



**ROTARY INTERNATIONAL  
DISTRICT 5790**

**TO: District 5790 Grants Subcommittee Chair  
Dan Steele**  
[steele.dan@swbell.net](mailto:steele.dan@swbell.net)  
(940) 328-5903

**FROM: DATE:**

**Signed copies must accompany a Grant Application**

Annually, the district grant committee reviews grant applications that have been submitted by clubs on [www.matchinggrants.org](http://www.matchinggrants.org) by a July 31<sup>st</sup> deadline. Appropriate signatures on THIS PAGE AND THE FOLLOWING 8 PAGES OF THIS DOCUMENT must be uploaded with your application at [www.matchinggrants.org](http://www.matchinggrants.org) HYPERLINK "<http://www.matchinggrants.org>" a HYPERLINK "<http://www.matchinggrants.org>" tchinggrants.org to be considered.

(Note: a second deadline of October 1<sup>st</sup>, may be set pending remaining availability of matching funds)

The Rotary Foundation returns District Designated Funds to District 5790 in the form of District and Global Grants. In order to be eligible to receive applicable portions of these grants, clubs must have at least two members (with one member being the President-Elect) attend an annual Grant Management Seminar and after Board approval, sign the Club Memorandum of Understanding and related documents and ensure that the signed documents are uploaded with each grant applications on [www.matchinggrants.org](http://www.matchinggrants.org) by the Grant Committee deadline of July 31<sup>st</sup>.

As part of the club qualification process for receiving District Designated Funds (DDF) for District Grants and Global Grants, the Board of Directors of the Rotary Club of Lewisville Morning has approved the attached Club Memorandum of Understanding (MOU), District Addendum to the MOU, Club Financial Management Plan, and Club Misuse or Mismanagement Plan.

The following club members have attended a Grant Management Seminar:

Name: John Pokorny *John Hill* 5/14/19

Name: Marilyn Pokorny *Marilyn Pokorny* 5/14/19

documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
  1. Bank information, including copies of past statements
  2. Club qualification documents including a copy of the signed club MOU
  3. Documented plans and procedures, including:
    - a. Financial management plan;
    - b. Procedure for storing documents and archives;
    - c. Succession plan for bank account signatories and retention of information and documentation.
  4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

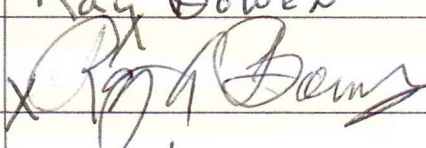
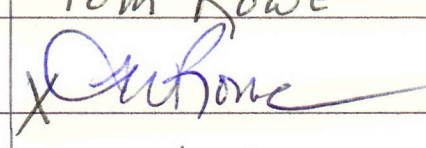
**7. Method for Reporting and Resolving Misuse of Grant Funds**

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

**Authorization and Agreement**

*This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

On behalf of the Rotary Club of Lewisville Morning, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2018-19 and will notify Rotary International District 5790 of any changes or revisions to club policies and procedures related to these requirements.

Club President (2018-19)		Club President Elect (2018-189)	
Term	2018-19	Term	2018-19
Name (Printed)	Ray Bowen	Name (Printed)	Tom Rowe
Signature	X 	Signature	X 
Date	5/14/19	Date	5/14/19

**Initial Grant Application Deadline: July 31, 2018**

# ADDENDUM

## 2018-19 CLUB MEMORANDUM OF UNDERSTANDING

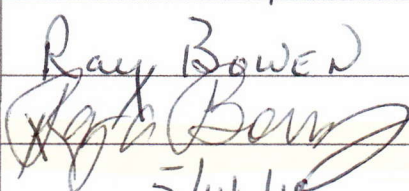
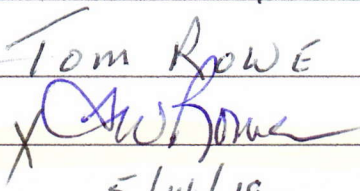
### For District 5790

**District Requirements.** Clubs submitting applications for District or Global Grants must be qualified by District 5790 that has established requirements in addition to those established by The Rotary Foundation. To be eligible to receive grant funding for District Grants or Global Grants program, Rotary Clubs in District 5790 must also:

1. Recommend the appointment of a Club Rotary Foundation Chair to a 3-year term or request a waiver with a proposed alternative that will assure continuity of information and supervision related to grants.
2. Have at least **two** members of the Club attend a District 5790 Foundation Grants Qualification Seminar annually. (The Club President-Elect (incoming President) must be one of the members).
3. Be current on its Rotary International and District 5790 dues, and be in good standing with District 5790, Rotary International, and The Rotary Foundation.
4. Be current on all tax returns required for the Rotary Club.
5. Have established and reported an annual giving goal to the District Foundation Chair for the 2018-2019 Rotary year by June 1, 2018.  
This should be accomplished by using Rotary Club Central.
6. Have, by January 1st of each year, reported the name of the Club President-Elect for the following Rotary year to District 5790 Secretary and to Rotary International.
7. Be current on all Rotary District and Global Grant reporting requirements.
8. Have the Club's President (2018-2019) and President-Elect (2018-20189) sign the Club MOU and this Addendum.

**Bank Account Waiver.** The District will waive Rotary International MOU requirement to create and maintain a separate bank account for participation in a District Grant. This waiver does not apply to Global Grants. Compliance with the Club's financial plan is required as per TRF terms and conditions.

**Addendum to MOU Agreement:** By signature below, clubs will adopt the District 5790 Addendum to the MOU for District and Global Grants.

Club President (2018-19)		Club President Elect (2018-19)	
Term	2018-19	Term	2018-19
Name (Printed)	Ray Bowen	Name (Printed)	Tom Rowe
Signature		Signature	
Date	5/14/19	Date	5/14/19

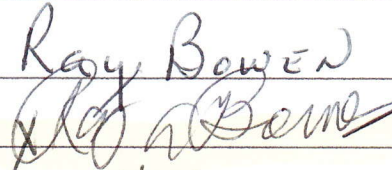
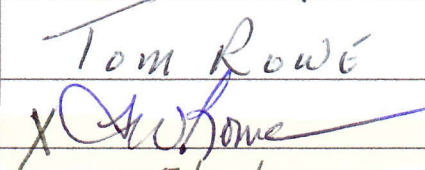
# CLUB FINANCIAL MANAGEMENT PLAN For District 5790

Club Name: Lewisville Morning Club Number: 31149

Date Management Plan Adopted: 7/1/2018

Our Rotary Club agrees to adhere to all Rotary Foundation bank account requirements, including the opening of a new bank account, with two signatories, for each new Global Grant.

1. Our Club agrees to maintain a standard set of accounts, including: a record of all income and disbursements and receipts for all expenditures of \$75 or more.
2. Our Club agrees to disburse grant funds directly to the Rotarians, vendors, and beneficiaries as approved in the grant application.
3. Our Club agrees to maintain separate statements of income and expenses, noting any interest earned and recoveries, so that such incremental dollars earned will be returned to TRF.
4. If we have more than one grant in progress at any one time, our Club agrees to maintain a general ledger which separates funds according to each project.
5. Our Club agrees to maintain an inventory system for control of any equipment or other assets purchased with grant funds and to maintain records of items purchased, produced, or distributed through grant activities in accordance with RI terms and conditions.
6. Original invoices, budgets, written correspondence, competitive bid proposals, RI project reports, bank statements, monthly bank reconciliations, grant application, emails, etc., will be retained in accordance with TRF policies and procedures for a period of five years from the final report date, and as required by local, state, and/or federal laws.
7. Such supporting financial and other documentation shall be accessible for review by club members and audits as required by TRF, the District 5790 Rotary Foundation Audit Committee, and any bona fide regulatory governmental agency.

Club President (2018-19)		Club President Elect (2018-19)	
Term	2018-19	Term	2018-19
Name (Printed)	Ray Bowen	Name (Printed)	Tom Rowe
Signature		Signature	
Date	5/14/19	Date	5/14/19

## Club Misuse or Mismanagement Plan For District 5790

Club Name: Lewisville Morning

Club Number: 31149

An allegation of misuse or mismanagement of The Rotary Foundation (TRF) grant funds whether such funds were received directly from the Foundation, via this District, or another District may be made by a Rotarian, beneficiary, cooperating organization, or any other individual involved in or aware of grant activities. Such an allegation should be made in writing and sent to the District 5790 Rotary Foundation Committee Chair (DRFCC) as soon as possible. Assistance in communicating with the DRFCC can be obtained by contacting the Rotary District

5790 Secretary listed in the Rotary International North Texas District 5790 Directory or by utilizing the Rotary District 5790 website ([www. HYPERLINK "http://www.rotary5930.org/"R HYPERLINK "http://www.rotary5930.org/"otary5790 HYPERLINK "http://www.rotary5930.org/"o HYPERLINK "http://www.rotary5930.org/"rg](http://www.rotary5930.org/)) to obtain the DRFCC email address, physical address, and/or telephone number(s).

Upon receipt of an allegation, the DRFCC shall promptly inform the District Governor (DG) and the appropriate District Sub-committee Chair which may include the District Rotary Foundation Global Grants Committee Chair, District Rotary Foundation Global Scholar Committee Chair, or District Rotary Foundation District Grant Committee Chair as applicable of the alleged misuse or mismanagement. The DRFCC will also notify the District Stewardship Management Team Committee Chair, and TRF as necessary.

As directed by the DG, either the DRFCC or an investigative District leadership committee member shall be appointed by the DG to investigate the allegation and to report findings of fact, opinions, and recommendations to the DG and DRFCC within 30 days of appointment, unless such period is extended by the DG. The DRFCC shall consult with the DG regarding the report and shall then determine the appropriate corrective actions, if any, to be taken. The DRFCC shall report on the matter to TRF, indicating how the District has acted to resolve the allegation.

The DRFCC shall be responsible for tracking, reporting, and retaining all supporting documentation for any and all such allegations, including the status of reporting to DG & TRF.

Reports of investigations and actions taken as reported to TRF shall be maintained in the District Office for a period of five years from the date such information is forwarded to TRF. Access to such reports shall be limited to the current DG, DRFCC, and RI unless the DG directs otherwise.

This policy shall be posted on the District Website and included as a topic at all Grant Management Seminars.

Club President (2018-19)		Club President Elect (2018-19)	
Name (Printed)	<i>Ray Bowen</i>	Name (Printed)	<i>Tom Rowe</i>
Signature	<i>[Signature]</i>	Signature	<i>[Signature]</i>
Date	<i>5/14/19</i>	Date	<i>5/14/19</i>

# District Grant-Final Report Form 2018-19

( File Online- <http://www.matchinggrants.org/district> )

Return this completed form to your District Rotary Foundation Grant Sub-Committee Chair( DSGC). Do not sent this form directly to Rotary International.

Rotary Club: Lewisville Morning Rotary

Project Number P-2439

Project Title: 3<sup>rd</sup> Grade Dictionary Project

## Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries? \_\_\_\_\_

See Attachment

2. How many Rotarians participated in the project? 15

3. What did they do? Please give at least two examples.

See Attachment

4: How many Noon-Rotarians participated in the project? 1128 plus parents of 3<sup>rd</sup> graders

5. What are the expected long-term community impacts of the project?

See Attachment

6. If a cooperating organization was involved, what was its role? NO

## Financial Report (District must retain receipts of all expenditures)-The two yellow cells must be the same

7. Income	Amount
1. District Grant funds received from the District	1500.00
2. Other funding (specify) <u>Rotary Club</u>	1491.35
3.	
<b>Total Project Income</b>	<b>2991.35</b>
<b>8. Expenditures (please be specific and add lines as needed)</b>	
<u>Dictionary Project PAID Invoice</u>	2874.00
<u>Labels from Office Depot</u>	117.35

<b>Total Project Expenditures</b>	<b>2991.35</b>

9. By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF

Certifying Signature

*Marilyn Pokorny*

Date:

5-1-19

Print name, Rotary title, and club

Co-chair Dictionary Project Marilyn Pokorny

*Marilyn Pokorny*

To be completed by the District Rotary Foundation Grant Sub-Committee Chair (DGSC):  
District Simplified Grant #

## Lewisville Morning Rotary - Dictionary Project 2018-19

**Identified Needs:** Students at several campuses in Lewisville ISD are English Language Learners who come from high poverty homes. Many students do not have access to technology or resources to assist them in their educational endeavors.

**Project Rationale:** The project will ensure that students have access to resources to aid in the English language development, Spanish language development, and content knowledge of 3<sup>rd</sup> grade TEKS test.

**Timeline:** Upon receipt of the grant, dictionaries will be purchased and distributed after Christmas break 2018. Club members will label all dictionaries, deliver to 3<sup>rd</sup> grade classes, present to 3<sup>rd</sup> graders about the importance of literacy for college and career readiness. Approximately 1128 students will receive dictionaries in Spanish/English or English only.

**What did they do?**

Once delivered to the 3<sup>rd</sup> graders the Rotarians ask them to put their name in the dictionary. The dictionary was their's to keep. After that exercise we asked them to look up the word ROTARY and what did it mean. Hugs and thank you's followed. A very rewarding day for sure.



THE DICTIONARY PROJECT

Post Office Box 1845  
Charleston, SC 29402

# Invoice

Date	Invoice #
1/18/2019	92349

<p>Bill To</p> <p>Central Elementary Charlene Dierks 400 High School Dr Lewisville, TX 75057-3635</p>
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**PAID**  
**03/07/2019**

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
38	Webster's Dictionary for Students ISBN 978-1-59695-093-1	60.00	2,280.00
9	Webster's Spanish-English Dictionary for Students ISBN 1892859-57-2	66.00	594.00
<b>Total</b>			<b>\$2,874.00</b>

HOLD TO LIGHT TO VIEW THE WATERMARK IN PAPER. HEAT SENSITIVE RED INK DETECTABLE BY INFRARED LIGHT.

1965

LEWISVILLE MORNING ROTARY CLUB, INC.

P.O. BOX 295359  
LEWISVILLE, TEXAS 75029

Member's Check Fraud  
Protection for Business

88-271/1131

DATE 2/28/19

PAY  
TO THE  
ORDER OF

The Dictionary Project

\$ 2874<sup>00</sup>

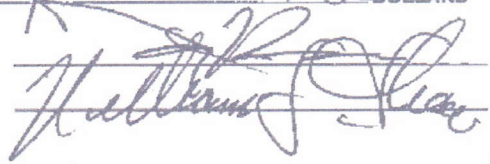
Two Thousand Eight Hundred Seventy Four

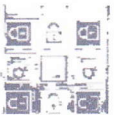
DOLLARS

 **CBTX**  
Commercial Bank of Texas, N.A.

FOR

Hedge # 92349





Member's Check Fraud  
Protection for Business

⑈001965⑈ ⑆113102714⑆ 4715904303⑈

INET XFER 03-10 FROM  
XXXXXXXX6266

\$6,371.12

Fri, Mar 8

Check#1965: CHECK

     \$

-\$2,874.00

Thu, Mar 7

Check#1960: CHECK

     \$

-\$175.35

Wed, Mar 6

PAYPAL ROBERT TROYER ACH  
CREDIT TRANSFER

\$269.23

Mon, Mar 4

Check#1964: CHECK

     \$

-\$563.98

Check#1963: CHECK

     \$

-\$65.59

# SPONSOR PLEDGE

The Dictionary Project  
 PO Box 1845  
 Charleston, SC 29402  
 United States of America

**Date Added** 01/18/2019  
**Pledge #:** 92349  
**Payment Method:** Check  
**Shipping Method:** Free Shipping

To	Ship To (if different address)
Charlene Dierks Central Elementary 400 High School Dr Lewisville, Texas 75057-3635 United States dierksc@lisd.net 972-854-8221	Charlene Dierks Central Elementary 400 High School Dr Lewisville, Texas 75057-3635 United States

Items Requested	Model	Quantity	Cost per Item	Pledge
Webster's Dictionary for Students, Fifth Edition	978-1-59695-167-9	38	\$60.00	\$2,280.00
Webster's Spanish ~ English Dictionary for Students	978-1-59695-165-5	9	\$66.00	\$594.00
			<b>Pledge Total:</b>	<b>\$2,874.00</b>

The Dictionary Project is a 501(c)(3) nonprofit organization. All contributions (excluding Gifts) are tax deductible. You can contact us at 843-856-2706 or 843-388-8375 with any questions, or visit our website at [www.dictionaryproject.org](http://www.dictionaryproject.org)

# OFFICE MAX/DEPOT

January 28, 2019

PAID RECEIPT FOR 2X4 LABELS TO BE USED FOR LEWISVILLE MORNING ROTARY DICTIONARY PROJECT

PAID BY MARILYN POKORNY

\$117.35

Compose

- Inbox
- Starred
- Snoozed
- Sent
- Drafts
- Categories
- Social

Marilyn

Dictionary Project 18-19 Dictionaries x



Marilyn Pokorny

Wed, Apr 24, 2:14 PM (6 days ago)

Hi Terry, Would you make me a copy of the PAID check for the labels for the Dictionary Project. Once I have that I can close the project out. Just ...

Terry Kasen

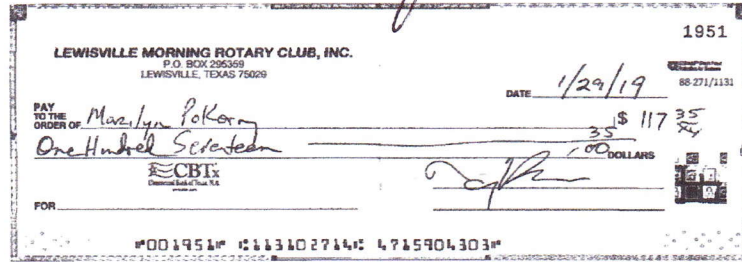
Wed, Apr 24, 2:27 PM (6 days ago)

to me

Here you go.

*Labels for dictionaries*

No Hangouts contacts  
[Find someone](#)



20190129009015906511334

81043  
**DEPOSIT TICKET**  
 FOR CLEAR COPY, PRESS FIRMLY WITH BALL POINT PEN.



DATE 11/29/18

CURRENCY	DOLLARS	CENTS
COIN	<del>587</del> 587	00
CASH CHECK		
Bowen PWS	184	00
Collins Sate	25	00
#5790	1500	00
Cosca Charity	300	00
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
\$	2596	00

PLEASE ENTER TOTAL

88-271/1131  
 TOTAL ITEMS   
 PLEASE BE SURE ALL ITEMS ARE PROPERLY ENDORSED.  
 DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

12596.00

LEWISVILLE MORNING ROTARY CLUB INC

⑆113102714⑆ 4715904303⑈ 020

CHECKS AND OTHER ITEMS ARE REQUIRED TO BE DEPOSITED SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE OR ANY APPLICABLE COLLECTION AGREEMENT.