

FRIENDS OF JORDAN ASSOCIATION 2006

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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March 2007

Letter to Our Members

Welcome to our 2006 Annual Report! We've tried to pack it full of the history of our association as well as the past year's activities and finances. 2006 was a busy year for Friends of Jordan, and one that we all can be proud of. Small Grant Funding became a highly successful operation to serve Jordanian communities. You have been a vital component; without your donations, this program would not be happening! Another example of our accomplishments was the launching of Friends of Jordan into cyberspace with the FOJ website.

Towards the end of 2006, Friends of Jordan conducted a member survey, which over half the members completed. This survey has provided invaluable information, which we have used to shape our 2007 goals. We hope you will take time to read through our 2007 objectives. We think they directly reflect your thoughts and desires. It has been an honor to serve you in this capacity, and we look forward to continuing to work with you to meet our common goals.

Sincerely,

Rose Kyprianou
President,
Friends of Jordan Association

Kathleen Sheridan
Vice President,
Friends of Jordan Association

Association Background

History

The Friends of Jordan Association was founded in 2004 with a group of Returned Peace Corps Volunteers (RPCVs) from Jordan along with former in-country staff. This group of RPCVs and former staff adopted the concept for Friends of Jordan from existing Peace Corps country “Friends of” groups. Peace Corps Jordan began 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.

Friends of Jordan became incorporated as a state non-profit in Maryland in October 2004. 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 RPCV groups.

In February of 2005, Friends of Jordan held its first election and welcomed its first group of officers. The Officers discussed and finalized the draft bylaws by vote in September 2005 and an application to gain federal 501(c)3 non-profit status was in process at the end of 2005. After its first full year Friends of Jordan became a functioning non-profit with 39 members. Members now include not only Returned Peace Corps Volunteers and staff but also Jordanians and others interested in Jordan and the goals of the association.

2006 saw the creation of two more officer positions, acceptance as a 501(c)3 organization by the IRS and the success of numerous objectives and activities, which are outlined in the sections of this report that follow.

Mission & Goals

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.

Organization

Officers

There were nine officers for 2006; see names and positions listed below.

Camellia El Antably – Secretary/Treasurer
Gina Cabrera-Farraj – Membership Coordinator
Allison Freedman – Newsletter Editor
Kathryn Gerhard – Website Coordinator
Rose Kyprianou – President
Caroline Mansi – Fundraising Coordinator
Karina O’Meara – Secretary
David Rosenberg – Program Coordinator
Kathleen Sheridan – Vice President

Position Descriptions

Currently, the officers also act as the Board of Directors for this association. **N.B.** The treasurer initially performed the secretary’s tasks. In 2006, the secretary and fundraising position were added.

(a) 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 groups
- Recruits officers if a position is vacated between elections
- Ensures that the 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 FOJ bylaws

(b) 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

(c) 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 NPCA), assigns expiration date and forwards information to the Membership Coordinator
- Maintains Internal Revenue Service 501(c)3 status

(d) Secretary.

- 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 (example documents include the annual calendar, position descriptions, membership and renewal forms, and others)
- 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
- Manage and maintain Association email account

(e) Membership Coordinator.

- Maintains Database: Enters information forwarded by Secretary/Treasurer into membership database
- 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

(f) 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

(g) Fundraising Coordinator.

- 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 items, 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

(h) 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 Peace Corps Association groups, or other members of the community

(i) 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

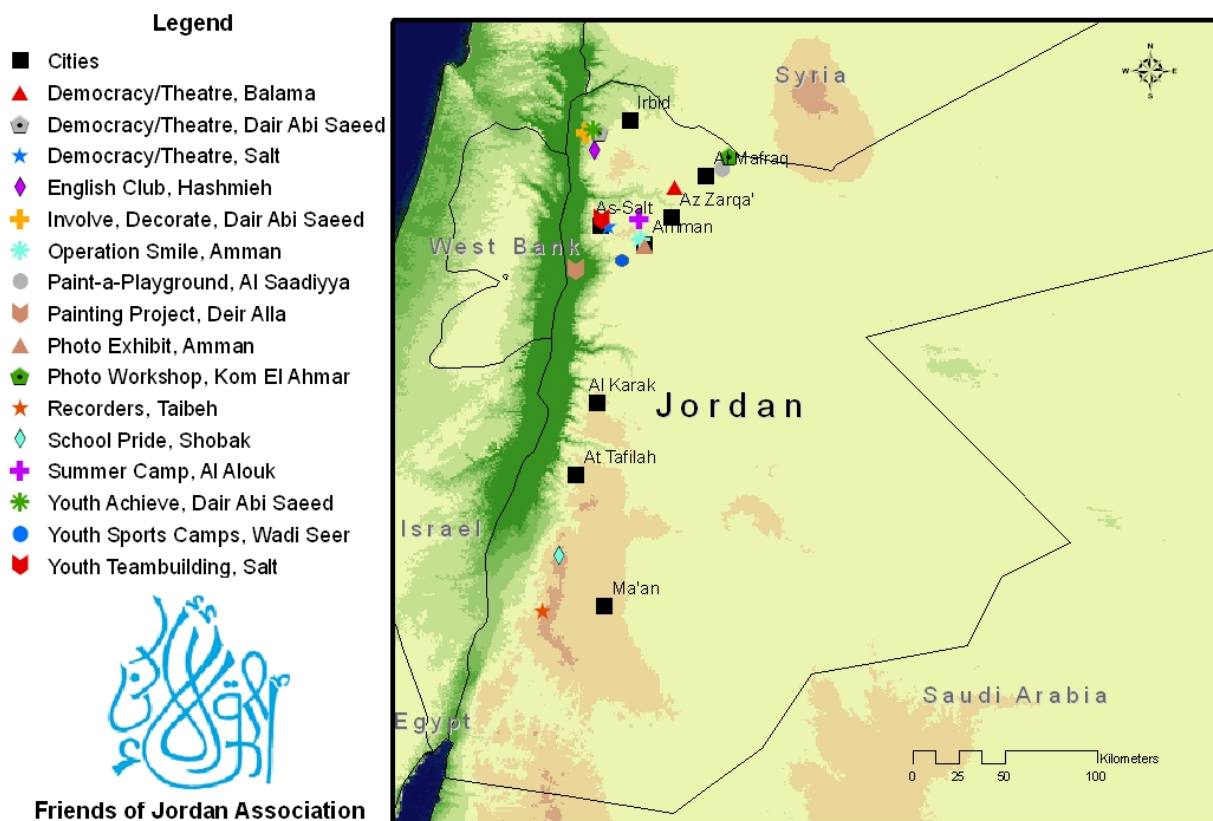
2006 Accomplishments

- Membership survey conducted
- FOJ website and officer email accounts launched
- Fundraising campaign successfully conducted, \$1,760 raised
- Networked with Jordan Embassy, Friends of Morocco, Peace Corps Encore, and Peace Corps headquarters
- Re-affiliated with the National Peace Corps Association to keep affiliate status up-to-date
- Networked with PC Jordan office
- Three newsletters published – Winter, Spring, and Fall editions
- Infrastructure solidified by IRS recognition of the Friends of Jordan as a 501c3 non-profit organization
- Online discussion forum launched
- 13 grants awarded through Small Grant Funding. The total amount of funding disbursed was \$ 1,161.27 (*Please see a description of two projects below as examples*)
- Membership increased (*Please see next section*)
- Held monthly officer meetings via phone conference
- Held annual membership meeting via phone conference on November 1, 2006

Small Grant Funding

The following section maps all award recipients and details two grantees.

Locations and Descriptions of Small Grant Awards November 2005 - December 2006



Map by Kathleen Sheridan

Small Grant Funding Profiles

We have highlighted two grantees to represent what donations have helped to accomplish. Andy Lehto in Al-Alouk, Zarka ran a summer camp for children and Scott Mitchell in Bayader, Wadi Seer ran a summer sports camp. For another glimpse of a project that Friends of Jordan supported refer to our website at http://www.friendsofjordan.org/program_completed.htm to find pictures of Mike Greer's photography workshop.

Andy Lehto received an award amount of \$119.00. The project ran in June of 2006 and served forty boys from the local Al-Alouk community. The following is Andy's own description:

The major event of the summer in the village of Al-Alouk was the Al-Alouk Summer Camp for boys. I had my students design and run a summer camp for themselves with me acting as facilitator. They asked to learn Judo (which they are convinced every American knows very well), new games, more English - but in a fun way, paint the school, and teach me dubca (their traditional dance). I said yes to all of these suggestions.



*Camp participants in homemade T-shirts learn Judo
Zarka June 2006 Photo courtesy of Andy Lehto*

We held the camp three days a week to conserve the limited funds for t-shirts, food, and paint. It was hard to involve the other teachers since they all have second jobs to supplement their low teacher salaries. I bought 40 plain white t-shirts and different colored magic markers and we made t-shirts the first and second days of the camp. The kids made exceptional shirts but also gave themselves temporary magic-marker tattoos, which quickly made me the enemy (for a few days) of many mothers in the village. There were two surprising outcomes. First, the kids who attended regularly were generally students most of the other teachers didn't like. These were low achieving students that were often kicked out of school. However, when given some responsibility, they took it, behaved, and helped keep others in line too. One example is Ahmed, who, during the year was kicked out of class daily, but helped plan many aspects of the camp and even served as a lieutenant.

The second surprise was the makeup of the kids that attended. The village has three clans from the Benni Hassan tribe (the largest tribe in Jordan). In the village, the clans are rigidly separated and rarely interact. They even have separate stores, butchers, and buses. Since I held the camp on the grounds of the school which is in the Amoosh clan area, only Amoosh kids showed up with the exception of two or three sporadic Shdefat kids who mustered the courage to

walk to camp with me from the Shdefat part of town where I live. However, when the Shdefat and Amoosh kids hung together, there was a little tension in the air, which I later figured out was due to the fact that such an occurrence rarely happened. Next year I'm going to try harder to integrate the kids. With the camp, I also started tutoring kids full time. This is more rewarding since I don't have to deal with the restrictions that the ministry of education places on teachers. My favorite kids are Hamza and Malak who come from a very, very poor family. Who knows, maybe they'll go to university someday if they can demonstrate their ability in English and win a Kings scholarship.



Andy Lehto and camp participants Zarka June 2006
Photo courtesy of Andy Lehto

Scott Mitchell in Anis Ben Malek, Bayader Wadi Seer focused on sports for his project in the summer of 2006. Friends of Jordan supported the camp with an award of \$150.00. The project served twenty-five boys ages six through twelve. The following is Scott's description:

Anas Ben Malak Center is an orphanage for boys. Sports and other playground activities seemed a great way for the boys to develop positive social interactions, including helping others and controlling temper. With funding from Friends of Jordan, we renovated the cement lot behind the center into a colorful, useful place for the children to play. We then held two camps a week over a five-week period to start a play routine that the children could comfortably fall into. Grant money was used to buy paint and a basketball goal for the center. A local painter volunteered his time to paint the background color for the wall, a bright sky blue. The center also secured a mobile basketball goal that cost about \$280 with a donation from a local community member. Ten Peace Corps volunteers helped paint the yard mural, 20-meter long basketball court, four square area, and install the two basketball goals. One goal was set lower for the smaller children.

During each camp, 14 volunteers identified 4 team captions and had the captions choose their teammates from the remaining participants. The teams then rotated through separate activities such as basketball, football, water balloon toss, capture the flag, etc. The team captains were responsible for keeping their team in the right place at all times.

Misbehaving participants were sent to a "time out" area for 2-5 minutes as a non-violent disciplinary measure. At the end, all participants came together and the volunteers awarded candy to everyone, bonus candy to the member of each team who showed the best sportsmanship, and a prize such as a small toy or deck of cards to the participant voted "star for the day". We selected new captions for each camp so that every participant got the opportunity to take on leadership responsibilities.

As a result, we brought basketball and football to the center, structured sports that required teamwork to succeed, helped gradually build participant skills, and singled out each participant for their positive behavior. The most rewarding result was watching kids who were usually troublemakers make obvious efforts to get along with others and help the volunteers whenever possible.

Thanks to the friends of Jordan, all of this was possible. - S. Mitchell.



*Anas Ben Malek Center Mural Project
Wadi Seer 2006 photo by Scott Mitchell*

Membership Information

There was an increase in the number of members from 39 members at the end of 2005 to 56 members at the end of 2006. We held a membership drive in the Fall. Part of this included having more contact with Peace Corps Jordan in order to recruit volunteers that are completing their service.

We are pleased to have expanded our membership base so 12 of the 56 members are non-Jordan RPCVs. We are seeking members from current and former staff members, family members of currently serving volunteers, spouses of RPCVs, and others with an interest in Jordan and the goals of Friends of Jordan.

2006 Financial Information

Financial Overview

This report covers the period from January 2006 through December 2006.

Friends of Jordan continues to be financially stable with extremely low expenses for a non-profit organization. Revenue (including donations) totaled \$2,605.00, while we had expenses of \$348.04—about 13 percent of our revenue. This includes membership dollars collected and given to the National Peace Corps Association (NPCA). Our expenses, excluding NPCA memberships, were \$313.04, reflecting less membership dues collected in 2006 for NPCA than in 2005. We did, however, see an increase in dues paid to us through NPCA. Below is further explanation of the association's finances from January through December 2006.

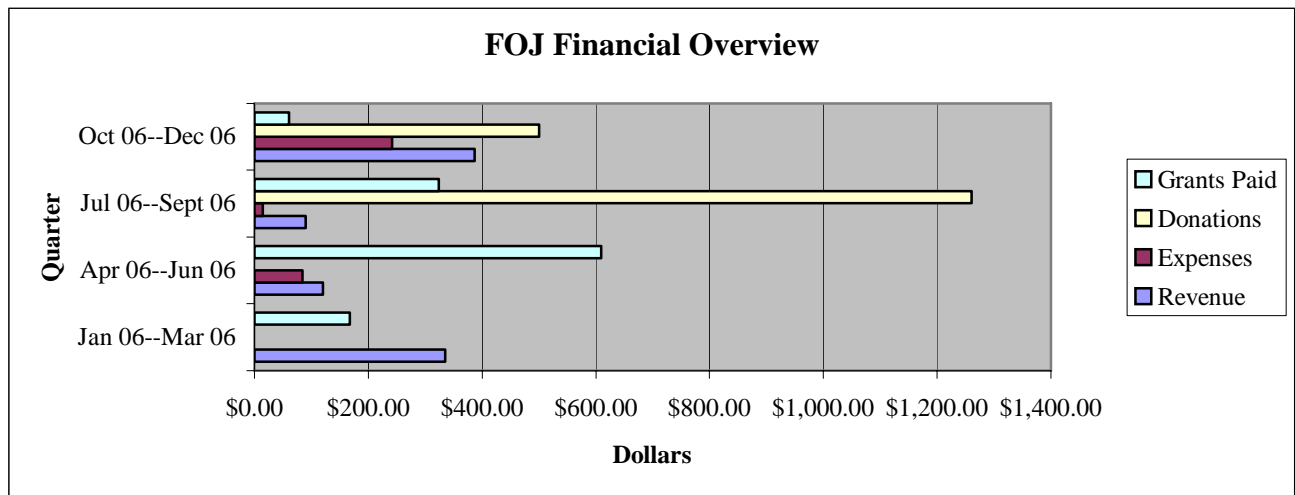
(a) Expenses included bank fees, postage, web fees, office supplies, and costs associated with filing for non-profit status, totaling \$288.04. The other \$60 went towards NPCA, with \$25 for reaffiliation fees with the organization and \$35 for a membership renewal.

(b) Expenses not reflected in this total include 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.

(c) We raised \$1,760 in donations in 2006. Per the Bylaws, five percent of this amount is retained by Friends of Jordan for administrative expenses. This figure is \$88 for 2006 (see point four in the notes below for information on how this was distributed).

(d) In 2006, we gave 13 grants, totaling approximately (because of the exchange rate) \$1,161.27, to a wide variety of projects sponsored by Peace Corps Volunteers in Jordan.

We are entering our second year financially stable with growing assets.



Financial Highlights				
Quarter	Revenue	Expenses	Donations	Grants Paid
Jan 2006— Mar 2006	\$335.00	\$0	\$0	\$167.35
Apr 2006— Jun 2006	\$120.00	\$84.35	\$0	\$609.43
Jul 2006— Sept 2006	\$90.00	\$14.99	\$1,260.00	\$324.29
Oct 2006— Dec 2006	\$386.51	\$248.70	\$413.49	\$60.20
Totals	\$931.51	\$348.04	\$1,673.49	\$1,161.27

Some notes on the chart and table above:

1. The revenue figure reflects all membership monies received, including NPCA membership money and \$86.51 of donation money (see point 4).
2. Expenses and NPCA Memberships are combined into Expenses. In 2006, only one person renewed with NPCA through us, and we had no new memberships. 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. 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.
4. Per Association Bylaws, FOJ reserves five percent of total donations for administrative expenses. \$88.00 is the figure for this year. However, as \$1.49 was subtracted from our Housing Bank account in fees, the total adjustment between Donations and Revenue is actually \$86.51 (negative to Donations, positive to Revenue). This adjustment shows up in the 4th quarter.
5. The Donations figure does not reflect carry-over money from 2005.

6. The Grants Paid figure reflects thirteen grants given in 2006. For 2007, \$2,030.50 is currently available for grants and other projects.

Accomplishments

- We exceeded our projection of \$750 in membership income, collecting \$810 (\$35 collected was sent on to NPCA for membership renewal). Eight of these were 3-year memberships for individuals or families.
- We exceeded our goal of giving eight grants to current Volunteers in Jordan by giving 13 grants totaling \$1,161.27.
- We approved giving one donation to the development of a Virtual Community through NPCA—however, we actually gave the donation in 2007.
- Although we exceeded our projected expenditures of \$1,400 by spending \$1,509.31 (when including grants paid), we also exceeded our revenue projection and gave five more grants than originally projected.

Balance Sheets

Friends of Jordan

Financial Statement

Q1: January 1, 2006—March 30, 2006

US Account

Cash on hand December 31, 2005 \$1,052.58

Deposits received: \$ 335.00

8 FOJ 1-year memberships	\$ 120.00
4 FOJ 3-year memberships	\$ 180.00
1 NPCA 1-year membership	\$ 35.00
Donations	\$ 0

Expenses: \$ (0)

Total Cash on hand \$1,387.58

Total Donation Cash	\$ 315.69
Total FOJ Cash	\$1,071.89

Jordanian Account

JD on hand 12/31/06	JD 884.15
Two grants given in JD	JD <u>(117.15)</u>

Cash on hand in Jordanian acct (all Donation money)	JD 767.00 (about \$874.38)
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Friends of Jordan

Financial Statement

Q2: April 1, 2006—June 30, 2006

US Account

Cash on hand March 30, 2006 \$1,387.58

Deposits received: \$ 120.00

5 FOJ 1 year memberships \$ 75.00

Incl. 1 made through NPCA

1 FOJ 3-year membership \$ 45.00

0 NPCA 1 year membership \$ 0

Donations \$ 0

Expenses: \$ (84.35)

NPCA Reaffiliation \$ 25.00

USPS \$ 4.36

Yahoo! Premium mail service \$ 19.99

NPCA renewal for Neill \$ 35.00

Total Cash on hand \$1,423.23

Total Donation Cash \$ 315.69

Total FOJ Cash \$1,107.54

Jordanian Account

Total cash in JD in Jordanian account JD 767.00

Five grants given in JD JD 432.15

Cash on hand in Jordanian acct JD 334.85 (about \$468.20)
(all Donation money)

Friends of Jordan

Financial Statement

Q3: July 1, 2006—September 30, 2006

US Account

Cash on hand June 30, 2006 \$1,423.23

Deposits received:		\$1,350.00
3 FOJ 1 year memberships	\$ 45.00	
Incl. 2 made through NPCA		
1 FOJ 3-year membership	\$ 45.00	
0 NPCA 1 year membership	\$ 0	
Donations	\$1,260.00	
Expenses:		<u>\$(14.99)</u>
Rubber Stamp	\$ 14.99	
Total Cash on hand		\$1,558.24
Total Donation Cash	\$1,182.55	
Total FOJ Cash	\$ 375.69	

\$1,200 transferred from US Account to Jordanian account by Aileen Hanel and Larry Bartlett

Jordanian Account

Starting cash in JD in Jordanian account	JD 334.85
Four grants given in JD	(JD 320.00)
Housing Bank fees	(JD 2.13)
Housing Bank Interest	JD 1.50
Cash deposited	JD 844.65
Aileen Hanel, \$500; Larry Bartlett, \$700	
Cash on hand in Jordanian acct (all Donation money)	JD 858.87 (about \$1,215)

Friends of Jordan

Financial Statement

Q4: October 1, 2006—December 31, 2006

US Account

Cash on hand September 30, 2006		\$1,558.24
Deposits received:		\$ 800.00
12 FOJ 1 year memberships	\$ 190.00	
2 made through NPCA, 1 family membership		
2 FOJ 3-year membership	\$ 110.00	
1 individual, 1 family		
0 NPCA 1 year membership	\$ 0	
Donations	\$ 500.00	
Expenses:		<u>\$(248.70)</u>

Postage	\$ 7.11	
State of MD Article Amendment	\$ 231.00	
*Reconciliation problem	\$ 10.59	
Total Cash on hand		\$2,109.54
Total Donation Cash	\$ 789.18	
Total FOJ Cash	\$1,320.36	

5% of total donations (\$1,760) in 2006 will be retained per the bylaws by FOJ for administrative expenses. This figure is \$86.51 for 2006 (actually, \$88.00 less \$1.49 in Housing Bank fees), and is reflected in the totals listed above.

Jordanian Account

Starting cash in JD in Jordanian account	JD 858.87
One grant given in JD	(JD 43.00)
Housing Bank fees	(JD .65)
Housing Bank Interest	JD 1.00
Cash deposited	JD 0
Cash on hand in Jordanian acct (all Donation money)	JD 816.22 (about \$566.28)

*Cannot find source of this problem.

Thank You to Our Supporters

We would like to thank Kathleen Sheridan, Aysha Ghadiali, Bernadette Michel, Charles and Jacquelyn Dailey, Jacquelyn Duclos, Rose Kyprianou, and three anonymous donors for their generous contributions to Friends of Jordan.

Budget Projection for 2007

In 2007, the Association will need income to cover expenditures for the website and other operating costs, Small Grant Funding, start-up costs for new programs, and donations to causes which further our mission. Below outlines our projected costs which will be funded from membership dues, donations, and fundraising.

Summary of 2007 Fundraising Goal	
Item	Amount
Small grant funding	\$1,500
Operating costs	\$400
New programs	\$400
Donations to causes furthering our mission	\$500
Total	\$2,800

We anticipate \$900 from membership dues this year, including renewals and new memberships.

The officers project a need of \$2,800 for expenses. The projected expenses include fifteen small grants totaling \$1,500 to communities working with Jordan Peace Corps Volunteers for projects in Jordan, \$400 to create a packet of educational materials for distribution to members and \$400 for operating costs. Also included in this goal is \$500 in donations to causes furthering the mission of Friends of Jordan.

2007 Objectives and Activities

Objectives

Friends of Jordan will focus on three overarching themes for 2007:

- 1) Diversification – of membership base and of funding sources;
- 2) Engagement – of members and increasing our organizations' overall activity level; and
- 3) Programming – improve and expand existing programs and strategically create new ones.

Friends of Jordan officers decided on these three themes during the November meeting open to all FOJ Members, the December Officers' meeting, and after review of the membership survey given at the end of 2006. It reflects the desire to grow new relationships and programs but recognizes the need to nurture, develop, and ultimately provide more opportunity for current members' to become more involved in the organization.

Activities

The following are activities Friends of Jordan would like to pursue in 2007 to help the Association achieve the objectives outlined above. Again, many of these activities came out of the membership survey results and are direct ideas and conveyances of members. Where appropriate, a timeline is included with the activity.

Jordan educational information packet, *Fall*

- Develop an educational packet as a top priority new project for FOJ this year
- Included in the packet should be a poster-size map of Jordan, presentation-friendly food recipes, a fact sheet of Islam, a fact sheet on Jordan, and presentation templates and tips
- Volunteers among membership should be employed to execute this project
- Minimal interest was expressed in the membership survey for reimbursing presentation or event expenses, so this facet of the project is not recommended for development
- This was the most recommended activity to pursue in our membership survey; it also supports the third goal of the Peace Corps – to promote a better understanding of Jordanians on the part of Americans

Mentorship Program, *Fall/Winter*

- Explore development of a big brother/sister program matching returning Peace Corps volunteers and others coming from extended time in Jordan with those who have been in Jordan and have transitioned back to life outside the country
- Include members in program development and provide those not involved with updated information as it develops
- Members expressed significant interest in this mentorship program. This also had significant interest in our membership survey

Fundraising, *timeline to be determined by needs assessment*

- Conduct a financial needs assessment
- Hold fundraising event(s) to support the 2007 goals of the association
- Develop and maintain a donor database

- Consider recognition and/or categorization of donors

Membership, *ongoing*

- Diversify membership base; reach out to new types of members, including parents of Peace Corps volunteers and the non-Peace Corps Jordan interest-base possible members
- Work with current members to involve them more in leadership and projects

Small Grant Funding improvements, *ongoing*

- This is a successful program at Friends of Jordan! We need to continue to look at the funding base for this program as well as how this program functions to see if improvements can be made now that it has been in action for a little over a year.

Adjust Friends of Jordan documentation up to IRS standards, *Summer*

- Now that we have IRS 501(c)3 standing, we need to document our procedures up to a certain standard as outlined by the Internal Revenue Code
- Apply this standard to our Small Grants Program, donations and donation form, and general financial accounting and business practices

Newsletter

- Continue to publish four quarterly newsletters, *Winter, Spring, Summer, and Fall* (schedule contingent on filling of Newsletter Editor Officer position)

Website, communications, and operations, *ongoing*

- Develop online resources for members to contribute and tap into; to consist of but not limited to: collecting Jordanian recipes, photos of Jordan, and blogs of members
- Invigorate and seek ways to use discussion forum that was developed for Friends of Jordan members
- Explore possibility of online donation service
- Explore possibility of online document sharing service for officers/members
- Simplify association email accounts by converting yahoo account to friendsofjordan.org account

Friends of Jordan Association Key Facts

Founded: October, 2004

Members: 56 and growing

Member locations: 20 US states and 8 countries around the world

Current Programs: Small grant funding, online discussion forum, quarterly newsletter, and membership list

Future Projects: 3rd goal materials, Mentorship Program

Membership: \$15 per year (waived for 1st year for returning PCVs)

How to Join: Membership is open to all persons with an interest in the Friends of Jordan mission. Our mission is stated on page 4 of this report and at www.friendsofjordan.org. To join, please send an email to membership@friendsofjordan.org with the subject line "Join FOJ." FOJ also offers a complimentary, one-year membership to Jordan-PCVs who have completed their service within the past year. After the first year, membership is \$15 per year.

