



GIVING BACK HOPE, INC.
A CALIFORNIA 501 (C) 3 NON-PROFIT ORGANIZATION
Giving Back Hope by showing a new way of life.

Since 1999

This is the founding dream and foundation of Giving Back Hope Inc. It helps with the principles and gives life to the organization's Mission Statement. It's dedicated to serving this vulnerable population.

It all began with a vision- a little seven year- old boy's dream. This boy would frequently see homeless people in his community as he grew up. He felt compassion for them though he did not understand why or how they got to be homeless. He also felt helpless since there was little he could do for them at the time. He would often daydream and pray to God to make him the U.S. President one day so that he could build a building, and shelter, and help solve the problem of homelessness. That dream of becoming the President never materialized. However, this boy's passion to help the homeless and less fortunate intensified, as he grew older. He was now in a position as a community leader to make a difference. He told his friends about his childhood vision and asked them if they would help make this dream a reality. The goal would be to prepare sack lunches that would be later distributed to the homeless in the Skid Row area of Downtown Los Angeles.

We have begun this effort in 1999 by faithfully meeting every second Sunday of the month. More people joined the small band of workers to provide food for the homeless. At this point, the group had no official name. Three names were put forth, now, how to choose the one! The names were put in a Styrofoam cup and the 'lots were cast. Giving Back won, the name represents the little boy's dream: "You see", he said, "When we get up in the morning we have shelter, food, and things. I think this is a way of give back a little of what we have, and a way of thanking God for what we have."

In 2004 the Board of Directors, made up of 11 members, held their first meeting. It was decided that in order for this organization to grow it would need some formal structure, a mission statement, Bylaws and the first major Giving Back event. The Board also decided to incorporate as a 501 c. 3 Federally Tax exempt Public Benefit Organization.

On October the 10th 2004, with the help of Honorable council women Jan Perry's office, the organization was able to block off 6th street between San Pedro street, and Gladys avenue, in Downtown Los Angeles. We had our first Outreach Fair event that included the serving of breakfast, lunch and dinner, live entertainment. Hope was given by treatment providers in the form of information, consultation and presenting the availability of open beds at recovery and treatment facilities. Three speakers, one on Hope, one on Giving and the last one Treatment Works presented their encouragement and desire to be of service. From 6:00 AM to 6:00PM, 1200 people we served not only food, but companionship, hope and

encouragement by 90 volunteer. Latino, Asian, Whites, Blacks of different ages had come together in an effort to Give Back Hope to the struggling of Skid Row. The little boy's dream had become a reality. Private donations, organizations, corporations, small businesses, treatment providers, and Councilwoman Jan Perry donated all that was 'given'. The day was such a huge success that it was decided to repeat on an annual basis.

Due to this effort one person consented and went into treatment that same day. Others were given referrals and individual counseling sessions.

Now, the organization is a 501 (C) 3 corporation, and is designated to continue providing services with compassion and dignity.

Giving Back Hope has added the phrase, **By Showing a New Way if Life** to its corporate name helping to further clarify its role and mission.

MISSION STATEMENT:

To Provide dignity, and a new way of life through compassionate service

Goals:

Prevention, Educate, and Treatment:

- **DRUG/ALCOHOL TREATMENT**
- **VOCATIONAL TRAINING & JOB PLACEMENT**
- **YOUTH PROGRAM**
- **MENTAL HEALTH SERVICES.**
- **MEDICAL SERVICES FOR THE UNINSURED.**
- **TRANSITIONING HOUSING**
- **FOOD DISTRIBUTION CENTER**

There are a variety of views about the roles and responsibilities of a board of directors and most of these views share common themes. This document attempts to portray those themes by depicting various views. Simply put, a board of directors is a group of people legally charged with the responsibility to govern a corporation. In a for-profit corporation, the board of directors is responsible to the stockholders -- a more progressive perspective is that the board is responsible to the stakeholders, that is, to everyone who is interested and/or can be effected by the corporation. In a nonprofit corporation, the board reports to stakeholders, particularly the local communities which the nonprofit serves.

BOARD OF DIRECTORS:

Sergio Negrete CEO Counselor Drug/Alcohol Agency	Salvador Carrillo Alt. Treasurer Systems Analysts
Kathy Hernandez LVN Chairperson of the Board Supervisor Drug/Acohol Agency	Rosine Taylor- White Fundraising Chair Site Coordinator Los Angeles Unified School District
José Saucedo, CATS Vice Chair Program Director Drug/Alcohol Agency	Betty Arriston Public Relations Chair GROW Program Manager
Esperanza Noj-chajon Secretary Office of the Attorney General	Roy Griffin Medical Caseworker Department of Mental Heath
Mary Ann Collins, M.Ed. Alt. Secretary Program Director Drug/Alcohol Agency	
Darryn Hall Treasurer FCS Integrated Product Team Lead Northrop Grumman	

OUR PHILOSOPHY OF TEAMWORK AND COLLABORATION IS ANCHORED IN OUR SHARED VALUES:

- **Giving**
- **Understanding**
- **Compassion**
- **Dignity**
- **Hope**
- **Respect**
- **Love**
- **Teamwork**

Guidelines for Officers, and Volunteer Services:

In keeping with Giving Back Hope's Core Values, Mission Statement, Vision, and Goals the following are guidelines for persons who are willing to volunteer, and commit their services were designed.

As member and or volunteers, we carry the message of hope to those who are less fortunate and in need of our services in a dignified manner. We define a volunteer as anyone who is willing to provide assistance to Giving Back Hope, Inc. in various capacities, responsibilities and with various amounts of time. Some volunteers will work as organizers, some as direct service providers and some as organization sponsors.

We expect those who represent Giving Back Hope, Inc. to always treat people with respect dignity, and to be above reproach in their dealings with others. Giving Back Hope, Inc. holds all people to the highest standard of conduct and ethical behavior.

The positions of **President CEO, Chair of the Board, Vice Chair, Secretary, Treasurer, Fundraising, Public Relations Chair**, any created **Committees**, and **Ad-Hoc Committees**, and any **Alternate Positions**, come with special responsibilities, and calls for integrity, honesty, commitment, and the ability to create teamwork.

These guidelines will assist the officers, volunteers and the corporation to work as one in order to better accomplish our mission, and manage funds from various fundraisers, and achieve the goals to provide more services to those we serve.

CODE OF ETHICS:

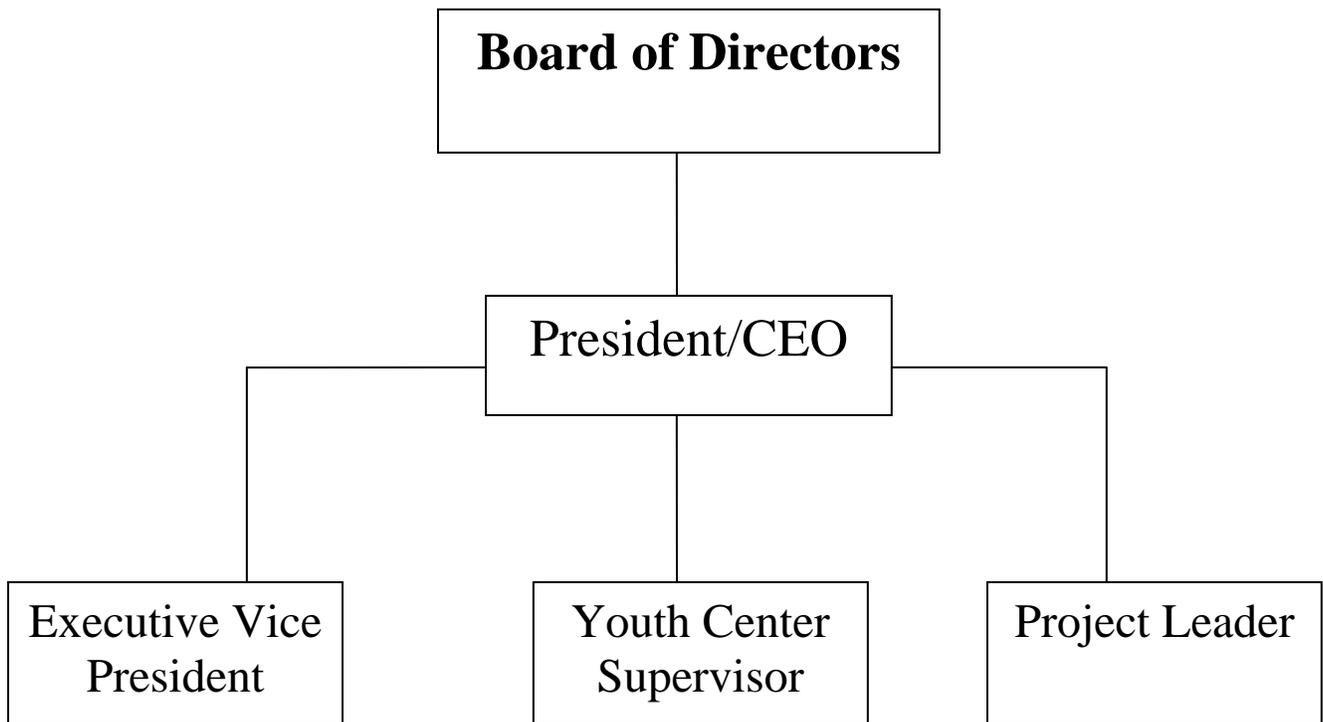
- **“Giving Back Hope” shall conduct all business in a professional manner which does not discriminate based on race, age, sex, handicaps, national ancestry, sexual orientation, economic condition, religion or lack of religion.**
- **Each “Giving Back Hope” staff and or volunteer shall conduct business in a manner that promotes the best interest of society, the client, staff, and “Giving Back Hope”**
- **“Giving Back Hope” business and marketing practices shall comply with all laws and regulations and be implemented so as to reflect fairness and the highest of moral code in all activities.**
- **“Giving Back Hope” shall respect the integrity and protect the welfare of all clients in our work.**
- **“Giving Back Hope” shall maintain honest, and will not claim to have qualifications or services that we are not able to provide.**
- **“Giving Back Hope” recognizes the need, and importance for continuing education of all staff, and volunteers to maintain the highest level of services for our clients and the community.**
- **“Giving Back Hope” shall acknowledge any potential conflict of interest and excuse individuals from decisions making when a potential conflict of interest arises.**
- **“Giving back Hope” staff and volunteers shall report any suspected activities which may be consider waste, fraud, abuse or otherwise questionable. There shall be no reprisal for making any report.**
- **“Giving back Hope” shall disseminate this code of ethics to all Officers and volunteers.**

All officers, volunteers or board of directors are advised to report any knowledge of any violation of the code of ethics. There shall be no reprisal for any, volunteer officer or board of directors who report knowledge of any waste, fraud, abuse, or other questionable activities.

All allegations of waste, fraud, abuse or wrongdoing shall be investigated...

Giving Back Hope, Inc.

Organization Chart



Executive Board Responsibilities:

Board Chair

- Is a member of the Board
- Serves as the Chief Volunteer of the organization
- Is a partner with the Chief Executive in achieving the organization's mission
- Provides leadership to the Board of Directors, who sets policy and to whom the Chief Executive is accountable.
- Chairs meetings of the Board after developing the agenda with the Chief Executive.
- Encourages Board's role in strategic planning
- Appoints the chairpersons of committees, in consultation with other Board members.
- Serves *ex officio* as a member of committees and attends their meetings when invited.
- Discusses issues confronting the organization with the Chief Executive.
- Helps guide and mediate Board actions with respect to organizational priorities and governance concerns.
- Reviews with the Chief Executive any issues of concern to the Board.
- Monitors financial planning and financial reports.
- Plays a leading role in fundraising activities (*nonprofit only*)
- Formally evaluates the performance of the Chief Executive and informally evaluates the effectiveness of the Board members.
- Evaluates annually the performance of the organization in achieving its mission.
- Performs other responsibilities assigned by the Board.

Vice Chair

This position is typically a successor to the Chair position:

- Is a member of the Board
- Performs Chair responsibilities when the Chair cannot be available (see Chair Job Description)
- Reports to the Board's Chair
- Works closely with the Chair and other staff
- Participates closely with the Chair to develop and implement officer transition plans.
- Performs other responsibilities as assigned by the Board.

Board Secretary Job Description

- Is a member of the Board
- Maintains records of the board and ensures effective management of organization's records
- Manages minutes of board meetings
- Ensures minutes are distributed to members shortly after each meeting
- Is sufficiently familiar with legal documents (articles, by-laws, IRS letters, etc.) to note applicability during meetings

Board Treasurer Job Description

- Is a member of the Board
- Manages finances of the organization
- Administers fiscal matters of the organization
- Provides annual budget to the board for members' approval
- Ensures development and board review of financial policies and procedures

Board Member

- Regularly attends board meetings and important related meetings.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Gets to know other committee members and builds a collegial working relationship that contributes to consensus.
- Is an active participant in the committee's annual evaluation and planning efforts.
- Participates in fund raising for the organization (*nonprofit only*).

Committee Chair Job Description

- Is a member of the Board
- Sets tone for the committee work.
- Ensures that members have the information needed to do their jobs.
- Oversees the logistics of committee's operations.
- Reports to the Board's Chair.
- Reports to the full Board on committee's decisions/recommendations.
- Works closely with the Chief Executive and other staff as agreed to by the Chief Executive.
- Assigns work to the committee members, sets the agenda and runs the meetings, and ensures distribution of meeting minutes.
- Initiates and leads the committee's annual evaluation

POSITIONS AND RESPONSIBILITIES OF GIVING BACK HOPE, INC. OFFICERS;

President/CEO

The authority and responsibility of the Chief Executive Officer shall include:

- Carrying out all policies established by the Board of Directors and advising on the formation of these policies.
- Developing and submitting to the Board of Directors for approval a plan of organization for the conduct of the Corporation's operation and recommended changes when necessary.
- Preparing an annual budget showing the expected revenue and expenditure as required by the Board of Directors.
- Developing and maintaining personnel policies and practices for the Corporation. Maintaining any properties in a good and safe state of repair and operating condition.
- Supervising business affairs to ensure that the funds are collected and expended to the best possible advantage.
- Working continually with other health care professionals and community service organizations to the end that acceptable care may be rendered to the people we serve at all times.
- Presenting to the Board of Directors or its authorized committee periodic reports reflecting the professional services and financial activities of the corporation, and the Board of Directors may require such special reports.
- Attending all meetings of the Board of Directors and serving on committees thereof.
- Serving as liaison and channel of communication between the Board of Directors and any of its committees, officers and volunteers.
- Preparing a plan for the achievement of the Corporation's specific objectives and periodically reviewing and evaluating that plan.
- Serving as a leader in the community, promoting effective and economical working relationships with other health and community service organizations.

- In the event of a vacancy in the position as officer the Chief Executive Officer shall recruit and interview applicants for the vacant position. Recommend candidates of any vacant position in the Board of Directors.
- Performing other duties as may be necessary in the best interest of the corporation.

Executive Vice President

- The Executive Vice President shall have such powers and perform such duties as prescribed by the President, the Board of Directors, the Bylaws or the Chairman of the Board. The Executive Vice President shall in the absence of the President be responsible for the general supervision, direction and control of the business of the corporation.

Treasurer/Alternate Positions

The volunteer who fills the Office of Treasurer is integral to our mission as he/she represents the link between those who sponsor us, the hands-on volunteers and the community we serve. The Treasurer will demonstrate accountability for our resources to the President/CEO, the Board of Directors, outside auditing agencies and the community at large.

The responsibilities of the Treasurer/Alternate Treasurer are as follows:

- Collection of all donations on second Sunday of each.
- Manage funds from various fundraisers
- Purchase supplies
- Monthly Treasurer's report (submit to Project Leader)

Alternate Treasurer is in the support position to the Treasurer. Alternate should also be familiar with all functions and duties of Treasurer position.

Secretary/Alternate Positions

The Office of Secretary is important in maintaining the communication(s) necessary to achieve our goals. The Secretary will be an integral part of assisting all Volunteers and other team members by keeping them informed of all upcoming activities, keeping minutes of meetings, completing necessary volunteer paperwork, and updating all material essential for Giving Back Hope's internal and external work/services.

The responsibilities of the Secretary/Alternate Secretary are as follows:

- The Secretary shall be the official keeper of the records to the corporation. To fulfill this responsibility the Secretary shall:
- Certify the original, or a copy, of these responsibilities, and duties as amended or otherwise altered to date.
- Correspondence to all contributors, and networking agencies as needed. Work in conjunction with all committees to achieve the corporation's mission statement.
- Work in conjunction with all Officers, Volunteers and committees in keeping notification of all upcoming events, and meetings (two weeks before the event.)
- Organize files, meetings minutes, and necessary paper work.
- Participate at least one's a year in our food distribution on the second Sunday of each month, and take part of the planning for the annual outreach fair.
- Certify the original, or a copy, of these responsibilities, and commitment as amended or otherwise altered to date.
- See that the logo is affixed to all duly executed documents, the execution of which on behalf of the corporation under its logo is authorized board of directors.
- Keep at the principal office of the corporation the original, or a copy, of these responsibilities, and commitment as amended or otherwise altered to date.
- Keep at the principal office of the corporation, or at such other place as the CEO may determine, a book of minutes of all meetings and, if applicable, meetings of committees. Have a sign in sheet for the names of those present or represented at the meeting, and the proceedings thereof.
- Keep at the principal office of the corporation a list containing the names and address of each member of the Officers, and Board of Directors. Such address shall be the address that will be used for all official mailings of the Corporation. In addition, the list shall indicate term of office and date of expiration of term. (Roster)

Fundraising Committee Chair/Vice Chair

Project Leader/Alternate Position

The Office of Project Leader is important as it oversees the project and insures that we achieve our goals. The Project Leader will be an integral part of assisting all Volunteers and other team members by keeping them informed of all upcoming activities, completing necessary volunteer paperwork, and updating all material essential for Giving Back Hope's internal and external work/services.

Meals Coordinator/Alternate Positions

Outreach Coordinator/Alternate Position:

- The Outreach Coordinator is vital for the organization which will provide helpful information to the people we serve. It will keep the organization in good standards with other health care professionals or Commitment, responsibility, and good communication are the key to keep a good relationship with our networking agencies. Also working continually with other health care professionals and community service organizations to the end that acceptable care may be rendered to the people we serve at all times.