

# Friends of Jordan Association 2015

## 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.”



## TABLE OF CONTENTS

[Letter to Our Members](#)

[Association Background](#)

[History](#)

[Mission & Goals](#)

[Organization](#)

[2015 Accomplishments](#)

[Small Grant Funding Profile](#)

[Membership Information](#)

[2015 Financial Information](#)

[Financial Overview](#)

[Budget Projection for 2016](#)

[Objectives and Work Plan for 2016](#)



April 2016

## **Letter to Our Members**

Welcome to our 2015 Annual Report! With the temporary suspension of volunteers in country, this year was a slow one for Friends of Jordan. This slow down did not necessarily represent the enthusiasm of this network to remain strong and connected! With your continued support and participation in events such as our fourth annual “Ramadan Iftar Potluck” we raised more money to fund future projects! Several evenings of focused connection were achieved through FOJ organized Happy Hours as well! There were also many additional developments and changes which we describe in more detail in the report.

We are proud of what Friends of Jordan accomplished this past year and know that 2016 will continue to prove our resilience. It has been our honor to serve you and Friends of Jordan as the President and Vice President, and we look forward to look on as the new board continues to work towards and expand these common goals.

Sincerely,

Ruby Mitchell  
President,  
Friends of Jordan Association

Lucas Graf  
Membership Coordinator,  
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.

2007 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*

In 2015, there were eight officer positions.

President – Ruby Mitchell  
 Vice President – Lauren Blalock/Carrie Bodley-Bond  
 Secretary – Megan Keeling  
 Treasurer – Jarret Guajardo  
 Fundraising Coordinator – Erin Parr  
 Program Coordinator – Alex Bruce  
 Membership Coordinator – Lucas Graf  
 Communications Coordinator – Eric Van

### *Position Descriptions*

Currently, the officers also act as the Board of Directors for this association.

#### **(a) President.**

- Arranges and conducts officer meetings
- 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
- Acts as liaison between the organization, the community, the National Peace Corps Association, Peace Corps Washington and other National Peace Corps Association groups

#### **(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) Communications Coordinator.**

- 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
- 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

## **2015 Accomplishments**

- Coordinated the 2015 Ramadan "Night-In" Fundraiser and Ramadan Iftar Potluck.
- Revamped our Small Grants Applications to target in-country counterparts and RPCVs working on Third Goal projects
- \$630 was raised for our Small Grants Program.
- Updated the membership database
- Organized and filed documents and minutes for Friends of Jordan
- Discussed and determined actions regarding FOJ goals, membership, and communication
- Continued to promote Jordan and Jordanian interests

***Small Grant Funding Profile***

No grants issued in 2015

## **Membership Information**

Friends of Jordan had 272 total members at the end of December, 2015. Members have joined by downloading membership forms through the NPCA and reaching out directly to the Membership Coordinator. We also spent time networking with Peace Corps-Jordan to reach volunteers that are completing their service.

FOJ continues to have diverse representation with members living in multiple countries, states, and the District of Columbia. Our members also include current and former Peace Corps 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.

## **2015 Financial Information**

### ***Financial Overview***

This report covers the period from January 2015 through December 2015.

Friends of Jordan continues to be financially stable with extremely low expenses for a non-profit organization. 2015 revenues (including donations) totaled \$947.31, while we had expenses (excluding grants awarded) of \$97.44. (Table 1). Revenue includes membership dollars collected and given to the National Peace Corps Association (NPCA). Below is further explanation of the association's finances from January through December 2015 which are also detailed on the balance sheet at the end of the section.

- a. Expenses included banking fees, PayPal, postage, and any web fees.
- b. Additional costs for office supplies, postage, and phone calls made by board members to participate in the monthly meetings are not included in the expense total. We appreciate donations in materials and time made by board and other members.
- c. We raised \$530.28 in donations in 2015.
- d. We sent flowers to the family of Daryl Carr, a J11 who passed away. This gift, including shipping totaled \$87.98 and is listed in our first quarter non-grant expenses.
- e. In 2015, we did not give any grants. A strong goal that has surface through the year is determining methods for distributing grants without an in-county volunteer presence.

We are entering 2016 financially stable with growing assets. Assets in FOJ's bank accounts increased from approximately \$6,867.22 on January 1, 2015 to \$7717.09 on December 31, 2015.

**Table 1. Detail on FOJ Financial Overview of 2015**

	<b>Jan – Mar</b>	<b>Apr – Jun</b>	<b>Jul – Sept</b>	<b>Oct - Dec</b>
<b>Memberships</b>	\$80.00	\$100.00	\$0.00	\$0.00
<b>Donations</b>	\$0.00	\$0.00	\$296.16	\$234.12
<b>Other Credits</b>	\$30.00	\$35.00	\$15.00	\$157.03
<b>Non-Grant Expenses</b>	\$90.94	\$3.70	\$1.40	\$1.40
<b>Grants Paid</b>	\$0	\$0	\$0	\$0
<b>Total in Accounts</b>	<b>\$6886.28</b>	<b>\$7017.58</b>	<b>\$7327.34</b>	<b>\$7717.09</b>

2015 Financial Statement  
January 1, 2015—December 31, 2015

Prepared by Jarret Guajardo

Wells Fargo Account

**Starting cash January 1** \$6867.22

**Deposits:**

1 year memberships Individual 9	\$180.00
NPCA memberships	\$0.00
NPCA Refund	\$105.00
Donations	\$530.28
Good Search Commission	\$127.03
Amazon Smiles Foundation	\$5.00
<b>Total Deposits Received</b>	<b>\$947.31</b>

**Expenses**

Grants (incl. fees)	\$0.00
PayPal fees	\$9.46
Checks	\$87.98
NPCA Renewal Fee	\$0.00
<b>Total Expenses</b>	<b>\$97.44</b>

#### Thank You to Our Supporters

We would like to thank Angela Trujillo, Ashley Harper, Tighe Flanagan, Gloria Lee, Megan Worthington, Rose Kyprianou, Landy Delva, Ruby Mitchell, Darcy Neill, John Shekailo, Jarret Guajardo, Briana Adams, Jessica Alexander, Sara Antaya, Larry Bartlett, Kyle Bellows, Evelyn Cleary, Judith Culver, Jackie Dailey, Dan Dersham, Tighe Flanagan, Felicia Genet, Aysha Ghadiali, Carla Grossklaus, Jarrett Guajardo, Don Hesse, Rose Kyprianou, Gloria Lee, Jaxon Love, Natasha Marwah, Lydia McCloskey, Carolyn Miller-Coulter, Susan Miller-Coulter, Nawal Najjar, Darcy Neill, Bryan Payne, Jennifer Peterson, Vijay Ram, David Rosenburg, Ben Wise, plus anonymous donors for their generous contributions to Friends of Jordan in 2015.

#### ***Budget Projection for 2016***

In 2016, 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.

<b>Summary of 2016 Fundraising Goal</b>	
<b>Item</b>	<b>Amount</b>
Small grant funding	\$800
Operating costs	\$200
Donations to causes furthering our mission	\$500
<b>Total</b>	<b>\$1,500</b>

The officers project a need of \$1,800 for expenses. The projected expenses include 8 small grants totaling \$800 towards Third Goal projects, and \$200 for operating costs. We have also included a goal to donate \$500 to one or more causes furthering the mission of Friends of Jordan.

## **Objectives and Work Plan for 2016**

FOJ goals for 2016 are specifically to:

- 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 US 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 Peace Corps and charitable private organizations in Jordan;
- Assist Peace Corps Volunteers returned from Jordan to reconnect with their communities and cultures in the US; 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
- Rebuild and sustain an operating board of officers that can maintain status quo for Friends of Jordan until volunteers are reinstated in-country.