

FRIENDS OF JORDAN ASSOCIATION 2005

ANNUAL REPORT



Mission Statement:

“To facilitate networking and knowledge exchange among persons with a common interest in the country of Jordan, promote a better understanding of Jordanian people and culture, and support projects and activities of the U.S. Peace Corps and charitable private organizations in Jordan.”

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To Our Members,

Thank you for a great first year! The foundations and work done in 2005 and the dedication from members and fellow officers are inspiring and satisfying to see. The Friends of Jordan Association grew from a concept to an organization capable of fulfilling the hopes of its members. Whether a Returned Peace Corps Volunteer or a “Friend of Jordan,” this association now has the building blocks needed to give its members a way to connect with Jordan and relate its culture and people to the rest of the world.

This next year Friends of Jordan will be addressing membership requests to become more active in the organization here at home, starting with an internet forum for members. We encourage you to read through our objectives for 2006 for more details. The possibilities for the future of Friends of Jordan are in your hands and ready to be realized. We are proud of this association and hope you are too, and we look forward to leading you to meet our common goals.

Sincerely,

Rose Heil
President,
Friends of Jordan Association

Kathleen Sheridan
Vice President,
Friends of Jordan Association

ASSOCIATION DESCRIPTION

Historical Background

Interest in a Friends of Jordan group started with Returned Peace Corps Volunteers and former in-country staff. The concept for Friends of Jordan stemmed from similar “Friends of” groups that exist for other Peace Corps countries. Peace Corps started in Jordan in 1997, and six groups of returned volunteers existed by 2004. These returned volunteers were interested in having an organization that would bring them all together, help them stay connected to Jordan, connect them to others outside of the Peace Corps with an interest in Jordan, and provide a base for Jordan-oriented educational and charitable activities.

The Friends of Jordan Association was officially founded in October 2004 via an application for non-profit status to the state of Maryland. At this time, bylaws were drafted, a bank account opened, and paid membership dues established. Rose Heil, Kathleen Sheridan, Camellia El-Antably, Gina Cabrera-Farraj, David Rosenberg, and Kae Gerhard (Returned Peace Corps Volunteers who served in Jordan) and Larry Bartlett (Peace Corps Jordan’s first Country Director) all worked on this development of Friends of Jordan.

In February of 2005, Friends of Jordan held its first election and welcomed its first group of officers. Allison Freedman joined the group shortly after as Newsletter Editor. The Officers discussed and finalized the draft bylaws by vote in September 2005 and an application to gain federal non-profit status was in process at the end of 2005. The association grew from an idea of a few volunteers to a functioning non-profit with 39 members after its first full year. Members now include not just Returned Peace Corps Volunteers and staff but also Jordanians and others interested in Jordan and the goals of the association.

In addition, in late 2004, the Friends of Jordan Association formed an affiliation with the National Peace Corps Association (NPCA), a non-profit organization that serves as an umbrella organization for all of the returned Peace Corps volunteer (RPCV) groups. Through this affiliation, the Friends of Jordan association enjoys NPCA support in membership development as well as access to other RPCV organizations.

Mission and Goals

Below are the association's mission statement and goals. Born out of members' feedback, they ultimately represent the goals and activities the members wish to achieve.

Mission Statement

“To facilitate networking and knowledge exchange among persons with a common interest in the country of Jordan, promote a better understanding of Jordanian people and culture, and support projects and activities of the U.S. Peace Corps and charitable private organizations in Jordan.”

Our Association's Main Goals:

- Encourage charitable and educational activities relating to the third goal of Peace Corps-- to promote a better understanding of Jordanians on the part of Americans;
- Provide a forum within the U.S. and abroad for charitable activities, professional development, networking, and exchange of knowledge among persons and organizations with a common interest in Jordan;
- Support projects of the U.S. Peace Corps and charitable private organizations in Jordan;
- Assist Peace Corps volunteers returning from Jordan to re-connect with their communities and cultures in the U.S.; and
- Help Peace Corps volunteers returned from Jordan to continue with public service and related activities similar to those they performed during their Peace Corps service.

How We Are Organized

Officers/Board for 2005

There were seven officers for 2005 as listed below:

Camellia El Antably – Secretary/Treasurer
Gina Cabrera-Farraaj – Membership Coordinator
Allison Freedman – Newsletter Editor
Kathryn Gerhard – Website Coordinator
Rose Heil – President
David Rosenberg – Program Coordinator
Kathleen Sheridan – Vice President

Position Descriptions

Below is a list of the association's officer responsibilities. Currently, the officers are also acting as the Board of Directors for this association. The Secretary and Treasurer positions were filled by the same individual for 2005, and this position was split into two on December 7, 2005. The Fundraising Coordinator was also added at this time. Thus, the new positions were not filled in 2005, and new officers will enter these positions after elections in February 2006.

President

- Arranges and conducts officer meetings
- Acts as liaison between the organization, the community, the National Peace Corps Association, Peace Corps Washington and other National Peace Corps Association affiliate groups
- Recruits officers if a position is vacated between elections
- Ensures that the association's bylaws are upheld
- Presents a report of the association's activities at the annual meeting
- Calls special officer meetings if/when necessary
- Receives and approves, along with at least 6 members, amendments to the Friends of Jordan bylaws

Vice President

- Assumes the position of President should the President resign, be removed from office, or require a temporary absence
- Acts as a resource to the President
- Coordinates nomination and election of candidates for vacant board seats

Treasurer

- Has charge of all funds belonging to the organization
- Receives, deposits and disburses funds as appropriate
- Maintains financial records as appropriate
- Writes quarterly and year end financial reports and submits them to the Secretary for distribution to board members
- Receives and enters new membership information (by mail and through National Peace Corps Association), assigns expiration date and forwards information to the Membership Coordinator
- Maintains Internal Revenue Service 501(c)3 status

Secretary [*new position for 2006]

- Develops, maintains, and distributes the association's written records including bylaws, annual reports, and any other documentation of the association's structure and processes; acts as the liaison for the most current versions of these documents; and works with other officers to keep these documents up-to-date (documents include but are not limited to the annual calendar, position descriptions, and membership and renewal forms)
- Records meeting minutes from officer meetings and general meetings or ensures a substitute if planning to be absent

- Archives records required by Maryland law; maintains tax-exempt status with the Maryland Secretary of State
- Maintains association membership with the National Peace Corps Association, including writing and submitting the annual organizational report to their offices in Washington, DC
- Manages and maintains association email account

Membership Coordinator

- Maintains membership database and enters into it information forwarded by Secretary/Treasurer
- Serves as contact for new members. Provides new member contact/orientation
- Liaises with existing members about any membership concerns
- Answers non-member questions
- Contacts non-members and encourages them to join
- Writes articles in newsletter about the benefits of joining
- Organizes and leads periodic membership drives

Program Coordinator

- Plans or oversees association programs, such as online membership discussion forums, educational or awareness campaigns, small-grants funding, or social gatherings; arranges time and place of program events
- Encourages association members to participate in programs and events
- Notifies Newsletter Editor of upcoming program events
- Coordinates program event publicity with the President
- Submits a report on each program event to Newsletter Editor for publication in next newsletter
- Develops new programs, events, or activities
- Oversees program committees, comprised of association members, established for the purpose of promoting one or more association programs

Fundraising Coordinator [*new position for 2006]

- Consults with board members and establishes the target fundraising amount for the year
- Develops and coordinates fundraising activities to meet the annual goal; example activities could include a banquet dinner, silent or on-line auction of Jordan related paraphernalia, pitches to other organizations with an interest in Jordan (such as the Jordan Embassy in D.C.), and the like
- Works on funding for new programs that are not contained in the annual fundraising goal and other events that may arise
- Maintains a network of member contacts from each volunteer service group (J-1, J-2, J-3, etc.) to serve as the person to approach association members if/when asking members to contribute individually

Newsletter Editor

- Publishes the association's newsletter on a regular basis and distributes the newsletter to the association's membership, preferably by email
- Solicits information for the newsletter from Officers, other members, National Peace Corps Association, Peace Corps Washington, Peace Corps Jordan, other National Peace Corps Association affiliate groups, or other members of the community

Webmaster

- Maintains the association website so that the information is current and relevant
- Responds to information requests submitted to the site
- Makes sure all dues related to maintaining the site have been paid by the Treasurer
- Maintains communication with website host via e-mail

2005 ACCOMPLISHMENTS

Incorporation as non-profit entity with State of Maryland

- Completed in October 2004
- Opening of bank account and establishment of dues-based membership followed

Officer elections

- First set of Friends of Jordan Officers elected in February 2005
- Newsletter position filled in March

National Peace Corps Association

- Established an affiliation with National Peace Corps Association in December 2004 as an optional dues affiliate
- President, Rose Heil, attended the National Peace Corps Association annual meeting July 29, 2005

Quarterly newsletter – Marhabtain!

- Established the official newsletter of the Friends of Jordan Association
- First issue published in Summer of 2005

Bylaws

- Draft bylaws from 2004 were finalized and adopted by officers and membership in September 2005
- Amendment passed to add two new officer positions in December 7, 2005 (refer to position descriptions above for more information)

Small Grants Program

- Developed application and process for giving small grants to current Peace Corps Volunteers serving in Jordan
- Received startup donations of over \$1,500
- Opened Jordanian bank account and gave out the first grant in December 2005

Meetings

- Held monthly officer meetings via phone conference
- Held annual membership meeting via phone conference on December 7, 2005

Events

- Held annual potluck at home of Larry Bartlett in February 2005
- Organized a picnic at Great Falls, VA in May 2005 for members in that area
- Friends of Jordan representatives attended Peace Corps recruiting events in DC

Membership development

- Established a membership dues system in October 2004
- Built membership up to 39 members by the end of 2005

Website

- Developed design layout and content throughout 2005
- Chose website server at end of 2005 and plan a rollout of the website to the public in early 2006

MEMBERSHIP INFORMATION

The Friends of Jordan Association was founded in late 2004 with a core base of members who were all Returned Peace Corps Volunteers and former Peace Corps Staff. Slowly, through membership drives and by getting the word out, more and more people started to join. Currently, Friends of Jordan has 48 members, of which 32 joined in 2004, seven joined in 2005, and nine members joined in the first two months of 2006. Within our membership 16 states and six countries are represented. Our members consist of four staff members, two spouses of either former Peace Corps staff or volunteers, one member is non-affiliated to Peace Corps, and the other 41 members are Returned Peace Corps – Jordan Volunteers (RPCVs).

There has not been one specific trend in membership. However, by staying in touch with current Peace Corps Volunteers in Jordan through the newsletter and our grants program, it will be more likely that they will join Friends of Jordan once they end their Peace Corps service. This will provide Friends of Jordan with a steady stream of new members.

2005 FINANCIAL INFORMATION*

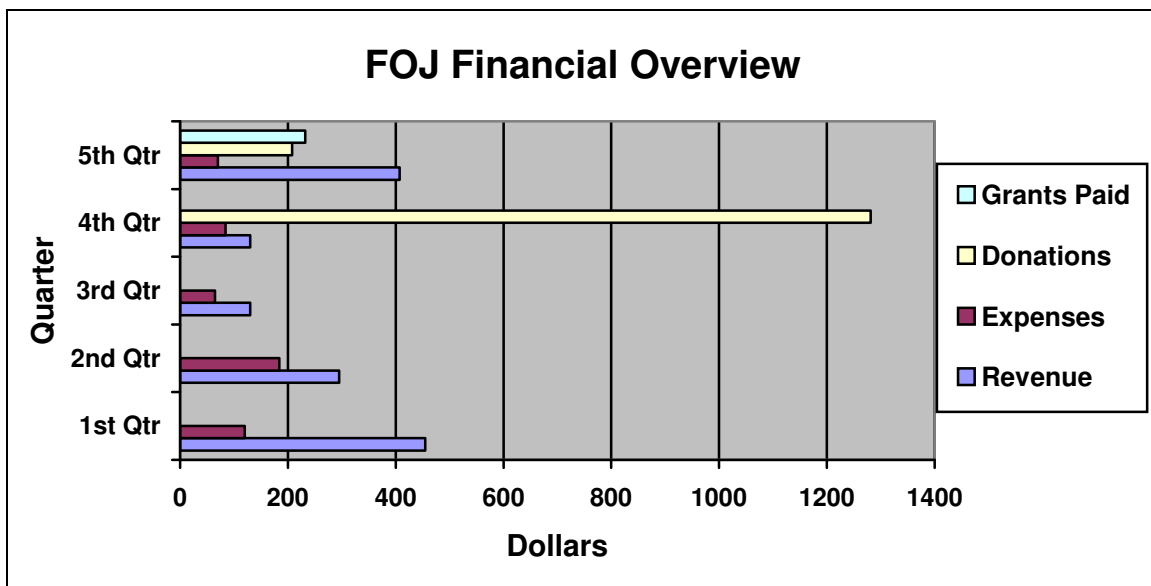
*From inception in October 2004 through December 2005

Highlights

Friends of Jordan (FOJ) had a financially successful first year. Revenue totaled \$1352.31, while we had expenses of \$588.42. This includes membership dollars collected and given to the National Peace Corps Association (NPCA). Our expenses excluding the NPCA memberships were \$98.42, a very low number for start-up of an organization. This was due to a number of member donations during the formation of the association. Below is further explanation of the association's finances from October 2004 through December 2005.

- (a) The revenue figure is almost entirely memberships [see point (d) below]. Donations are recorded separately. The revenue figure appears inflated because it includes \$490 in monies collected for NPCA for new and renewing memberships (this amount passed through and was sent to NPCA and is thus considered an expense).
- (b) Expenses included bank fees, postage, phone cards, and costs associated with starting up a website, totaling \$98.42. The other \$490 is money collected for NPCA memberships.
- (c) Expenses not reflected in this total include incorporating with the State of Maryland, some office supplies, postage, and phone calls made by board members to participate in the monthly meetings. We are very appreciative of these donations by members.
- (d) We raised \$1556 in donations in six months and began giving grants to Peace Corps Volunteers in Jordan in October 2005. Five percent of this amount (\$77.80) was retained by the association for administrative use as per the association bylaws (see point six in the notes below for information on how this was distributed). In 2005, we gave two grants totaling \$232.25.

We are entering our second year in a good financial position.



Financial Highlights					
Quarter	Revenue	Donations	All Association Expenses	NPCA Memberships	Grants Paid
1 (Oct 04)	\$455.00	\$0.00	(\$119.97)	(\$105.00)	\$0.00
2 (Jan 05)	\$295.00	\$0.00	(\$183.88)	(\$175.00)	\$0.00
3 (Apr 05)	\$65.00	\$0.00	(\$130.00)	(\$70.00)	\$0.00
4 (Jul 05)	\$130.00	\$1281.00	(\$84.57)	(\$70.00)	\$0.00
5 (Oct 05)	\$407.31	\$197.20	(\$70.00)	(\$70.00)	(\$232.25)
Totals	\$1352.31	\$1478.20	(\$588.42)	(\$490.00)	(\$232.25)

Some notes on the chart and table above:

1. The revenue figure reflects all membership monies received, including NPCA membership money, and \$67.31 of donation money (see point 6).
2. In the chart, Expenses and NPCA Memberships are combined into Expenses. NPCA memberships are included here to show a clearer view of our true expenses over the last 15 months. NPCA renewals are paid out only after receiving payment from a member wishing to belong to both organizations, so there is no loss to Friends of Jordan at any time.
3. This chart and table irregularly show five quarters because Friends of Jordan began receiving money in October 2004 and did not do an annual report at the end of that quarter.
4. The Quarter labels on the table show the month in which the quarter began and correspond to the graph above.
5. Donation money is housed in two accounts, our U.S. account and a Jordanian account for distributing grants, and shows up as one number. The exchange rate in effect at the time of deposit was 0.71 JD to the U.S. Dollar.
6. We reserved \$77.80 in Donation money for operating expenses, per association bylaws. This represents 5% of the donation money received between October 2004 and December 2005. \$67.31 was moved into our general income column; \$10.49 was expended in bank and exchange commission fees automatically subtracted from the monies housed in the Jordanian bank account. \$67.31 has been subtracted from the donation column in Quarter 5, which would be \$1556 without this requirement.
7. The Grants Paid figure reflects two grants given in December, 2005. This figure subtracted from the donations figure, leaves \$1245.95 in available money to be spent on grant proposals received in 2006.

Balance Sheets

Quarters 1, 2 and 3: From inception October, 2004—June 30, 2005

Deposits received		\$815.00
31 FOJ memberships @ \$15 each	\$465.00	
10 NPCA memberships @ \$35 each	\$350.00	
Expenses:		(\$433.85)
NPCA memberships	(\$350.00)	
Office supplies	(\$ 3.97)	
Postal Service	(\$ 8.88)	
Checks Unlimited	(\$ 11.00)	
Register.com	(\$ 60.00)	
Total cash on hand		\$381.15

Please note the following irregularity:

Two Friends of Jordan memberships were received in January 2005. Wachovia never received the deposit. One membership was provided as complimentary; the other person will send another check in September 2005 [note: never received].

Quarter 4: July 1, 2005—September 30, 2005

Cash on hand June 30, 2005		\$ 381.15
Deposits received:		\$1411.00
4 FOJ memberships	\$ 60.00	
2 NPCA memberships	\$ 70.00	
Donations	\$1281.00	
Expenses:		(\$ 84.57)
USPS	(\$14.57)	
NPCA—2 renewals	(\$70.00)	
Total cash on hand		\$1707.58

Quarter 5: October 1, 2005—December 31, 2005

US Account

Cash on hand September 30, 2005		\$1707.58
Deposits received:		\$ 615.00
16 FOJ 1 year memberships	\$ 240.00	
Incl. 3 made through NPCA		
1 FOJ 2 year membership	\$ 30.00	
0 NPCA 1 year membership	\$ 0	
1 NPCA 2 year membership	\$ 70.00	
Donations	\$ 275.00	
Expenses:		(\$1243.00)
Donation money sent to Jordan	(\$1173.00)	
NPCA 2 year renewal	(\$ 70.00)	
Total Cash on hand		\$1079.58
Total Donation Cash	\$ 383.00	
Total FOJ Cash	\$ 696.58	

Jordanian Account

Total cash in JD in Jordanian account	JD 841.80
Two grants given in JD	(JD 162.50)
Commission on exchange	(JD 6.70)
Housing Bank fees	(JD .65)
Cash on hand in Jordanian acct (all Donation money)	JD 671.95 (about \$955.75)

Budget Projection for 2006

In 2006, the association will need income to cover expenditures for the website and other operating costs, the Small Grants Program, and donations to causes which further our mission. Below outlines our projected costs which will be funded from membership dues, donations, and fundraising.

We anticipate \$750 from membership dues this year, including renewals and new memberships. This represents 50 members, which is in line with our intention to actively work to increase the membership base. However, our membership revenue may fluctuate because we are now

offering three year memberships. Three year memberships will show up in the year they are donated and cause a corresponding decrease in membership revenue for the following two years.

The association has added a Fundraising Coordinator to the association officers and hopes this position will help the association raise enough money to meet our projected expenses. In addition to giving eight small grants to Peace Corps Volunteers in Jordan, the association would like to start another grant program for members wishing to do Jordan-oriented educational projects in the U.S. A major goal for fundraising is to create a sustainable source of funding for the small grants program. Currently, we have enough funds raised by our initial efforts to cover 12-15 small grants. We anticipate that lasting about one year between our current Small Grants Program and the new U.S. grant program we are developing to roll out later this year. We would also like to have a large enough reserve so that if Friends of Jordan was unable to raise money, or suddenly had a drop in memberships, the association would be able to continue operating at minimal capacity. At the moment, this amount is estimated to be about \$300/year, which includes expenses for postage, phone, and website. Ideally, the association aims to have about two years of minimal operating capacity expenses on hand.

The officers project a need of \$1,400 for expenses and have a wish list totaling an additional \$500. The projected expenses include eight small grants totaling \$700 to Peace Corps Volunteers for projects in Jordan, \$400 to start a new grant program for association members to do educational programs in the U.S., and \$300 for operating costs. Items on the wish list include purchasing Microsoft Publisher, and giving a donation to one or more charitable causes that support the association's mission.

Summary of 2006 Fundraising Goal	
Item	Amount
Small grants funds	\$700
New US-based grants program	\$400
Operating costs	\$300
Total	\$1,400
Wish list	\$500
Total with wish list	\$1,900

OBJECTIVES FOR 2006

Focus

Friends of Jordan will focus on four priority areas for 2006:

- (1) Technical infrastructure building – although most of the setup for the organization was done during the first year of operation, a few major items remain to be accomplished
- (2) Sustainable funding – the Small Grants Program was started on a generous donation and needs a continued source of income
- (3) Membership development – this priority focus on developing opportunities and benefits for the members of Friends of Jordan
- (4) Outreach development – the final priority for 2006 focuses Friends of Jordan on developing programs and projects aimed to help members reach the goal “to promote a better understanding of Jordanians on the part of Americans”

Goals and Opportunities

Below outlines the specific goals and opportunities for 2006 that Friends of Jordan will pursue. Each of these goals was formed to address one or more of the four focus areas above.

Small Grants Program

- Build a continued source of funding. Hold / host one or two Friends of Jordan-sponsored fundraising activities targeted outside the Friends of Jordan membership base. Designate fundraising point-of-contacts for each volunteer group. Conduct one or two fundraising campaigns targeted at Friends of Jordan members.
- Develop website materials to outline both process for applying and a summary of past grants received
- Create a standard approach for documenting each grant given

Discussion forum for Friends of Jordan members

- Develop a web-based discussion platform for members, allowing different topics to be discussed
- Aim for four forums to be completed by year's end
- Solicit feedback from members on this once implemented

Stateside educational activities

- Support and promote stateside outreach projects and activities for the 45th Anniversary celebration of Peace Corps
- Develop a small grant program for members aimed to support Jordan-oriented educational projects in the U.S.
- Design an outreach packet to assist members to engage in outreach activities

Opportunities for Friends of Jordan members to get involved in the association

- Make membership involvement in programs and projects that Friends of Jordan pursues a priority

Charitable work in Jordan

- Explore and develop a plan for how Friends of Jordan can become more involved in helping a broader range of charitable work in Jordan to span beyond the Small Grants Program for current Jordan Peace Corps Volunteers
- Plan one or two networking meetings with Friends of Jordan members and other interested organizations specifically to address this goal

Membership

- Focus on retaining current members, increasing number of Returned Peace Corps Volunteers, and diversifying our membership base to include more non-Peace Corps members
- Offer complementary memberships to key individuals/groups
- Devise an expiring membership process

Fundraising

- Conduct a financial needs assessment
- Hold fundraising event(s) to support the 2006 goals of the association

Networking with other organizations

- Gain visibility with established groups
- See how Friends of Jordan can help and work with other groups to promote common goals

Infrastructure goals

- Finish 501(c)3 application and file for federal status
- Establish and document standard processes for Friends of Jordan activities and business actions
- Solidify Small Grants Program foundations

Website and communications

- Launch website and continue to build up new areas through the year
- Establish permanent officer email addresses for elected officers to use
- Train another officer to serve as backup Webmaster

Peace Corps Volunteers in Jordan

- Build a mentorship program to link Friends of Jordan members to new or returning Peace Corps Volunteers
- Develop a way to assist the returning volunteers readjust to being back in the U.S.
- Provide opportunities for returning volunteers to share their recent experiences