

Fund Raising Methods



An Interactive Qualifying Project Report

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Abstract

This report focuses on women's issues with poverty, physical abuse, substance abuse, and mental illness; using Abby's House as a case of a community reaching out to women in need. The focus then shifts to ways to raise funds for non-profit organizations. Research is done on legal issues associated with fundraising including some forms that should be filled out.

Acknowledgments:

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Chapter 1: Introduction

Throughout the United States women are struggling with issues of drug abuse, homelessness, physical abuse, poverty, and mental health. Many of these issues are interrelated, for example in many cases physical abuse leads to poverty as well as homelessness and mental health issues. When an abused woman finally decides to leave, she leaves behind her home and everything that she had in it. Drug abuse makes it more difficult for individuals to overcome poverty due to the cost of the drugs.

One organization which attempts to end homelessness in the United States is the “National Coalition on Housing and Homelessness.”¹ This organization attempts to relate to the people they help by requiring that they have someone who is or was previously homeless involved in all of their work. This helps ensure a high level of dedication to their projects.

The National Coalition on Housing and Homelessness attempts to help end homelessness in a couple different ways. One of their primary means to this end is by encouraging the homeless to get out and vote. By doing this, they hope to apply political pressure on the government to create more low income housing. They also focus on grassroots organizing, attempting to create change from the local level. National Coalition on Housing and Homelessness focuses their work in four areas: Housing Justice, Economic Justice, Healthcare Justice, and Civil Rights. While this is good, and certainly is needed in the United States today, it is not enough to help many women with all of the issues that they face.

¹ <http://www.nationalhomeless.org/>

Unlike their national counterparts, there are many local organizations designed to help women who are dealing with all of these issues. One such organization is Rosie's Place in Boston, Massachusetts.² Rosie's Place offers a large number of services that help better the women at Rosie's Place, as well as others in the community who need help. First and foremost, Rosie's Place provides homeless women with a place to stay in their overnight shelter, which they are able to staff 24 hours a day, 7 days a week.

The local organization that I have been focusing my efforts on has been Abby's House located in Worcester, Massachusetts. Abby's House is similar in many ways to Rosie's Place, but operates on a much smaller scale. Abby's House runs an emergency shelter for women who need a place to stay short-term (2 weeks). The shelter is staffed by a full time advocate, two part time staff, a summer intern, and about 60 female volunteers, which is mostly made up of college students from the surrounding schools.³

My objective is to study women's issues such as drug abuse, homelessness, domestic abuse, and poverty. By understanding the issues that the women at Abby's House are facing, I can recommend a new approach to help these women. Additionally, I will raise funds for the empowerment of women staying at Abby's House.

² <http://www.rosies.org>

³ <http://abbyshouse.org/programs/>

Chapter 2: Background

In order to find ways to better help the women of Abby's House, a better understanding of the struggles the women face is required. Many of the issues that the women at Abby's House face are interrelated. Each of these issues can be devastating if not handled properly.

The issue that most of the women at Abby's House have in common is poverty. There are four major contributors to poverty around the world.⁴ The first of these is education; a lack of education among youth prevents them from getting jobs that would be able to lift them and their families out of poverty. Children are often not able to get their education because they are needed to supply additional income to the family. The second cause of poverty is poor health. Illness decreases the amount of work that an individual can do, thus decreasing their income. Should an individual contract a serious disease there are typically only two outcomes, either they die (causing the family to lose a source of income), or they recover but have large medical bills that they simply cannot pay.

The third cause of poverty is the economy. The poor frequently do not have options when it comes to economics. They often cannot get loans which could be used to start a business, thus increasing their potential income and allowing them to break out of poverty. A fourth factor, more prevalent in third world countries, is the government. An unstable government lacking infrastructure often prevents people from breaking out of poverty. This is

⁴ http://library.thinkquest.org/05aug/00282/over_causes.htm

because without the basic infrastructure of a school system and public sanitation, the poor often don't have any opportunities to better themselves even if they wanted to.⁵

With this basic understanding of the causes of poverty, it is not difficult for one to find possible solutions. If programs were made available to provide adults additional basic work skills free of charge this could increase family income to a point where a child could go to school and gain the education needed to break the cycle of poverty. This could be done through state schools in a financial aid manner. In order to keep families in poverty healthy, clean water and safe housing foster an environment in which people can better themselves. Municipalities should supply clean water to the homes of its citizens, but this doesn't always help those in poverty. Shelters offer one solution to both the issues of a safe place to stay, as well as clean water. For those in poverty who have housing, a fairly obvious solution to the issue of heat would be a state subsidized program. The state would benefit by receiving more in taxes from the people it helps, while the people will benefit from not only being healthier, but by making more money, helping them break the cycle of poverty.

There are various contributing factors in determining an individual's likelihood that they will become addicted to drugs. The primary factors are personality, genetic makeup, and peer pressure. Additionally, the drug itself can affect how quickly people become addicted to it; for instance, heroin and cocaine are quicker to produce a physical addiction than most other drugs. People become physically addicted to drugs when their frequent use alters "reward pathways" in the brain. The drugs alter some of the nerve cells in the brain.⁶

⁵ http://library.thinkquest.org/05aug/00282/over_causes.htm

⁶ <http://www.cnn.com/HEALTH/library/DS/00183.html>

People who are addicted to drugs need to be convinced that they should change their habits; the alternative to this would be for police to get involved and force addicts into state run rehabilitation programs. These state mandated programs are often paid for by the state and can help break the addictions that people are facing. Ultimately, it is up to the addict to stay clean once they have completed the program.

There are a number of causes for mental health problems. These can range anywhere from genetic predisposition, to abuse and stressful situations.⁷ Having a genetic predisposition to mental illness does not mean that the individual will automatically have mental health issues. Rather, a genetic predisposition meaning that they will be more susceptible to the condition.

People who have had significantly upsetting events in their past are more likely to develop a mental health problem. These people are even more likely to have problems if the event involved abuse or neglect from within their family. If the individual does not receive psychiatric help while they are going through the traumatic event, the problems can continue into their adult life and would require far more counseling to alleviate the symptoms. The best way to address mental health issues stemming from previous traumatic events is for help to be available while these events are going on. This will help the individual recover as quickly as possible.

Large amounts of stress frequently lead to mental health problems. Stress is often the trigger (the last thing that an individual can take because of other issues) to a mental break down. The best thing to do to avoid stress is to avoid taking on extra responsibilities. Often

⁷ http://www.channel4.com/health/microsites/0-9/4health/mind/mhi_distress.html

time's women who are living in poverty don't have a choice however, they need to take on extra work just to make ends meet. One way to help with this situation is to provide assistance to help break the cycle of poverty, to help the women so that they can have time to relax a little and alleviate some of their stress. Also, sports or hobbies are an excellent way to find relief from a continuingly stressful situation.

It is common for a physical illness to manifest itself in the individual's mental health. The depression caused by illness can be because of medications that must be taken, or simply because of the restriction that illness can put on people's lives. The best way to help prevent these situations is for people to stay as healthy as possible. Ways to help ensure this have already been discussed, but include clean water and affordable heat and food.

There are four main causes of mental illness: genetics, infection, brain defects / injuries, and prenatal damage, as well as other smaller factors.⁸ Many different mental illnesses are believed to be linked to abnormalities in multiple genes. Because there must be abnormalities in multiple genes in order for mental illness to develop, some people who are susceptible to a mental illness, do not always develop the illness. Some infections are associated with mental illness. For instance, obsessive-compulsive disorder has been linked to pediatric autoimmune neuropsychiatric disorder (PANDA). Some studies have shown that injury to or defects in specific regions of the brain can lead to mental illness. Other studies have also shown that disruption of the brain in a fetus as well as trauma that may occur at birth, such as a disruption in the supply of oxygen to the brain, could be a factor in developing autism. There are

⁸ <http://www.webmd.com/anxiety-panic/mental-health-causes-mental-illness>

numerous other factors that may be related to mental illness such as malnutrition and being exposed to toxins such as lead.

There are a number of reasons that an individual can be homeless, in some instances, it doesn't have anything to do with the individual. Someone can become homeless because a roommate doesn't follow through on a commitment to pay rent, making the housing unaffordable. Divorce can also leave one of the partners, or both, without homes. In other instances, individuals are homeless because they are living in poverty, or because of mental illness including PTSD (Post Traumatic Stress Disorder), depression, or alcohol related problems. Sometimes a decline in public assistance is to blame. The Temporary Assistance for Needy Family's (TANF) program on average only provides aid at one third of the poverty level. Also there is a lack of affordable housing, which could be rectified with the creation of more affordable housing.⁹

In addition to these four problems that women face, it is important to understand what similar organizations do in order to help women who are suffering through similar circumstances. One such organization is Rosie's Place, each organization targets the same group, women coming from a history of abuse who need help. Rosie's Place is located in Boston, Massachusetts whereas Abby's House is located in Worcester Massachusetts. The primary advantage that Rosie's Place has over Abby's House is its endowment¹⁰, which it acquired when their place of operation burned down. The community support from that incident raised enough money to rebuild the center, allowing Rosie's Place to use its insurance money to start an endowment.

⁹ <http://www.homelessresourcenetwork.org/causes.html>

¹⁰ Interview with Tess Sneesby on October 2nd, 2008

Rosie's provides education for adult women teaching 3 different branches: English as a second language, literacy tutoring, and a GED preparation program. English as a second language is taught in classes no larger than 8 women, by volunteer teachers who are trained by the staff as well as private tutors. The literacy tutoring is taught on a 1 on 1 basis by tutors and acts to not only help the women get better jobs, but to improve their quality of life as well. The GED preparation program is taught by experienced teachers and provides the women with a boost to their self-esteem, as well as providing new opportunities for them because of the higher education.

In order to help the women, Rosie's Place has a program known as the Women's Craft Cooperative (WCC). The WCC provides a collaborative work environment where the women can obtain job readiness skills, craft skills, and learn elements of merchandising; this offers women the opportunity for career growth helping to break the cycle of poverty. In addition to helping the women, WCC also provides a large amount of income for Rosie's Place through the sale of the jewelry and crafts created through the program. Last year (2007) 100% of project expenses at Rosie's Place were paid through the sale of WCC products.

Rosie's Place has six full time advocates; these advocates help the women find permanent solutions to the problems that they are facing in the fields of housing employment, as well as physical and mental health. Rosie's also has a dining room program where they serve meals "restaurant style". In addition to this providing food and improving self-esteem by feeling like regular people being waited on by others, this also provides a key level of comfort in a restaurant setting which may at one point land them a better job. These meals are organized by 2 employees of Rosie's Place as well as anywhere from 10 to 120 volunteers.

Rosie's Place runs a food pantry called "Rosie's Place Groceries". At this food pantry, people could take not only what they needed, but what they liked. Around Thanksgiving and Christmas, special packages were available for people so they could enjoy holiday meals. Many of the people that need to take advantage of the services at Rosie's Place Groceries have jobs, but the money that they make isn't enough to cover rent, heat and food, especially with the rent rates in Boston.

Rosie's Place provides women with housing without any set time-frame for the residence to move on. This housing is affordable, low income housing with many common areas designed to encourage a sense of community. Many of the residents of this housing suffer from HIV/AIDS, mental illness, drug addiction, or some combination of these.

Chapter 3: Abby's House

The shelter at Abby's House provides a large number of services to its women. The shelter provides trauma advocacy and supportive services to help the women cope with what they are going through. The staff at the shelter helps the women develop and achieve short term goals, giving the women something to work towards and providing a sense of accomplishment when they succeed.¹¹

The shelter staff is able to refer the women to community organizations that can help them with: health care, mental health, residential programs, long-term housing, public assistance, and legal services. This helps the women get through their current hardships and, hopefully, allows them to get their lives back on track. Abby's House also helps these women obtain restraining orders if necessary, while providing domestic violence counseling.

The emergency shelter provides the women with food from the kitchen of Abby's House, as well as transportation to appointments allowing the women to continue with their lives and attempt to fix their problems. Also, Abby's House provides women with clothing, free of charge, from its thrift shop.

The thrift shop at Abby's House is run almost exclusively by volunteers, with only the manager being paid and only working part time. Abby's House uses its thrift shop not only to provide women in its shelter with clothing free of charge, but also to raise money for other programs at Abby's House.

Abby's House provides women and their children with low-income housing. Abby's House has 78 units of service enriched low-income housing, which it rents to its women at rates

¹¹ <http://abbyshouse.org/programs/>

well below market value. Rents collected from this housing only covers about 50% of the operating expenses for the housing. The rest of the expenses are covered by unrestricted donations and foundation grants that Abby's House receives. There is no time limit for the women who stay in this housing, but the residents have a plan to find subsidized or private housing in the community. The average amount of time women stay in this housing is 2 years, during which time Abby's House helps them by providing products from it's thrift shop free of charge.¹²

Abby's House has a Women's Center where current or former shelter guests as well as Abby's House residents can go for advocacy services that connect women to a wide variety of community resources. The Women's Center utilizes a combination of educational and social activities to enhance the health of the women and help the women feel less isolated while living in poverty.

Abby's House also provides crisis counseling for domestic violence victims, as well as the friends and families of the victims. This counseling is provided either in person or over the phone and informs women of restraining orders, safety planning, supportive listening, and information on the elements of domestic violence as well as the cycle of domestic violence.

Abby's House also offers two educational programs. The community education program has speakers go into the community to raise awareness and understanding of the issues that its women struggle with including homelessness, poverty, and post-traumatic stress disorder (PTSD) and domestic violence. Abby's House also provides a financial literacy program, which was just launched in 2008. This program educates women on financial skills as well as

¹² <http://abbyshouse.org/programs/housing.shtml>

offering financial counseling. The program focuses on one-on-one budget counseling, provides access to voluntary pay-back grants for debt relief, and an opportunity to apply for grants through the “Bridge to Her Future” awards program, to help women get through the current economic crisis. This program is open to all current and former residents of the long-term housing at Abby’s House.

The Abby’s Kitchen program provides food to housing residents, shelter guests and Woman’s Center members. Abby’s Kitchen provides about 160 meals each week with food that is donated to Abby’s House, as well as food purchased from the Worcester County Food Bank. Abby’s Kitchen also provides special meals around the holidays, with the food being prepared by staff and volunteers.¹³

Five people are responsible for the majority of managerial work that goes on at Abby’s House. Although she doesn’t have as much of a role in the management of Abby’s House, Annette Rafferty, founder of Abby’s House, is still involved with Abby’s House.

Tess Sneesby is the executive director of Abby’s House. Tess is in charge of the business aspects of Abby’s House including capital improvement of buildings. Tess is also an expert on women’s trauma and may soon publish a book on the subject. Tess speaks at conferences and is always on call to help at Abby’s House.

Julie Komenos is the Associate Director of Abby’s House. Julie’s efforts are focused on the housing that Abby’s House provides. Julie oversees that the property remains well maintained and helps the women living in the housing. Additionally, Julie helps to co-ordinate

¹³ http://abbyshouse.org/programs/abbys_kitchen.shtml

the volunteers that wish to help Abby's House, utilizing them in a way that is the most beneficial to Abby's House.

Edla Ann Bloom holds the title of Development Director of Abby's House. Edla is primarily responsible for the public relations of Abby's House. Edla does a large amount of public speaking in an attempt to raise funds for Abby's House. In addition to her other public relations work, Edla frequently attends many of the events that are being held to raise funds for Abby's House, her reason being that "People give to People."

Marjorie Ropp is in charge of Abby House's database. She keeps track of all sorts of information from Abby House's income and expenses, to how many people they have helped.

Nancy Morton is the Grants Manager / Webmaster of Abby's House. It is her responsibility to secure whatever grant money she can for Abby's House. She also is responsible for the upkeep of the Abby's House website. While these tasks can be quite time consuming, Nancy is also the chief editor of the Abby's House newsletter.

The majority of fund raising conducted by Abby's House goes towards Abby's House's general fund. While this money funds the programs that Abby's House runs, there is a need to help women directly.

Chapter 4: Fund Raising Methods

There are many different ways to go about raising funds for an organization such as Abby's House. These include hosting 50-50 raffles, table sitting and just asking people for money, or seeking the help of a company such as Stop and Shop. Additionally, asking people for donations in the form of used clothing and in kind donations are possible thanks to the thrift shop at Abby's House.

50-50 raffles can be an extremely effective way to raise funds. One of the problems with this method is the paperwork that needs to be done in order to remain in compliance with state and federal law. The concept of a 50-50 raffle is a simple one. Half of all of the money raised is given as the prize of the raffle, while the other half is used to cover the cost of the raffle and given to the organization that it is being raised for.

Setting up in a busy location and requesting money for a cause often raises some funds for an organization. The main factors in this methods success are what the cause is, how people can relate to it, and the location at which you are requesting money. Locations with greater foot traffic will yield more money than locations with less traffic in most instances. It is also important to have signage to catch people's attention. A good place to attempt this method is outside of a retail store (with the permission of the store manager). This is a method frequently used by the Salvation Army with a large degree of success.

Another effective method of raising funds for a charitable organization is to speak with management of companies asking for a donation. This helps the companies because the donation is tax deductible and it helps the image of the company in the eyes of the public.

Often time's companies will supply relatively large amounts of cash (relative to other fund raising methods). From my personal experience this is the most effective method given the current economic climate.

Another method of fund raising that applies to Abby's House is in-kind donations. Abby's House is able to sell items such as clothing in its Thrift Shop. People donate to organizations such as the Salvation Army all the time, even in a difficult economy. While this isn't a universal method of fund-raising, it can work for certain organizations.

Holding a charity event can also raise money quickly. An event such as a dance night can help people forget their worries, leading them to be more apt to donate to causes. Charging a fee for photos from the night is another way to raise money, as people who enjoyed themselves will want to have something to remember the night by, especially if they know that the money is going to a good cause.

Chapter 5: Fund Raising in Practice

In my attempts to raise money for Abby's House I attempted 4 different fund raising methods. The first method that I attempted to implement was a 50-50 raffle in the campus center of WPI. This however failed because of a delay in getting the paper work that I needed to fill out. I learned firsthand the problems that federal and state legislature can present to an individual attempting to raise funds for an organization.

Due to the failure of the 50-50 raffle, I decided to table sit in an attempt to raise money. This was not very effective on a college campus seeing as the student population has limited income. From 12 hours of asking for money, with posters to get people's attention, I was able to raise about \$10.

I felt as though there must be better ways to raise funds for Abby's House, so I coordinated a dance night with some students from Clark University. The theme of the event was international dancing, with a variety of international music that I procured from various sources. I collected donations in the form of a suggested entrance fee, which students were not required to pay, merely asked too. As a dance was a success such that we were able to raise awareness for the needs of the women at Abby's House; however, as a fund-raiser only \$60 was raised, which does not make a significant difference to the operation of Abby's House. This amount could have been larger, but the event was catered to college students. While college students have limited financial resources, their families have old clothing that they would be willing to donate.

I spoke with a family that was looking to give away clothing to the Salvation Army. I informed them of Abby's House and how they can sell the clothing in their thrift shop to raise money. Additionally Abby's House provides signed forms providing proof of donations for tax write off purposes. I was able to collect clothing that could be sold for over \$500 in the thrift shop at Abby's House from 2 households.

While it seemed as though I could raise money for Abby's House through in-kind donations, I thought I should speak with the manager of a retail store for help. I found Dave Patterson working at Stop and Shop 037 on Lincoln Street in Worcester Massachusetts. I chose Stop and Shop because I knew of other charitable work that they have done in the past. I spoke with him about how I was attempting to raise money for Abby's House and asked if he could help. Stop and Shop began raising money by asking each customer if they would donate a dollar to Abby's House when they went through the checkout. This eventually resulted in a donation of nearly \$2,000. Of all the fund raising methods that I implemented, seeking money from a company was by far the most successful.

Chapter 6: Non-Profit Fundraising Laws

There are numerous laws that non-profit organizations must abide by in order to avoid legal issues. For example, the federal government requires that records be kept, recording the total amounts of all donations, gifts, and grant money that the organization receives. Additionally, the organization must keep a record of the amounts that are given as well as the names of the donors in all instances where the donation is larger than 2% of what the organization receives over the course of a year. Finally, an organization must keep track of how all of the funds that are raised are used. This includes a separation of expenses for administrative costs, program expenses, as well as fund raising expenditures.¹⁴ One effective method for ensuring that an organization stays in compliance with federal regulation is for the staff to review the IRS Form 990 with a tax professional (See Appendix A).

There are also federal restrictions on direct mail sent from a non-profit to individual. The restrictions placed on mail by the federal government are that there should be no fraudulent or misleading mail sent, as well as sending mailings for for-profit organizations combined with non-profit mailings in envelopes utilizing non-profit postal permits.¹⁵

Non-profit organizations also need to comply with the fundraising laws in every state in which they raise money. This used to be an arduous task; however, 34 states as well as Washington D.C, have developed the United Registration Statement (Appendix B), which allows an organization to register in the 35 jurisdictions simultaneously, thus easing the burden on the organization. After the registration process has been completed, the organization will be

¹⁴ <http://www.nonprofitlaw.com/fund/federal.shtml>

¹⁵ <http://www.nonprofitlaw.com/fund/postal.shtml>

required to file an annual report with the state.¹⁶ Additionally, individual towns and cities may have their own regulations about fund raising. While it is obviously challenging to address every city in which the organization will be raising funds, it is important to do so if funds are being collected either from a raffle, a bingo event, or from door to door solicitation. It is even more important under these circumstances as towns often have their own regulations of such events and practices.¹⁷

¹⁶ <http://www.nonprofitlaw.com/fund/state.shtml>

¹⁷ <http://www.nonprofitlaw.com/fund/local.shtml>

Chapter 7: Findings

The purpose of my project was to identify the needs of the women that Abby's House is helping and to find ways for Abby's House to do an even better job than they already do. I researched and implemented multiple fund raising methods, determining how effective they could be when working from a college campus. Through this project, I have gained a much deeper understanding on the needs of the women at Abby's House and gained some idea of what it must be like for Abby's House to raise enough money to continue to operate, while providing its women with the high level of service that it is able to maintain.

While Abby's House is doing a respectable job helping women, given the resources at its disposal, there are areas in which they could improve. Abby's House does not seem to be doing enough for the mental health of its women. Additionally, Abby's House could do a better job educating its women on issues other than finance. Finally, Abby's House is not well known in Worcester, they would greatly benefit from becoming a more visible organization.

Abby's House primarily relies on grass roots fund raising, which can suffer during a recession. Abby's House could help their fund raising by reaching out to new demographics for money. WPI has recently assigned a liaison to communicate with Abby's House on community service opportunities. WPI could assist Abby's House in updating software being used and by creating a database of what people are willing to donate and compare that to a database of what people are looking to purchase. This would allow the Thrift Shop to continue to make money by selling donated items, without having to devote as much space to the storage of these items. Hopefully this will allow Abby's House and WPI to create a strong bond, allowing WPI to continue to improve the city of Worcester. Abby's House could also look into building

relationships with local high schools. These schools could hold clothing drives once or twice a year and could give the clothing to Abby's House, which could then be sold at their Thrift Shop, or given to women currently staying at Abby's House who need the clothing.

Of the fund raising methods that I implemented, the most effective method that I found was going to a company asking for help. These companies have the resources to raise funds on a large scale and get to use the donation as a tax write-off as well as letting the public know that they care about the community.

The fund raising methods that I have explored would all be applicable to other non-profit organizations with the possible exception of in-kind donations. This would depend on the organization and if they had a way to sell the items that they received. It is also good practice for organizations to accept help from, and follow up with, those who are offering it. While it is easy to forget about someone who organized a single event, working with someone who is motivated can often yield great results.

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<http://abbyshouse.org/programs/housing.shtml>

<http://www.webmd.com/anxiety-panic/mental-health-causes-mental-illness>

Interview with Tess Sneesby on October 2nd, 2008

<http://www.nonprofitlaw.com/fund/federal.shtml>

<http://www.nonprofitlaw.com/fund/postal.shtml>

<http://www.nonprofitlaw.com/fund/state.shtml>

<http://www.nonprofitlaw.com/fund/local.shtml>

Appendix A provided by: <http://www.irs.gov/pub/irs-pdf/f990.pdf>

Appendix B provided by: http://www.multistatefiling.org/c_statement.htm

Appendix A

Form 990 Department of the Treasury Internal Revenue Service	Return of Organization Exempt From Income Tax Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation) ▶ The organization may have to use a copy of this return to satisfy state reporting requirements.	OMB No. 1545-0047 <div style="font-size: 2em; font-weight: bold; text-align: center;">2008</div> Open to Public Inspection
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A For the 2008 calendar year, or tax year beginning _____, 2008, and ending _____, 20				
B Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Termination <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; font-size: 8px;">Please use IRS label or print or type. See Specific Instructions.</td> <td style="width: 45%;"> C Name of organization Doing Business As Number and street (or P.O. box if mail is not delivered to street address) Room/suite City or town, state or country, and ZIP + 4 </td> <td style="width: 45%;"> D Employer identification number _____ E Telephone number () _____ G Gross receipts \$ _____ </td> </tr> </table>	Please use IRS label or print or type. See Specific Instructions.	C Name of organization Doing Business As Number and street (or P.O. box if mail is not delivered to street address) Room/suite City or town, state or country, and ZIP + 4	D Employer identification number _____ E Telephone number () _____ G Gross receipts \$ _____
Please use IRS label or print or type. See Specific Instructions.	C Name of organization Doing Business As Number and street (or P.O. box if mail is not delivered to street address) Room/suite City or town, state or country, and ZIP + 4	D Employer identification number _____ E Telephone number () _____ G Gross receipts \$ _____		
F Name and address of principal officer: _____ H(a) Is this a group return for affiliates? <input type="checkbox"/> Yes <input type="checkbox"/> No H(b) Are all affiliates included? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," attach a list. (see instructions) H(c) Group exemption number ▶ _____				
I Tax-exempt status: <input type="checkbox"/> 501(c) () (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527				
J Website: ▶ _____				
K Type of organization: <input type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other ▶ _____				
L Year of formation: _____ M State of legal domicile: _____				

Part I Summary		
	1 Briefly describe the organization's mission or most significant activities: _____ _____ _____	
Activities & Governance	2 Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its assets.	
	3 Number of voting members of the governing body (Part VI, line 1a)	3
	4 Number of independent voting members of the governing body (Part VI, line 1b)	4
	5 Total number of employees (Part V, line 2a)	5
	6 Total number of volunteers (estimate if necessary)	6
	7a Total gross unrelated business revenue from Part VIII, line 12, column (C)	7a
	7b Net unrelated business taxable income from Form 990-T, line 34	7b
Revenue	8 Contributions and grants (Part VIII, line 1h)	Prior Year Current Year
	9 Program service revenue (Part VIII, line 2g)	
	10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)	
	11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	
	12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	
Expenses	13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)	
	14 Benefits paid to or for members (Part IX, column (A), line 4)	
	15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	
	16a Professional fundraising fees (Part IX, column (A), line 11e)	
	b Total fundraising expenses (Part IX, column (D), line 25) ▶	
	17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24f)	
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)		
19 Revenue less expenses. Subtract line 18 from line 12		
Net Assets or Fund Balances	20 Total assets (Part X, line 16)	Beginning of Year End of Year
	21 Total liabilities (Part X, line 26)	
	22 Net assets or fund balances. Subtract line 21 from line 20	

Part II Signature Block			
Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.			
Sign Here	Signature of officer _____ Date _____		
	Type or print name and title _____		
Paid Preparer's Use Only	Preparer's signature ▶ _____ Date _____	Check if self-employed <input type="checkbox"/>	Preparer's identifying number (see instructions) _____
	Firm's name (or yours if self-employed), address, and ZIP + 4 ▶ _____	EIN ▶ _____	Phone no. ▶ () _____

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

For Privacy Act and Paperwork Reduction Act Notice, see the separate instructions. Cat. No. 11282Y Form 990 (2008)

Appendix B

Unified Registration Statement (URS) for Charitable Organizations (v. 3.20)

___ Initial registration ___ Renewal/Update

This URS covers the reporting year which ended (day/month/year)

Filer EIN _____

State _____

State ID _____

1. Organization's legal

name _____

If changed since prior filings, previous name used

All other name(s)
used _____

2.

(A) Street address

City

County

State

Zip Code

(B) Mailing address (if different)

City

County

State

Zip Code

3. Telephone number(s)

Fax number(s)

E-mail

Web site

4. Names, addresses (street & P.O.), telephone numbers of other offices/chapters/branches/affiliates (*attach list*).

5. Date incorporated _____ State of incorporation

Fiscal year end: day/month

6. If not incorporated, type of organization, state, and date established

7. Has organization or any of its officers, directors, employees or fund raisers:

A. Been enjoined or otherwise prohibited by a government agency/court from soliciting? Yes ___ No ___

B. Had its registration denied or revoked? Yes ___ No ___

C. Been the subject of a proceeding regarding any solicitation or registration? Yes ___ No ___

D. Entered into a voluntary agreement of compliance with any government agency or in a case before a court or administrative agency?

Yes ___ No ___

E. Applied for registration or exemption from registration (but not yet completed or obtained)? Yes ___ No ___

F. Registered with or obtained exemption from any state or agency? Yes ___ No ___

G. Solicited funds in any state? Yes ___ No ___

If "yes" to 7A, B, C, D, E, *attach explanation*.

If "yes" to 7F & G, *attach list* of states where registered, exempted, or where it solicited, including registering agency, dates of registration, registration numbers, any other names under which the organization was/is registered, and the dates and type (mail, telephone, door to door, special events, etc.) of the solicitation conducted.

8. Has the organization applied for or been granted IRS tax exempt status? Yes ___ No ___

If yes, date of application _____ OR date of determination letter _____.

If granted, exempt under 501(c) _____. Are contributions to the organization tax deductible? Yes ___ No ___

9. Has tax exempt status ever been denied, revoked, or modified? Yes ___ No ___

10. Indicate all methods of solicitations:

Mail ___ Telephone ___ Personal Contact ___ Radio/TV Appeals ___

Special Events ___ Newspaper/Magazine Ads ___ Other(s) ___ (specify)

11. List the NTEE code(s) that best describes your organization _____,
_____, _____

12. Describe the purposes and programs of the organization and those for which funds are solicited (*attach separate sheet if necessary*).

13. List the names, titles, addresses, (street & P.O.), and telephone numbers of officers, directors, trustees, and the principal salaried executives of organization (*attach separate sheet*).

14.

(A) (1) Are any of the organization's officers, directors, trustees or employees related by blood, marriage, or adoption to:

(i) any other officer, director, trustee or employee OR

(ii) any officer, agent, or employee of any fundraising professional firm under contract to the organization OR

(iii) any officer, agent, or employee of a supplier or vendor firm providing goods or services to the organization?

Yes ___ No ___

(2) Does the organization or any of its officers, directors, employees, or anyone holding a financial interest in the organization have a financial interest in a business described in (ii) or (iii) above OR serve as an officer, director, partner or employee of a business described in (ii) or (iii) above? Yes ___ No ___

(If yes to any part of 14A, *attach sheet* which specifies the relationship and provides the names, businesses, and addresses of the related parties). Yes ___ No ___

(B) Have any of the organization's officers, directors, or principal executives been convicted of a misdemeanor or felony? (If yes, attach a complete explanation.) Yes ___
No ___

15. *Attach separate sheet listing names and addresses (street & P.O.) for all below:*

Individual(s) responsible for custody of funds.

Individual(s) responsible for distribution of funds.

Individual(s) responsible for fund raising.

Individual(s) responsible for custody of financial records.

Individual(s) authorized to sign checks.

Bank(s) in which registrant's funds are deposited (*include account number and bank phone number*).

16. Name, address (street & P.O.), and telephone number of accountant/auditor.

Name

Address

City _____ State _____

Zip Code _____ Telephone _____

Method of accounting

17. Name, address (street & P.O.), and telephone number of person authorized to receive service of process. *This is a state-specific item. See instructions.*

Name

Address

City _____ State _____

Zip Code _____ Telephone _____

18.

(A) Does the organization receive financial support from other nonprofit organizations (foundations, public charities, combined campaigns, etc.)? Yes ___ No ___

(B) Does the organization share revenue or governance with any other non-profit organization? Yes ___ No ___

(C) Does any other person or organization own a 10% or greater interest in your organization OR does your organization own a 10% or greater interest in any other organization? Yes ___ No ___

(If "yes" to A, B or C, *attach an explanation* including name of person or organization, address, relationship to your organization, and type of organization.)

19. Does the organization use volunteers to solicit directly? Yes ___ No ___

Does the organization use professionals to solicit directly? Yes ___ No ___

20. If your organization contracts with or otherwise engages the services of any outside fundraising professional (such as a "professional fundraiser," "paid solicitor," "fund raising counsel," or "commercial co-venturer"), *attach list* including their names, addresses (street & P.O.), telephone numbers, and location of offices used by them to perform work on behalf of your organization. Each entry *must include* a simple statement of services provided, description of compensation arrangement, dates of contract, date of campaign/event, whether the professional solicits on your behalf, and whether the professional at any time has custody or control of donations.

21. Amount paid to PFR/PS/FRC during previous year: \$ _____

22. For the most recent fiscal year, please provide the following:

(A) Total contributions: \$ _____

(B) Program service expenses: \$ _____

(C) Management & general expenses: \$ _____

(D) Fundraising expenses: \$ _____

(E) Total Expenses: \$ _____

(F) Fundraising expenses as a percentage of funds raised: _____%

(G) Fundraising expenses plus management and general expenses as a percentage of funds raised: _____%

(H) Program services as a percentage of total expenses: _____%

Under penalty of perjury, we certify that the above information and the information contained in any attachments or supplement is true, correct, and complete.

Sworn to before me on (or signed on) _____, 20 _____

Notary public (if required)

-

Name (printed)

Name (signature)

Title (printed)

Name (printed)

Name (signature)

Title (printed)

Consult the state-by-state appendix to the URS to determine whether supporting documents, supplementary state forms or fees must accompany this form.

Before submitting your registration, *make sure you have attached or included everything required by each state to the respective copy of the URS.*

Attachments may be prepared as one continuous document or as separate pages for each item requiring elaboration. In either case, please number the response to correspond with the URS item number.

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