate authorities for event authorization;
2. Insure proper insurance coverage for such events;
3. Recruit and oversee committees to manage these events;
4. Create budgets and request funding for these events;
5. Collect all invoices and expense reports along with collecting all proceeds;
6. Reporting Gross and Net receipts to the Board as requested and as part of the fundraising reports at each Executive Directors, Directors and Annual Meeting;
7. Delivering all financial records to the Treasurer and all funds to the Treasurer for Deposit;
8. Draft grant requests to be reviewed by the Board of Directors before submission;
9. Present fundraising reports at each of the Executive Directors' Meetings, Directors' Meetings and Annual Meetings; and,
10. A Fundraising Executive is elected every year at the Annual Meeting and may not serve for more than three (3) consecutive years as Cheer Commissioner.

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CONCESSIONS EXECUTIVE - The Concessions Executive shall be the Executive Officer responsible for organizing all concessions related activities. He/She shall:

1. Contact the appropriate authorities for concessions/event authorization;
2. Recruit and oversee assistants and manage the same;

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coaches clinic(s) mandated by this Association and/or Coastal Pop Warner before approval.

ARTICLE XIV. DISCIPLINARY ACTION AND APPEALS

1. Under the authority granted them by these Bylaws, the Football and Cheerleading Commissioners are empowered to impose penalties for rule violations of either local or Coastal Pop Warner Rules.
2. In the absence of the Commissioners, the authority to enforce these rules goes to the President or his/her appointed agent.
3. The Directors reserve the right to review any decision made by the Commissioners with regard to discipline and to make any rulings necessary which are not specifically covered by the local rules or Pop Warner Little Scholars, Inc. and Coastal Pop Warner.
4. If it comes to the attention of any Director that Association property has been embezzled, misappropriated or obtained by false pretense or any other crime has been committed involving the Association, the Directors shall reasonably investigate the circumstances surrounding the event(s). If wrongdoing is determined to a reasonable degree of certainty, the accused individual(s) shall be reported to the local authorities for criminal prosecution.

ARTICLE XV - REGISTRATION

1. All football and cheerleaders must meet the academic, documentation, physical, and age requirements promulgated by Coastal Pop Warner Football and Cheerleading Association as well as pay any registration fees/dues in full prior to participating in any practice or competition.
2. When determining what teams are formed for each weight/age division for any given year, the Directors will make these determinations along with where those practice facilities should be located. This being said, the Directors shall always make every possible effort to place those players in locations which are closest to their places of residence or to place those players on their preferred teams.
3. Membership fees shall be set annually by the Directors. Only the Directors may waive said fees in any given year. However, any waiver must be granted to all Members of the Association and not to any individual. No part of this Rule, however, shall be interpreted to prevent the Association from approving scholarships funded by any third-party even if that