



District Grant Application

Rotary Club of: Villa Park	Date: May 19, 2025
Project Name/Title: Operation Be Kind Back to School Backpack Event 2025	
Project Leader Name: Jeanine Rountree	Phone #: 714-914-5351
Project Leader Email: Jeanine@operationbekind.org	

1. Please provide a brief description of the project, and indicate the project beneficiaries (who is being served?):

250 students from local title 1 schools (usually within Tustin, Orange, Garden Grove, Santa Ana and Orange Unifields) are chosen by the guidance counselors and administration to receive basic school supplies and backpacks to ensure a successful start to the school year . Goal is to distribute a total of 250 backpacks full of supplies across all donation sources.

2. Indicate the project start and end dates: *(The project may not begin prior to the district receiving approval from TRF. Reimbursements for earlier expenses are not eligible. Projects must have an end date no later than the end of the Rotary year.)*

Project start date:	After approval by TRF
Project end date:	August 31, 2025

3. Project location (select one): **Community** **Mexico**
(If the project is in Mexico, will there be a Rotary club from Mexico involved in the project? If so, indicate the name of the Rotary club and explain the members' involvement.)

Event location still to be determined as Operation Be Kind is awaiting word from one of the local school sites.

4. List the project funding amounts *(Club contribution must be equal to or greater than the amount requested from the district):*

Club contribution:	\$ 750
District DDF (amount requested from district):	\$ 750
Other participating clubs - list club name(s) and contribution amount(s) below:	
	\$
	\$
Grant Project - Total	\$ 1500



District Grant Application

5. **Indicate whether there is other involvement and financial support** (If non-Rotary organizations will be involved in your club project, please describe the involvement and any financial support you are receiving for the project – for example, in-kind contributions, discounts, cash donations):

There is also in-kind contributions from other private donors of past Operation Be Kind projects, business sponsorships of supplies or onsite stations at the event.

6. **Describe the participation of club members** (Your club members must be actively involved in this project. Please indicate how many members of your club will participate in this project and describe their activities):

Rotary members will directly collect supplies to pack into backpacks for distribution to Operation Be Kind or distributed directly to the students at the August 10th event. Event and table signage encouraged.

7. **Describe how funds will be safeguarded and tracked** (If funds are to be distributed to a partner in Mexico who will be responsible for the funds? How will transfers of funds to Mexico be handled?):

Rotary club will directly purchase the items for accountability and transparency.

8. **Describe how your club will use the project funds (list the types of expenses / items to be purchased):**

Backpacks
Pens, highlighters
Pencils, pencil sharpeners
Index cards
Glue sticks or bottles
Pencil bags or boxes
Notebooks
Washable markers
Crayons (48 count)
Colored pencils



OPERATION BE KIND

BACK TO SCHOOL COMMUNITY EVENT

As we prepare for our annual Back-to-School Event, our mission is to equip 250 students from local title one schools with essential supplies to ensure they start the school year ready and confident. These schools serve communities where a significant percentage of students come from low income families, and lack the basic tools needed for academic success.

We are seeking sponsors

for various supply stations, each representing a critical need:

- Backpacks: 250 needed
- Lunch Bags/Pails: 250 needed
- Re-usable Water bottles: 250 Needed
- Notebooks: 250 Needed
- Crayons(48 count): 250 needed
- Color Pencils: 250 needed
- Washable Markers: 250 needed
- index cards: 250 needed
- Washable Markers: 250 needed
- Pencils: 1250 needed, 250 pencil sharpener
- Pens: 2000 needed, 500 highlighters
- Folders: 750 needed
- Pencil Boxes/Bags: 250 needed
- Glue Sticks: 250 needed
- Glue bottles: 250 needed

We are also seeking sponsorship for:

Lunch, Drink Station and Snack Station

Each station sponsorship can be fulfilled through in-kind donations or financial contributions. All donations are tax deductible, and sponsors will be acknowledge at event and in our promotional materials.

To become a sponsor or learn more, please contact
Jeanine@operationbekind.org

Donation deadline: July 15, 2025

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 19 2017

OPERATION BE KIND
231 N SYCAMORE ST
SANTA ANA, CA 92701-0000

Employer Identification Number:
82-1829114
DLN:
26053565001597
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 19, 2017
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 917

Dear Mr. [Name],

I am pleased to hear from you regarding the [Topic].

The information you provided is being reviewed by the appropriate departments.

We will contact you again once a final decision has been reached.

Thank you for your patience and understanding.

Sincerely,

[Signature]

Director, Exempt Organizations

Stephen A. Martin

Sincerely,

OPERATION BE KIND