

# Friends of Jordan Association 2019

## 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 2020

## Letter to Our Members

Welcome to Friends of Jordan's 2019 Annual Report! This year brought an increase in officers to our board, the launch of our new membership platform and website, the return of our newsletter, *Marhabtain*, and the successful introduction of a program to identify and reconnect with all Returned Peace Corps Volunteers that served in Jordan. Over this past year, the officers focused on rebuilding the Association with a focus on ease of management and reinvigorating membership. Our partnership with the National Peace Corps Association to use their membership platform provides a mechanism for drawing back our members and managing the Association with greater ease and efficiency, 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,

Karey Sabol  
Acting President,  
Friends of Jordan Association

Rose Kyprianou  
Treasurer,  
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 reconnect 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 2019 to February 2020, there were eight officer positions. There were several officer vacancies during the 2019-2020 term.

#### Officers, March 2019 – February 2020:

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

#### Officers, March 2020 – present:

President – Karey Sabol (acting)  
 Vice President – Karey Sabol  
 Secretary – Rose Kyprianou (acting)  
 Treasurer – Rose Kyprianou  
 Fundraising Coordinator – vacant  
 Program Coordinator – Danny Tsai  
 Membership Coordinator – Ken Finley  
 Communications Coordinator – Allison Freedman

### *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

## **2019 Accomplishments**

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

- Continued work to develop a strong membership focus for Friends of Jordan by launching a new membership platform through NPCA, automating many membership functions and providing a membership directory as requested by members
- Launched a new program called Finding Jordan Volunteers

- Developed and published an issue of *Marhabtain*, the Association's newsletter, in January 2020
- 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***

The Small Grants Program is currently suspended, and no grants were issued in 2019.

### ***New Membership Platform and Website***

Friends of Jordan's biggest accomplishment for the March 2019 – February 2020 term was to build and launch a new membership platform, membership directory, and website. The new platform was developed using NPCA's Community Builder Platform, which allowed Friends of Jordan to automate many processes previously managed by spreadsheets online forms and web links. Officers believe that the new platform will position FOJ to improve operations, grow the organization, and extend new benefits to members, consistent with the findings of a 2017 membership survey (for more information on the survey, see the 2017 Annual Report). Built into the new system are several key components that will allow Friends of Jordan members to easily update their contact information and membership details, connect with other members, make donations to particular projects and funds, and access our newsletter archive. Structurally, the new platform allows Friends of Jordan Officers to more efficiently and accurately manage organizational functions, through its ability to easily run membership and donation campaigns, track member updates and usage, and run reports.

The new platform launched in December 2019 and linked to our FriendsOfJordan.org domain name, and a message was sent to all existing members and email subscribers to create a log-in, update their contact information, and join or renew their membership accounts.

### ***Finding Jordan Volunteers***

The new membership platform positioned Friends of Jordan to launch the Finding Jordan Volunteers project. The goal of this project is to connect with all of the RPCVs who served in Jordan from 1997 to 2015. There were a total of 17 groups with over 560 volunteers, and we would like to reach out to every one of them to strengthen our Jordan volunteer network, reconnect through our new internet social platform, and organize group events such as reunions.

### ***Newsletter: Marhabtain***

Friends of Jordan re-launched its official newsletter, *Marhabtain*, with the publication of the Winter 2019-2020 issue. The focus of the newsletter was 'reconnecting' to align with the new

membership platform and Finding Jordan Volunteer initiatives, as well as increasing membership engagement. Publication of one to two issues in 2020 is planned.

## **Membership Information**

Friends of Jordan has a total of 128 members in its membership database, including 42 active members that have joined the new membership platform. Prior to converting to a free membership model two years ago, 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.

## **2019 Social Media and Online Information**

Friends of Jordan has an online presence and belongs to various social media outlets.

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/>

Website host – NPCA’s SilkStart Platform

Domain host – <https://www.dreamhost.com/>

File sharing – <https://www.dropbox.com>

AmazonSmile – <https://smile.amazon.com/>

Café Press online store – <http://www.cafepress.com/friendsofjordanrpcv>

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 and Zoom, as well as those mentioned in the Financial Information section of this report.

## **2019 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 2019 through December 2019. FOJ reports tax information to federal and state agencies based on the calendar year (January - December), 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. 2019 revenues (no donations) totaled \$5.00, while we had expenses of \$385.85 (see Table 1 and summary statement below). Revenue included a credit from Amazon for purchases made through the AmazonSmile program.<sup>1</sup> Below is further explanation of Friends of Jordan's finances from January through December 2019 which are also detailed on the balance statement at the end of the section.

- a. Expenses included NPCA website and membership platform setup and annual fees and a bank check order.
- 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 the Board and other members.
- c. We did not solicit or receive any donations in 2019.
- d. In 2019, we did not give any grants.

We are entering 2020 financially stable with steady assets. Assets in FOJ's accounts decreased from \$8,258.91 on January 1, 2019 to \$7,878.06 on December 31, 2019.

**Table 1. Detail on FOJ Quarterly Overview 2019**

<b>Category</b>	<b>Quarter (2019)</b>			
	<b>Jan – Mar</b>	<b>Apr – Jun</b>	<b>Jul – Sept</b>	<b>Oct - Dec</b>
<b>Memberships</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Donations</b>	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other Credits</b>	\$0.00	\$5.00	\$0.00	\$0.00
<b>Expenses</b>	(\$0.00)	(\$385.85)	(\$0.00)	(\$0.00)
<b>Total in Accounts</b>	<b>\$8,258.91</b>	<b>\$7,878.06</b>	<b>\$7,878.06</b>	<b>\$7,878.06</b>

## **2019 Financial Statement January 1, 2019—December 31, 2019**

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

Prepared by Rose Kyprianou

Wells Fargo Account

**Starting cash January 1, 2019** **\$ 8258.91**

**Deposits:**

Amazon credit	\$5.00
Donations	\$0.00
<b>Total Deposits Received</b>	<b>\$5.00</b>

**Expenses:**

NPCA fees	\$350.00
Check order	\$35.85
Other	\$0.00
<b>Total Expenses</b>	<b>\$385.85</b>

**Balance in FOJ Accounts (December 31, 2019)** **\$7878.06**

***Thank You to Our Supporters***

We would like to thank all the members who provided feedback on programming priorities to support our mission and the FOJ Officers for their in-kind contributions and valuable time.

***Budget Projection for 2020***

In 2019, the Association transferred to a membership management platform with the NPCA called the “Community Building Platform.” To fund this initiative in 2020, \$200 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 up to \$400 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.

<b>Summary of 2020 Projected Costs</b>	
<b>Item</b>	<b>Amount</b>

NPCA Community Building Platform (annual fees)	\$200
Operating costs and new programming start-up	\$500
Donation to Peace Corps Volunteers evacuated due to COVID-19 pandemic	\$400
<b>Total</b>	<b>\$1,100</b>

The officers project a need of \$1,100 for expenses. Costs include annual fees to maintain our NPCA membership and website platform, money to go towards FOJ programming, and a donation to support Peace Corps volunteers who have returned to the United States unexpectedly. On March 15, the agency announced it would temporarily suspend Volunteer operations and began evacuating Volunteers from all posts due to the COVID-19 pandemic. Although there aren't currently Jordan volunteers to support, Friends of Jordan Officers feel it is within the mission of this organization to support the Peace Corps community and its returning volunteers at this difficult time.

Given the current balance in FOJ accounts, the Association does not anticipate a need to fundraise in 2020.

### **Objectives and Work Plan for 2020**

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, supporting recently displaced Peace Corps volunteers, and potentially looking into refugee assistance organizations to connect Friends of Jordan members with Arab refugees needing assistance.

Friends of Jordan goals for 2020 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
- Develop a strategic communications plan to identify priorities and guidelines for organizational communication
- 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 2020 term (Mar 2020 – Feb 2021).

#### **President**

##### 2020 Goal:

Represent the organization, provide leadership around the Finding Jordan Volunteers project and other potential new core programming for FOJ, strengthen the infrastructure of the Association by developing and recruiting new leaders, and assist the officers in implementing their respective activities.

##### Priority Activities and Timing:

1. Support 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**

##### 2020 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**

##### 2020 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*

**Treasurer**

2020 Goal:

Manage finances and support business processes of the Association.

Priority Activities and Timing:

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

**Membership Coordinator**

2020 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. Email all former Jordan volunteers/staff that we have contact info for to get them to join/ or update their contact information on the membership platform - *summer*
2. Encourage all FOJ members and all other Jordan volunteers/staff to help us with Finding Jordan Volunteers project by sending contact emails for their friends for whom we don't have contact information– *summer*
3. Fix discrepancies in our internal membership spreadsheet based on new information from the platform – *summer/fall*
4. Membership outreach activities – *as needed*
5. Membership drive – *winter*
6. Promote and support opportunities for FOJ members to partner with recently returned or separated volunteers for mentoring/ other support. - *Summer/fall/winter*

## **Communications Coordinator**

### 2020 Goal:

Develop a communications strategy with a focus on a clear digital strategy to be reviewed and agreed upon by the FOJ officers. Establish a plan for and maintain regular outreach and communications to FOJ membership around the strategy in order to maintain and improve the quality and reach of the Association's online presence.

### Priority Activities and Timing:

1. Develop and publish a Summer *Marhabtain* newsletter to focus on opportunities to contribute to the current global issues as well as general outreach and communication to members.
2. Develop and publish a Fall / Winter *Marhabtain* newsletter to include general outreach and communication to members.
3. Support communications around the Finding Jordan Volunteers project – *all quarters*
4. Plan and maintain FOJ Social Media, such as Facebook and Twitter according to the communications and digital strategy – *continuous*
5. Maintain FOJ profile on other websites, such as LinkedIn according to the communication and digital strategy – *continuous*
6. Update website and archive old information – *quarterly*

## **Program Coordinator**

### 2020 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 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.

### 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**

### 2020 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*
3. Send thank you notes to donors – *as needed*