

Kindervelt
of
Cincinnati Children's
Hospital Medical Center



PROJECTS HANDBOOK
2017-2018

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How to tell whether you need a Project Form

1. Is the activity held in a member's home?
2. Is the activity a meeting or work session?

If you answer 'Yes' to **both** of these questions, no Project Form is needed.
If you answer 'No' to **either** question, a Project Form is required.

Filling out a Project Form

Section I: Project information

Type of Project

One Time	This is a project that will be held only once.
Annual	This is a project that is done around the same time yearly.
Ongoing	Your group does this project throughout the year. (example Bean Soup, Bread Mix, plaques, etc.)
Joint	This is a project that more than one group is working on. (Please complete a Joint Project Form.)
Supplies Expenses	This project's proceeds will be used for reimbursements to cover costs of supplies to produce items to sell or for Krafts.
Sales at CCHMC	Bake sales, craft sales, raffle ticket sales, merchandise sales on CCHMC premises.
Other	Anything that doesn't fit under any of these categories.

Section II: For Promotional Purposes

PROJECT IS AN EVENT THAT IS...

OTP	Open to Public	Anyone can buy a ticket or purchase an item; all are welcome, even if the event is generally attended mostly by KV members and guests.	Citywide will promote to the public
KVMG	Kindervelt Members and Guests	Any event or item which the group would like to actively promote to other KV members and/or their guests, but are not open to the public at large. Example: Holiday Boutique party in a member's home.	Citywide will promote to Kindervelt members
GMG	Group Members and/or Guests	Any event which is primarily for group members and/or their guests. Examples: Meetings, Work sessions, Group socials or parties.	Citywide will add to calendar but not promote

If you have a flyer for your event, please submit it to kvcommunications@kindervelt.org, and kvtechnology@kindervelt.org in a PDF file OR mail/deliver (unfolded, to allow scanning) to the Citywide Projects Chair. This will allow us to include it in the various promotions.

A. Publicizing projects

Once your Project Form has been received by the City Projects Chair, it is added to the Citywide Calendar and can be publicized in the following ways:

At LEADERSHIP MEETINGS/ MEMBER MEETINGS: Leadership Meetings are held the first Monday morning of October, November, February and March. Project flyers can be put in all KV presidents, board of trustees, and development mailboxes (55 copies needed), and your president can announce the project during Leadership Meetings and Kindervelt Member Meetings which will be held in September, January and April.

In the KINDERVELT NEWSLETTER: Our monthly newsletter goes to all KV members as well as some CCHMC employees, sponsors, KV website, etc. You may also contact the newsletter chair to see about advertising. We are allowed to advertise any sale or event where at least 50% of the proceeds are donated back to Kindervelt. The Newsletter Chair will advise you on space available, content, etc.

On the KINDERVELT WEBSITE and FACEBOOK PAGE: Contact the Webmaster with your request. Once the project form has been received and approved by the City Projects Chair, it will be added to the Kindervelt website calendar.

Via EMAIL BLAST: Intermittently the Citywide Webmaster sends out email blasts to members or to members and friends.

OTHER: Your group's publicity chairperson will have other ways to get the word out. She can also ask the City Publicity Chair for help/info.

Section III: For Insurance/Legal Purposes

These questions are to ensure your group members are protected by our insurers, to ensure we are following Ohio laws regarding alcohol sales and games of chance, and to ensure any contracts signed don't expose your group members to undue or unreasonable liability.

A. Gambling

Gambling includes schemes of chance or games of chance for profit. "Schemes of chance" include raffles, drawings or any activity that provides a "chance" to win. If such activities are secondary to the main function of the event and at least 50% of profit goes to the charity (such as "Split the Pot" games), they are acceptable under the law. All proceeds must go to a charitable organization.

"Games of chance" including poker, craps, roulette, slot machines, etc., may be conducted by a charitable group with **ALL** proceeds going to charity. That is, all money bet must go to the charity. Such events must be no longer than 4 days in duration and may be held no more than twice a year. The event must be held on premises leased from a governmental unit or a veteran's or fraternal organization.

Finally, no person shall receive any compensation for operating or assisting in the operation of any scheme or game of chance, and liquor may not be served or consumed in the same area that gambling is taking place.

B. Liquor

Kindervelt, as an Auxiliary of Cincinnati Children's Hospital Medical Center, should be following Ohio Law while engaged in fundraising activities that include liquor and/or gambling. CCHMC assumes liability for approved Kindervelt events as these are covered under CCHMC's insurance. Please keep the following guidelines in mind when planning your projects.

Liquor includes beer, wine & spirits. The State of Ohio requires a liquor permit for events that are open to the public, when liquor is being served, sold or included in the price of an event ticket. At closed Group Members/Guests-only events in a member's home, it **MAY** be permissible to provide liquor without a permit; call the Citywide Projects Chair for more information. Any time money has changed hands for an event (i.e. admission price) it will raise a red flag as a "sale" of liquor.

Consider the following when organizing an event:

1. Have a "dry" event. Many projects can be very successful without serving wine, beer or alcohol.
2. Hold events at facilities that have their own liquor permits and have the facility serve the liquor.
3. Obtain a temporary permit. Applications must be filed 30 days in advance and can be found online at <http://www.com.ohio.gov/liqr/>:
 - a. F Temporary Permit. F permits cost \$40 (as of 2015) and allow the sale of beer by the glass for up to five days.
 - b. F-2 Temporary Permit. F-2 permits cost \$150 (2015) and allow the sale of beer, wine, and spirits by the drink.

- c. F-6 Temporary Permit. F-6 permits cost \$50 (2015) and allow the sale of wine at an event organized by, conducted by, and for the benefit of a 501(c)3.
4. Be vigilant about serving liquor only to those over the age of 21.
5. Be careful not to serve liquor to excess – it may create liability for Kindervelt and CCHMC.

Liquor in silent auction baskets is fine since these items are donated by members and are leaving the premise unopened.

If you fail to obtain a temporary liquor permit and you are caught, under Ohio law you may be required to return all money collected at the event. This includes the ticket price and any sponsorships you obtained. Then the event becomes a free party and therefore acceptable. Penalties can be even more severe; everyone at the event can be cited under open container laws. Anytime money changes hands for an event, it raises a red flag. Once you obtain the liquor permit you are required to follow all the liquor permit holder rules of the State of Ohio.

Refer to the [Liquor Permit Guide for Charities included in this packet.](#)

C. Contracts

If your project involves signing a contract or contracts totaling \$500 or more, the City Board and CCHMC legal department must approve it/them. The City Board meets the last Monday of every month, but in the case of a contract that needs approval quickly, please call the Citywide Projects Chair.

****CONTRACTS TO BE SIGNED BY KINDERVELT GROUPS FOR (1) A SINGLE CONTRACT OF \$500 OR MORE OR (2) FOR TWO OR MORE CONTRACTS FOR ONE EVENT TOTALING \$500 OR MORE MUST BE APPROVED BY THE KINDERVELT BOARD OF TRUSTEES BEFORE THE CONTRACT(S) IS SIGNED.**

Please submit a copy of your contract for approval to the Citywide Projects Chair. She will forward it on to the Legal Department. Once approved by them the Board of Trustees will review it and vote to approve it in time for your event. Contract can be sent via email.

If something were to happen, and the City Board/Legal had not approved your contract, your group or person who signed the contract is liable.

CONTRACT TIPS FOR KINDERVELT GROUPS

1. Know your supplier. Check his track record with other charitable groups, ask for references, and visit his place of business.
2. If there is no formal contract, consider executing something in writing. See the sample below of a simple letter of understanding. As the transaction becomes more involved, detailed or expensive, a more formal agreement will be required. Don't assume anything; get everything in writing.
3. Remember, the City Projects Chair is here to help as well as the Legal Department at CCHMC. It is important for them to review your contract before you sign – mostly to protect you and Kindervelt!
4. Don't wait until the last minute to pick up supplies or equipment. Monitor the supplier's progress. Tactfully remind him of your arrangements. Setting a mutually agreed time line for a big project may help.

Sample letter of understanding:

RE: Agreement to purchase _____

Dear Sir:

This letter will serve to clarify my understanding of our telephone call/meeting of _____, 20__.
The terms of our agreement, as I understand them to be, are as follows:

Price in full including shipping or delivery fees
Quantity to be purchased/rented
Quality of items to be purchased/rented, if appropriate
Delivery instructions: date, time, location
Any other pertinent facts that should be stated

I trust that the above is an accurate summary of the terms and conditions we have mutually agreed upon.
If you have any questions, please contact me at _____.

Kindervelt # _____ (location) _____ is very pleased to have this opportunity to work with you and look forward to our successful venture.

Thank you very much.

SECTION IV: OTHER PROJECT INFORMATION

A. Sales at CCHMC

CCHMC provides Kindervelt with an opportunity to sell merchandise, including bake sales and raffle tickets, at a sales table outside the cafeteria during lunch hours. This has been very profitable to KV because the employees are familiar with KV and are generally a very receptive group of potential customers. You also have access to the satellite facilities for your sales. So that all groups might have an equal opportunity to participate in this, the following guidelines have been established:

1. One KV group per day may sell KV items outside the main campus cafeteria or at a CCHMC satellite.
2. Only KV members may staff the sale.
3. Schedule a date with the Department of Development by calling Kelly Bollinger 513-803-6582 at least two months in advance. During the fall months, it may be impossible to schedule a time unless you have done it early in the year!
 - a. Once you have contacted Kelly, you will be sent a pre-function form, which must be signed and returned to her. You will also receive guidelines for your sale from her. Please read and follow her instructions.
 - b. Once you've received a date, submit a Project Form to the City Projects Chair. Please list what you are selling.
4. KV groups will be assigned a table near the cafeteria or at a specified location in one of the satellites. Please do not leave the vicinity of the table or approach employees/hospital visitors in the hallway to solicit sales.

B. Bake Sales

The following is a listing of guidelines for food to be sold or prepared for sale in the Hamilton County Health District. Per Charles Noble, Hamilton County Health Department 6/30/2015 513.946.7840, if these guidelines are followed, no permit or license is required for bakes sales within Hamilton County:

1. All baked goods can be sold except for custard-based (cheesecake, custards, pumpkin or cream-filled items.)
2. Candy can be sold that is homemade or repackaged from a commercial candy maker.
3. All foods must be pre-wrapped **before** getting to location; nothing may be sold unwrapped or sliced/wrapped at the sale.
4. All foods must be bagged or covered with food-grade transparent plastic coverings to thoroughly protect all foods from dust, vermin and handling.
5. Any foods purchased for resale must be prepared by a licensed store or vendor.
6. No home canned vegetable, fruits, jellies, or meats may be sold or used in any product offered for sale.
7. Before preparing or serving food, be sure each person's hands are thoroughly washed with soap and water. A person with a cold or any infectious disease or any infective sore on the hands or arms may not work with or sell food.

C. Joint Project Guidelines

1. A community Kindervelt group considering a new joint project with another Kindervelt group (or groups) shall work with the initiating group's City Board Region.
2. Before asking another group to do a joint project, try to get a feel for the group (i.e. interests, timetable). Each group needs to be equally enthusiastic about the project.
3. **IT IS IMPORTANT TO HAVE EXTREMELY CLEAR AND WRITTEN GUIDELINES PERTAINING TO THE DETAILS.** Who does what, when, and where. To this end, **THE JOINT PROJECT AGREEMENT MUST BE SUBMITTED TO THE CITY PROJECT CHAIR ALONG WITH THE PROJECT REQUEST.** This is to ensure that the groups involved have discussed all the details of the project and to help prevent any misunderstandings.
 - a. Include division of labor – you must decide if the project will have a co-chair from each group, or if one group will be in charge. Try alternating chairmanships each year if the project is going to be repeated. An agreement of consequences of failure to perform assigned duties is also recommended.
 - b. Include division of finances – be specific about division of profits and be sure that all involved agree. A deadline must be decided upon when the money must be turned in and finances completed. All treasurers must be made aware of this deadline.
4. Make sure everyone understands what the policies are for cancellations and refunds. Problems occur when policies are not strictly enforced.
5. Some problems may surface such as:
 - a. One group may not take their share of the responsibility.
 - b. Lack of communication – you may be talking, but not hearing what the other group is saying.
6. Problem solving may include the following:
 - a. If problems arise, it is better to let the president's and or project chairmen work together to handle as discreetly as possible.
 - b. Be aware that everything does not work out perfectly as planned (especially the first time around!). Don't try to find someone to blame – relax and learn from the experience. **ROLL WITH THE PUNCHES AND SMILE!!!**
 - c. Keep in mind and openly repeat that we are all working for CCHMC and Kindervelt. **Stress cooperation, new friendships and FUN!!**

These guidelines are meant to help a group to enjoy the benefits of a joint project. Good luck! Call the Citywide Project Chair with any questions you may have.

Forms

Kindervelt Project Request form and Joint Project Form are on the following pages. Both forms can also be found on the Kindervelt website at kindervelt.org/forms.



KINDERVELT PROJECT FORM 2017-18

Mail to: **Kathy Olberding**
2265 Beechcroft Ct.
Cincinnati, OH 45233

Or email to kvprojects@kindervelt.org

Questions? **513-374-0691**

This form is also on the website at www.kindervelt.org/forms

I. PROJECT INFORMATION

KV GROUP#	GROUP PROJECT CHAIR
PHONE#	EMAIL

EVENT/PROJECT		
EVENT DATE	START TIME END TIME	LOCATION OF EVENT NAME ADDRESS
PROJECT CONTACT		
CONTACT PHONE #		CONTACT E-MAIL

TYPE OF PROJECT (Check all that apply): Ongoing One Time Annual

Supplies Expenses Sales at CCHMC Other (please explain)

WILL YOU BE USING GESTURE ONLINE SERVICES? Yes No Possibly

II. FOR PROMOTIONAL PURPOSES:

Project is:

- Open to the Public (Citywide will promote to the public)
- Kindervelt Members/Guests (Citywide will promote to KV membership)
- Group Members/Guests (Citywide will post to calendar but not actively promote)

If Open to the Public or KV Members/Guests:

Is there a **flyer**? No Yes (Please email PDF or include unfolded flyer for scanning.)

If no flyer, please provide information useful in promoting your project, such as item or ticket price, item description, whether event includes raffles, door prizes, silent auction, split the pot, food, cash bar, entertainment, music, dancing, etc.:

III. FOR INSURANCE/LEGAL PURPOSES:

Will the event include **gambling or games of chance**? No Yes

If yes, what kind? (raffles, split the pot, other games)

Will you **serve alcohol**? No Yes

If yes: Will you **charge admission**? No Yes

Does the facility have a **liquor license**? No Yes

Please refer to the Liquor Permit Guide for Charities included in the Projects handbook to determine if you need a liquor license for you event.

If Yes, Cost _____

Will you be **signing contracts TOTALLING over \$500**? No Yes (Please include)

If yes: please wait for legal/city board approval PRIOR TO signing contract(s).

FOR THE CITY PROJECT CHAIR'S USE

REC: _____ LEGAL APPR: _____ CITY BOARD APPR: _____ APPR SENT: _____
 EXCEL: _____ WEBCAL: _____ NEWSLETTER/PC CAL: _____



Kindervelt Joint Project Agreement

Mail to: **Kathy Olberding**
2265 Beechcroft Ct.
Cincinnati, OH 45233

Or scan and email to kvprojects@kindervelt.org

Questions? **513-374-0691**

This form is also on the website at www.kindervelt.org/forms but must be completed manually

Please review Joint Project Guidelines in the Projects Handbook prior to completing this document.

KV GROUPS INVOLVED#	PROJECT CONTACT
CONTACT PHONE#	EMAIL

EVENT/PROJECT NAME		
EVENT DATE	START TIME END TIME	LOCATION OF EVENT NAME ADDRESS

WILL YOU BE USING GESTURE ONLINE SERVICES? Yes No Possibly

Group Representatives:

Name: _____ KV# _____
Phone: _____ Email: _____
Signature: _____ Date _____

Name: _____ KV# _____
Phone: _____ Email: _____
Signature: _____ Date _____

Name: _____ KV# _____
Phone: _____ Email: _____
Signature: _____ Date _____

Name: _____ KV# _____
Phone: _____ Email: _____
Signature: _____ Date _____

Name: _____ KV# _____
Phone: _____ Email: _____
Signature: _____ Date _____

Name: _____ KV# _____
Phone: _____ Email: _____
Signature: _____ Date _____

Put additional group representatives on back.