

Friends of Jordan Association 2018

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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May 2019

Letter to Our Members

Welcome to Friends of Jordan's 2018 Annual Report! This year brought another smaller group of officers than in years past, but there is still much to report. Over this past year, the officers focused on rebuilding the Association with a focus on ease of management and reinvigorating membership. With the end of the 2018 officer term, which ended in February, came a new partnership with the National Peace Corps Association to use their membership platform. We hope this will draw back our members and help us to manage the Association easier so we can focus on developing new and exciting programs for Friends of Jordan's future.

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.

Sincerely,

Rose Kyprianou
President,
Friends of Jordan Association

Karey Sabol
Membership Coordinator,
Friends of Jordan Association

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.

In March 2015, Peace Corps suspended its volunteer activities in Jordan. At this time, there have been 17 cohort groups that have served in Jordan, which totals 560 former volunteers.

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 term from March 2018 to February 2019, there were eight officer positions. There were numerous officer vacancies during the 2017-2018 term.

Officers, March 2018 – February 2019:

President – Rose Kyprianou
 Vice President – vacant
 Secretary – Rose Kyprianou (acting)
 Treasurer – Rose Kyprianou (acting)
 Fundraising Coordinator – vacant
 Program Coordinator – vacant
 Membership Coordinator – Karey Sabol
 Communications Coordinator – vacant

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

2018 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.

- Continued work to develop a membership focus for Friends of Jordan given no Peace Corps volunteers were serving in Jordan
- Developed and implemented a membership restructuring plan
- Organized and filed documents and minutes for Friends of Jordan
- Discussed and determined actions regarding FOJ goals, membership, and communication
- Prepared and submitted documents to maintain Internal Revenue Service 501(c)3 and Maryland non-profit status
- Prepared and submitted for reaffiliation with NPCA
- Continued to promote Jordan and Jordanian interests

Small Grant Funding Profile

No grants were issued in 2018.

Membership Restructuring Plan

Friends of Jordan’s biggest accomplishment for the March 2018 – February 2019 term was to plan and implement a membership restructuring initiative. In 2018, the Association converted to a free membership model. We held an annual membership drive in October-November, asking members to update their contact information, in order to sync our email list serve with our

membership database. The drive yielded 47 new members that were subscribed to receive emails through our list serve but were not in our active membership database. In addition, 28 members renewed their membership and updated their contact information. Some previously active members (33) did not update their information with us, though they remain in our membership database for now. We have a total of 108 members in our database.

At the start of 2019, Friends of Jordan adopted the NPCA SilkStart platform, and we began to transfer our website and all membership processes to this new platform. The new platform will offer many enhanced features, including the ability to set up automated membership renewal messages, the option for members to log into the site to update their own contact information, a searchable FOJ member directory for members to communicate with each other, and a mechanism for individuals to donate online. Officers believe that the NPCA SilkStart platform will position FOJ to improve operations, grow the organization, and extend new benefits to members, consistent with the findings of the 2017 membership survey. The FOJ Membership Coordinator has already converted the membership database into the new platform, and is in the process of transferring the FOJ website. Once the new FOJ platform is ready, a welcome message will be sent to all members to invite them to log in to the new site.

Other Projects

No other major projects were undertaken by the officers in 2018.

Membership Information

Friends of Jordan has a total of 108 members in its membership database, and the Association maintains an email list serve with over 200 subscribing members. Prior to converting to a free membership model, there were seven paid memberships in 2018.

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.

2018 Social Media and Online Information

Friends of Jordan has an online presence and belongs to various social media outlets. However, without a Communications Officer this past term, FOJ was not very active on social media. 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>

LinkedIn – <https://www.linkedin.com/company/27097352/>

Email service (host to officer email addresses) – <https://mail.google.com/>

Email service (sending listserv/membership emails) – <https://mailchimp.com/>

Web host – <https://www.dreamhost.com/>
File sharing – <https://www.dropbox.com>
AmazonSmile – <https://smile.amazon.com/>
Café Press online store – <http://www.cafepress.com/friendsofjordanrpev>
GoodSearch.com – <http://www.goodsearch.com/>
GuideStar (by Candid) Nonprofit Database – <http://www.guidestar.org>

Other Online Information

Friends of Jordan also uses several other online services, including SurveyMonkey, MailChimp, and Freeconference.com, as well as those mentioned in the Financial Information section of this report.

2018 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 2018 through December 2018. FOJ reports tax information to federal and state agencies based on the calendar year, as opposed to the officer term period (March - February).

Friends of Jordan continues to be financially stable with extremely low expenses for a non-profit organization. 2018 revenues (no donations) totaled \$120.00, while we had expenses of \$1.48 (see Table 1 and summary statement below). Revenue includes membership dollars collected through PayPal or NPCA remittances, which are membership fees collected for FOJ through NPCA, and credits from Amazon for purchases made through the AmazonSmile program.¹ Below is further explanation of Friends of Jordan’s finances from January through December 2018 which are also detailed on the balance statement at the end of the section.

- a. Expenses included PayPal fees.
- b. 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 did not solicit or receive any donations outside of membership fees in 2018.
- d. In 2018, we did not give any grants.

We are entering 2019 financially stable with steady assets. Assets in FOJ’s accounts increased from \$8,140.39 on January 1, 2018 to \$8,258.91 on December 31, 2018.

¹ See <https://www.amazon.com/gp/help/customer/display.html?nodeId=201365340> for more information.

Table 1. Detail on FOJ Quarterly Overview 2018

Category	Quarter (2018)			
	Jan – Mar	Apr – Jun	Jul – Sept	Oct - Dec
Memberships	\$100.00	\$0.00	\$0.00	\$15.00
Donations	\$0.00	\$0.00	\$0.00	\$0.00
Other Credits	\$0.00	\$5.00	\$0.00	\$0.00
Expenses	(\$1.48)	(\$0.00)	(\$0.00)	(\$0.00)
Total in Accounts	\$8,238.91	\$8,243.91	\$8,243.91	\$8,258.91

**2018 Financial Statement
January 1, 2018—December 31, 2018**

Prepared by Rose Kyprianou

Wells Fargo Account

Starting cash January 1, 2018 **\$ 8140.39**

Deposits:

1 year memberships	\$40.00
Individual 2	
NPCA Remittances (memberships	\$75.00
pd through NPCA) 5	
Amazon credit	\$5.00
Donations	\$0.00
Total Deposits Received	\$120.00

Expenses:

PayPal fees	\$1.48
Other	\$0.00

Total Expenses **\$1.48**

Balance in FOJ Accounts (December 31, 2018) \$8,258.91

Thank You to Our Supporters

We would like to thank all the members who paid dues and the FOJ Officers for their in-kind contributions and valuable time.

Budget Projection for 2019

In 2019, the Association will transfer to a new membership management platform with the NPCA called the “Community Building Platform.” To fund this initiative, \$250 has been allocated towards its set-up and \$100 will be needed for annual fees. Friends of Jordan may also need to cover operating cost expenditures and start-up costs for other 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 donations.

Summary of 2019 Projected Costs	
Item	Amount
NPCA Community Building Platform (set-up and annual fees)	\$350
Operating costs and new program start-up	\$500
Donations to causes furthering our mission	\$250
Total	\$1,100

The officers project a need of \$1,100 for expenses. Given the current balance in FOJ accounts, the Association does not anticipate a need to fundraise in 2019.

Objectives and Work Plan for 2019

A project called “Finding Jordan Volunteers” will be the main focus for the Program Coordinator with the help of other officers this year. This will be a project focused on trying to find all the past Peace Corps Jordan volunteers. Other areas of interest include developing a new core grants program for the Association, and potentially looking into refugee assistance organizations to connect Friends of Jordan members with Arab refugees needing assistance.

Friends of Jordan goals for 2019 are specifically to:

- Rebuild and sustain an operating board of officers
- Continue to build and fully implement a new membership restructuring initiative, utilizing NPCA's Community Building Platform and "Finding 250K" resources
- Implement "Finding Jordan Volunteers" project for FOJ
- Plan for how we can bring people together for reunions
- Strengthen the infrastructure of Friends of Jordan to make it more resilient
- 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, collaborate with known refugee assistance organizations to build alliances to assist Friends of Jordan members to connect with Arab refugees needing assistance
- 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 for the 2019 term (Mar 2019 – Feb 2020).

President

2019 Goal:

Represent the organization, provide leadership around membership restructuring initiative, support the Finding Jordan Volunteers project and other potential new core programming for FOJ, strengthen the infrastructure of the Association, and assist the officers in implementing their respective activities.

Priority Activities and Timing:

1. Support membership restructuring and Finding Jordan Volunteers project – *timing as outlined in other officer positions below*
2. Produce the FOJ Annual Report, which includes the work plan – *April/May*
3. Recruit replacements for vacant officer positions – *ongoing*
4. Lead monthly officers meetings – *monthly*
5. Manage officer elections – *January/February*
6. Liaise with Peace Corps Washington, National Peace Corps Association, the Embassy of Jordan, and other organizations – *ongoing*

Vice President

2019 Goal:

Support the President and the other officers in implementing their respective activities, and provide organizational leadership in collaboration with the President.

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

2019 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 to officers for correction – *monthly*
2. Assist President and other officers with writing reports, such as Annual Report and documenting how the Association works – *as needed*
3. Prepare and submit for reaffiliation with NPCA – *April/May, once Annual Report is complete*
4. Organize and maintain electronic records – *ongoing*
5. Research improvements for recordkeeping – *ongoing*

Treasurer

2019 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 Mar - Apr*
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

2019 Goal:

Revitalize the membership of the Association, build the NPCA membership information in the Community Building Platform, and reach out to gain new members.

Priority Activities and Timing:

1. Complete transfer of our website and membership processes to new NPCA platform – *spring*
2. Populate and organize membership information in the NPCA platform – *summer*
3. Implement Finding Jordan Volunteers project – *summer, fall, winter*

4. Redevelop membership list – *summer*
5. Membership outreach activities – *as needed*
6. Membership drive – *winter*

Communications Coordinator

2019 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. After website transfer, organize website information in the new NPCA platform – *spring, summer*
2. Support communications around the Finding Jordan Volunteers project – *all quarters*
3. Update website and archive old information – *quarterly*
4. Utilize newsletter or other options for outreach and announcements – *monthly or quarterly*
5. Maintain and develop FOJ Social Media, such as Facebook and Twitter – *continuous*
6. Maintain FOJ profile on other websites, such as LinkedIn – *continuous*

Program Coordinator

2019 Goal:

Finding Jordan Volunteers project will be the main focus for the Program Coordinator this year. This will be a project focused on trying to find all the past Peace Corps Jordan volunteers. Other areas of interest include develop a new core grants program for the Association, and potentially looking into refugee assistance organizations to connect Friends of Jordan members with Arab refugees needing assistance.

Priority Activities and Timing:

1. Develop outreach plan for Finding Jordan Volunteers – *spring, summer*
2. Implement Finding Jordan Volunteers project – *summer, fall, winter*
3. Work with Communications officer to update website and contribute to other communications – *as needed*
4. As practicable, scope out and develop other programs for the Association – *no timeline*

Fundraising Coordinator

2019 Goal:

Support new programs development; fundraise as needed

Priority Activities and Timing:

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