

Friends of Jordan Association

2016

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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April 18, 2017

Letter to Our Members

Welcome to Friends of Jordan's 2016 Annual Report! Our group has always rallied to support Peace Corps volunteers in Jordan. Unfortunately, Peace Corps Jordan has been suspended for over a year now and volunteers are not currently serving in Jordan. With that came a hiatus of Friends of Jordan's flagship activity – the Small Grants Program. Additionally, this year had a turnover of many of Friends of Jordan leadership mid-cycle. All that to say, this has been a big reflection and transition year for our Association. Coming out of it, we are excited to rebuild, to focus stateside towards helping refugees from the Middle East and the organizations that support them, and to work on creating a fresh international focus as well, like a new Small Grants Program for Jordanians. While our new programs and focus are still under development, we look forward to sharing what Friends of Jordan has been this year and where it is headed. Please read on for more details in the report.

Having been an original officer that started this association back in 2004, it has been an honor to serve as a Friends of Jordan Officer for the latter part of this year, and I look forward to what 2017 has to bring and the new goals we have set out to accomplish.

Sincerely,

Rose Kyprianou
President,
Friends of Jordan Association
and Former Peace Corps Jordan Volunteer (1998-2000, J2)

Association Background

History

The Friends of Jordan Association (Friends of Jordan, FOJ, or “the 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 many 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 have included not only Returned Peace Corps Volunteers and staff but also Jordanians, others with a connection to Jordan, and anyone interested in 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

Officer positions rotate in March each year. Generally, an officer may stay in their same position for up to three years. In the period from March 2016 to March 2017, there were eight officer positions. There was a large officer turnover in May of 2016. Although for various reasons, notably a couple key officers took overseas jobs that necessitated them stepping down.

Officers, March – May 2016:

President – Ruby Mitchell
 Vice President – Carrie Bodley-Bond
 Secretary – Megan Keeling
 Treasurer – Jarret Guajardo
 Fundraising Coordinator – Erin Parr
 Program Coordinator – Rachel Cleary
 Membership Coordinator – Lucas Graf
 Communications Coordinator – Eric Van

Officers, May 2016 – March 2017:

President – Rose Kyprianou (Oct 2016-Mar 2017)/Whitney Popp (May-Oct 2016)
 Vice President – Rose Kyprianou (May-Oct 2016, then vacant)
 Secretary – Danny Tsai (Sep 2016-Mar 2017)/Rose Kyprianou (acting May-Sep 2016)
 Treasurer – Jarret Guajardo
 Fundraising Coordinator – vacant
 Program Coordinator – Conor McGuire
 Membership Coordinator – Aisha Sherbiny
 Communications Coordinator – Lucas Graf

Officers, March 2017 - present:

President – Rose Kyprianou (continuing officer from 2016)
 Vice President – vacant
 Secretary – vacant
 Treasurer – Rose Kyprianou (acting)
 Fundraising Coordinator – Emma DiNapoli (acting)
 Program Coordinator – Conor McGuire (continuing officer from 2016)
 Membership Coordinator – Karey Sabol
 Communications Coordinator – Emma DiNapoli

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 Communications Coordinator of upcoming program events
- Coordinates program event publicity with the President
- Submits a report on each program event to Communications Coordinator 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

2016 Accomplishments

Below is a listing of Friends of Jordan's main accomplishments, followed by a more descriptive narrative about the Associations core programs and activities.

- Coordinated a viewing of the film "Salam Neighbor" in Sept. 2016 in Washington, DC
- Began work to develop a stateside focus for Friends of Jordan given no Peace Corps volunteers were serving in Jordan
- Began to assess membership status and format
- 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 were issued in 2016.

Salam Neighbor Film Viewing

On September 6, 2016 and then again for an encore on September 13, 2016, Friends of Jordan partnered with Washington, D.C. venue BloomBars to present a film screening of an award-winning film and campaign to connect the world to refugees. "Salam Neighbor" (2015, 75 min), by Zach Ingrasci and Chris Temple, is a documentary that follows the two filmmakers, who fully embed themselves in Za'atari, a Syrian refugee camp, providing an intimate look at the world's most dire humanitarian crisis. The film immerses us into the life of a Syrian refugee through the journey of Chris and Zach - the first filmmakers allowed by the United Nations to register and set-up a tent inside a refugee camp. (In English and Arabic, with English subtitles). The screenings were followed by audience Q&A and a discussion facilitated by RPCVs who served in Jordan. In total, both screenings drew an audience of about 40 people and sparked some interesting commentary and questions about the current situation in Jordan and the refugee crisis in general.

Refugee Project

During 2016, Friends of Jordan Officers explored opportunities to network and partner with other organizations that work with refugees, especially those from Syria or other Arab countries. Below is a summary of findings and possible partnerships that our Association could pursue in 2017 with organizations that work with refugees:

- International Rescue Committee (IRC) – An IRC caseworker has been in contact with another organization working specifically with Syrian refugees in the Washington, DC area. The representative has indicated that a subgroup of their organization called

September 13th

SALAM NEIGHBOR

سلام يا جار

BloomBars
3222 11th St NW,
Washington, District of
Columbia 20001
Tuesday, September 13th
7:00-9:00PM

*Suggested Donation: \$10. Proceeds support BloomBars

AFI DOCS OFFICIAL SELECTION 2015

Friends of Jordan

UNHCR

LIVING ON ONE and GOOD MEDIA PRESENT SALAM NEIGHBOR IN ASSOCIATION WITH GOOD FILMS
ORIGINAL SCORE BY SHUFFY W.C. WALLEN, A. PATRICK ROSE, EDITED BY MUHAMMAD EL WANASHERLY, JENNIFER TILVERA DIRECTED BY PHOTOGRAPHER SEAN KUSONAGI
EXECUTIVE PRODUCERS JUSTIN BEARDSLEY, BRYN MOSELER, JEFF KALEN, JONATHAN DING, MICHAEL LANG
PRODUCED BY MUHAMMAD KHATTAB, SALAM DAHMASH, CHRIS TEMPLE, ZACH INGRASCI DIRECTED BY CHRIS TEMPLE, ZACH INGRASCI

Education/Training/Mentoring and Orientation (ETMO) could use a lot of help from volunteers.

- They have asked FOJ to provide a list of available volunteers who would be willing to teach English to Syrian families.
- FOJ may want to look into if networking with IRC could be nationwide or if this opportunity is focused on the Washington, DC area.

- A new NPCA Affiliate Group named “Refugee Steering Committee” has been established to address concerns with the overwhelming refugee crises. There is a lot of potential for FOJ to be a part of meetings, events, and webinars they hold. Here are the Refugee Steering Committee's 3 main goals:
 1. To bring the resource of RPCVs in supporting refugees in the United States,
 2. To bring them to bear in supporting refugees overseas, and
 3. To support refugees in the current climate through advocacy.

- Through the NPCA Refugee Steering Committee, Friends of Jordan Officers also learned that there is an Anti-Islamophobia Initiative that Friends of Afghanistan is launching and that FOJ could support.

Membership Information

Friends of Jordan’s membership structure has devolved through the last year or two. There is an email list serve with over 200 subscribing members, but paid memberships were down to eight in 2016. Since FOJ currently does not offer a paid membership many benefits, the 2016 Officers agreed to look into and consider non-paying membership models. That project was not started, so it will be a focus of the Membership Coordinator in 2017. Also, no membership buildup has been initiated in quite a while, so there should be opportunities to gain new members.

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.

2016 Social Media and Online Information

An ever-growing aspect to Friends of Jordan is its online presence and social media outlets. Below is an inventory of FOJ’s social media and online presence.

Website – <http://friendsofjordan.org/>

Facebook – <https://www.facebook.com/friendsofjordan>

Twitter – <https://twitter.com/friendsofjordan>

Email service (host to officer email addresses) – <https://mail.google.com/>
 Email service (sending membership emails) – <https://mailchimp.com/>
 File sharing – <https://www.dropbox.com>
 Café Press online store – <http://www.cafepress.com/friendsofjordanrpcv>
 GoodSearch.com – <http://www.goodsearch.com/>
 GuideStar Nonprofit Database – <http://www.guidestar.org>

2016 Financial Information

To support its financial transactions, Friends of Jordan has a simple business account with Wells Fargo and an online account with PayPal. The Association also has an account with Square (<https://squareup.com>) to be able to take credit card payments.

Financial Overview

This report covers the period from January 2016 through December 2016.

Friends of Jordan continues to be financially stable with extremely low expenses for a non-profit organization. 2016 revenues (including donations) totaled \$415.00, while we had expenses of \$141.52. (Table 1). Revenue includes membership dollars collected and NPCA rebates. Below is further explanation of Friends of Jordan’s finances from January through December 2016 which are also detailed on the balance sheet at the end of the section.

- a. Expenses included PayPal fees and Salaam Neighbor film screening.
- 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 \$150 in donations in 2016.
- d. In 2016, we did not give any grants.

We are entering 2017 financially stable with steady assets. Assets in FOJ’s bank accounts increased from \$7717.09 on January 1, 2016 to \$7790.57 on December 31, 2016.

Table 1. Detail on FOJ Financial Overview in 2016 by Quarter

Category	Quarter (2016)			
	Jan – Mar	Apr – Jun	Jul – Sept	Oct - Dec
Memberships	\$60.00	\$100.00	\$0.00	\$0.00
Donations	\$0.00	\$0.00	\$150.00	\$0.00
Other Credits	\$30.00	\$45.00	\$15.00	\$15.00
Non-Grant Expenses	\$2.22	\$3.70	\$135.60	\$0.00

Grants Paid	\$0.00	\$0.00	\$0.00	\$0.00
Total in Accounts	\$7804.87	\$7946.17	\$7975.57	\$7790.57

2016 Financial Statement
January 1, 2016—December 31, 2016

Prepared by Jarret Guajardo

Wells Fargo Account

Starting cash January 1

\$ 7717.09

Deposits:

1 year memberships Individual 8	\$160.00
NPCA memberships	\$0.00
NPCA Refund	\$105.00
Donations	\$150.00
Good Search Commission	\$0.00
Amazon Smiles Foundation	\$0.00
Total Deposits Received	\$415.00

Expenses

Grants (incl. fees)	\$0.00
PayPal fees	\$9.52
Debit Card (Salaam Neighbor Film Screening)	\$132.00
NPCA Renewal Fee	\$0.00
Total Expenses	\$141.52

Balance in FOJ Accounts (December 31, 2016) \$7790.57

Thank You to Our Supporters

We would like to thank David Rosenberg for his generous contributions to Friends of Jordan in 2016 and to all the Officers for their in-kind contributions and valuable time.

Budget Projection for 2017

In 2017, the Association will need income to cover expenditures for operating costs and start-up costs for new programs. We have also included a goal to donate \$250 to one or more causes furthering the mission of Friends of Jordan. Below outlines our projected costs which will be funded from existing revenue and any new membership dues and donations.

Summary of 2017 Projected Costs	
Item	Amount
New program start-up	\$550
Operating costs	\$200
Donations to causes furthering our mission	\$250
Total	\$700

The officers project a need of less than \$1,000 for expenses.

Objectives and Work Plan for 2017

Friends of Jordan goals for 2017 are specifically to:

- Collaborate with known refugee assistance organizations to build alliances to assist Friends of Jordan members to connect with Arab refugees needing assistance
- Develop a new small grants program for Jordan
- Strengthen the infrastructure of Friends of Jordan to make it more resilient given that officer positions can change hands once a year, or more frequently as was the case this past year
- Review and revise membership structure
- Rebuild and sustain an operating board of officers
- 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
- As practicable, support projects of the Peace Corps and charitable private organizations in Jordan

Below is a list of detailed plans by office to achieve these goals.

Detailed Plans by Office

The priority activities for each officer are listed below. Under each of the officer positions is listed the priority activities for the 2017 term (Mar 2017 – Mar 2018).

President

2017 Goal:

Represent the organization, provide leadership around the building of a new core program for FOJ, strengthen the infrastructure of the Association, and support the officers in implementing their respective activities.

Priority Activities and Timing:

1. Produce 2016 Work Plan – *by April*
2. Recruit replacements for vacant officer positions – *ongoing*
3. Lead monthly officers meetings – *monthly*
4. Manage officer elections – *January/February*
5. Liaise with Peace Corps Washington, National Peace Corps Association, the Embassy of Jordan, and other organizations – *ongoing*

Vice President

2017 Goal:

Support the President and the other officers in implementing their respective activities.

Priority Activities and Timing:

1. Help with projects / activities when requested by the President or other officers – *ongoing*
2. Fill in for officers when on travel or if positions are vacant – *as needed*

Secretary

2017 Goal:

Provide leadership for officer meetings and records management, and maintain and improve the system for managing Association files.

Priority Activities and Timing:

1. Organize and schedule monthly officer meetings. Take notes during the meetings, post notes online for correction, then post them officially on FOJ web site – *monthly*
2. Assist President and other officers with writing reports, such as Annual Report and documenting how the Association works – *as needed*
3. Organize and maintain electronic records – *ongoing*
4. Research improvements for recordkeeping – *ongoing*

Treasurer

2017 Goal:

Manage finances and support business processes of the Association.

Priority Activities and Timing:

1. Manage day-to-day finances of FOJ – *ongoing*
2. Manage incoming/outgoing funds – *ongoing*
3. Reconcile finances with Wells Fargo statements – *ongoing*
4. Maintain IRS and 501(c)3 status and file taxes – *mostly in Jan - Mar*
5. Reporting: Submit quarterly financial reports to the Officers – *quarterly*
6. Support fundraising officer and events where needed – *as needed*
7. Support fundraising events where needed – *as needed*
8. Support thank you notes to donors – *as needed*

Membership Coordinator

2017 Goal:

Revitalize the membership of the Association, determine a new membership structure, and reach out to gain new members.

Priority Activities and Timing:

1. Consider various membership models – *spring, summer*
2. Redevelop membership list – *summer, fall*
3. Membership outreach activities – *monthly*
4. Membership drive – *winter*

Communications Coordinator

2017 Goal:

Establish regular outreach and communications to FOJ membership, and maintain and improve the quality and reach of the Association's online presence.

Priority Activities and Timing:

1. Update website and archive old information – *spring*
2. Utilize newsletter or other options for outreach and announcements – *monthly*
3. Maintain and develop FOJ Social Media, such as Facebook and LinkedIn – *continuous*
4. Maintain FOJ information on others' websites, such as NPCA and linked in – *continuous*
5. Create FOJ t-shirts to make money for refugee projects – *spring, summer*

Program Coordinator

2017 Goal:

Develop a new core small grant program for the Association, and look into refugee assistance organizations to connect Friends of Jordan members with Arab refugees needing assistance.

Priority Activities and Timing:

1. Develop ideas for new core small grant program for Jordanians (possibly focused on youth) – *spring, summer for development with goal to accept first application by end of 2017*
2. Follow domestic Syrian refugee groups (IRC and NPCA) to identify opportunities for FOJ membership involvement – *ongoing*
3. Create FOJ t-shirts to make money for refugee projects – *spring, summer*
4. Work with Communications officer to update activity pages on website – *as needed*

Fundraising Coordinator

2017 Goal:

Support new programs development; fundraise as needed

Priority Activities and Timing:

1. Support program development – *spring, summer*
2. Assess need for fundraisers – *fall, winter*