

District 7230 DDF District Managed Grant Project Report

Return this completed form to your District Rotary Foundation Committee Chair. Do not send this form directly to TRF.

Rotary Club: Rotary Club of New Rochelle

Project Title: My Brother's Keeper Book Program Grant

Final report

Project Description

1. Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done?

My Brother's Keeper New Rochelle has a number of programs and projects designed to promote literacy for low-income children and families throughout New Rochelle. The Rotary Club grant supported two of these literacy projects in particular: MBKNewRo's **Barbershop Reading Program** and its launch of the community collaboration around **Pop-up Libraries**. The grant helped MBKNewRo purchase books and bins for its Barbershop Reading Program, which encompasses 52 barbershops, beauty salons, nail salons and laundromats in New Rochelle. Rotary Club member Barbara Crane spearheaded a rejuvenation of the Barbershop Reading Program by gathering volunteers to replenish the books and bins in dozens of these establishments. She implemented two delivery cycles between September 2018 and May 2019, delivering about 15-20 children's books to each of the participating establishments. Barbara also updated the list of establishments participating in the program and listed contact information and specifications unique to each location. Barbara and MBKNewRo leaders also received hundreds of donated books from contacts at Random House and Scholastic as well as from individuals and Friends of the NR Public Library and from library employee Barbara Davis. These donations and volunteer hours helped MBKNewRo save hundreds of dollars and weeks of employee time. More than \$400 in funds through the grant paid for the purchase of 200 additional books as well as dozens of the bins in which the books were displayed.

In 2018-2019, MBKNewRo collaborated with the New Rochelle Council on the Arts to launch a community effort to place customized books kiosks from the Little Free Library organization throughout neighborhoods in New Rochelle. The New Rochelle Public Library and New Ro's Parks and Rec Department participated in this community collaboration. The New Rochelle Council on the Arts commissioned seven artists to customize each book kiosk while MBKNewRo paid more than \$2,100 to the Little Free Library organization for the untouched kiosks. There are currently 6 artist-designed kiosks installed or ready to be installed in parks throughout the City. These Pop-up libraries have already been installed at Huguenot Park, Lincoln Park, the Ward Acres Dog Park and Hudson Park. Two more kiosks are set to be installed across from City Hall at the bus stop island on North Avenue and in front of Columbus Elementary School. A special double-wide kiosk created by world-famous 3D pop artist Charles Fazzino will be installed at Montefiore Medical Center. Funds from the Rotary Club grant will offset more than half of the \$2,100 cost of these kiosks that MBKNewRo covered.

2. How many people benefited from this project?

If 15 children read or took home one or more books from each delivery to a barbershop or beauty salon, then 1,500 children and their families would have benefitted, although the number is likely far higher. In addition, thousands of New Rochelle residents will have access to the books stocked in the seven artist-designed kiosks.

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

The beneficiaries were largely underprivileged children and their families living in New Rochelle. The two MBKNewRo literacy projects supported by the Rotary Club grant are intended to promote a love of reading and provide increased exposure to good quality literature. These projects also benefit the thousands of students living in New Rochelle for whom English is a second language.

4. How many Rotarians participated in the project? 10 Rotarians

5. What did they do? Please give at least two examples, not including financial support provided to the project.

One Rotary Club member, Barbara Crane, devoted many hours to organizing the purchase and labelling of the bins used in the Barbershop Reading Program, picking up and storing books, recruiting other community volunteers, making the actual deliveries to the shops, and keeping records. Other members of the Club participated through their financial matching of the District grant.

6. If a cooperating organization was involved, what was its role?

The main cooperating organization was My Brother's Keeper of New Rochelle, a joint initiative of the City of New Rochelle and the New Rochelle School District. <http://www.mbknewro.com/> MBKNewRo conceived the Barbershop Reading Program in 2016 and had initiated book deliveries to barbershops and beauty salons before the Rotary stepped in with the grant and a member's significant volunteer time. The Rotary Club volunteer was able to rejuvenate and organize the Barbershop Reading Program significantly. Similarly, the Pop-up Libraries program was underway before the Rotary stepped in to help cover the cost of the kiosks and supply books. The New Rochelle Public Library was also a cooperating organization, and the fiscal agent for MBKNewRo is the City of New Rochelle Youth Bureau. As noted above, other agencies and organizations have also participated in the Pop-Up Library initiative.

Financial Report (District must retain receipts of all expenditures for at least five years)

Income (7) & Expenditures (8) must be equal.

Currency Used: USD Exchange Rate: _____ = 1 USD

7. Income

Sources of Income	Currency	Amount
1. District Simplified Grant funds received from the District 7230	USD	676.00
2. Other funding (specify): The Rotary Club of New Rochelle	USD	824.00
3. City of New Rochelle Youth Bureau	USD	1,078.28
Total Project Income	USD	\$2,578.28

8. Expenditures (please be specific and add lines as needed)

NOTE: ALL EXPENDITURES WERE PAID BY THE CITY OF NEW ROCHELLE YOUTH BUREAU, THE FISCAL AGENT FOR MY BROTHER'S KEEPER, DURING FISCAL YEAR 2019, BETWEEN JULY 1, 2018 AND JUNE 30, 2019. INVOICES, RECEIPTS, AND CHECK APPROVALS ARE ATTACHED FOR THE BUDGET ITEMS BELOW.

Budget Items	Name of Supplier	Currency	Amount
Books for distribution	Barnes and Noble/Colleen Gardephe, MBK Exec Director	USD	71.49
Books for distribution	Scholastic/Barbara Davis of New Rochelle Public Library		206.53
Bins ("utility tubs") for use in barbershops	Target/Barbara Crane, Rotary		43.24
Bins ("utility tubs") for use in barbershops	Target/Colleen Gardephe		46.54
Books for distribution	Costco/Colleen Gardephe		58.48
"Prairie Two Story" kiosks for pop-up libraries	Little Free Library Ltd/City Youth Bureau/My Brother's Keeper		2,152.00
Total Project Expenditures			\$2,578.28

Certifying Signature

By signing this report, I confirm that to the best of my knowledge these District Simplified 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 _____ Date: June 24, 2019
 Print name, Rotary title, and club Francis G. Okelo, President, Rotary Club of New Rochelle

.....
 To be completed by the District Rotary Foundation Committee Chair:

District Simplified Grant # _____ Individual Project Report # _____

Email to _____

FOR TIME STAMP ONLY



City of New Rochelle
515 North Ave New Rochelle, NY 10801
914-654-2068

Voucher Number

Federal Tax Exemption Registration No. A-146133
The City of New Rochelle is EXEMPT from payment of all Federal, New York City and State taxes.

Vendor # _____	NYS or City Contract # _____
Name Colleen D. Gardephe 102 Elk Ave. Address New Rochelle, NY 10804	Spec # _____
	Department Youth Bureau
	Delivered to _____
	Date 6/25/2018

Purchase Order	Date	Invoice	Description	Amount	Account
	6/4/18		Supplies for MBK	\$71.49	TA031-1006

Total \$ 71.49

Department Approval
The above services/materials were rendered/furnished to the City of New Rochelle on the date(s) stated on delivery slips and the charges are correct.

[Signature] Date _____ Dept. Representative
[Signature] Date **6/20/18** Director

Purchasing Department Approval <small>Based upon delivery slips acknowledged, purchase order, emergency authorization order, and/or requisition confirmation authorization, I hereby certify that this claim has been rendered in accordance with the contract, or accepted estimate.</small>		Pre-Audit Approval	
Date _____	Purchasing Agent _____	Date _____	Signature _____
Approval for Payment		Payment Information	
Date _____	Director of Finance _____	Amount _____	Check # _____
		Check Date _____	

Barnes & Noble Book Sellers #3304
680 White Plains Road
Scarabals, NY 10853
914-472-0689

STR:3304 REC:005 TRN:0790 CSRR:Joke S
BARNES & NOBLE MEMBER Exp: 12/20/2018

Outcasts United: The Story of a Refugee
9780385741958 T1
(1 @ 8.99) Member Card 10% (0.90) 8.09
(1 @ 8.09)

Outcasts United: The Story of a Refugee
9780385741958 T1
(1 @ 8.99) Member Card 10% (0.90) 8.09
(1 @ 8.09)

One Goal : A Coach, a Team, and the Game
9780316195947 T1
(1 @ 28.00) Member Card 10% (2.80) 25.20
(1 @ 25.20)

One Goal : A Coach, a Team, and the Game
9780316195947 T1
(1 @ 28.00) Member Card 10% (2.80) 25.20
(1 @ 25.20)

Subtotal 66.58
Sales Tax T1 (7.37%) 4.91
TOTAL 71.49

MASTERCARD
Card#: XXXXXXXXXX7287
Expdate: XX/XX
Auth: 03014P
Entry Method: Chip Read

Application Label: MasterCard
ATD: #000000041010
TUR: 0000008000
TST: #800

MEMBER SAVINGS 7.40

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Twitter- @BNEastchester

047.01C 06/04/2018 05:23PM



CUSTOMER COPY

FOR TIME STAMP ONLY

**City of New Rochelle**515 North Ave New Rochelle, NY 10801
914-654-2068

Voucher Number

Federal Tax Exemption Registration No. A-146133
The City of New Rochelle is EXEMPT from payment of all Federal, New York City and State taxes.

Vendor # _____	NYS or City Contract # _____
Name Barbara Davis New Rochelle Public Library 1 Library Plaza Address: New Rochelle, NY 10801	Spec # _____
	Department <u>Youth Bureau</u>
	Delivered to _____
	Date <u>8/16/18</u>

Purchase Order	Date	Invoice	Description	Amount	Account
	6/5/18		Reimbursement to Barbara Davis	\$206.53	TA031-1006

Total \$206.53

Departmental Approval

The above services/materials were rendered/furnished to The City of New Rochelle on the date(s) stated on delivery slips and the charges are correct.

Date 8/16/18 Representative Date 8/16/18 Director

Purchasing Department Approval Based upon delivery slips acknowledged, purchase order, emergency authorization order, and/or requisition confirmation authorization, I hereby certify that this claim has been rendered in accordance with the contract, or accepted estimate.	Pre-Audit Approval Date _____ Signature _____	Payment Information Amount _____ Check # _____ Check Date _____
Date _____ Purchasing Agent _____	Approval for Payment Date _____ Director of Finance _____	

INVOICE:

120 Barbershop Reading Books from Scholastic for children in grades 1-6	\$189
Tax	\$17.53
Total	\$206.53

Please submit payment of \$206.53 to Barbara Davis, New Rochelle Public Library, 1 Library Plaza, New Rochelle, NY 10801.

Barbara ordered these books for MBKNewRo in early June. Barbara is absorbing the Shipping Cost.

Please see attached original receipt from Scholastic.

Thank you!

Submitted by Colleen D. Gardephe, Managing Director of MBKNewRo

The Teacher Store

Your Scholastic Teacher Store Online Order # 30194045

Order Details

Order Number: 30194045

Order Date: Jun 5, 2018

Shipping Information

Shipping Address:
 Barbara Davis
 NEW ROCHELLE PUBLIC LIBRARY
 1 LIBRARY PLZ
 NEW ROCHELLE, NY 10801
 9146327878
bdavis@nrpl.org

Shipping Method :
 Standard Ground Shipping

Product	Qty	Each	Total
CLEARANCE: Super Best Selling Library Grades 1-6 Item No.: NTS64763	1	\$189.00	\$189.00

Order Subtotal:	\$189.00
Additional Promotions:	\$0.00
Shipping & Handling:	\$17.01
Total Estimated Tax:	\$17.53
Order Total:	\$223.54

We estimate tax on all orders placed online based on your Shipping location. If you have a state tax exemption certificate on file with us, Tax will not be charged on your order. **Billing Information**

FOR TIME STAMP ONLY



City of New Rochelle
 515 North Ave New Rochelle, NY 10801
 914-654-2068

Voucher Number

Federal Tax Exemption Registration No. A-146133
 The City of New Rochelle is EXEMPT from payment of all Federal, New York City and State taxes.

Vendor # _____
 Name **Barbara Crane**
1255 NORTH AVE.
APT. C5-S
 Address **NEW ROCHELLE, NY 10804**

NYS or City Contract # _____
 Spec # _____
 Department **Youth Bureau**
 Delivered to **Youth Bureau**
 Date **1/9/19**

Purchase Order	Date	Invoice	Description	Amount	Account
	12/12/18		Regarding reimbursement to Barbara Crane for materials purchased for literacy program	\$43.24	TA031-1006
Total \$43.24					

Departmental Approval
 The above services/materials were rendered/furnished to the City of New Rochelle on the date(s) stated on delivery slips and the charges are correct.
 Date **1/9/19** Dept. Representative **Hester James** Date **1/9/19** Director **[Signature]**

Purchasing Department Approval Based upon delivery slips acknowledged, purchase order, emergency authorization order, and/or requisition confirmation authorization, I hereby certify that this claim has been rendered in accordance with the contract, or accepted estimate.		Pre-Audit Approval Date _____ Signature _____		Payment Information Amount _____	
Date _____ Purchasing Agent _____		Approval for Payment Date _____ Director of Finance _____		Check # _____	
				Check Date _____	

TARGET
 PERFECT PICKS, PAY LESS!
BARBARA CRANE
 MT VERNON - 914-537-3000
 500 EAST SAMPSON BLVD
 MOUNT VERNON, NY 10950
 12/12/2018 11:17 AM EXPIRES 03/12/19

HOME 002060322
 UTILITY TUB T \$39.90
 10 @ \$3.99 ea
 SUBTOTAL \$39.90
 T = NY TAX 8.3750% on \$39.90 \$3.34
 TOTAL \$43.24
 *\$383 VISA CHARGE \$43.24
 AID: A0000000031010
 VISA CREDIT

REC#2-8346-1887-1068-8102-9 VCN#759-250-240
 600 GARDEN AVE
 MOUNT VERNON, NY 10950



Help make your Target Run better.
 Take a 2 minute survey about today's trip:
 Inform@target.com
 User ID: 118 3811 3991
 Password: 118 971
 CUENTENOS EN ESPAÑOL

Please take this survey within 7 days.

FOR TIME STAMP ONLY



City of New Rochelle

515 North Ave New Rochelle, NY 10801
914-654-2068

Voucher Number

Federal Tax Exemption Registration No. A-146133
The City of New Rochelle is EXEMPT from payment of all Federal, New York City and State taxes.

Vendor # _____

Name **Colleen Gardephe**
102 E 1K AVE.
NEW ROCHELLE, NY 10804

Address _____

NYS or City Contract # _____

Spec # _____

Department Youth Bureau

Delivered to Youth Bureau

Date 1/9/19

Purchase Order	Date	Invoice	Description	Amount	Account
	12/18/18		Regarding reimbursement to Colleen Gardephe for materials purchased for literacy program	\$46.54	TA031-1006
	9/19/18		11	\$58.48	TA031-1006

Total \$ 105.02

Departmental Approval
The above services/materials were rendered/furnished to The City of New Rochelle on the date(s) stated on delivery slips and the charges are correct.

1/10/19 Kirsten James
Date Dept. Representative

1/10/19 [Signature]
Date Director

Purchasing Department Approval
Based upon delivery slips acknowledged, purchase order, emergency authorization order, and/or requisition confirmation authorization, I hereby certify that this claim has been rendered in accordance with the contract, or accepted estimate.

Date _____ Purchasing Agent

Pre-Audit Approval

Date _____ Signature _____

Approval for Payment

Date _____ Director of Finance

Payment Information

Amount _____

Check # _____

Check Date _____

Costco
WALK-OUT GROCERY

Warehouse # 241
Industrial Ave
New Rochelle, NY 10855

Alt Number 1161323650
618695 BK-I CAN CK 5.99 A
618695 BK-I CAN CK 5.99 A
711341 BK-9 BOOK 1.99 A
711341 BK-6 BOOK 1.99 A
SUBTOTAL 52.96
TAX 4.00
TOTAL 56.96

XXXXXX:XXXX7635 CHIP CARD
RID: 8000000001010
Seq# 7093 App# 7:983
Costco Visa Res# APPROVED
Trans ID: 82620000793...
Merchant ID: 59024

APPROVED
AMOUNT \$56.96
09/19/2018 17:25 241 7 56.96

Costco Visa
CHANGE 56.96
8.37% TAX 1.52
TOTAL TAX 4.52

TOTAL NUMBER OF ITEMS SOLD

SALES TAX: 17:25 241

09: 20 Name: DANA

Phone: 241 Tr: 3 Tr

Please

Thank

TARGET
EVERY DAY LOW PRICES

MT VERNON - 314-530-3000
09/19/2018 03:48 PM EXP-RES 12/18/18



HOME
002700362
002020919
002110647

UTILITY TUB T \$14.97
UTILITY TUB T \$23.97
UTILITY TUB T \$7.99 ea
UTILITY BIN T \$7.00
Saved \$0.79 off \$4.00

SUBTOTAL \$42.94
T = NY TAX 8.3750% on \$42.94 \$3.57
TOTAL \$46.51

*7287 MASTERCARD CHARGE \$46.54
AJD: A0000000041010
MasterCard

↓ INDICATES SAVINGS

REC#2-8262-1867-0088-1429 - VOID#7

BOO GARDEN
MOUNT VERNON, NY 10548

Bundy



We hope your trip was a blast!

Help make your Target Run better.
Take a 2 minute survey about today's trip:

Inform@Target.com
User ID: 7173-7311-3991
Password: 185 708

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days.

FOR TIME STAMP ONLY

CITY OF NEW ROCHELLE
PURCHASING OFFICE
2019 MAR 14 PM 3:27



NEW ROCHELLE
IDEALLY YOURS

City of New Rochelle
515 North Ave
New Rochelle NY 10801
914-654-2068

A copy of our Tax Exempt Letter is available upon request

Voucher Number

01514

Vendor # 22878

Name Little Free Libraries

Address 573 County Road A
Suite 106
Hudson, WI 54016

NYS or City Contract # _____

Spec # _____

Department Youth Bureau

Delivered to _____

Date _____

Purchase Order	Date	Invoice	Description	Amount	Account
	8/2/18		MBK Pop-Up Libraries	\$2,152.00	TA031-1006

Total \$2,152.00

Departmental Approval

The above services/materials were rendered/furnished to The City of New Rochelle on the date(s) stated on delivery slips and the charges are correct.

3/14/19 Adriana H...
Date Dept. Representative

3/14/19 Jelly...
Date Director

Purchasing Department Approval
Based upon delivery slips acknowledged, purchase order, emergency authorization order, and/or requisition confirmation authorization, I hereby certify that this claim has been rendered in accordance with the contract, or accepted estimate.

3/27/19 [Signature]
Date Purchasing Agent

Pre-Audit Approval
3-25 [Signature]
Date Signature

Approval for Payment
3/25/19 [Signature]
Date Director of Finance

Payment Information

Check ACH

Date 3.29

Little Free Library Ltd.

573 County Road A
Suite 106
Hudson, WI 54016

Invoice

Date	Invoice #
8/2/2018	4599

Bill To
The City of New Rochelle New Rochelle Youth Bureau/MBK 515 North Avenue New Rochelle, NY 10801

Ship To
The City of New Rochelle New Rochelle Youth Bureau/MBK 515 North Avenue New Rochelle, NY 10801

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
			8/2/2018	UPS		
Quantity	Item Code	Description			Price Each	Amount
8	PRAIRIE TWO ST...	Prairie Two Story			269.00	2,152.00
		Libraries originally on invoice 4330.				
					Total	\$2,152.00

Rotary



THE ROTARY CLUB OF NEW ROCHELLE

P. O. Box 785, New Rochelle, NY 10801

January 7, 2019

Mr. Kelly Johnson
Executive Director
Youth Bureau
City of New Rochelle
515 North Avenue
New Rochelle, New York 10804

Dear Mr. Johnson,

On behalf of the Rotary Club of New Rochelle and the Rotary Foundation, I am pleased to hand you a check in the amount of \$1,500, made out to New Rochelle Youth Bureau/MBK. The donation is to support activities of My Brother's Keeper in promoting children's literacy and education in New Rochelle through providing books at barbershops and other similar locations.

The grant covers the period of July 1, 2018-May 31, 2019. It is my understanding that the implementation of the activities is under the direction of Ms. Colleen Gardephe, Executive Director of My Brother's Keeper. An essential condition of the grant is the provision to the Rotary Club of the receipts for the use of the money and a brief report on the activities supported by the funds. The receipts and report will then be submitted to the Rotary Foundation by our Rotary. The receipts can include those expenses already incurred since July 1, 2018. We would greatly appreciate receiving these documents by May 15, 2019 for our required submission in June.

Should you have any questions regarding the grant and its use, or need any clarifications at all, please feel free to contact our member Barbara Crane, Barbara.crane@outlook.com. Her telephone number is 919-749-6552.

I thank you for your assistance in facilitating this wonderful partnership between the Rotary Club of New Rochelle and My Brother's Keeper, and look forward to our continued cooperation in support of the youth of New Rochelle,

With best regards,

A handwritten signature in blue ink, appearing to read "Francis G. Okelo".

Francis G. Okelo
President
Rotary Club of New Rochelle