



**Board of Directors
Quarterly Report**

October – December 2010

**Blake Young
January 24, 2011**

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INTRODUCTION

Quarter II marks the start of using Donor Perfect Online (DPO), SFBFS' new database, to track client information. Volunteer and donor information began being tracked in DPO during the middle of Quarter I. The ultimate goal of tracking clients in the database is to show clients access to multiple programs and provide an accurate number of un-duplicated clients served by each program and by the organization. Also, DPO will be able to report how many new clients are served each quarter. By housing donors, volunteers and clients in one database, SFBFS can more easily see how many volunteers are donors, which previous clients have become volunteers or donors, how many individuals give time and financial support, how many clients access services at multiple locations, etc. Please note the quarter's data reflects the start of the transition to this new database. With time, all staff and volunteers will become more familiar with the system and how to best track individuals in the database. The numbers reported in some programs may be low (or non-existent) compared to past reports as staff members are in transition and familiarizing themselves with the system. The goal is to improve reporting each quarter to give the most accurate representation of who is involved with the organization; donors, volunteers and clients.

PROGRAMS

Food Assistance

	October	November	December	Total
Individuals served	13,680	8,989*	13,519	N/A**

* Clients receiving food during the Turkey Distribution are not included as families were not tracked in the database during Thanksgiving week. See special events section for report on Turkey Distribution.

**A total for the quarter is not available at this time since DPO was not used in its entirety to collect data for Food Assistance. The total is not the sum of all 3 months as clients may return month to month for Food Assistance.

Highlights

- As mobile food distributions expand into Central Sacramento, site surveys of 15 potential sites were conducted. These sites were subjectively graded on space available, truck access, the surrounding neighborhood's apparent prosperity or lack thereof, location of nearby bus routes, ability to safely queue clients away from street traffic and proximity to existing mobile distribution sites. From these 15 sites, 3 were chosen for further evaluation and two more locations will begin operation in the fourth quarter (April –June).
- All food assistance team members and operations personnel who handle food completed food safety manager training in November. Gabriel Hall, Kathleen Babin, Steve Knieriem, Molly Lawrence and Catherine Thompson are now Certified Food Safety Managers.
- Modifications will be made to the Food Assistance schedule to provide the best service, most efficiently. Distributions will occur Monday through Thursday with Friday dedicated to planning, preparation and maintenance. A proposed generic calendar reflects an equal balance between the north areas and south areas in regards to frequency of distributions and daytime versus night time events. This plan will begin starting in April.
- Through a formalized MOU, the UC Davis Betty Irene Moore School of Nursing is providing four graduate student nurses to work in Food Assistance and Mother-Baby. The focus is assessing the

value of more nutritious food at mobile food distributions and to provide early childhood health screenings and parent education programs.

- SFBFS and EarthSave (a Los Angeles based non-profit) are collaborating to create a Meals for Health project. The project’s goals are to demonstrate the healing value of a plant-based diet on people who are afflicted by poor nutrition. SFBFS will provide access to client families and facilities for administrative and education functions. EarthSave has recruited internationally renowned Dr. John McDougall and Registered Dietician, Julieanna Hever, to spearhead the medical aspects and food planning. A small group of clients will be in the initial 30-day phase, scheduled to begin April 1. Lessons learned will then be used to go on to a second phase which will be more robust and last for a much longer time, possibly for one year.

Goals

- Develop a staffing plan to support the Food Assistance program as we transition from the window service in Oak Park to 100% mobile distributions.
- Consolidate the existing Oak Park and mobile food distribution systems and processes into a unified Food Assistance program, treating the onsite Oak Park distributions as if they were an extension of the mobile food system.

Clothing

	October	November	December	Total
Families served *	263	640	829	1,515
# of articles of clothing	31,962	31,476	44,600	108,038

* Number of individuals per household was not captured this quarter, but will be captured next quarter so SFBFS can report individuals served

** The total is not the sum of all 3 months as clients may return month to month for Clothing.

Highlights

- The Clothing program provided more than 125 Halloween costumes to local children in October. Wednesday evenings were set aside for Halloween costume fittings and fun. Volunteers helped children select and put together costumes of their choice. The clothing program collects Halloween costumes and accessories all year long in order to distribute them to children in need during the month of October.
- The Clothing program hosted its first annual holiday party on December 14, sponsored and hosted by the Intel Spirit of Giving Team (ISOG). The ISOG Team adopted 70 children (ranging from infants to age 18) from SFBFS’ Clothing program who were not participating in Adopt-a-Family. The ISOG Team is committed to providing personalized, meaningful gifts specific to each child. The Clothing room was transformed into a holiday carnival with Santa, face painting, cookie decorating, crafts, games, prizes, music and food. Santa handed out stockings and gifts and took pictures with the children. At the end of the party each parent/grandparent in attendance received a set of bath towels and a gift card. In addition, the ISOG Team discreetly provided each parent/grandparent with wrapped gifts for their children to be opened on Christmas day. The ISOG Team has proven to be a valuable resource to SFBFS.
- 90,720 articles of clothing were distributed to local charities throughout the quarter bringing the total number of articles of clothing given to clients plus those shared with other charities to 198,758 articles of clothing.

Goals

- Develop a basic infrastructure for the clothing program related to limits of clothing based on family size, etc.
- Meet regularly with SFBFS' COO and the Programs Director to plans for the future expansion of the Clothing program.

Mother-Baby

Distributions	October	November	December	Total
Diapers	1,240	1,000	690	2,930
Cloth Diapers	240	290	230	760
Baby Food	680	655	560	1,895
Formula	78	72	83	233

Highlights

- Mother-Baby client Diana Suarez was featured in The Sacramento Bee on November 26, 2010 along with the Sacramento Book of Dreams submission for playpen bassinets for the Mother-Baby program. Mother-Baby client Mariela Domacasse was interviewed this quarter to be featured on the front cover of the Catholic Herald's March/April issue. Mariela recently gave birth to healthy twin girls after losing her infant to a rare disease just a few years ago.
- Mother Baby client Martha Robichaw received a one year supply of diapers and formula through a generous donor. The donor, who was medically unable to breastfeed her baby and knew the cost and disappointment of not being able to offer her child the nutrient-rich milk, wanted to help another mother in that same situation. After hearing Martha's story, the donor provided formula, diapers, Christmas gifts and housewares for the family.
- SFBFS staff and volunteers lead 86 family life workshops with 1,276 parents in attendance this quarter. Topics included car seat safety, holiday stress management, women's yoga, nutrition and food safety, healthy baby, baby safety and more. A hugely successful workshop was money management offered in Russian, English and Spanish

Goals

- Begin distribution of the playpen/bassinets that were awarded by The Sacramento Bee's Book of Dreams. In an effort to encourage and support healthy habits for parents of newborn babies, the program will create and implement a series of classes that focus on baby safety, healthy sleep habits, infant development and techniques on how to sooth a crying baby. Eligible recipients of the playpens must attend all four classes to ensure they have been informed of the recommended healthy and safe habits in parents that reduce the risk of child abuse, neglect and Sudden Infant Syndrome which is reportedly high in the two locations SFBFS services.
- SFBFS and the Healthy Eating Active Living (HEAL) Collaborative are partnering to provide nutrition education classes that will include hands-on cooking demonstrations and valuable information on buying healthy foods on a budget. Our goal is to have ten Mother-Baby clients complete eight hours of this important course in the month of February.

Adult Education

	October	November	December	Total
Clients served	284	230	214	428*

*The total is not the sum of all 3 months as clients may return month to month to Adult Education.

Highlights

- New computer curriculum added to the Computer Basics class - Welcome to the World of Computer, 2nd Edition™. This course introduces students to basic computer tasks using Windows, typing with a word processor, navigating the web and working with email. Funding for course materials and Microsoft Office 2007 course student books was provided by a State Street grant. This has been a big improvement from our former Computer Basics classes, which we had to create our own curriculum and make our own books with the copy machine and printer (Oak Park).
- Volunteer Greg Hoyt rebuilt three computer and provided the refurbished computer systems to needy families during this quarter (Oak Park).
- We are happy to have a new Adult Education Assistant, Shay Smith, who just completed her course at TechSkills of Sacramento joined SFBFS staff as the new Adult Education Technology Assistant (Oak Park).
- Adult Education volunteer Michael Adams won the 2010 Volunteer Spirit award for Volunteer of the Year Supporting those Less Fortunate (Saca CLC).
- Provided neighborhood residents with assistance by offering evening hours twice per week - Monday & Wednesday from 6pm – 8pm (Saca CLC).
- Approximately 50 clients received regular assistance with literacy, math literacy and GED prep assistance on a weekly basis. The number of student attending for assistance is expected to increase substantially in during the coming year (Saca CLC)
- The Oak Park Adult Education program acquired new overflow space for students being tutored in reading, writing, math, social studies and science (Oak Park).
- A CSUS faculty member gave a presentation to the ESL teachers on tips for teaching multi-level classes (Oak Park).
- The Oak Park Adult Education program hosted their third annual holiday party on December 17. Over one hundred people attended the pot luck from 10:30 until noon. There were small gifts for the kids and good food all.

Goals

- Expand classes to include an intermediate level class for Microsoft Word (Oak Park).
- Offer online classes for adults who cannot attend during the mornings due to work, but need to take computer classes to improve their ability to advance or change careers. Also making classes available for people who have a hard time with transportation or child care issues. The cost would be around \$1000.00 per year if we partner with another school LEE HI-TECH, Lee Pacho Computer Engineer and Teacher (grants would fund this) (Oak Park).
- Develop a regular series of seminars or classes for the money management, legal issues (immigration, landlord/client concerns) and Spanish for English speakers (Saca CLC)
- Implement client recognition program for client who exhibit improvement and reach a mile stone. Ex: Students of the month for clients who meet their appointment obligations, who have improved in a specific area of study or who pass the exam he/she was studying for (Saca CLC)
- Adult Education Program Manager (James Moore) will become a certified Microsoft Office instructor (Saca CLC).
- Formalize a tutoring plan for math as many students need help with addition, subtraction, multiplication and/or division. The emphasis will be to design a course of study that can be used by a broad base of tutors (Oak Park).

- Implement a new tracking system for students studying reading, writing, math, social studies and science. This will easily enable the staff to track each student's progress within every chapter to ensure they are grasping the information, notify staff when students complete the text book so they can earn a certificate and allow the student to see their progression through the material at a glance (Oak Park)

Women's Wisdom Art

Class Attendees	October	November	December	Quarterly Totals
Ceramics	86	75	50	211
Fabrics	68	62	74	204
Acrylics / Collage	65	59	83	207
All other classes	193	170	207	570
Total	412	366	390	1168

Highlights

- 90 women attended Women's Wisdom Art workshops at the Saca Community Learning Center
- The program's enrollment is the highest in history, reaching 96 students. This influx caused over-crowding problems in the classroom and the program is temporarily closed to new students. Orientation for new students will resume in January
- The Art Bra show came down from viewing in October and several pieces were displayed around town. Two students hung their artwork at Valley Vision and hosted a reception on October 6. The holiday show reception in Oak Park took place on November 13. Several students also displayed work at Trinity Cathedral show on November 14.
- Women's Wisdom Art created three group projects to display at the Crocker Art Museum. A quilt was constructed in the fabric art classes, a large collage piece was constructed during the Thursday collage classes and a totem pole was constructed during the Friday ceramic classes.

Goals

- The most popular class is ceramics, which suffers from over-crowding. Room is needed for a piece of equipment that will make the classroom more efficient – needing less volunteer help and using less clay. This will help make the other classes flow easier as well.
- This is the 20 Year anniversary of Women's Wisdom Art and a celebration is scheduled for April 2. Group projects from the past 20 years will be on display.

PlayCare

	October	November	December	Total
Children served	82	86	59	139*

*The total is not the sum of all 3 months as clients may return multiple times per month to PlayCare.

Highlights

- Working with Sacramento County Office of Education (SCOE) Preschool Bridging Model to align classroom practices and environment with educational standards used in Sacramento County preschools. This is a tremendous opportunity to work with SCOE to best prepare the children to

enter preschool with the experiences and skills that will help them succeed in their education (Saca CLC).

- Parents and children came together to enjoy holiday treats, songs and craft activities. Each family went home with an ornament that their child decorated which held a picture of their young student (Saca CLC).
- Volunteer sharing professional and personal skills with our classroom benefits the children we serve immensely. One volunteer is a licensed musical therapist. Her dedicated and focused attention helped support the linguistic development of numerous children in PlayCare who enter the program not saying a word, but develop an excitement for language and extensive vocabulary to communicate after working with them (Saca CLC).
- Developed a new partnership with the Sacramento County of Education and their Preschool Bridging Model program where staff and volunteers attended a variety of trainings such as Understanding the Social and Emotional Development of Infants & Toddlers and also Understanding the Impact of Language Differences on Classroom Behavior where all professionals were reminded of the importance of embracing the different languages to help us connect and work with families at SFBFS (Oak Park).
- Children and parents enjoyed a morning at The Pumpkin Farm, where they went on a hay ride, fed goats, ran through a corn maze, slid down a tower, ventured through a scary Haunted House and picked out a small pumpkin to take home (Oak Park).
- Sacramento Ballet donated 23 tickets for the Discover Dance performance and 53 to their Holiday Nutcrackers performance so families could attend their amazing theatre performances. Many families had never experienced a live theatre performance before (Oak Park).

Goals

- Continue to make improvements to the classroom environment, curriculum and activities plans to be better aligned with SCOE Preschool standards and expectations (Saca CLC).
- Utilize the outdoor play area this spring and develop the small raised garden bed, incorporating lessons in the classroom to support and build on experiences the students will directly have with the garden (Saca CLC).
- With the support of the Sacramento County of Education, complete developmental screenings for all children in our program and share results with parents (Oak Park).
- Provide a 6 week parent education class for our parents on understanding their child's social & emotional development (Saca CLC).

Youth Academy

	October	November	December	Total
Children served	36	35	43	43*

*The total is not the sum of all 3 months as clients may return multiple times per month to Youth Academy.

Highlights

- Received a \$5,000 CarMax grant to offer weekly science activities provided by Mad Science and took youth to the Discovery Space & Center Museum. Worked with CSUS Chemistry Club students who organized and planned our fall semester Family Science Day where families participated in a variety of fun and exciting experiments. Teachers at school are pleased to learn that the program is

supporting and engaging students in science-related activities, letting us know that our children are bringing in their science projects and sharing them with their class (Oak Park).

- Organized and scheduled a suicide and prevention training offered through The Effort. About 40 staff and volunteers learned about the intense feelings and behavior changes someone may be experiencing when they are thinking about hurting themselves. The Effort provided strategies and reminded us of our legal responsibility to find help when one of our clients is going through a crisis and need immediate assistance (Oak Park).
- This December, SFBFS hosted the 7th annual sleepover where 40 children (grades 1st-12th) spent a night with friends and participated in many fun activities such as Fear Factor, a scavenger hunt, a talent show, computers, baking, Wii game, beauty makeover and watched a movie. Even though this was the first time that many of our children spent the night away from their parents, they did a fabulous job throughout the night. Everyone went home to sleep after staying up until 4am (Oak Park).
- Providing ongoing tutor trainings with the support of dedicated volunteers which gives our tutors the added support to improve their effectiveness supporting the students in our Youth Academy program (Saca CLC).
- Three of the students performed excellently in school and were on the Honor Roll. Copies of their Honor Roll awards were posted and they received award at the end of the semester ceremony. One student, in addition to the Honor Roll, won her school's spelling bee and went to the district competition (Saca CLC)
- 90% of the students are passing their classes and succeeding in school. Saca CLC staff and volunteers hosted a party at the end of the year to celebrate the students' good work. All students who were successfully passing their classes came to the Saca CLC to enjoy a movie, popcorn, pizza and an ice cream.

Goals

- Develop and implement a reading mentor program where Computer Clubhouse members and 5th grade Youth Academy children will be matched with a younger child to be their reading buddy. The goal is to motivate children to read and help youth become leaders who make a difference in their community by mentoring and helping a child (Oak Park).
- Invite a Sacramento police officer to speak to our parents and youth about the dangers of belonging to a gang and doing drugs. The goal is to empower and educate our families and give parents the opportunity to talk to their children about some of the pressures they will face (Oak Park).
- To develop the Youth Academy program at Saca CLC in a way to serve more students and families and accommodate the high demand for homework help from the community. This year two more schools will be shutting down in our district and this will definitely add to the strain already placed on our school system and will add to the number of students falling behind in school due to a lack of support. Staff would like to expand the program by working with another site or developing a volunteer pool that will support tutoring more children (Saca CLC).
- To continue to support and encourage students' success in school in order to see all of them graduate to the next grade level. There are a few students who will be receiving more one-on-one attention to help them bring up their grades from last semester and successfully end the school year (Saca CLC).

Computer Clubhouse

	October	November	December	Total
Children served	22	31	32	37*

*The total is not the sum of all 3 months as clients may return multiple times per month to the Computer Clubhouse.

Highlights

- Clubhouse members and mentors went on a movie field-trip to see the animation movie Megamind, using these opportunities to let members know that they can become animators and create their own movies (SFBFS has some of the same software used to make Megamind)
- Members of the Intel Corporation robotics team began volunteering on Wednesdays' to provide robotics activities for clubhouse members. Intel purchased three Lego robotics kits for the clubhouse and the kids are having a great time as four teams work together with Intel volunteers. The members are amazed as they program data to give the robot directions to follow a pattern from the computer and download that program to the brain of the Lego robot they built and watch it go through the course.
- Jennifer Alejo became the new Computer Clubhouse Assistant this quarter. Her youth and bi-lingual abilities helps to form a bond with the youth. She plans to change her major in school to focus on educating youth due to her experience in the clubhouse.

Goals

- Work in the music room to make it more user friendly with up-to-date software for music creation for younger members. Currently, only the older members are able to use the more complicated programs.
- Work on the video production computer work station to make it more stable (crashes a lot). Procure a portable green screen to make it more available for members to use video cameras for commercials and video presentations.

Senior Companions

Highlights

- Received partial draft of proposed program elements and 20 senior welcome bags from the Sacramento Metropolitan Chamber of Commerce Leadership Team 2010.
- Attended Sacramento Mental Health Board Conference: "Let's Break the Silence Substance Abuse Among Seniors: The Hidden Epidemic – Medication, Alcohol, Substance Abuse & Depression".
- Attended monthly meetings of SMUD's Community Housing Commission and Sacramento Older Adult Committee

Goals

- To receive the final version of proposed program elements from Sacramento Metropolitan Chamber of Commerce Leadership Team 2010.
- To establish initial program structure to go forward.

Organizational Updates

Administrative

- Over this quarter SFBFS helped 446 households with over \$63,000 in energy assistance through the SMUD EnergyHELP program. Fiscal year to date (July-December), we have assisted 1,198 households with just over \$178,950. In October, our grant contract with SMUD was renewed for another three years through 2013. SFBFS is the largest provider out of three other non-profit partners of the program. Over the last seven years, SFBFS and SMUD partnered to assist over 6,755 households with 1.1 million dollars in energy assistance.
- In preparation for the holiday season, SFBFS created several specific hotlines for program and event information. This was done in an effort to limit the overall impact on staffing despite an increase in the volume of calls. This proved to be a great success for both the Thanksgiving and Christmas holiday, providing clear messaging and guidance for clients, adding to the overall success of our events.
- In October, Blake Young and Jeremiah Rhine attended the final Bank of America Leadership Training in Charlotte, NC as part of the Bank of America Neighborhood Excellence grant. The training focused on leadership best practices and organization sustainability.
- In November, SFBFS held a special staff meeting focused on our holiday events to provide increased communication to staff with clear direction and specific tasks associated with all of our major events. Staff received charts with their exact tasks and logistics, timeframes, maps, specific procedures and FAQs were covered.
 - Other staff trainings this quarter included Suicide Prevention and Awareness for all program managers and applicable staff and Food Safety for all Operations and Food Assistance staff. Staff Trainings next quarter will include Mandating Reporting.
- The United Way Giving Campaign season proved to be another success. SFBFS' speakers bureau, made up of staff and dedicated volunteers, attended over 100 tabling and speaking events to effectively share our organizations history, mission, services and events. To date, SFBFS has raised over \$58,700, which is an increase of \$13,000 over this same time span in 2009, despite the economy and loss of several large corporate campaign participants.
- December was open enrollment for employee benefits including medical and voluntary life insurance. All forms were completed successfully for 35 eligible staff. Employee paid portions increased slightly over last year, which became effective January 1, 2011.

Grants

Date	Company	Amount	Program	Purpose	Granted
October	Soil Born Farms, Valley Vision, Building Healthy Community	\$15,000	Food Assistance	Produce for mobile distributions	Yes
October	CalFresh (aka CA Food Stamp)	Up to \$23,000	Food Assistance	Food stamp outreach and application assistance	Yes
October	United Way	\$60,000	Youth Academy and Computer Clubhouse	Health and nutrition impact for youth programs focus on healthy eating/living	Pending
October	Who Foundation	\$40,000	Mother-Baby,	Educational	No

			Youth Academy	workshops for children and parents	
November	The Sacramento Bee – Book of Dreams	\$3,500	Mother-Baby	Purchase 60 small, portable cribs	Yes
November	The Sacramento Bee – Book of Dreams	\$3,000	Food Assistance	Durable, user-friendly recipe cards	Yes
November	The Sacramento Bee – Book of Dreams	\$2,910	Adult Education	Computers, text books	No
November	The Sacramento Bee – Book of Dreams	\$2,670	Computer Clubhouse	Video equipment	No
November	Intel Foundation – Volunteer Matching Grant	\$10,000	All programs	General program use	Yes
November	Soroptomist International of Sacramento	\$3,000	Mother-Baby, WWA, PlayCare	Educational projects and activities	Pending
December	Arata Brothers Trust	\$10,000	Food Assistance, Operations	Install a new, larger and safer tailgate on trucks	Yes

- In October, SFBFS received the second payment of \$100,000 from the Bank of America Neighborhood Excellence award, which will be used to offset costs associated with the expansion of mobile distributions throughout the remainder of the fiscal year. We will stretch the planned expenditures slightly to help offset the loss of the Sierra Health Foundation grant.
- Grant requests next quarter will include the Emergency Food and Shelter Program (EFSP) to help offset food purchasing for the Food Assistance program through September 2011; Kelly Foundation in the amount of \$15,000 to support the continued expansion of mobile distributions; the River Cats Foundation and Active 20/30 Club of Greater Sacramento to support the Youth Academy program and the Wal-mart Foundation to support the Food Assistance program through the expansion of our mobile distributions.

Operations

- The 17th Annual Holiday Spirit of Giving Food Drive kicked off on September 27 and ran through December with three separate collection periods. 67 locations participated in October, 211 locations in November and 221 in December. Totals include over 125,000 pounds of food, 43,142 articles of clothing, 944 toys and \$6,147 in monetary donations. See Web site for a list of category winners.
- Hired a seasonal driver to help with holiday support.
- SFBFS completed mandated repairs to two of our truck refrigeration units, saving just over \$12,000 by working with Riverview International and upgrading with existing parts. SFBFS received extensions on tentative exhaust upgrades to our fleet through 2014. This will allow for more time to procure funding and phase out and replace several of our older trucks before the exhaust upgrades are required.

- Volunteers and staff successfully pre-bagged all of the Thanksgiving distribution items three weeks before the event, allowing the operations team to concentrate on final logistical arrangements and communication.
- Purchased 100 macro bins enhancing our operational capacity and allowing our organization to streamline the Turkey Drive and Turkey Distribution despite its amazing growth. A total of 225 bins were needed to effectively pre-bag and store all of the dry food items as well as the turkeys. SFBFS developed a relationship with Macro Plastics who let our organization borrow 60 additional bins to support the Turkey Drive 7000.
- Upgraded some mobile equipment including tents and delineators, which also enhanced our internal capacities for our special events.
- Improved staff scheduling to allow for cross-training with mobile distribution and events, which allowed for better communicational and more efficient use of resources.
- Enhanced our safety program by conducting our first evacuation drill involving volunteers and clients at both sites. At the Saca Community Learning Center a total of twenty-one staff, volunteers and clients evacuated the building in 3 minutes with role call complete and everyone at their safety zones and accounted for in 4 minutes. At our Oak Park facility a total of 101 staff, volunteers and clients safely evacuated the building and were at their safety zones in 4 minutes with role call complete and everyone accounted for in 7 minutes.
- Conducted our second safety check of the year educating program staff on being proactive on identifying hazards and preventing injuries/accidents in their area spaces. Our next safety inspection and evacuation drill will be conducted in February.
- Reorganized our offsite warehouse to make room for the extra food donations for our holiday distributions and events. We have outgrown our space which will be more pressing as we expand procurement and develop additional mobile distribution sites. Our contract expires the end of April 2011. Over the next quarter we will identify a larger space with cold storage capabilities allowing for our continued growth.
- Expanded our AmeriCorps Vista volunteer's, Molly Lawrence, role to include food procurement. The goal is for her to create a sustainability plan for food procurement January-June increasing food donations.
- In addition to Sacramento Emergency Foodlink, other generous food donations were gleaned through relationships with General Produce, Soil Born Farms, Safeway, Grocery Outlet, United Grocers, CoreMark, Raley's Food for Families, Sysco Foods, Mariani Packing Company, Sara Lee Bakery, Trader Joe's, Odwalla, the Old Sugar Mill, Durst Farms and Tyson Foods .

Fiscal Year Food Totals Report (In Pounds)

Month	Food Link (USDA)	Food Link (Grocery Stores)	In Kind Donations	SOG	Totals
Fiscal Year 2009-2010					
<i>October 09</i>	52,968	60,972	130,246	3,328	247,514
<i>November 09</i>	32,320	58,875	510,712	37,062	638,969
<i>December 09</i>	58,821	36,312	238,736	132,493	466,362
Quarter Total	144,109	156,159	879,694	172,883	1,352,845
Yearly Total	317,284	349,463	1,312,822	182,144	2,161,713

Month	Food Link (USDA)	Food Link (Grocery Stores)	In Kind Donations	SOG	Totals
Fiscal Year 2010-2011					
October 10	62,476	72,703	84,135	4,608	223,922
November 10	0	37,827	370,264	40,571	448,662
December 10	48,455	54,083	164,013	74,667	341,218
Quarter Total	110,931	164,613	618,412	119,846	1,013,802
%Change from 2009-2010	-30%	+5.1%	-29.71%	-30.7%	-25.1%
Yearly Total	279,567	322,575	983,987	130,015	1,716,144
% Change from 2009-2010	-11.9%	-7.7%	-25.1%	-28.6%	-20.6%

Food Totals (Table Description): Food donations were down by 25.1% this quarter compared to last year at this time. This was due to a significant decrease in non-perishable in-kind donations compared to last year and not receiving a government commodity donation in November. Overall for the year, donations are down 20.6% due in large part to the decrease in in-kind donations over November and December. Even though overall food donations are down, we are still distributing a healthy allotment of food including fresh produce to the families we serve. Most of the in-kind donations lost were extra food items that we distribute in addition to the basic and healthy food staples. Our goal for the last half of the fiscal year and beyond is to concentrate on food procurement with trucking companies, farmers and grocery store providers. Our efforts at developing the Food Hub would provide a steady and robust stream of quality local produce, which would be instrumental in our overall food supplies and the continued growth of the mobile distributions.

In Kind Donations

In-kind donations are non-monetary items from donors. Donors may visit SFBFS' facility during the week to drop off items such as clothing, food, diapers, etc. at the rear of the Oak Park facility. A staff member and/or volunteers greets each donor, writes him/her a receipt and provides them with material about the organization.

	October	November	December	Total
Food (lbs)	6,191	31,190	24,422	61,803
Clothing (bags)*	587	592	506	24,097
Diapers	96	194	506	738
Baby clothing (bags)	51	29	27	107
Baby food	-	-	-	0
Baby formula (cans)	0	54	4	58
Baby toys	64	5	204	273
Maternity clothing	3	2	3	8
Misc baby supplies	-	-	-	0
Books	679	90	150	919
School supplies	4	0	0	4
Toys/games	364	142	97	603
Art supplies	20	14	50	84

Misc donations (bags)	229	136	274	639
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* 1 bag of clothing contains approximately 45 items

Highlights

- 5,020 lbs of food was collected in a single day in November. That is the highest daily food total from October through December.
- Our youngest donor was a 4 year old girl who, instead of having her friends bring her presents for her birthday, she asked for books and brought them down to SFBFS.
- According to in-kind donors, the fall newsletter created the greatest response for in-kind donations than in quarters past.

Goals

- Improved communication and relationships with donors via thank you letters and a possible quarterly in-kind donor e-newsletter.
- Double the amount of diapers donated over the next quarter.

Volunteer Services

Individuals *	October	November	December	Quarterly Total
Number of volunteers	360	671	293	939 volunteers
Total number of hours	3954.25	5,075.25	2,982	12,011.50 hours

* Quarterly and Year to Date totals for number of volunteers include duplicates, since some individuals volunteer in more than one program and repeat activities in all three months.

Groups	October	November	December	Quarterly Total
Number of groups	26	13	22	61 groups
Number of volunteers	421	165	247	833 volunteers
Total number of hours	2,349.75	708.5	815.75	3,874 hours

Orientations	October	November	December	Quarterly Total
Number of orientations	4	3	3	10 orientations
Number of attendees	125	87	65	277 attendees

Highlights

- This quarter, 61 volunteer groups with a total of 833 individuals served 3,874 volunteer hours at Sacramento Food Bank & Family Services. In the same period, 939 regular individual volunteers served a total of 12,011.5 hours. **A total of 15,885.5 hours were served by individuals and groups during this quarter.** 610 of these volunteers served at the Turkey Drive, turkey distributions, and the Run to Feed the Hungry. During this quarter, 10 volunteer orientations were held for 277 new volunteers.

- SFBFS staff nominated eight volunteers for the 10th annual Volunteer Spirit Awards, held in October 2010. Three of our nominees took home awards: Cynthia Bows (Women's Wisdom Art) for Volunteer of the Year Supporting Arts and Recreation, Michael Adams (Adult Education) for Volunteer of the Year Supporting those Less Fortunate and Greg Hoyt (Computer Clubhouse) for Volunteer of the Year Supporting Children and Youth.
- During December, SFBFS requested four student workers from the Art Institute of California for the 2011 calendar year. These federal work study students will function as program assistants and serve in the Computer Clubhouse, Food Assistance and Clothing programs.
- During November and December 2010, SFBFS received the support of Green 5, an AmeriCorps*NCCC team of 10 young adults ages, ages 18-24, who worked full time at the Oak Park facility. The team supported distribution programs, the Turkey Drive, both Turkey Distributions, Run to Feed the Hungry, Adopt-a-Family holiday assistance, client holiday parties and more. This hardworking team went above and beyond expectations and were one of the most flexible and energetic teams that SFBFS has worked with.

Goals

- This quarter, Volunteer Services plans to implement a regular schedule of volunteer appreciation opportunities. With the Bridge Builder luncheon being phased out, SFBFS will host a quarterly volunteer appreciation opportunity open to all volunteers including our senior volunteers. The first event will be a luncheon or dinner planned for April during National Volunteer Week. Other upcoming volunteer recognition events include the annual People Helping People awards.
- In late January 2011, Volunteer Services will receive a full-time volunteer from Xerox Corporation for a one-year period. The goal is to have this volunteer support Volunteer Services with volunteer appreciation and recognition, recruitment and outreach, volunteer orientations, data management and administrative duties. This volunteer will also assist the Communication and Development Director with special events and other duties.
- In 2011, the Volunteer Services Manager plans to implement regularly scheduled meetings with each SFBFS program manager in order to prepare and plan ahead for next year's expansion. Meetings will occur with each program manager every other month starting in February 2011 to discuss volunteer needs, concerns, etc.

Special Events

Groundbreaking Event – On October 14, SFBFS celebrated the groundbreaking for the new 22,500 sq. ft. Education Center. Fleishman-Hillard provided key support throughout the planning process and during the event, contributing greatly to the event's success. Approximately 200 community supporters attended the uplifting ceremony, which included remarks by SFBFS' President/CEO and honorary guests; SFBFS' Founder Fr. Dan Madigan, Mayor Kevin Johnson, Congresswomen Doris Matsui and Fr. Michael Kiernan of the Catholic Diocese of Sacramento. The ceremony was concluded with a blessing of the ground by Fr. Kiernan, turning of the soil by honorary guests and ice cream provided by Gunther's Ice Cream.

Turkey Drive – SFBFS partnered with KCRA for the 3rd annual Turkey Drive on November 19. Between 4:30am and 7:00pm, Sacramentans donated **7,053 turkeys**. This number is up from 6,592 turkeys (2009) and 2,766 turkeys (2008). SFBFS' parking lot was transformed into a drive-up style receiving area. Improvements this year include onsite freezer storage, soldiers from the Army High Tech Training Facility

volunteered serving as traffic control, increased delineators, improved signage and a separate area outside the parking lot dedicated for receiving donations other than turkeys.

Turkey Distribution – Every one of those turkeys, along with all the holiday trimmings including stuffing, yams and green beans, found their way to a family in need. On November 22 and 23, at a rate of 800 turkeys per hour, SFBFS volunteers and staff served **6,744 families** with all the ingredients for a complete holiday meal. The remaining turkeys were distributed to 17 Sacramento charities for their smaller distributions and hot meals on Thanksgiving Day. Improved logistics and a dedicated volunteer corps prepared SFBFS to serve an increased number of individuals in a much more dignified and timely manner than in years past. Much of the flow for this event was modeled after SFBFS' successful mobile distributions – serving families at a rapid rate, but doing so with respect and providing choices. To serve this many people in such a short time, clients were not tracked in the database, but based on average numbers served at mobile distributions, approximately 23,590 adults, children and seniors directly received food through two days of turkey distribution, averaging over 850 people served per hour. A wonderful improvement was closing the street to assist with crowd control, using barricade fencing to separate the entrance and exit with a one way directional flow, creating special event tickets in sequence number and marking peoples' hands with indelible ink to prevent repeats.

Run to Feed the Hungry – Nearly **26,000 participants** braved the frigid temperatures to turn out for the 17th annual Run to Feed the Hungry on Thanksgiving Day. Participants, including 80 teams, enjoyed the newly designed race courses, technical shirt made from recycled bottles and rockin' after-party. Between sponsorships, participant registration and fundraising challenges, SFBFS raised over \$800,000 for programs and services. The event Web site was redesigned and controlled in-house and marketing attention was placed on connecting participants and the community to the purpose of the event. A greater focus was placed on sharing our organization's mission, programs and services.

This year the shirt the shirt was a popular active wear style, which was greener and less expensive. Inflatable arches were used at several mile markers offering extra sponsorship opportunities while contributing to a fun and festive event feel. The space of the event after party was modified to position the vendors closer to the stage area for more exposure creating a better overall experience for participants and vendors. Fencing was used to cordon off all food and drink stations maintaining order and managing crowd control. Donated product included 12,500 apples, 12,500 bananas and 2,500 mini apple packets from General Produce, 40,000 dried plum packets from Mariani Packing Co., 30,000 bottles of water and energy bars from SaveMart, 30,000 bagels from Sara Lee Bakery, 5,000 energy bars from Odwalla and 13 five gallon cambros of coffee and tea from Peet's Coffee and Tea.

Holy Family Stocking Mass – Jeremiah Rhine, Steve Knieriem and Genevieve Deignan attended a special stocking mass on December 10 to accepted nearly 200 stockings filled with necessities and toys from the students of Holy Family Catholic Church. The stockings were given as gifts to families who did not participate in Adopt-a-Family holiday assistance.

Saca Community Learning Center Holiday Parties – Staff and volunteers at the Saca Community Learning Center hosted two holiday parties for clients this season. CH2MHill sponsored Winter Wonderland on December 11 and adopted the first 58 families from the Adopt-a-Family holiday assistance list. All families received food, presents for each child and gift cards for the family. Families also made arts and crafts and took a photo with Santa at the event. At the second open holiday party on December 15, Saca Community Learning Center families enjoyed homemade red velvet cupcakes provided by volunteer Chef Russ, photos

with Santa, arts and crafts and gifts for each child. Over 300 individuals attended this party at the Saca Community Learning Center.

Adopt-a-Family – SFBFS supporters made the holidays a bit brighter for clients by participating in Adopt-a-Family holiday assistance. In just 4 hours, over 400 families who access programs at SFBFS completed holiday assistance applications and drew up wishlists. Between November 1 and December 17, adopters in the community wanting to provide holiday cheer were matched up with a family in need. The number of children per family ranged from 1 to 11 and requests brought many adopters to tears. In addition to wishes for clothing, toys and food, the most commonly requested holiday item was toiletries such as shampoo, toothpaste and toilet paper. During the week of Christmas, SFBFS staff and volunteers collected and distributed gifts to **452 families**. Because of generosity like yours, more than **1,200 children** in our community experienced a very Merry Christmas. Incredibly appreciative families expressed their gratitude for the gifts as these were the only presents some children received. All donors will receive a photo, 2 thanks you cards from the families and a letter from SFBFS in gratitude for their participation

Thunder Valley Food Distribution – Thunder Valley Casino employees and their families came to volunteer at the Saca Community Learning Center on Thursday, December 22, bringing 500 turkeys/hams, pies and cranberries to give to families in need. This amazing volunteer group, many repeat volunteers from last year, worked efficiently and quickly. 500 families received holiday baskets in under two hours.

Communication & Development

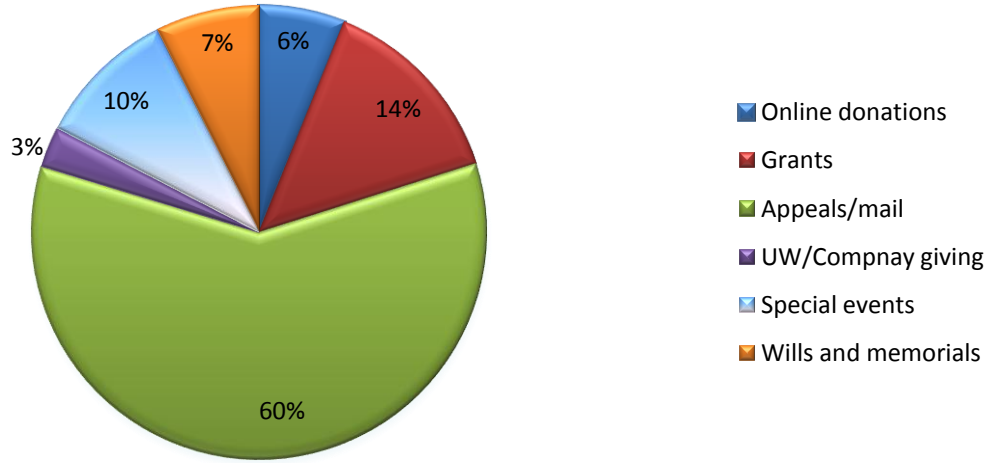
E-mail

Date	Subject	Recipients	Open rate
10/1/2010	RTFTH volunteer recruitment	231	36.5%
10/13/2010	October volunteer E-newsletter	1,279	27.2%
11/16/2010	November donor E-newsletter	753	42.5%
11/16/2010	November volunteer E-newsletter	1,257	29.5%
11/30/2010	RTFTH participant thank you	15,617	44.9%
12/13/2010	RTFTH volunteer thank you	307	52.6%
12/16/201	December volunteer E-newsletter	1,290	31.5%

- SFBFS worked with Alpha Dog to build an e-mail to launch a few days after Thanksgiving to thank individuals for their participation in Run to Feed the Hungry and encourage them to become involved with the organization in other capacities. The goal is to improve communication with participants outside of Thanksgiving day.

Donation breakdown by solicitation

Donation Breakdown - Quarter II (Oct-Dec)



Donation Breakdown - YTD (July - Dec)

