

Cloverhurst Benevolent Foundation, Inc.

Organizational Description and Operational Details

Mission

CBF provides assistance to those graduate brothers of the Kappa Deuteron Chapter of Phi Gamma Delta who are experiencing life-paralyzing events or conditions and are in need of counseling or other professional services, and/or financial resources, to help them survive, heal and thrive.

Vision

CBF envisions a supporting and nurturing environment for the brothers of Kappa Deuteron that extends beyond their undergraduate tenure, and CBF believes that it can provide life-saving assistance to any individual member of the chapter as an act of enduring love and commitment to the membership of the fraternity.

Implementing the Vision

CBF implements the vision through assessments of individual cases and tailoring assistance according to need. Assistance may include any combination of professional services, small group interventions, and monetary grants. The CBF Board sets guidelines for how its resources are accumulated, invested for growth and allocated to Kappa Deuteron brothers in need.

Governance

The CBF Board of Directors manages all aspects of fundraising, resource management, case evaluation, and grant making. CBF operates as a non-profit charitable organization as defined by Section 501 (c) 3 of the Internal Revenue Code and is incorporated in the State of Georgia.

Committees of the CBF Board consist of the following: 1) Fundraising and Investment Committee, 2) Case Evaluation and Grant-Making Committee, and 3) Professional Services Recruitment Committee. The By-Laws of CBF allow for a maximum of nine Board members, however, these by-laws may be easily amended to expand the Board membership, if necessary. The By-Laws also state that at least one Board seat is reserved for the current President of the Kappa Deuteron chapter, or his designee.

The CBF Board also authorizes the creation of a CBF "Advisory Council" that may have as many as 25 members. The CBF Advisory Council serves in an advisory capacity

to the Board and manages its own schedule and elects its own officers. The CBF Advisory Council is intended to serve as an outreach organization to the larger Kappa Deuteron membership of both graduate and undergraduate members.

Scope and Delivery of Services

The CBF Board sets specific procedures for identifying brothers in need and delivering services and/or financial resources to meet their individual needs. These procedures include:

- 1) An application signed by at least two members of the chapter (the “Sponsoring Committee”) on behalf of a brother-in-need. The application includes detailed information about the specific nature of the need and assistance being requested by the Sponsoring Committee.
- 2) A discussion between the brother-in-need and the Sponsoring Committee which occurs either before or after the acceptance of the application by the Board’s Case Evaluation and Grant Making Committee (“the EGM Committee”).
- 3) The EGM Committee will consider the request by the Sponsoring Committee a range of additional options to assist the brother-in-need and will recommend a “grant package” for consideration by the full Board. Only the members of the Sponsoring Committee and the EGM Committee will know the name of the brother-in-need, unless that brother allows – in writing - his name to be known to the Board or the membership at large.
- 4) The brother-in-need will sign a “Pledge of Responsibility” that outlines his obligations under the terms of the grant, should a grant be awarded by the Board.
- 5) The full Board will consider and vote on an application after receiving a favorable recommendation from the EGM Committee, an outline of the terms of the grant, and a copy of the signed Pledge.
- 6) The EGM Committee will periodically review the status and progress of any brother-in-need who has received a grant, and will consider additional rounds of assistance to such a brother depending on his individual needs and his progress against goals. Any such additional assistance must also be considered and approved by the Board.

Funding Sources and Resource Management

CBF funds its operations and grants from donations by both the graduate and undergraduate members of the Kappa Deuteron chapter. The CBF Board accomplishes its fundraising from graduate members primarily through a series of one-on-one solicitations and small events such as lunch gatherings and after-hours discussions. CBF also takes advantage of social events at the Kappa Deuteron house to remind graduates of the value of the CBF mission and to discuss progress of the organization.

Undergraduate members of the chapter are not currently assessed any per member fee, but such a fee may be adopted by the Chapter in the future. *[Any assessment of undergrads must be fully vetted with the PL and the chapter undergraduate leadership.]* Undergraduate chapter members are encouraged to attend the annual meeting of CBF held during the day of the Pig Dinner festivities. At the Pig Dinner evening event, the CBF Board Chair or other member of the Board gives a brief report of the annual meeting and other updates of CBF work.

CBF's financial resources are managed by the Fundraising and Investment Committee of the Board. The Committee consults with and relies upon the assistance of graduate members of the chapter who have relevant experience in managing the assets of not-for-profit institutions. The intent of the Board is to achieve an endowment sufficient to yield sufficient annual income to fund the operations and grants awarded in any single year. This implies keeping operational expenses very low and awarding the financial components of grants very carefully. The Board has set a maximum of \$5,000 per financial grant award with the possibility of making one or more additional grants to a brother-in-need, depending on the circumstances of each case.

CBF relies on graduate brothers with careers in accounting to assist with preparation of annual reports and tax returns. Upon request, the organization will provide to any member of the Kappa Deuteron a copy of the annual financial statements and a copy of the annual formal "review" by the organization's outside accountant. CBF anticipates that it will engage the services of an independent accountant to perform a formal audit of its accounts every five years.

Recruiting and Providing Professional Services

CBF relies on the substantial depth of experience of its graduate brothers to provide professional services for its brothers-in-need grant program. These experienced brothers are sometimes only asked by the Board to provide advice about how to handle a particular case. Other times, the Board may call on these graduates to donate actual services directly to the brother-in-need.

The Professional Services Recruitment (PSR) Committee develops and maintains a close working relationship with those brothers who agree to provide services to CBF and its grant recipients. The PSR Committee sometimes works closely with the EGM Committee to find the right professional to assist a particular brother-in-need.

CBF accepts these professional services as in-kind contributions to the Foundation, and will assist the professional provider with any tax-related documentation required by the IRS or the provider.

Following are some of the professional fields of expertise utilized or needed by CBF to assist brothers-in-need:

Accounting
Drug and alcohol rehabilitation
Financial services and counseling
Legal services and advice (criminal, civil, domestic, contractual)
Psychiatric services
Psychological counseling
Marriage counseling
Medical services

CBF Board of Directors

Dr. Jon Jarman (1979)
Dr. Sam Richwine (1973)
Clay Stoddard (1969)
Jim Mallory (1979)
Steve Newton (1979)
John W. (Bill) Seanor, DVM, JD (1979)
Jim Langford (1974)
Wade Cox (2019) – KD Chapter president