

KENDALL COUNTY FOREST PRESERVE DISTRICT

HISTORIC KENDALL COUNTY COURTHOUSE 110 WEST MADISON STREET YORKVILLE, IL 60560

**WAIVER OF RENTAL FEE
REQUEST FORM**

We are requesting that the rental fee for our event scheduled at the Kendall County Forest Preserve be waived or reduced.

25% 50% 75% 100%

Name/Business: ART OF LIVING FOUNDATION, a 501(c)(3) NON-PROFIT ORG.

Department: _____

Address: _____

Phone Number: 609.721.3407

E-mail: RKPENDEM@GMAIL.COM

Event Location: MEADOWHAWK LODGE + BUNK HOUSES (KENDALL CO. FOREST PRESERVE)

Event Date: SEP 1-5, 2016

Type of Event: MEDITATION & SILENT RETREAT

Event Time Frame: SEP 1-5, 2016

Total Number of Expected Guests: 40 TO 50

Total Cost of Event: \$2,190

For Office Use:

Date Received: _____ Received by: _____

Board Approval – Date Received: _____

Notification of Approval completed: _____

David Guritz

To: Ravikanth Pendem
Cc: Rebecca Antrim
Subject: RE: Bunkhouse Package - Meadowhawk Lodge Retreat Event

From: Ravikanth Pendem [<mailto:rkpendem@gmail.com>]
Sent: Wednesday, July 06, 2016 11:26 AM
To: David Guritz
Cc: Rebecca Antrim
Subject: Re: Bunkhouse Package - Meadowhawk Lodge Retreat Event

Thanks Dave. Attached is the completed fee waiver request form.

I would appreciate if you can request the below options to be considered as well along with the waiver of paying 100% fee upfront for the facility.

Option 1: Renting out the Meadowhawk lodge (without Bunk house(s));
My budget is \$150/day

Option 2: Renting out the Meadowhawk lodge + 1 Bunk house;
My budget is \$150/day for lodge + \$100/day for bunk house

Option 3: Renting out the Meadowhawk lodge + 2 Bunk houses;
My budget is \$150/day for lodge + 2 * \$100/day for bunk houses

Regards
Ravikanth Pendem

Internal Revenue Service

Date: March 4, 2005

ART OF LIVING FOUNDATION
PO BOX 368
FAIRFIELD IA 52556-0007

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:

April C. Howard 31-07692
Customer Service Representative

Toll Free Telephone Number:

8:30 a.m. to 5:30 p.m. ET
877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

77-0240101

Dear Sir or Madam:

This is in response to your request of March 4, 2005, regarding your organization's tax-exempt status.

In February 1995 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE
Customer Account Services

Retreat Dates and Price Breakdown

Client Name: Ravi

Retreat Dates

September 1 through September 5

Assumptions

3:00 check in time for Thursday, September 1
12:00 noon check out time for Monday, September 5
Price based on in-county resident rates with an extended not-for-profit discount
Price based on Meadowhawk Lodge Package with 2 Bunkhouse Rentals
Hourly lodge rental for five hours each on September 1 and September 5
No set-up or clean-up of tables and chairs by District staff

Facility Charges	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep
Meadowhawk Lodge	\$200	\$250	\$250	\$250	\$200
Bunkhouse (Kingfisher - Capacity 32)	\$120	\$120	\$120	\$120	
Bunkhouse (Moonseed - Capacity 32)	\$120	\$120	\$120	\$120	
Firewood (2 bundles per bunkhouse)	\$80				
Totals	\$520	\$490	\$490	\$490	\$200

TOTAL RENTAL FEES AND CHARGES	\$2,190
Refundable damage deposit (bunkhouses)	\$200 <i>Returned following event</i>
Non-refundable Lodge deposit (50%)	\$575 <i>Applied towards facility charges</i>
TOTAL DEPOSIT REQUIRED	\$775
BALANCE OWED 30-DAYS PRIOR	\$1,615

Kendall County Forest Preserve District Rates

Bunkhouse per night	\$150 resident	\$210 non-resident
Not for Profit Discount (20%)	\$120 resident	\$168 non-resident
Meadowhawk Lodge Hourly (weekday)	\$50 per hour resident	\$75 per hour non-resident
Meadowhawk Lodge Hourly (weekend)	\$75 per hour resident	\$100 per hour non-resident
Not for Profit Discount Weekday (20%)	\$40 per hour resident	\$60 per hour non-resident
Not for Profit Discount Weekend (20%)	\$60 per hour resident	\$80 per hour non-resident
Meadowhawk Lodge set up only	\$50 per setup	Tables and chairs
Meadowhawk Lodge set up and clean up	\$75 per event	Tables and chairs
Firewood bundles (30 pieces)	\$20 per bundle	
Sound system	\$25 per rental event	
Coffee service	\$60 for 60 cups	
Group campsite (Capacity 30)	\$50 per night resident	\$75 per night non-resident

Kendall County Forest Preserve District
 Programming and Events Committee
 Proposed Environmental Education Camps Program Budget, Fees and Charges
 July 6, 2016 Update
Spring Break and Summer Camps 2016

Program	# Offered	Min Enrollment	Total Possible Enrollment per Camp	2016 Fees (Proposed)	Min Revenue	Total Possible Revenue	Staff Pay (includes setup and cleanup)	Revenues (Minimum Enrollment)	Revenues (Maximum Enrollment)	Current Enrollment	Current Revenue
Waking up Winter	1	8	16	\$60.00	\$480.00	\$960.00	\$240.00	\$240.00	\$720.00	0	\$0.00
Waking up Winter	1	8	16	\$60.00	\$480.00	\$960.00	\$240.00	\$240.00	\$720.00	0	\$0.00
Wonders of Water	1	8	16	\$30.00	\$240.00	\$480.00	\$67.50	\$172.50	\$412.50	16	\$480.00
Habitat Exploration	1	8	16	\$30.00	\$240.00	\$480.00	\$67.50	\$172.50	\$412.50	8	\$240.00
Wet, Wetter, Wettest	3	8	16	\$120.00	\$2,880.00	\$5,760.00	\$1,200.00	\$1,680.00	\$4,560.00	12	\$1,440.00
Animal Senses	3	8	16	\$120.00	\$2,880.00	\$5,760.00	\$1,200.00	\$1,680.00	\$4,560.00	10	\$1,200.00
Wild Kratz & Magic School Bus	4	8	16	\$120.00	\$3,840.00	\$7,680.00	\$1,600.00	\$2,240.00	\$6,080.00	19	\$2,280.00
Sunset Adventure	1	8	16	\$110.00	\$880.00	\$1,760.00	\$320.00	\$560.00	\$1,440.00	3	\$330.00
Magic School Bus	1	8	16	\$175.00	\$1,400.00	\$2,800.00	\$725.00	\$675.00	\$2,075.00	8	\$1,400.00
Mad Science & Hydrorock	4	8	16	\$120.00	\$3,840.00	\$7,680.00	\$1,600.00	\$2,240.00	\$6,080.00	16	\$1,920.00
Walk in the Wild	1	8	16	\$175.00	\$1,400.00	\$2,800.00	\$725.00	\$675.00	\$2,075.00	6	\$1,050.00
Canoe Camp	2	8	16	\$195.00	\$3,120.00	\$6,240.00	\$1,980.00	\$1,140.00	\$4,260.00	9	\$1,755.00
Adventure Road	2	8	10	\$175.00	\$2,800.00	\$3,500.00	\$1,280.00	\$1,520.00	\$2,220.00	10	\$1,750.00
Counselor in Training		2	4	\$200.00	\$400.00	\$800.00		\$400.00	\$800.00	0	\$0.00
			Subtotal		\$24,880.00	\$47,660.00	\$11,245.00	\$13,635.00	\$36,415.00		\$13,845.00
							Coordinator Salaries	\$17,000.00	\$17,000.00		
							Supply Costs	\$4,200.00	\$4,200.00		
							Benefit Costs	\$4,111.00	\$4,111.00		
							Total Net Gain	-\$11,676.00	\$11,104.00		
Environmental Education - "Other Programs Cost Center" - Nature Quest Camp (Kendall-											
Nature Quest	2	10	16	\$130.00	\$2,600.00	\$4,160.00	\$495.00	\$2,600.00	\$4,160.00	32	\$4,160.00
							KCFPD Staff Salaries	\$495.00	\$495.00		\$495.00
							Supply Costs	\$600.00	\$600.00		\$600.00
							Benefit Costs	\$53.46	\$53.46		\$53.46
							Subtotal	\$1,451.54	\$3,011.54		\$3,011.54
							ROE Distribution (50% of the Gross Revenues-Supply Costs)	\$1,000.00	\$1,780.00		\$1,780.00
							Total Net Gain	\$451.54	\$1,231.54		\$1,231.54
											\$18,005.00

To: Kendall County Forest Preserve Programming and Events Committee
From: Emily Dombrowski, Environmental Education Coordinator
RE: Summer Camp Comments
Date: July 6, 2016

We have been handing out notes about camp each day after camp and many parents have complimented us on this. This is an email that we received after the first week of Animal Senses. This camp is for PreK-K campers.

“Good Morning Emily -

First, I wanted to thank you and the team for last week's camp. My boys had a great time and seemed to even retain some of what they learned. I loved the hand outs with the talking points so I knew what was covered and what leading questions to ask. Additionally, the counselors were patient and engaging with the boys.

Next I would like to get us registered for two more events.

1. July 29 - Babes in the Woods - Camouflage 101
2. August 11 - Babes in the Woods - Fun at the Pond”

Today we learned about sight and colors in nature!

We got to see and touch live walking sticks!

We made:

A summer color wheel! You can bring this color wheel with you when you go on hikes and try to match the colors with flowers, trees, and other neat things you find on your hike!

Dinner Discussion Starters:

What kind of insects camouflage well?

(Insects that are the same color of the plant or tree that they live on)

Do all insects camouflage?

(No, insects such as the Monarch Butterfly are brightly colored to warn away birds and other predators that they are poisonous)

What was one cool thing you saw while hiking today?



To: Kendall County Programming and Events Committee

From: Megan Gessler, Natural Beginnings Program Manager

RE: Natural Beginnings Updates

Date: July 6, 2016

Natural Beginnings fall enrollment is at program capacity with 12 students enrolled in all morning and afternoon sessions. An additional \$750 was received in registration payments for parents who withdrew their students from the program.

Enrollment figures could change by the end of August or over the school year, but there are now policies in place that will reduce the financial impact, and possibilities for mid-year enrollments if any additional openings occur between now and the end of the school year.

To: Kendall County Programming and Events Committee

From: David Guritz, Executive Director

Cc: Kris Mondrella, Program Director, Sunrise Center North

RE: Sunrise Center North Joint Fundraising Opportunity

Date: July 5, 2016

Sunrise Center North is proposing hosting a 5K run and family event at Ellis House and Equestrian Center on Saturday, October 29, 2016.

Ellis House is not hosting a scheduled wedding event on this date.

Sunrise Center North has proposed a \$30 registration cost for the 5K run.

The run would be scheduled to take place in late morning or early afternoon, and combined with a \$10 per car family event to follow with an event start time commencing following the fun run.

Sunrise Center North anticipates that it will not incur any supply or service costs for the event, with any needed services (timing equipment) received as an in-kind donation.

Sunrise Center North has pre-purchased awards already secured from the prior year.

Preliminary budget figures include the following:

Sponsorship Goal	\$2,000.00	8 sponsors @ \$250 each
5K Run Registrations	\$1,500.00	50 registrations @ \$30 per entry
Family Event Registrations	\$2,000.00	200 cars @ \$10 per car
Total proceeds	\$5,500.00	Each agency would split 50% of the event proceeds

Recommendation:

Consider a motion to forward the proposed fees for a 5K Run and Family Fall Festival joint fundraising opportunity with Sunrise Center North for October 29, 2016.

To: Kendall County Programming and Events Committee

From: Emily Dombrowski, Environmental Education Coordinator
April Morris, Environmental Education Coordinator

RE: NEW School Program Fee

Date: June 28, 2016

A new school program will be introduced this fall for middle school and high school students. Students and teachers will have the opportunity to learn about invasive and non-native plants, restoration strategies, and the local flora and fauna of Illinois. Specific restoration activities will improve the habitats and biodiversity of Maramech Forest Preserve. An authentic STEM (Science, Technology, Engineering and Math) learning program and experience will improve both the scientific and environmental literacy within the school communities served. We will also offer the opportunity for a teacher training so that they are more comfortable teaching about these topics.

Proposed fee: \$10 per student

This fee will include a visit to the school to do a 1 hour overview of Maramech Forest Preserve and the current restoration work that is being done. It will also include a 3 hour visit to Maramech Forest Preserve to engage in restoration efforts and hands-on activities.

A \$5,000 grant to offset staff and supply costs for the program has been submitted by the Forest Foundation to support this program. If awarded, the grant may provide opportunities to extend incentives for classroom teacher enrollments.

Recommendation:

Consider a motion to forward the proposed \$10 per student fee to Commission for approval.

Programming and Events Committee
Hay Surplus and Sale Updates
6-Jul-16

First Cutting Surplus Estimates

Total small bale equivalency for the first cutting of grass and grass-alfalfa mix hay is 2,394 bales.

Of this amount, the District retains 50% harvest share, or 1,197 bales.

Kyle Connell has offered assistance to sell the District's share of the first cutting at \$4.50 per small bale.

116 small bales have been sold thus far.
116 + are available for sale from the lower level barn storage.
692 small bales will be sold from storage at K. Connell Farms.

Total Small Bales Equivalency Available from First Cutting	Price Per Bale
924	\$4.50

Anticipated proceeds \$4,158.00

The balance of the first cutting is retained in loft storage at the Main Barn. Remaining storage capacity in the Main Barn, and Storage Barn Loft and Lower Level will be fully stocked following the second cutting, with surplus inventory held at K. Connell Farms for restocking over winter 2016-2017.

Third cutting will be considered surplus, with K. Connell Farms able to purchase District surplus bales at \$3.50 per bale per Commission approval.