



Project Change, Inc.

11936 W 119th St., PMB 228
Overland Park, Kansas 66213-2216
FAX: 913-782-2855

Beverly McAuley, President, CEO

beverly@ProjectChange-KC.org
913.980.0777

Ryan McAuley

ryan@ProjectChange-KC.org
913.634.8568

Team Funds:

Donations made to your team through Project Change are tax-deductible to the full amount of the law, (see your accountant for details). Project Change will keep only 5% of the contribution, after credit card fees if applicable, for overhead costs. The remainder of the donation will be held in balance for your team.

The funds given to each team through Project Change, including team account balances, need to be spent to directly benefit a 501(c)3 charity. Each month you will turn in an online expense form when using these funds. **Remember to get a receipt for everything!**

If your funds are not used to help a 501(c)3 charity directly, those funds are not tax-exempt, therefore Project Change Funds cannot be used. (IE team planning meetings)

Team Expenditures:

Team expenditures are not sales tax-exempt. You may turn in your team expenses including tax each month and that amount will be reimbursed to you, if you have the team funds to cover it. You may access your team balance via your team page on the Project Change Web site.

Team expenditures over the amount of available team funds are the responsibility of the team. If you are working with a 501(c)3 charity, these expenses will be tax deductible to you. Keep your original receipts for these expenses. See your accountant for more information.

To be reimbursed for qualifying expenses: First, fill out an online expense form at www.projectchange-kc.org/expenseform.htm as completely as possible for each expense. The receipts then need to be copied and kept for your own records and the original receipts need to be sent to:

Project Change
Attn. Ryan McAuley
11936 W 119th St.,
PMB 228
Overland Park, Kansas 66213-2216

Once these receipts are in hand, and verified, a check will be made out to the team leader for reimbursement. A total of 3 checks (one for each competition topic) will be issued per team.

If you have a large expense that you do not want to front for the month, please contact us and we can make arrangements for payment directly to that vendor for you.

For our 2nd Annual Challenge we struggled with many various topics; homelessness, hunger, the elderly, illnesses or hospice, children, environment, etc. When we stepped back and tried to look at our ideas at their purest state we found that it was really quite simple.

What is the definition of a Noun? A Person, Place or Thing.

Our topics are explained like this:

Challenge # 1: Person (People) - Submission due by or before February 19, 2010.

Create and perform a community service event in our local community based around the people in need. Whether you choose the homeless, hungry, elderly, children, etc., you are charged to interact and partner with an organization and the people they serve. Get to know someone. Connect to them. Experience the human element. Try working hand in hand with your selected organization to change the lives of others, yourselves and the community!

Challenge #2: Place(s) - Submission due by or before March 26th, 2010

Create and perform a community service event in our local community to either benefit a place, (i.e. the organization you are partnering with), or to create a space or place for the community. Fundraisers could fall under this month as well as time spent at an organization, cleaning up a park, community gardens, creating marketing for the organization to raise awareness, etc. So many ways to benefit the local organizations that you are partnering with!

Challenge #3: Thing(s) - Submission due by or before April 30th, 2010

Create and perform a community service event in our local community that includes either creating or collecting a product that will assist those in need, or your partnering organization. This is the month for drives! We have examples from our 1st Challenge event that can help give ideas or spark your creative genius! Just ask!!

Challenge #4: GROUP EVENT!!!

Please have a contact within your team to be a part of the planning for this event. The actual event will be a one-day project, over a weekend, and will need to involve as many of our team members and additional volunteers as possible. It will be an amazing and rewarding day where we work hand in hand with others in the community to make it a better place. This is the project to bring your families, friends, coworkers, ANYONE and EVERYONE is welcome and encouraged to join us and get the opportunity to "Be the Change You Wish to See in the World!" More details will come about this project.

You will find that for the most part, anything you can create or imagine should fall under these topics. It will be up to you to plan and carry them out. We are so excited to see what this challenge will bring to our community and all of our lives. Most important is to remember to follow your passions! What excites you or frustrates you? You have the power to make a difference, be confident and GO FOR IT! Know that your contribution to this Challenge may seem small, it doesn't have to cost money or involve many. Regardless of the size or complexity of your team's projects, you WILL be changing lives. We are proud of you already, just for being here. Thank you!

Call or email Beverly or Ryan with any questions or concerns.

Contest Categories:

- 1. Best challenge submission (5 pictures and summary)***
- 2. Most creative project***
- 3. Greatest Community Impact*****
- 4. Judges Choice Award*****
- 5. Largest Charitable Drive - Number of Items *****
- 6. Overall Champion*****

*** Monthly Award, *** Yearly Award**

Event Application Forms:

Project Change, Inc. is a 501(c) 3 non-profit organization and therefore we need to work within the rules of that status. In order to insure our teams are working in accordance with these guideline we need to get an event application form filled out by the team leader (or the leader for that event) as soon as possible. Project Change will review the application and let you know if there are any problems with it. **These applications need to be turned in no later than three weeks prior to your event.** Submit these forms as soon as possible to avoid planning for an event that has a legal conflict to our organization. Event forms can be found on our website at: <http://www.projectchange-kc.org/eventform.htm>

Event Waiver Forms:

For each event your team participates in, you will need to have an Event Waiver Form signed by each participant. This form is required to verify the amount of volunteers at your event as well as releasing Project Change from liability. This form should be copied for your own records and the original sent to Project Change via mail, fax or scanned and e-mailed the day following your event.

Project Change Attn. Ryan McAuley
11936 W 119th St., PMB 228
Overland Park, Kansas 66213-2216
ryan@projectchange-kc.org
FAX: 913-782-2855

Competition Rules:

Rules are subject to change. Open lines of communication will be the key to our success. Team leaders will act as the main point of contact to Project Change throughout the competition.

1. Teams may consist of any number of participants.
2. Team Leaders need to have approval from Project Change on all events. Event Application Form must be submitted no later than three weeks prior to event. It is recommended that all dates (even if tentative) are submitted by January 1st, 2010.
3. Participants at events must sign waiver provided by Project Change. Teams will collect and hand in waivers to Project Change immediately following each event. If participants are involved in more than one monthly event, a waiver must be signed per event.
4. Service projects must be completed within their designated time frame.
5. All community service projects must be performed within the Greater Kansas City Metropolitan Area and performed to benefit a local 501(c) 3 non-profit organization.
6. Teams will submit up to **5 digital photos** and a **1 paragraph summary** of their event by the dates given below. Photos are to be no more than **72 DPI and 400 Pixels Wide**. Please save your high resolution photos for possible future use.
7. Please direct media contact to Project Change c/o Beverly McAuley. All media attention should recognize that you are a Project Change Team and represent your activities in the spirit of our organization. Please report any contact with the media to Project Change/Beverly McAuley as soon as possible.
8. Each team needs to keep receipts and other basic accounting information as requested by Project Change.
9. Teams are responsible for their own fundraising. Project Change will provide information and help in any way possible.