



**Board of Directors
Quarterly Report**

July – August 2010

**Blake Young
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PROGRAMS

Food Assistance

- In August, the Food Assistance team brought on an AmeriCorpVISTA employee with a BS in Public Health. During her studies, she gained experience through internships in the Cambridge Public Health Department and with a non-profit, Food for Free. With her background in food policy and community-based food programs, she is a great asset to our Food Assistance program.
- In response to additional federal guidelines for tracking the distribution of USDA commodities, we are required to register clients receiving USDA food items from us to ensure that households are eligible (served by zip codes) and receive USDA commodities only once per month. In order to comply with the federal requirements, we purchased three new laptops with air cards that allow us to register all Food Assistance clients (Oak Park and mobile distributions) real-time, on-site into a central database.
- As we continue to add additional Food Assistance mobile food distribution sites in Central Sacramento, we will phase out food distributions at our Oak Park headquarters. Beginning in July, SFBFS discontinued food service from Oak Park on Tuesdays. To make sure all nearby residents could still access food, SFBFS added mobile distribution sites at All Hallow's Catholic Church in June and Oak Park United Methodist Church in October. Other sites in Central Sacramento are being evaluated as potential mobile food distribution locations to be added in early 2011.

Clothing

- On September 2, 2010 the Clothing program hosted a back to school shoe/backpack and school supply giveaway for 100 kids and their families. While waiting to be sized for their shoes, children and their families enjoyed a carnival with fun games, prizes, activities a catered dinner and Rich's ice cream. Volunteers sized each child and allowed them to pick out well fitting, brand new shoes socks and a few brand new articles of clothing for school. In addition, every child was given a backpack filled with age appropriate school supplies. This fabulous event was sponsored in full by the Klaiber family and friends, a group committed to children.
- SFBFS assisted Shingle Springs Tribal TANF (Sacramento County Area Office) with the start up of a small clothing closet in their Sacramento office. The clothing will continue to provide clothing on a monthly and/or as needed basis.
- The Clothing program partnered with the Ombudsman Service of Northern California to provide clothing and other necessities for residents in skilled nursing facilities. Sixty percent of all residents in nursing homes do not receive visits and do not have family support of any kind. Because of this, many residents do not have access to clothing.

Mother-Baby

- Between the two locations, Mother-Baby staff and volunteers presented more than 120 classes, including Go Green, potty training, children's computer art classes, important topics about nutrition and how to read food labels. Mother-Baby also hosted a family movie night, cooking classes, presentations from the Sacramento public library, SPCA, Sacramento Zoo, CHP's Traffic Safety Community Outreach Program and more.
- The Mother-Baby program received financial support from the Latino Employee Resource Group of PG&E and Delta Dental for our cloth diaper project. Bank of America Student interns organized a diaper drive in the community

- Mother-Baby is happy to report a smooth transition to our new client database. Program Managers for Mother-Baby worked with the Database Manager and Programs Director to effectively gather and input relevant client information. Both program locations successfully began using the database on September 1 and continue to work together to find ways to better serve our clients while tracking client participation and activities.
- Through a partnership with Sacramento City College, both Mother-Baby locations secured part-time assistants to help with day to day program activities and maintenance. Both assistants are students at Sacramento City College and paid by the Federal Work Study program offered at the junior college. Both women are an enormous help offering assistance in workshops, data entry, mentoring, stocking baby supplies and more.

Adult Education

- Two interns from the Sacramento State certification program for Teaching Adults to Read have chosen to work with our students this year. The interns come from the class on teaching adults with learning disabilities. This allows us to have the interns work with students that read at a second to third grade reading level. In the past, we have had great success with this program and we are thrilled to be able to help both the students and interns again.
- On September 29, the Oak Park Program Manager spoke to the Sac State class on Theoretical Issues in Adult Literacy. Information covered included stories about the student community SFBFS' serves, resources and successfully operating a community based literacy program. The class was highly interested, lively and committed.
- SFBFS' garden came to an end this quarter and wrapped up with a party for Youth Academy clients and their parents. Children shared lessons they learned over the summer including the environment, beneficial insects, food web and more. Students attended lectures and participated with hands on activities to emphasize the lessons. On the last day, everyone dug up strawberry plants to take home.
- The new, weekly adult schedule for EDD courses started in August including the *Welcome to the World of Computers* curriculum and course book that will better prepare students for the Microsoft 2007 courses.
- EDD is hosting their *Navigating the Hidden Job Market* workshops on alternating Wednesdays and SFBFS teach EDD's *PC Basics & Internet* workshops on Thursdays.
- Saca CLC computer class held on Monday and Wednesday evenings has enjoyed full classes for the last three months. Two students received certificates of completion on October 13. There are plans to begin an advanced class, due to the numerous requests from previous students.
- Basic and intermediate ESL classes are at capacity. There are approximately 45 students in each class. The ESL classes are Tuesday through Friday and offer four different levels of English proficiency.
- Our new computer basic class has so much response that it required returning almost 300 phone calls. The roster was full in no time.

Women's Wisdom Art

- Artists had the opportunity to give back at the Safe Ground art show, where the women donated six pieces to raise money to cover legal costs for Safe Ground.
- Women's Wisdom Art hosted a reception for the portrait project at SFBFS on August 7. Local photographers created photos collages of the women and their work.

- Women in the program participated in several open air booths to show off their art work. Regular weekend opportunities at the Oak Park Farmers' Market, the banana festival and the annual Curtis festival allowed women to display their wares.
- The 3rd annual **Art Bra Show** was a great success with work received from artists as far away as Phoenix AZ, Reno NV and Redding, CA. 20th Street Gallery hosted the event the entire month of September and received great media attention. Over 2,000 patrons came through the doors of the gallery in the first weekend.

PlayCare

- Home Depot constructed an outdoor structure over the play area for the PlayCare program. This provides us with an invaluable resource to be able to have a safe and protected area in which the children can play and exercise.
- Started working with Sacramento County Office of Education's Preschool Bridging Model which is working with our staff and volunteers to make improvements in the service we provide to children and parents and to better prepare our students for entering school.
- Provided a 6 week nutrition class where parents had the opportunity to participate in weekly cooking demonstrations led by UC Davis Expanded Food & Nutrition Education Program. Mothers shared the recipes with their families and learned different ways of cooking healthy meals when on a tight budget.
- Started a Summer Day Camp program for 16 1st-6th graders and provided parents the opportunity to focus on their education, while they participated in fun and educational summer activities and enjoyed a trip to San Francisco Zoo.

Youth Academy

- Students participated in an educational field trip to San Francisco and the de Young Museum as part of the art class they enjoyed this summer. Students had an opportunity to see works of art that relate to the various mediums of artistic expression they explored in the class. This trip was funded thanks to the River Cats grant SFBFS received.
- Students enjoyed a fun and educational trip to Grizzly Creek Ranch in September thanks to a grant from REI. At the Ranch, students explored teambuilding exercises on the challenge course and science and ecology concepts at the pond on the grounds. The teachers and staff at the Ranch were very supportive and provided a wonderful experience for the students.
- Parents of Youth Academy students attended a month long, 8 hour course on nutrition taught by UC Davis Cooperative Extension. Parents learned about healthy food preparation, a variety of healthy foods alternatives and sampled tasty recipes in class. Children in the program participated in a six week nutrition class focusing on healthy snack demonstrations led by UC Davis Expanded Food & Nutrition Education program.
- 10 children received a special award certificate for reading a total of 1,000 minutes this summer and earned a trip to SunSplash.

Computer Clubhouse

- Intel Computer Clubhouse Network, hosted its Teen Summit 2010, July 27-August 1 in Boston. The theme was Mobilize, Act, Inspire. Our Clubhouse sent three students and the Clubhouse Program Manager. Each member participated in various workshops including game making, video production and music production.

- The Clubhouse added Summer Bridging Activities as part of the summer program curriculum. Youth completed reading and writing activities upon arrival at the Clubhouse and were assigned a book to read by the end of the summer. Those who finished their reading logs were able to attend the field-trip at Scandia Mini Golf Park. The Summer Bridging Activities Work Books for all three youth programs were donated by a long time Clubhouse volunteer.
- In September, the Clubhouse began by establishing projects created by Pearson Foundation ACTIVITY ZONE. These projects are designed to introduce members to print, web, video, and music projects. Each member will be creating projects and keeping them in a binder for mentors to view and work with members to complete their projects.

Senior Companions

- In preparation for developing a nutrition program for Senior Companions program, the program manager attended a UC Davis nutrition course and became certified as a nutrition instructor. She applied lessons learned by conducting eight one-day nutrition seminars for Saca Center Mother-Baby clients.
- The program manager also continued her peer counseling efforts with an additional forty hours of engagement with an 84 year old senior in order to gain relevant experience applicable to SFBFS program objectives.
- Tonja Edelman, Executive Director, Senior Peer Counseling, conducted a two hour training class for the Greater Sacramento Chamber of Commerce Leadership Team 2010, who has adopted SFBFS' Senior Companions program as a community service project. They are helping SFBFS develop program elements and policies.

Organizational Updates

Administrative

- SFBFS helped 577 households with over \$91,000 in Energy Assistance through the SMUD EnergyHelp program this quarter.
- In July, SFBFS realigned our organization structure separating Food Assistance from all other programs, which will allow for improved appropriation of staffing and resources for our continued expansion of both Food Assistance and our education programs.
- In August, SFBFS added a new AmeriCorps VISTA member who will work with a returning VISTA member to build the capacity of our health and nutrition focus through Food Assistance mobile distributions.
- The United Way Giving Campaign kicked off this quarter. A total of nine staff and six volunteers represent SFBFS as certified speakers. The campaign will run through January and generates approximately 3% of our overall funding to support programs and services.
- We held our third all-staff retreat on August 24-26, spending an all-day session at our Oak Park facility and two days out of town. The retreat included sessions on 2009-2010 accomplishments, 2010-2011 fiscal year budget, updated organization chart, communication, dealing with change, trainings, staff recognition and challenges moving forward in the coming year. The retreat was instrumental in allowing our staff time and resources needed to build our skills and capacity in preparation for our future development and continued client service expansion.

- American Association of Retired Persons awarded SFBFS a paid senior position, serving as a volunteer with SFBFS, to provide receptionist and administrative support throughout the year.
- The development of our 20,000 sq. ft. Education Center is well on its way. We have started planning our groundbreaking celebration, which is scheduled for October 14. The event will be an ice cream social with a special ceremony involving local dignitaries, supporters and community members.

Grants

- In August, SFBFS received our second payment of \$55,000 from the Emergency Food and Shelter Program grant directly benefiting our Food Assistance program by allowing us to offset food purchasing during August and September.
- Other grant awards this period totaled \$49,700 and included:
 - \$10,000 from the Target Foundation to support the mobile distributions of our Food Assistance program
 - \$10,000 from the Wells Fargo Foundation to support our Mother-Baby program.
 - \$8,700 from the Intel Foundation in the form of a volunteer matching grant to support our various programs.
 - \$8,000 from the State Street Foundation to support the soft job skill computer training curriculum in our Adult Education program.
 - \$6,000 from the CarMax Foundation in the form of two separate grants to support our various programs and an educational leadership component of our Youth Academy program.
 - \$5,000 from the Pepsi Cola Foundation to support the cloth diaper component of our Mother-Baby program.
 - \$1,000 from the Sacramento Regional Community Foundation to support a series of summer education fieldtrips in our Computer Clubhouse program.
 - \$1,000 from the PG&E Foundation to support the cloth diaper component of our Mother-Baby program.
- During this quarter, SFBFS submitted grant proposals to the Women Lawyers of Sacramento, Arata Brothers Trust and the Who Foundation totaling over \$94,000 in grant requests to support our Women's Wisdom Art, Youth Academy and Food Assistance programs.

Operations

- In July, SFBFS added two forklifts to our operations, improving our efficiency and eliminated costly maintenance of our older models.
- In preparation for construction work to start next quarter (area of our 20,000 sq. ft. education center), offices utilized by our Senior Companion and Food Assistance staff on 3rd Avenue were relocated to structures on 33rd Street.
 - The East Sacramento Rotary Club worked with SFBFS to refurbish the new office structures providing over \$4,000 in time and material including re-carpeting, replacing broken windows, relocating and re-installing a/c units, rehabbing electrical wiring, removing the old furnaces, installing new gas connections and painting the new office spaces.
- In addition to Sacramento Emergency Foodlink, other generous food donations were gleaned through relationships with General Produce, Soil Born Farms, Durst Organic Farmers, Carolina Logistics, Safeway, Grocery Outlet, Feed the Children, Tony's Fine Food Show, Campbell's Soup, Knights Transport, United Grocers, CoreMark and Tyson's Food .

- Preparations for the holiday season are in full swing:
 - SFBFS hired a full-time driver and a seasonal driver both of which have and will continue to provide key support throughout the holidays and into the New Year.
 - Our annual Holiday Spirit of Giving Food Drive kicked off on September 27 and will run through January 2011. Our goal is to have a total of 300 companies collect over 150,000 pounds of non-perishable food this year. 60 companies have signed up for the first period, which runs from October 1–30.
 - Preparations for our special Thanksgiving Turkey Drive and Distributions are well underway. The Turkey Drive, in collaboration with KCRA Channel 3, will be held at our Oak Park facility on Friday, November 19 and we are hoping to collect over 7,000 turkeys this year. Our Thanksgiving distributions will be held on Monday and Tuesday of Thanksgiving week. Food preparations and pre-bagging are well underway.
- We continue to enhance our workplace safety and emergency evacuation procedures. Our first evacuation drills involving clients and volunteers will take place the week of October 18 at both our Saca Community Learning Center and Oak Park facilities.

Volunteer Services

- The 2010 Volunteer Speakers Bureau formed in August. Five volunteers were recruited, attended United Way Speakers training, received additional training with Volunteer Services Manager and are prepared to attend United Way tabling events and other community outreach events on behalf of SFBFS.
- During July-September, SFBFS led 12 volunteer orientations with 283 attendees.
- SFBFS hosted our third annual volunteer appreciation event on August 22 where 75 volunteers and their family members attended this roller-skating event. In addition, one volunteer from each program at both facilities received recognized for their outstanding accomplishments.
- Volunteer recruitment continued to be aided by the Web site's online sign-up feature. Volunteers are using this tool on an increasing basis to sign up for orientations, mobile food distributions, social volunteering events (3 were held this quarter) and a variety of special events such as the Back to School Clean-up and Fun in the Sun.

Special Events

- SFBFS hosted a Fun in the Sun fair in Oak Park on July 10. This client-centered event drew over 200 attendees from various SFBFS programs and 15 agencies. Clients played games, enjoyed face painting and received community resource information.
- SFBFS coordinated two successful Back to School Clean Up events. In Oak Park on September 18, 160 youth received backpacks after cleaning up the neighborhood. On September 25, 210 youth received backpacks at Saca Community Learning Center. SFBFS partnered with the Oak Park Neighborhood Association, Home Depot and the City of Sacramento Department of Parks and Recreation to provide clean up materials.

Communication & Development

- SFBFS began working with Alpha Dog Marketing in July to create a new look and feel for direct mail communication with donors. SFBFS will continue to mail a newsletter on a quarterly basis to supporters, but will also mail out cards and letters on a monthly basis featuring a specific program and encourage volunteers to become financial supporters.
- Staff began entering client information into SFBFS' new database, Donor Perfect Online (DPO), in September. DPO stores information for SFBFS' clients, volunteers and donors allowing for better tracking and reporting.
- SFBFS received recognition in 39 newspaper/magazine articles and TV news broadcasts. Of special note was the feature about the Art Bra Show on Fox 40.
- SFBFS received 94 online gifts during the quarter, a dramatic increase over past quarters showing that traffic to the Web site produces gifts from new and recurring donors.
- 230 donors dropped off in-kind donations at SFBFS during August and September. DPO was not utilized by Guest Services until August.
- With DPO, SFBFS can now review trends in giving:

Donation Breakdown

