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## MEMORANDUM

**TO:** Lycoming Law Association

**FROM:** John M. Humphrey, Chairman

**DATE:** December 22, 2005

**RE:** Report of the Community Activities and Outreach Committee

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In December 2004, The Lycoming Law Association formed a new standing committee, the "Community Activities and Outreach Committee," the purpose of which is to advise and assist the Lycoming Law Association Foundation and the LLA in a new era of community involvement. At the LLA annual meeting in January 2005, the Foundation had authorized creation of a "Community Activities Fund," which is to consist of assets which can be utilized currently to fund law-related programs and activities by community organizations in Lycoming County. This Community Activities Fund is separate from the Foundation's Endowment Fund, which has been and will be accumulating considerable assets to be held, without invasion of principal, for future charitable work of the Foundation.

At the LLA annual meeting in January 2005, the membership approved the transfer of \$25,000.00 of LLA funds to the Foundation, with \$10,000.00 of this amount going to the Community Activities Fund and the balance to the Endowment Fund. With these assets available for current community projects, the Community Activities and Outreach Committee is to assist in selecting appropriate projects for funding.

The Community Activities and Outreach Committee held its initial meeting in June 2005, at which time the direction and future work of the Committee was discussed. The primary areas of discussion concerned how to make known the availability of the LLA Foundation grants for appropriate community projects, and future fundraising on behalf of the Foundation. With respect to promoting the availability of Foundation grants, the Committee discussed the parameters for the types of projects we were looking for,

recipient qualifications, identifying organizations that might be interested in submitting proposals, creating a webpage for the Foundation which would give interested persons/entities information about the Foundation and its desire to fund appropriate projects, and the creation of a document containing the Foundation's mission statement and other information concerning grant guidelines for circulation to community organizations.

Prior to the second meeting of the Committee in August 2005, the LLA had received a request from North Penn Legal Services to assist in funding a Medicare Part D Provider Education Training for human service providers who serve low income people in Lycoming County and the surrounding multi-county area. The training was essential because of the new Medicare Prescription Drug Benefit, which is extremely complicated and, if not fully understood, could lead to the loss by low income individuals of prescription drug coverage. At its August 2005 meeting, the Committee voted to recommend to the LLA Foundation the awarding of a grant in the amount of \$1,000.00 to North Penn Legal Services in connection with this training program, said amount representing 50 percent of the total cost for the training. The Foundation thereafter accepted the recommendation and made the grant.

At the August meeting, the Committee also considered and approved a draft of a document to be sent to local organizations concerning the availability of grants for projects and activities consistent with the Foundation's mission statement, purposes and vision. The document made it clear that the Committee would be making recommendations with respect to grants for community activities and projects approximately twice a year, in October and April. The LLA Executive Director was directed to circulate the document to appropriate organizations, and she thereafter circulated the document to approximately 90 local agencies and schools.

The third meeting of the Community Activities and Outreach Committee was held on October 12, 2005. Prior thereto, the Committee/LLA had received six proposals from community organizations for funding of law-related programs. Said proposals were received from the Williamsport Lyons Club, the Lycoming Mediation Project, Boy Scouts of America/Susquehanna Council, Big Brothers/Big Sisters of Lycoming County, CASA of Lycoming County, and Wise Options on behalf of the Domestic Violence Task Force. All proposals were thoroughly reviewed and discussed. The Committee voted to recommend that the Foundation make a grant in the amount of \$1,500.00 to Wise Options, on behalf of the Domestic Violence Task Force, to prepare, print and distribute a county protocol for area police forces, court personnel, and other agencies setting forth consistent procedures to be followed with regard to responses to domestic violence calls. This is a project that the Domestic Violence Task Force had been discussing for several years, and it was believed that the protocol is necessary to ensure that the quickest, safest, and most effective response is used each time a domestic violence incident is reported. With the funds provided by the Foundation, Wise Options/Domestic Violence Task Force will hire an individual to write up the protocol at a cost of approximately \$1,000.00, and will expend an additional \$500.00 for printing, compilation and distribution of the manual containing the protocol.

While the other grant proposals were for worthwhile activities, the Committee voted not to fund any of those proposals for a variety of reasons, including the lack of specific information as to how the funds would be used, doubt as to whether the proposed programs and activities were sufficiently law related, and cost of the programs which were in excess of the capabilities of the Community Activities Fund. Letters were written to all organizations indicating reasons why the proposal was not granted and suggestions for future proposals.

In December, a revised document setting forth grant guidelines was sent to community organizations and it is anticipated that several proposals will be received and considered in April by the Community Activities and Outreach Committee.

At its various meetings, the Committee also discussed future fundraising programs for the Foundation. In particular, it was proposed that the LLA dues statement include a section for voluntary contributions to the Lycoming Law Association Foundation. However, it was decided that, for 2006, this would not be pursued and it will be considered in following years. The Foundation is working on a brochure which will be prepared professionally and will cover bequests to the Foundation, as well as suggesting contributions as a memorial to deceased persons and a means of recognizing significant personal events such as birthdays, anniversaries, important achievements, etc.