

Packet Two

**February 25,
2025 Board
Meeting**

Crossroads Youth & Family Services, Inc.
Balance Sheet
As of 12/31/2024

	Current Year	Prior Year
Assets		
Cash & Cash Equivalents		
Petty Cash	\$ 504.00	\$ 504.00
Cash in Arvest Bank	122,042.63	365,511.77
Cash in Armstrong Bank	3,311,499.72	2,588,097.40
BancFirst - Childcare Subsidy	12,635.37	88,562.41
Total Cash & Cash Equivalents	3,446,681.72	3,042,675.58
Other Current Assets		
Accounts Receivable	614,127.21	1,270,997.71
Employee Receivable	(8.64)	249.26
Prepaid Insurance	67,560.93	42,884.50
Prepaid Workers Comp	20,703.00	13,859.83
Prepaid Expense Other	0.00	0.00
Deposits	1,250.00	150,946.50
Total Other Current Assets	703,632.50	1,478,937.80
Long-term Assets		
Property & Equipment	8,198,839.44	8,112,892.50
Total Assets	<u>\$ 12,349,153.66</u>	<u>\$ 12,634,505.88</u>
Liabilities		
Accounts Payable	\$ 163,698.65	\$ 196,887.71
Deferred Revenue	0.00	886,532.38
Accrued Workers Comp	30,922.04	25,467.39
Accrued Wages	225,177.04	143,304.62
Accrued Vacation	136,581.79	116,287.83
Payroll Taxes Payable	69,018.00	42,868.39
Employee Insurance Withholding	34,717.30	41,825.84
Employee Retirement Withholding	14,559.42	10,738.41
Flexible Spending Account	8,675.38	8,675.38
Employee Garnishment	4,909.25	3,714.86
PPP Loan	0.00	0.00
Total Current Liabilities	688,258.87	1,476,302.81
Long-term Liabilities		
Operating Lease Liability-Right of Use	1,595,129.00	1,918,541.00
Total Liabilities	2,283,387.87	3,394,843.81
Net Assets		
Beginning Net Assets	9,960,823.03	9,099,350.29
Temporarily Restricted Net Assets	37,554.39	89,508.72
Current YTD Net Income	67,388.37	50,803.06
Total Net Assets	10,065,765.79	9,239,662.07
Total Liabilities and Net Assets	<u>\$ 12,349,153.66</u>	<u>\$ 12,634,505.88</u>
	0.00	

*Temp Restricted Assets is comprised of Shelter Clothing (\$2,676.70)

Sarkeys (\$7,500.00) Coach V12 Foundation (\$5,959.52)

Caleb's Cause (\$23.98) McMahon Foundation (\$12,500.02)

Carmax-Shelter (\$372.10) UW-Shelter (\$930.46)

Cavender-Shelter (\$319.46) Anderson Foundation (\$5,000.02)

Dream Catchers (\$2,032.28) Greater Huntsville (\$239.85)

Crossroads Youth & Family Services, Inc.
Income Statement - Youth Services
Fiscal Year thru Period Ending December 31, 2024

50.00%

Description	Month to Date	Year to Date	Annual Budget	Percent	
CBYS - Outreach & FTOP	\$ 28,513.00	\$ 164,672.49	\$ 367,020.00	44.87%	54.09%
CBYS - Shelter	39,468.70	293,479.46	480,000.00	61.14%	54.09%
OJA-Retention	7,085.90	39,485.46	60,000.00	65.81%	
OJA - CARS	6,633.75	39,410.58	96,999.00	40.63%	
OJA - Innovative Service	0.00	0.00	0.00	0.00%	
OJA-Transitional Living	0.00	0.00	0.00	0.00%	
OAYS-T-Set	3,541.67	21,250.02	42,500.00	50.00%	
Title XIX-Soonercare	9,334.15	42,979.13	100,000.00	42.98%	
City of Norman ARPA	0.00	70,000.00	70,000.00	0.00%	
Client Fees	0.00	0.00	0.00	0.00%	
DHS - Food Reimbursement	1,247.17	8,049.76	16,000.00	50.31%	
Contributions	3,130.12	12,980.47	25,750.00	50.41%	
E-Rate Reimbursement	84.98	509.88	1,750.00	29.14%	
Other Income	0.00	0.00	0.00	0.00%	
Insure Oklahoma-Health Care	627.55	3,726.43	3,000.00	124.21%	
Interest Income	11,437.32	71,012.26	114,250.00	62.16%	
Total Revenue	111,104.31	767,555.94	1,377,269.00	55.73%	
Salaries & Wages	56,841.26	330,973.05	693,800.00	47.70%	
Payroll Taxes	4,501.43	26,252.47	54,870.00	47.84%	
Employee Benefits	11,123.65	60,471.60	111,440.00	54.26%	
Workers Comp	2,169.18	12,807.37	28,380.00	45.13%	
Contract Labor	12,181.37	66,773.33	144,000.00	46.37%	
Training & Travel	304.36	6,152.64	6,150.00	100.04%	
Equipment	0.00	69,573.00	70,000.00	0.00%	
Rent	754.95	4,530.57	9,170.00	49.41%	
Utilities	1,153.81	10,129.41	22,250.00	45.53%	
Communication	1,627.27	9,693.76	21,745.00	44.58%	
Repairs & Maintenance	1,119.02	15,658.78	32,750.00	47.81%	
Supplies & Postage	9,457.41	42,540.84	68,000.00	62.56%	
Printing/Pub/Ads	905.70	4,119.09	9,660.00	42.64%	
Child Services	0.00	0.00	0.00	0.00%	
Program Recreation	517.02	4,599.42	2,500.00	183.98%	
Professional Fees	1,519.92	13,796.06	20,200.00	68.30%	
Dues and Memberships	0.00	8,104.30	10,100.00	80.24%	
Preplacement Screening	0.00	517.00	2,050.00	25.22%	
Insurance Exp	1,454.24	10,063.38	17,330.00	58.07%	
Miscellaneous Expense	387.28	2,861.37	4,500.00	63.59%	
Meals and Events	1,534.61	8,550.13	18,450.00	46.34%	
Total Expenditure	107,552.48	708,167.57	1,347,345.00	52.56%	
Net revenue over (under)	<u>\$ 3,551.83</u>	<u>\$ 59,388.37</u>	<u>\$ 29,924.00</u>	<u>3.17%</u>	
Gain on Sale of Equipment	<u>0.00</u>	<u>8,000.00</u>			
Net revenue over (under)	<u>\$ 3,551.83</u>	<u>\$ 67,388.37</u>			

Crossroads Youth & Family Services, Inc.
Income Statement - Head Start
Fiscal Year thru Period Ending December 31, 2024

50.00%

Description	Month to Date	Year to Date	Annual Budget	Percent
Head Start Revenue	\$ 738,764.45	\$ 4,390,632.19	\$ 8,005,335.00	54.85%
Early Head Start Revenue	634,745.23	3,607,526.23	7,471,441.00	48.28%
HS/EHS Revenue - COVID-19	0.00	0.00	0.00	0.00%
DHS COVID Supplemental	0.00	0.00	0.00	0.00%
DHS-ARP Revenue	0.00	0.00	0.00	0.00%
State Appropriated Funds	15,184.50	91,107.03	182,214.00	50.00%
Oklahoma Early Childhood Program	8,429.20	50,575.20	100,000.00	50.58%
Donations - Centerpoint/Sarkeys/McMahc	12,643.80	75,862.80	150,000.00	50.58%
CACFP - USDA	72,475.41	414,615.00	1,054,842.00	39.31%
Child Care Subsidy	74,226.31	426,096.41	1,527,660.00	27.89%
E-Rate Reimbursement	2,493.75	9,334.28	50,000.00	18.67%
Insure Oklahoma-Health Care	2,402.52	12,957.74	0.00	0.00%
Other Income	0.00	0.00	0.00	0.00%
Total Revenue	1,561,365.17	9,078,706.88	18,541,492.00	48.96%
Salaries & Wages	878,524.02	4,793,982.97	10,704,980.00	44.78%
Payroll Taxes	69,521.59	379,348.57	861,636.00	44.03%
Employee Benefits	255,683.33	1,404,025.27	3,205,684.00	43.80%
Workers Comp	13,701.21	79,227.36	109,140.00	72.59%
Contract Labor	0.00	0.00	0.00	0.00%
Equipment	0.00	0.00	458,145.00	0.00%
Training & Travel	49,703.21	269,731.33	267,255.00	100.93%
Child Services	6,393.33	86,949.89	116,116.00	74.88%
Rent	27,835.17	169,781.93	375,909.00	45.17%
Utilities	20,020.73	139,052.29	309,366.00	44.95%
Communication	16,773.29	102,662.52	139,140.00	73.78%
Repairs & Maintenance	59,673.14	493,840.06	414,264.00	119.21%
Supplies & Postage	51,638.61	375,960.05	308,557.00	121.84%
Printing/Pub/Ads	7,279.46	61,053.55	99,196.00	61.55%
Professional Fees	7,820.82	90,933.59	60,720.00	149.76%
Dues and Memberships	0.00	8,168.28	0.00	0.00%
Preplacement Screening	748.00	10,980.00	35,166.00	31.22%
Insurance Exp	24,143.24	145,856.90	100,516.00	145.11%
Meals and Events	723.90	12,706.85	15,860.00	80.12%
Miscellaneous	0.00	0.00	0.00	0.00%
USDA Reimburse Food	71,182.12	454,445.47	959,842.00	47.35%
Total Expenditure	1,561,365.17	9,078,706.88	18,541,492.00	48.96%
Net revenue over (under)	\$ -	\$ -	\$ -	0.00%

HEADSTART		11	All Counties											
Dec-24														
Description	Total	Less Admin Portion	Month 11 December	Actual Exp December	Actual YTD	(Over) Under Program	Admin Budget	Month 11 December	Actual Exp December	Actual YTD	(Over)/Under Program	Total (Over) Under		
Salary	5,327,150	4,725,436	4,331,649	398,383	3,718,724	612,926	601,714	551,571	56,077	603,591	(52,020)	580,906		
Payroll taxes	502,558	427,174	391,576	31,349	297,209	94,368	75,384	69,102	4,369	47,214	21,888	116,256		
Benefits	1,774,269	1,508,129	1,382,451	123,062	1,198,084	184,368	266,140	243,962	16,475	134,676	109,286	293,653		
Travel/Training	30,345	25,793	23,644	19	23,521	123	4,552	4,172	642	13,503	(9,331)	(9,208)		
Equipment	0	0	0	0	0	0	0	0	0	0	0	0		
Supplies	181,044	153,887	141,063	8,554	288,761	(157,698)	27,157	24,894	4,693	70,491	(45,598)	(203,296)		
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0		
Rent	182,919	155,481	142,524	9,978	119,481	23,044	27,438	25,151	3,621	39,835	(14,684)	8,360		
Utilities/Telephone	243,957	207,363	190,083	19,500	232,265	(42,182)	36,594	33,544	2,019	22,205	11,339	(30,842)		
Bldg/Child Liab Ins	48,367	41,112	37,686	13,716	135,552	(97,866)	7,255	6,650	1,319	15,331	(8,681)	(106,547)		
Bldg Maint/Rep	170,571	144,985	132,903	11,507	457,516	(324,613)	25,586	23,454	558	11,165	12,289	(312,324)		
Local Travel	26,255	22,317	20,457	3,909	55,680	(35,223)	3,938	3,610	181	4,314	(704)	(35,927)		
Child Service Consultants	72,194	72,194	66,178	7,763	126,246	(50,068)	0	0	0	0	0	(60,068)		
Accounting & Legal	40,736	0	0	400	(14,469)	14,469	40,736	37,341	5,007	76,002	(38,661)	(24,192)		
Publications/Adv/Print	50,805	43,184	39,586	4,326	63,775	(24,189)	7,621	6,986	407	5,549	1,436	(22,753)		
Training	56,156	47,733	43,755	604	49,366	(5,611)	8,423	7,721	257	10,902	(3,180)	(8,791)		
Preplacement Screening	13,879	11,797	10,814	571	9,907	907	2,082	1,908	0	178	1,730	2,638		
Meals & Events	7,140	7,140	6,545	406	4,378	2,167	0	0	9	6,033	(6,033)	(3,866)		
Food	619,867	619,867	588,211	41,960	497,223	70,989	0	0	0	0	0	70,989		
Food Related	50,201	50,201	46,018	2,891	37,802	8,215	0	0	0	0	0	8,215		
CACFP Reimbursement	(670,068)	(670,069)	(614,229)	(45,179)	(461,099)	(153,130)	0	0	0	0	0	(153,130)		
	8,728,345	7,593,726	6,960,916	633,720	6,849,921	110,995	1,134,619	1,040,067	95,636	1,060,990	(20,922)	90,072		

EARLY HEADSTART		All Counties																	
Dec-24																			
Description	Total	Less Admin Portion	Month 11 December	Actual Exp December	Actual YTD	(Over) Under Program	Admin Budget	Month 11 December	Actual Exp December	Actual YTD	(Over)/Under Program	Total (Over) Under							
Salary	5,051,536	4,476,165	4,103,151	353,682	3,323,254	779,897	575,371	527,423	45,357	489,036	58,387	838,284							
Payroll taxes	466,820	396,797	363,731	27,581	265,179	98,551	70,023	64,188	3,432	35,686	28,502	127,053							
Benefits	1,625,787	1,381,919	1,266,759	108,790	1,027,523	239,236	243,868	223,546	12,716	100,924	122,622	361,858							
Travel/Training	25,120	21,352	19,573	29	15,172	4,401	3,768	3,454	335	7,451	(3,997)	405							
Equipment	0	0	0	0	0	0	0	0	0	0	0	0							
Supplies	135,513	115,186	105,587	7,747	238,862	(133,275)	20,327	18,633	4,285	62,054	(43,421)	(176,696)							
Contract Labor	0	0	0	0	0	0	0	0	0	0	0	0							
Rent	192,990	164,042	150,371	11,107	139,136	11,236	28,949	26,536	3,129	34,417	(7,881)	3,355							
Utilities/Telephone	160,655	136,557	125,177	13,775	171,649	(46,472)	24,098	22,090	1,500	17,064	5,026	(41,446)							
Bldg/Child Liab Ins	52,149	44,327	40,633	8,025	79,311	(38,678)	7,822	7,170	1,063	11,024	(3,853)	(42,531)							
Bldg Maint/Rep	179,343	152,442	139,738	28,921	330,818	(191,080)	26,901	24,660	487	9,225	15,435	(175,645)							
Local Travel	32,874	27,943	25,614	2,689	29,663	(4,049)	4,931	4,520	154	3,369	1,151	(2,897)							
Child Service Consultants	43,922	43,922	40,262	-1,370	9,188	31,074	0	0	0	0	0	31,074							
Accounting & Legal	19,984	0	0	0	(16,257)	16,257	19,984	18,319	2,414	53,014	(34,696)	(18,439)							
Publications/Adv/Print	48,391	41,132	37,705	2,222	31,357	6,348	7,259	6,654	325	4,526	2,128	8,476							
Training	96,505	82,029	75,193	608	25,688	49,505	14,476	13,269	274	6,478	6,792	56,297							
Preplacement Screening	10,427	8,863	8,124	177	9,960	(1,836)	1,564	1,434	0	123	1,310	(526)							
Meals & Events	3,720	3,720	3,410	304	2,525	885	0	0	5	5,521	(5,521)	(4,636)							
Food	359,415	359,415	329,464	24,838	324,633	4,830	0	0	0	0	0	4,830							
Food Related	25,359	25,359	23,246	1,493	21,488	1,758	0	0	0	0	0	1,758							
CACFP Reimbursement	(384,774)	(384,774)	(352,710)	(27,297)	(338,857)	(13,853)	0	0	0	0	0	(13,853)							
	8,145,736	7,096,395	6,505,029	563,223	5,690,293	814,735	1,049,341	961,896	75,494	819,910	141,966	956,721							
	16,874,081	14,690,121	13,465,944	1,196,942	12,540,214	925,730	2,183,960	2,001,963	171,130	1,880,900	121,063	1,046,793							

[illegible]

[illegible]

Credit Card Purchases December 2024--Amounts over \$250				
Purchaser				
Donna Benson	12/11/2024	Samsclub.com	1003.17	Cleveland Co Diapers, Wipes and Gloves
Donna Benson	12/13/2024	Samsclub.com	304.20	Gloves for Pott Co
Tydree Lewis	12/5/2024	Walmart.com	349.44	Shelter Food and Supplies
Candus Ingram	12/6/2024	Southwest	815.92	Flights for NHSA Conf Washington DC
Robert Pitchford	12/10/2024	www.ui.com	339.79	Union St Additional Wifi Hardware
Mike Templeton	12/3/2024	Fuson Tag Agency	1875.98	Tag for Pott Co Kia Van
Mike Templeton	12/9/2025	Fuson Tag Agency	1162.44	Tag for 2025 Trax
Mike Templeton	12/18/2024	Techsoup	300.00	Microsoft 365 Subscription
Mike Templeton	12/23/2024	Metal Supermarkets	291.87	Pipe for Bethel Shade Structure
Denise McClure	12/10/2024	Accounting Professional	539.09	CPE Training for John Griffith
Denise McClure	12/17/2024	QDOBA	988.71	Shelter Christmas Luncheon Food



Account Number: XXXX XXXX XXXX 9064

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CROSSROADS YOUTH & FAMILY

Statement Closing Date: 12/27/24

Corporate Account Summary

Previous Balance		\$17,853.24
Purchases and other Charges	+	\$13,929.70
Cash Advances	+	\$0.00
Credits	-	\$0.00
Payments	-	\$17,853.24
Late Payment Charge	+	\$0.00
Finance Charges	+	\$0.00
New Balance		\$13,929.70
Disputed Amount		\$0.00

Call Customer Service 1-800-356-8085

Manage your account online at:

Lost or Stolen Credit Card 1-800-356-8085

www.arvest.com

Corporate Account Summary

Past Due Amount	\$0.00
Credit Limit	\$50,000.00
Available Credit Limit	\$36,070.30
Cash Advance Credit Limit	\$0.00
Days in Billing Cycle	30
Statement Closing Date	12/27/24
Minimum Payment Due	\$418.00
Payment Due Date	01/21/25

Please send billing inquiries and correspondence to:

ARVEST BANK

P.O. BOX 6139

NORMAN, OK 73070-6139

Corporate Account Activity

Trans Date	Post Date	Reference Number	Description	Amount
12/19	12/19	74494574354435400002368	PAYMENT RECEIVED - THANK YOU	-\$17,853.24

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual rate on your account.

Type of Balance	Annual Percentage Rate (APR)	Balance Subject to Interest Rate	Interest Charge
PURCHASES	14.99% (v)	\$0.00	\$0.00
CASH ADVANCES	14.99% (v)	\$0.00	\$0.00
(v) = Variable Rate			

REWARDS SUMMARY

Previous Balance	Earned	Other Adjustments	Redeemed	Current Balance
363,828	13,675	0	0	377,503

DETACH HERE: To ensure proper credit, please include lower portion with your payment.

ARVEST BANK
P.O. BOX 6139
NORMAN, OK 73070-6139

Account Number XXXX XXXX XXXX 9064
New Balance \$13,929.70
Minimum Payment Due \$418.00
Payment Due Date 01/21/25

Amount enclosed \$

☐ New address, phone number or email? PRINT on back.

To ensure proper credit, please return this portion with
your payment. Make checks payable to CARD SERVICES.

CROSSROADS YOUTH & FAMILY
ACCOUNTS PAYABLE
1333 W MAIN ST
NORMAN OK 73069-6864

Arvest Bank
PO BOX 2149
Lowell AR 72745

Account Number: XXXX XXXX XXXX 9064
CROSSROADS YOUTH & FAMILY
Statement Closing Date: 12/27/24

IMPORTANT INFORMATION

Balance Subject to Interest Rate. We use a method called "average daily balance (including new purchases)." Accordingly, we figure the interest charge on your account by applying the periodic rate to the "average daily balance" of your account. To get the "average daily balance," we take the beginning balance of your account each day (any credit balance is treated as a "0" balance), add any new purchases, cash advances and fees, and subtract any unpaid interest, other finance charges, annual fees, returned check fees and any payments or credits. This gives us the daily balance. Then, we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

What To Do If You Think You Find A Mistake On Your Statement
If you think there is an error on your statement, write to us at:

Arvest Bank
PO Box 6139
Norman, OK 73070

You may also contact us on the Web:
www.arvest.com

In your letter, give us the following information:

- **Account information:** Your name and account number.
- **Dollar amount:** The dollar amount of the suspected error.
- **Description of Problem:** If you think there is an error on your bill describe what you believe is wrong and why you believe it is a mistake.

You must contact us within 60 days after the error appeared on your statement.

You must notify us of any potential errors in writing or by going to www.arvest.com and completing a Dispute Form. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

What Will Happen After We Receive Your Letter

When we receive your letter, we must do two things:

1. Within 30 days of receiving your letter, we must tell you that we received your letter. We will also tell you if we have already corrected the error.
2. Within 90 days of receiving your letter, we must either correct the error or explain to you why we believe the bill is correct.

Your Rights If You Are Dissatisfied With Your Credit Card Purchase
If you are dissatisfied with the good or services that you have purchased with your credit card, and you have tried in good faith to correct the problem with the merchant, you may have the right not to pay the remaining amount due on the purchase.

To use this right, all of the following must be true:

1. The purchase must have been made in your home state or within 100 miles of your current mailing address, and the purchase price must have been more than \$50. (Note: Neither of these are necessary if your purchase was based on an advertisement we mailed to you, or if we own the company that sold you the goods or services.)
2. You must have used your credit card for the purchase. Purchases made with cash advances from an ATM or with a check that accesses your credit card account do not qualify.
3. You must not yet have fully paid for the purchase.

If all of the criteria above are met and you are still dissatisfied with the purchase, contact us in writing or electronically at:

Arvest Bank
PO Box 6139
Norman, OK 73070
www.arvest.com

While we investigate, the same rules apply to the disputed amount as discussed previously. After we finish our investigation, we will tell you our decision. At that point, if we think you owe an amount and you do not pay we may report you as delinquent.

IF YOUR CARD IS LOST OR STOLEN, PLEASE NOTIFY US AS
SOON AS POSSIBLE AT 1-800-356-8085

www.arvest.com

S0208-7208-0320

PLEASE PRINT YOUR NEW ADDRESS, TELEPHONE NUMBER AND/OR EMAIL BELOW:

NAME

ADDRESS

CITY, STATE, ZIP

HOME PHONE NUMBER

BUSINESS PHONE NUMBER

EMAIL



Account Number: XXXX XXXX XXXX 9064

CROSSROADS YOUTH & FAMILY

Statement Closing Date: 12/27/24

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Cardholder Account Summary

Name and Account Number	Credit Limit	Credits	Purchases	Cash Advances	Total Activity
DONNA BENSON XXXX XXXX XXXX 6006	\$4,000	\$0.00	\$1,443.25	\$0.00	\$1,443.25
TERRIE VICKNAIR XXXX XXXX XXXX 8572	\$4,500	\$0.00	\$252.90	\$0.00	\$252.90
TYDREE LEWIS XXXX XXXX XXXX 0639	\$6,500	\$0.00	\$2,791.02	\$0.00	\$2,791.02
STACIE CASEY XXXX XXXX XXXX 1588	\$5,000	\$0.00	\$102.95	\$0.00	\$102.95
CANDUS INGRAM XXXX XXXX XXXX 9046	\$22,000	\$0.00	\$1,516.89	\$0.00	\$1,516.89
JENNIFER FOSTER XXXX XXXX XXXX 1793	\$8,500	\$0.00	\$351.04	\$0.00	\$351.04
ROBERT PITCHFORD XXXX XXXX XXXX 0652	\$3,000	\$0.00	\$339.79	\$0.00	\$339.79
VICTORIA SALINAS XXXX XXXX XXXX 1209	\$500	\$0.00	\$432.48	\$0.00	\$432.48
COURTNEY PLASTER XXXX XXXX XXXX 5501	\$5,000	\$0.00	\$403.65	\$0.00	\$403.65
ALEXANDRIA HAMILTON XXXX XXXX XXXX 7744	\$6,000	\$0.00	\$217.00	\$0.00	\$217.00
MELISSA PERRY XXXX XXXX XXXX 2730	\$5,000	\$0.00	\$90.00	\$0.00	\$90.00
MIKE TEMPLETON XXXX XXXX XXXX 4325	\$10,000	\$0.00	\$3,989.19	\$0.00	\$3,989.19
DENISE MCCLURE XXXX XXXX XXXX 3629	\$15,000	\$0.00	\$1,743.30	\$0.00	\$1,743.30
WENDY SWATEK XXXX XXXX XXXX 8453	\$10,000	\$0.00	\$75.00	\$0.00	\$75.00
KAYLEE MARSHALL XXXX XXXX XXXX 1689	\$3,500	\$0.00	\$181.24	\$0.00	\$181.24

Cardholder Account Activity

Trans Date	Post Date	Reference Number	Description	Amount
12/02	12/04	24269794338500742153808	MARCOS PIZZA - 3673 847-904-9000 OK	\$36.71
12/06	12/09	24055244342173913407169	SONIC DRIVE IN #2939 SHAWNEE OK	\$25.00
12/06	12/09	24445004342500734603591	PY *HTEAO - SHAWNEE SHAWNEE OK	\$50.00
12/11	12/13	24226384347004911641876	SAMSLUB.COM 888-746-7726 AR	\$1,003.17
12/13	12/16	24226384350005010959089	SAMSLUB.COM 888-746-7726 AR	\$304.20
12/16	12/18	24269794352500721871777	MARCOS PIZZA - 3673 847-904-9000 OK	\$24.17

Trans Date	Post Date	Reference Number	Description	Amount
12/17	12/19	24431054353080784156300	MURPHY USA 7926 NORMAN OK	\$33.00
12/19	12/20	24011344354000097030390	ZOOM.COM 888-799-9666 WWW.ZOOM.US CA	\$219.90

Trans Date	Post Date	Reference Number	Description	Amount
11/27	11/29	24445004333400250057903	SAMS CLUB #4761 405-307-8374 OK	\$233.54
11/30	12/02	24445004336300613812050	WALMART.COM 8009256278 800-966-6546 AR	\$249.33
12/03	12/04	24455014338141007060516	SAMSLUB #4761 NORMAN OK	\$139.69
12/05	12/06	24455014340141007919139	WAL-MART #5805 NORMAN OK	\$44.50
12/05	12/06	24055234340172259257231	WALMART.COM 800-925-6278 AR	\$349.44
12/06	12/09	24692164341102619992695	PRIME VIDEO CHANNELS AMZN.COM/BILL WA	\$4.99
12/06	12/09	24226384342004720441067	SAMSLUB #4761 NORMAN OK	\$39.62
12/08	12/09	24226384344004788205733	WAL-MART #0212 NORMAN OK	\$188.27
12/09	12/10	24692164344102831192360	PRIME VIDEO *ZX4QR6AC2 888-802-3080 WA	\$14.99
12/09	12/11	24445004345200260498725	WALMART.COM 8009256278 800-966-6546 AR	\$146.31
12/12	12/13	24692164347105028914105	ALEXA SKILLS*ZR2E68UP1 AMZN.COM/BILL WA	\$12.99
12/12	12/13	24692164348106011723817	SQ *SKATE MOORE LLC MOORE OK	\$54.00

(transactions continued on next page)

Account Number: XXXX XXXX XXXX 9064

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CROSSROADS YOUTH & FAMILY

Statement Closing Date: 12/27/24

Cardholder Account Activity cont.

12/11	12/13	24445004347200211166684	WALMART.COM 8009256278 800-966-6546 AR	\$159.11
12/16	12/16	24692164351109039311387	GOOGLE *YT PRIME TIME G.CO/HELPPAY# CA	\$9.00
12/14	12/16	24692164349107875680712	AMAZON MKTPL*Z13YQ6512 AMZN.COM/BILL WA	\$26.80
12/12	12/16	24445004348200220662276	LITTLE CAESARS 0129 0022 405-767-3313 OK	\$53.79
12/13	12/16	24055234348180542998695	WALMART.COM 800-925-6278 AR	\$82.22
12/13	12/16	24445004349400204666587	SAMS CLUB #4761 405-307-8374 OK	\$166.73
12/17	12/18	24692164352100739332574	AMAZON PRIME*Z10QA9AD1 AMZN.COM/BILL WA	\$14.99
12/19	12/19	24204294354000400891078	DISNEY PLUS 888-9057888 CA	\$15.99
12/19	12/20	24455014354141006512474	WAL-MART #2734 NORMAN OK	\$18.74
12/20	12/23	24455014355141011510710	WAL-MART #5805 NORMAN OK	\$50.82
12/21	12/23	24204294356002230646092	GOOGLE YOUTUBE TV 650-2530000 CA	\$89.98
12/21	12/23	24445004357400239749712	WM SUPERCENTER #7294 479-636-3222 OK	\$129.35
12/20	12/23	24431064355802610606625	AMC 9640 ONLINE 888-440-4262 KS	\$133.63
12/23	12/24	24226384359005290437344	WAL-MART #0212 NORMAN OK	\$26.75
12/23	12/24	24941444359025449058730	BATH & BODY WORKS 3202 NORMAN OK	\$57.47
12/23	12/24	24493984359059246206835	ACADEMY SPORTS #204 NORMAN OK	\$59.81
12/23	12/24	24055234359191641439784	PACSUN #0399 NORMAN OK	\$62.72
12/24	12/26	24692164359107409085328	AMAZON MUSIC*ZE6WQ2ZL0 888-802-3080 WA	\$5.99
12/24	12/26	24164074359091007601118	TARGET 00022202 NORMAN OK	\$27.83
12/24	12/26	24455014359141009828229	SAMSClub #4761 NORMAN OK	\$111.64
12/26	12/27	24692164361108745910050	PRIME VIDEO CHANNELS AMZN.COM/BILL WA	\$9.99

STACIE CASEY		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1588		\$5,000	\$0.00	\$102.95	\$0.00	\$102.95
Trans Date	Post Date	Reference Number	Description	Amount		
12/10	12/11	2411641434617784969209	JITTERBUGS COFFEE AGRA OK	\$10.95		
12/13	12/16	24692164348106920148247	AMERICAN RED CROSS 800-733-2767 DC	\$92.00		

CANDUS INGRAM		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 9046		\$22,000	\$0.00	\$1,516.89	\$0.00	\$1,516.89
Trans Date	Post Date	Reference Number	Description	Amount		
12/06	12/09	24055244341173675063540	SONIC DRIVE IN #1210 NORMAN OK	\$25.00		
12/06	12/09	24445004342500734607063	PY *HTEAO - NORMAN NORMAN OK	\$50.00		
12/11	12/12	24445004346300532052307	FSP*COUNCIL FOR PROFESSIO 800-424-4310 DC	\$37.50		
12/11	12/12	24013394346002409147999	CARE COURSES VIENNA VA	\$60.00		
12/11	12/12	24013394346002409147734	CARE COURSES VIENNA VA	\$110.00		
12/11	12/12	24013394346002409148112	CARE COURSES VIENNA VA	\$110.00		
12/11	12/12	24445004346300532052224	FSP*COUNCIL FOR PROFESSIO 800-424-4310 DC	\$125.00		
12/12	12/13	24013394347002651157265	CARE COURSES VIENNA VA	\$110.00		
12/12	12/13	24013394347002651157059	CARE COURSES VIENNA VA	\$117.00		
12/12	12/13	24013394347002651156929	CARE COURSES VIENNA VA	\$120.00		
12/13	12/16	24431064348111338295539	FOOD EMPLOYEE PERMITS 253-649-1516 WA	\$10.00		
12/13	12/16	24431064348111338295547	FOOD EMPLOYEE PERMITS 253-649-1516 WA	\$10.00		
12/13	12/16	24113434349200370203755	THE WEBSTAIRANT STORE INC 717-392-7472 PA	\$28.35		
12/12	12/16	24113434348200350576767	THE WEBSTAIRANT STORE INC 717-392-7472 PA	\$61.90		
12/17	12/18	24692164352100842045733	AMERICAN RED CROSS 800-733-2767 DC	\$76.00		
12/17	12/18	24793384352002145418074	SWIG NORMAN NORMAN OK	\$85.00		
12/16	12/18	24445004352300560948963	WALMART.COM 8009256278 800-966-6546 AR	\$153.14		
12/17	12/18	24692164352100842045600	AMERICAN RED CROSS 800-733-2767 DC	\$228.00		

JENNIFER FOSTER		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1793		\$8,500	\$0.00	\$351.04	\$0.00	\$351.04
Trans Date	Post Date	Reference Number	Description	Amount		
12/06	12/09	24226384343004773329143	SAMSClub.COM 888-746-7726 AR	\$199.61		
12/12	12/13	24323004348078489133834	NOTARY PUBLIC UNDERWRITE 850-656-3028 FL	\$68.90		
12/13	12/16	24692164348106150226929	AMAZON MKTPL*ZX63T2VK0 AMZN.COM/BILL WA	\$82.53		

ROBERT PITCHFORD		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 0652		\$3,000	\$0.00	\$339.79	\$0.00	\$339.79
Trans Date	Post Date	Reference Number	Description	Amount		
12/10	12/11	2401134434500064961983	WWW.UI.COM WWW.UI.COM NY	\$339.79		

VICTORIA SALINAS		Credit Limit	Credits	Purchases	Cash Advances	Total Activity
XXXX XXXX XXXX 1209		\$500	\$0.00	\$432.48	\$0.00	\$432.48
Trans Date	Post Date	Reference Number	Description	Amount		
11/27	11/29	24431064333101708825020	BURLINGTON STORES 1489 NORMAN OK	\$23.91		
11/27	11/29	24055234333165350395651	SOONER BOWL / SBCATERING NORMAN OK	\$38.06		
11/27	11/29	24034544332005735236916	PHILLIPS 66 - ONCUE 0111 NORMAN OK	\$48.12		

(transactions continued on next page)

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Account Number: XXXX XXXX XXXX 9064
CROSSROADS YOUTH & FAMILY
Statement Closing Date: 12/27/24

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Cardholder Account Activity cont.

12/03	12/04	24445004339000989204810	DOLLAR TREE NORMAN OK	\$74.77
12/06	12/09	24431064342107237753806	REG SPOTLIGHT 14 1628 NORMAN OK	\$247.62
COURTNEY PLASTER				
XXXX XXXX XXXX 5501		Credit Limit	Credits	Total Activity
		\$5,000	\$0.00	\$403.65
Trans Date	Post Date	Reference Number	Description	Amount
12/05	12/06	24164074340091006790161	TARGET 00027391 LAWTON OK	\$1.98
12/05	12/06	24164074340091006790179	TARGET 00027391 LAWTON OK	\$1.98
12/05	12/06	24164074340091006790153	TARGET 00027391 LAWTON OK	\$24.99
12/06	12/09	24492164342500005817122	THERMACUBE, LLC THERMACUBE.CO OK	\$20.00
12/06	12/09	24492164342500005397463	TEACHSTONE TRAINING TEACHSTONE.CO VA	\$135.00
12/12	12/13	24164074347091008028217	TARGET 00027391 LAWTON OK	\$9.88
12/12	12/13	24055244347179811912056	SONIC DRIVE IN #2407 LAWTON OK	\$55.00
12/17	12/18	24055244347179811912056	SONIC DRIVE IN #2349 LAWTON OK	\$10.00
12/17	12/18	24164074352091008045296	TARGET 00027391 LAWTON OK	\$14.82
12/20	12/23	24427334356710007816525	CHICK-FIL-A #00941 LAWTON OK	\$10.00
12/20	12/23	24692164356104676287763	RAISING CANES 0369 LAWTON OK	\$10.00
12/20	12/23	24427334356710007816517	CHICK-FIL-A #00941 LAWTON OK	\$110.00
ALEXANDRIA HAMILTON				
XXXX XXXX XXXX 7744		Credit Limit	Credits	Total Activity
		\$6,000	\$0.00	\$217.00
Trans Date	Post Date	Reference Number	Description	Amount
12/04	12/05	24015144340038792223214	IDENTOGO - OK FINGERPRINT 877-512-6962 MA	\$54.25
12/09	12/10	24015144345039871252236	IDENTOGO - OK FINGERPRINT 877-512-6962 MA	\$54.25
12/18	12/19	24015144354041848207838	IDENTOGO - OK FINGERPRINT 877-512-6962 MA	\$54.25
12/19	12/20	24015144355042067183246	IDENTOGO - OK FINGERPRINT 877-512-6962 MA	\$54.25
MELISSA PERRY				
XXXX XXXX XXXX 2730		Credit Limit	Credits	Total Activity
		\$5,000	\$0.00	\$90.00
Trans Date	Post Date	Reference Number	Description	Amount
12/09	12/10	24692164344102759563543	SQ *SEMINOLE SOCIAL SEMINOLE OK	\$10.00
12/16	12/17	24492164352500000138869	THERMACUBE, LLC THERMACUBE.CO OK	\$40.00
12/18	12/19	24492164353500011613362	THERMACUBE, LLC THERMACUBE.CO OK	\$40.00
MIKE TEMPLETON				
XXXX XXXX XXXX 4325		Credit Limit	Credits	Total Activity
		\$10,000	\$0.00	\$3,989.19
Trans Date	Post Date	Reference Number	Description	Amount
11/30	12/03	24275394337061207040024	BRYAN STREET STORAGE 405-2739933 OK	\$153.00
12/03	12/04	24540454338182500025718	FUSON TAG AGENCY OF NO 918-2992800 OK	\$1,875.98
12/05	12/06	24906414340215944199935	ALLPAID*CITY OF MAUD 888-6047888 OK	\$205.90
12/09	12/10	24540454344182500047896	FUSON TAG AGENCY OF NO 918-2992800 OK	\$1,162.44
12/18	12/19	24445004353300562639627	TECHSOUP 415-633-9300 CA	\$300.00
12/23	12/24	24013394358004928019456	METAL SUPERMARKETS OKC OKLAHOMA CITY OK	\$291.87
DENISE MCCLURE				
XXXX XXXX XXXX 3629		Credit Limit	Credits	Total Activity
		\$15,000	\$0.00	\$1,743.30
Trans Date	Post Date	Reference Number	Description	Amount
12/10	12/11	24011344345000088263358	CANVA* I04361-71758766 HTTPSCANVA.CO DE	\$215.50
12/10	12/11	24559304345900010908248	ACCOUNTING PROFESSIONAL E 877-6589394 TX	\$539.09
12/17	12/19	24755424353173537168657	QDOBA NORMAN CLASSEN NORMAN OK	\$988.71
WENDY SWATEK				
XXXX XXXX XXXX 8453		Credit Limit	Credits	Total Activity
		\$10,000	\$0.00	\$75.00
Trans Date	Post Date	Reference Number	Description	Amount
12/17	12/18	24064664353500000573152	WWW.TRTCLE.COM WWW.TRTCLE.CO NY	\$75.00
KAYLEE MARSHALL				
XXXX XXXX XXXX 1689		Credit Limit	Credits	Total Activity
		\$3,500	\$0.00	\$181.24
Trans Date	Post Date	Reference Number	Description	Amount
12/19	12/20	24445004355400217451424	WM SUPERCENTER #212 NORMAN OK	\$12.15
12/19	12/20	24445004355400217451341	WM SUPERCENTER #212 NORMAN OK	\$140.00
12/19	12/23	24431054355081706386148	MURPHY USA 7926 NORMAN OK	\$29.09

Account Number: XXXX XXXX XXXX 9064
CROSSROADS YOUTH & FAMILY
Statement Closing Date: 12/27/24

January 2025						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

New Balance
\$968.41
Minimum Payment Due
\$40.00
Payment Due Date
01/15/25

SOUTHWEST® RAPID REWARDS® CREDIT CARD SUMMARY

+ 4X Pts for Southwest purchases	3,744
+ 3X Points for Partner purchases	0
+ 2X Pts for local transit/commuting	0
+ 2X Pts for internet/cable/phone services	0
+ 2X Pts social media & search eng advertising	0
+ Points earned on all other purchases	-437

**- Total Rapid Rewards transf. to
Southwest 3,307**

View your card rewards dashboard and see all the benefits of your Rapid Rewards® Credit Card at www.chase.com/Southwest. View point totals and redeem at www.Southwest.com/traccount. Call 1-800-4-FLY-SWA or visit www.Southwest.com.

Late Payment Warning: If we do not receive your minimum payment by the due date, you may have to pay a late fee, and existing and new balances may become subject to the Default APR.

Minimum Payment Warning: Enroll in Auto-Pay and avoid missing a payment. To enroll, go to www.chase.com

ACCOUNT SUMMARY

Account Number: 4246 3153 6478 2050

Previous Balance	\$1,149.74
Payment, Credits	-\$1,149.74
Purchases	+\$968.41
Cash Advances	\$0.00
Balance Transfers	\$0.00
Fees Charged	\$0.00
Interest Charged	\$0.00
New Balance	\$968.41
Opening/Closing Date	11/19/24 - 12/18/24
Revolving Credit Amount	\$34,000
Available Credit	\$33,031
Cash Access Line	\$1,700
Available for Cash	\$1,700
Past Due Amount	\$0.00
Balance over the Credit Access Line	\$0.00

Earn 4 Rapid Rewards® points per \$1 spent on purchases made directly with Southwest Airlines®. Earn 3 points per \$1 spent on purchases at participating Rapid Rewards hotel and rental car partners. Earn 2 points per \$1 spent on local transit and commuting purchases, including rideshare. Earn 2 points per \$1 on social media and search engine advertising, and on internet, cable, and phone services. Earn 1 point per \$1 on all other purchases.

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01858 MADA 65279 35310000010006627901

Southwest
Rapid Rewards

424631536478205000004000000968410000000008

P.O. BOX 15123
WILMINGTON, DE 19850-5123
For Undeliverable Mail Only

Make your payment at
chase.com/paycard

Payment Due Date: 01/15/25
New Balance: \$968.41
Minimum Payment Due: \$40.00

Account number: 4246 3153 6478 2850

\$ Amount Enclosed
Make Mail to Chase Card Services at the address below:

65278 BEX 9 35324 C
WENDY SWATEK
CROSSROADS YOUTH & FAMILY SERVICES,
1333 W MAIN ST
NORMAN OK 73069-6864

CARDMEMBER SERVICE
PO BOX 1423
CHARLOTTE NC 28201-1423

5000 160 28 159536478205031

To contact us regarding your account:

Call Customer Service:
In U.S. 1-800-346-8538
Spanish 1-888-795-0574
Pay by phone 1-800-438-7958
International 1-450-350-7099
We accept operator relay calls

?
Send Inquiries to:
P.O. Box 15288
Wilmington, DE 19850-5298

✉
Mail Payments to:
P.O. Box 1423
Charlotte, NC 28201-1423

🌐
Visit Our Website:
www.chase.com/cardhelp

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Information About Your Account

Making Your Payments:

The amount of your payment should be at least your minimum payment due, payable in U.S. dollars and drawn on or payable through a U.S. financial institution or the U.S. branch of a foreign financial institution. You can pay down balances faster by paying more than the minimum payment or the total unpaid balance on your account.

You may make payments electronically through our website or by one of our customer service phone numbers above. In using any of these channels, you are authorizing us to withdraw funds as a one-time electronic funds transfer from your bank account. In our automated phone system, this authorization is provided via entry of a personal identification number. You may revoke this authorization by canceling your payment through our website or customer service telephone numbers prior to the payment processing. If we receive your completed payment request through one of these channels by 11:59 p.m. Eastern Time, we will credit your payment as of that day. If we receive your request after 11:59 p.m. Eastern Time, we will credit your payment as of the next calendar day. If you specify a future date in your request we will credit your payment as of that day.

If you pay by regular U.S. mail to the Payments address shown on this statement, write your account number on your check or money order and include the payment coupon in the envelope. Do not send more than one payment or coupon per envelope. Do not staple, clip or tape the documents. Do not include correspondence. Do not send cash. If we receive your properly prepaid payment on any day by 5 p.m. local time at our Payments address on this statement, we will credit to your account that day. If your payment is received after 5 p.m. local time at our Payments address on this statement, we will credit it to your account as of the next calendar day.

For all other payments or for any payment type above for which you do not follow our payment instructions, crediting of your payments may be delayed for up to 5 days.

Account Information Reported To Credit Bureaus:

We may report information about your Account to credit bureaus. Late payments, missed payments or other defaults on your Account may be reflected in your credit report. If you think we have reported inaccurate information to a credit bureau, please write to us at Chase Card Services, P.O. Box 15369, Wilmington, DE 19850-5369.

Authorization To Convert Your Check To An Electronic Transfer Debit:

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic funds transfer from your account or to process the payment as a check. Your bank account may be debited as soon as the same day we receive your payment. You will not receive your check back from your institution.

Conditional Payments:

Any payment check or other form of payment that you send us for less than the full balance due that is marked "paid in full" or contains a similar notation, or that you otherwise tender in full satisfaction of a disputed amount, must be sent to Card Services, P.O. Box 15049, Wilmington, DE 19850-5049. We reserve all our rights regarding these payments (e.g., if it is determined there is no valid dispute or if any such check is received at any other address, we may accept the check and you still owe any remaining balance). We may refuse to accept any such payment by returning it to you, not cashing it or destroying it. All other payments that you make should be sent to the regular Payment address shown on this statement.

Annual Renewal Notice:

If your Account Agreement has an annual membership fee, you are responsible for it every year your Account is open. We will add your annual membership fee to your monthly billing statement once a year, whether or not you use your account. Your annual membership fee will be added to your purchase balance and may incur interest. The annual membership fee is non-refundable unless you notify us that you wish to

close your account within 30 days or one billing cycle (whichever is less) after we provide the statement on which the annual membership fee is billed. Your payment of the annual membership fee does not affect our rights to close your Account and to limit your right to make transactions on your Account. If your Account is closed by you or us, the annual membership fee will no longer be billed to your Account.

Calculation Of Balance Subject To Interest Rate:

Daily Interest Rates and Annual Percentage Rates may be found on the Rates and Fees Table. Periodic Interest Charge Calculation - Daily balance method (including new transactions): We calculate a daily balance for each type of transaction and use the daily balances to determine your interest charges. We figure the "daily balance" for each transaction type as follows:

- We take the beginning balance for each day and add any interest charge from the prior day (known as compounding of interest) and any new transactions or other debits (including Annual Membership Fees, transaction fees, Penalty Fees, any other fees and unpaid interest charges).
- We subtract payments or credits and treat any net credit balance as a zero balance.

The result is the daily balance for each type of transaction. We figure the interest charges on your account as follows:

- To get the daily interest rate for each type of transaction we divide the APR by 365. We may combine different transaction types that have the same daily interest rates.
- We multiply the daily interest rate by the daily balance for each transaction type for each day in the billing cycle.
- We add together the interest charges for each day in the billing cycle for each transaction type.
- If any interest charge is due, we will charge you at least the minimum interest charge shown on the Rates and Fees Table. We add transactions and fees to your daily balance no earlier than:
 - For new purchases (including Chase Pay Over Time plans created at checkout with select merchants), balance transfers, cash advances, or My Chase Loans - the date of the transaction.
 - For new cash advance checks or balance transfer checks - the date the payee deposits the check.
 - Fees - either on the date of a related transaction, the date they are posted to your account, or the last day of the billing cycle, whichever we may choose.

The Balances Subject to Interest Rate for each type of transaction shown on your billing statement is the sum of the daily balances for that type of transaction divided by the number of days in the billing cycle. We may use mathematical formulas that produce equivalent results to calculate the Balance Subject to Interest Rate, interest charges and related amounts, Credit Limit. If you want to inquire about your options to help prevent your account from exceeding your credit limit, please call the number on the back of your card.

DA04012024

To manage your account, including card payments, alerts, and change of address, visit www.chase.com/cardhelp or call the customer service number which appears on your account statement.

ACCOUNT ACTIVITY

Date of Transaction	Merchant Name or Transaction Description	\$ Amount
12/04	Payment Thank You - Web WENDY SWATEK TRANSACTIONS THIS CYCLE (CARD 2050) \$680.60- INCLUDING PAYMENTS RECEIVED	-680.60
12/06	SOUTHWES 5262587449589 800-435-9792 TX 012625 1 G OKC DCA 2 G DCA OKC	815.92 ✓
12/06	SWA'EARLYBRD5264261443464 800-435-9792 TX CANDUS INGRAM TRANSACTIONS THIS CYCLE (CARD 2068) \$935.92	120.00 ✓
11/16	WYNDHAM 407-8277441 FL	-469.14 ✓
12/04	LOVE'S #0486 OUTSIDE CHOCTAW OK TERRIE VICKNAIR TRANSACTIONS THIS CYCLE (CARD 2076) \$436.65-	32.49 ✓

1 935.92

Already processed credit

2024 Totals Year-to-Date	
Total fees charged in 2024	\$199.00
Total interest charged in 2024	\$0.00

Year-to-date totals do not reflect any fee or interest refunds you may have received.

INTEREST CHARGES

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Balance Type	Annual Percentage Rate (APR)	Balance Subject To Interest Rate	Interest Charges
PURCHASES			
Purchases	20.49%(v)(d)	- 0 -	- 0 -
CASH ADVANCES			
Cash Advances	29.49%(v)(d)	- 0 -	- 0 -
BALANCE TRANSFERS			
Balance Transfers	20.49%(v)(d)	- 0 -	- 0 -

30 Days In Billing Period

(v) = Variable Rate

(d) = Daily Balance Method (including new transactions)

(a) = Average Daily Balance Method (including new transactions)

Please see Information About Your Account section for the Calculation of Balance Subject to Interest Rate, Annual Renewal Notice, How to Avoid Interest on Purchases, and other important information, as applicable.

IMPORTANT NEWS

Your account is a business account,
to be used only for business transactions.
It is not intended for personal, family
or household purposes.



SOS



67209480002

Monster Soup Society, LLC**Articles of Conversion**

1. Name of the limited liability company and the name under which its articles of organization were originally filed is Monster Soup Society, LLC.
2. The date of filing of its original articles of organization with the Secretary of State was August 5th, 2024.
3. The name and type of entity to which the limited liability company is converting and its jurisdiction of formation, if a foreign entity is the Monster Soup Society which will operate as a not-for-profit corporation in the jurisdiction of the State of Oklahoma.
4. The future effective date or time of the conversion shall be effective upon the filing of the articles of conversion.
5. The conversion has been approved in accordance with this Oklahoma statute Title 18 Section 2054.2.



Member Signature

9/2/24

Date

RECEIVED
SEP 03 2024
OKLAHOMA SECRETARY
OF STATE



CERTIFICATE OF INCORPORATION

(Oklahoma Not for Profit Corporation)

Filing Fee \$25.00

TO: OKLAHOMA SECRETARY OF STATE
421 NW 13th St, Suite #210
Oklahoma City, OK 73103
(405) 522-2520

I hereby execute the following articles for the purpose of forming an Oklahoma not for profit corporation pursuant to the provisions of Title 18, Section 1006:

❖ The corporation is a Benefit Corporation (Title 18, Section 1202): (check one) Yes ☒ No ☐

1. Name of the corporation: (Note: The name of the corporation shall contain one of the words association, company, corporation, club, foundation, fund, incorporated, institute, society, union, syndicate, limited or any abbreviations thereof, with or without punctuation, which shall be such as to distinguish it upon the records in the Office of the Secretary of State.)

Monster Soup Society

2. NAME and the street address of the registered agent for service of process in the State of Oklahoma:

❖ The registered agent shall be the corporation itself, an individual resident of Oklahoma, or a domestic or qualified foreign corporation, limited liability company, or limited partnership.

Monster Soup Society	9905 S Pennsylvania AVE STE A	Oklahoma City	Oklahoma	73159	Oklahoma
Name	Street Address	City	State	Zip Code	County

(P.O. BOXES ARE NOT ACCEPTABLE)

3. In the event the corporation is a CHURCH, the street address of its location in Oklahoma:

Street Address	City	Oklahoma	State	Zip Code
(P.O. BOXES ARE <u>NOT</u> ACCEPTABLE)				

4. Duration of the corporation is perpetual, unless otherwise stated: _____

5. Nature of the business or purposes for which the corporation is being formed:

❖ It shall be sufficient to state, either alone or with other businesses or purposes, that the purpose of the corporation is to engage in any lawful act or activity for which corporations may be organized under the general corporation law of Oklahoma.

The purpose is to engage in any lawful act or activity for which corporations may be organized under the general corporation law of Oklahoma. *This is a benefit corporation.*

RECEIVED

SEP 03 2024

OKLAHOMA SECRETARY
OF STATE (SOS FORM 0008-09/20)

6. This corporation does not have authority to issue capital stock.
7. This corporation is not for profit, and as such the corporation does not afford pecuniary gain, incidentally or otherwise, to its members.
8. Number of trustees or directors to be elected at the first meeting: 3

❖ There must be at least one (1) trustee or director elected.

9. Names and mailing addresses of each person who will serve as a trustee or director:

❖ There must be at least one (1) trustee or director.

<u>Name</u>	<u>Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
Heather Ariyeh	9905 S. Pennsylvania Ave. Ste A	Oklahoma City	OK	73159
Jane G. Clark	9905 S. Pennsylvania Ave. Ste A	Oklahoma City	OK	73159

10. Names and mailing addresses of the undersigned incorporators:

❖ There must be at least three (3) incorporators.

<u>Name</u>	<u>Mailing Address</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>
Heather Ariyeh	9905 S. Pennsylvania Ave. Ste A	Oklahoma City	OK	73159
Jane G. Clark	9905 S. Pennsylvania Ave. Ste A	Oklahoma City	OK	73159
Leslie Brown	9905 S. Pennsylvania Ave. Ste A	Oklahoma City	OK	73159

11. E-MAIL address of the primary contact for the registered business:
heather.ariyeh@monstersoupsociety.com

The certificate of incorporation must be signed by all incorporators stated within article #10.

- Signature of Incorporator: Heather Ariyeh Dated: 9/2/24
- Signature of Incorporator: B. Jane Noble-Clark Dated: 9/2/24
- Signature of Incorporator: Leslie Deann Brown Dated: 9/2/24

OFFICE OF THE SECRETARY OF STATE



CERTIFICATE OF CONVERSION

WHEREAS,

MONSTER SOUP SOCIETY

a domestic not for profit corporation organized under the laws of the State of OKLAHOMA has filed in the office of the Secretary of State duly authenticated evidence of a conversion, as provided by the laws of the State of Oklahoma.

NOW THEREFORE, I, the undersigned Secretary of State of Oklahoma, by virtue of the powers vested in me by law, do hereby issue this Certificate evidencing such conversion.

IN TESTIMONY WHEREOF, I hereunto set my hand and cause to be affixed the Great Seal of the State of Oklahoma.



*Filed in the city of Oklahoma City this
3rd day of September, 2024.*

[Signature]
Secretary of State



MONSTER SOUP SOCIETY BYLAWS

ARTICLE I. NAME OF ORGANIZATION

The name of the corporation is Monster Soup Society. "The Corporation" shall refer to the "Monster Soup Society" throughout these bylaws.

ARTICLE II. CORPORATE PURPOSE

Section 1. Nonprofit Purpose

The Corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 2. Specific Purpose

The purpose of the Monster Soup Society is to empower youth to identify and improve community problems through youth-led solutions.

The specific objectives and purpose of this organization shall be:

- a. Mentor youth in understanding and implementing the principles of change theory, the strategic prevention framework, and population-level wellness.
- b. Mentor youth in understanding and achieving change through peace-building practices.
- c. To develop youth leaders who are capable of:
 - Assessing and prioritizing problems

- Identifying and prioritizing root causes for deep and effective change •
- Developing strategic plans with culturally-informed solutions that balance innovation with best practices
- Setting goals and evaluating the impact of efforts
- Engaging peers, stakeholders, and the community as effective and passionate advocates for change.

d. To improve community-level outcomes, especially in the area of public health.

Section 3. Corporate Dissolution

In the event of the dissolution of the Corporation, the Corporation, after paying or making provision for the payment of all of the liabilities of the Corporation, shall cause the remaining assets of the Corporation to be distributed to one or more organizations organized and operated for charitable and/or educational purposes consistent with those of the Corporation, provided that any and all such organizations must be described in Section 501(c)(3) of the Code, . Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE III. MEMBERSHIP

Section 1. Sole Member

The Monster Soup Society shall have one member, the founder, Heather Ariyeh.

Section 2. Sole Member Authority

In general, the governance of the Monster Soup Society shall be under the authority of its Board of Directors. Unless specifically addressed herein, all other authority over the Corporation and its activities and assets shall reside in the Corporation's Board of Directors. The Board of Directors can not remove the Sole Member. The Sole Member has the following powers.

1. The Sole Member shall approve any changes made by the Board of Directors to the Monster Soup Society's mission, vision, and purpose as a condition of their adoption.
2. The Sole Member shall approve any changes made by the Board of Directors to Articles 1, 2, and/or 3 as a condition of their adoption.
3. The Sole Member shall approve any changes including amendments,

restatements or dissolution, made to the Monster Soup Society's Articles of Incorporation as a condition of their approval.

4. The Monster Soup Society Board of Directors shall be elected and removed by the process outlined in Article 5, however, the Sole Member shall have the authority to elect and remove members of the Monster Soup Society's Board of Directors if necessary (as determined by the Sole Member) to protect the Monster Soup Society mission and vision. When these decisions are made by the Sole Member, they shall supersede the decisions of the Board of Directors.
5. The Sole Member shall, with the help of the Board President, determine and prepare the contents of the required Monster Soup Society Board of Directors training, not to exceed four hours per year.
6. The Sole Member shall select members of the Youth Council described in Article 5, Section 14.
7. Resign and/or assign a new Sole Member, or additional Members, with the same authority. Assign a Sole Member, or Members, to take her place in the event of her retirement, incapacitation, or death. If no subsequent members are assigned, the Member class of the Monster Soup Society shall be dissolved and the Sole Member powers shall be held by the Board of Directors.
8. Serve as a non-voting member of the Board of Directors.

Section 3. Sole Member Action

Action by Sole Member. The Sole Member shall act by executing and delivering to the Board President a written instrument or instruments (including, by way of example, minutes of the annual meeting of the Sole Member) setting forth the action taken and the applicable corporate authorizations or directions from the Sole Member. The action of the Sole Member shall be deemed to have been taken on the dates the written instruments bear unless the instruments provide otherwise.

ARTICLE IV. MEETINGS OF MEMBERS

Section 1. Regular Meetings

Regular meetings of the Sole Member shall be held at least once per calendar year, at a time and place designated by the Sole Member.

Section 2. Annual Meetings

An annual meeting of the Sole Member shall take place in the month of October the specific date, time and location of which will be designated by the Sole Member. At the

annual meeting the Sole Member will review reports on the activities of the Monster Soup Society, select Youth Council members, and make changes if needed to the Board of Directors training requirements for the year.

Section 3. Special Meetings

Special meetings may be called by the Sole Member, Board President, the Executive Committee, or a simple majority of the Board of Directors.

ARTICLE V. BOARD OF DIRECTORS

Section 1. General Powers

The affairs of the Corporation shall be managed by its Board of Directors, which shall have control of and be responsible for the management of the affairs and property of the Corporation, except those powers specified under Article 3: Membership.

Section 2. Qualifications

Monster Soup Society Board of Directors are community leaders and change agents and therefore shall:

- support the mission and vision of the Monster Soup Society
- embody peace-building practices in the way they govern the Monster Soup Society with fellow board members.
- be committed to a mutual learning process whereby board members listen to and learn from youth while governing and serving as stewards of the Monster Soup Society's resources
- not stigmatize mental illness, addiction disorders, or other public health issues • not do anything to knowingly contribute to youth behavioral health issues including unlawfully providing alcohol or other drugs to minors.
- be a role model for youth by committing to practicing and advocating for emotional wellness in their own lives and the lives of those around them. • be a role model for youth by practicing coping skills alternative to alcohol, tobacco, and other drugs,
- If not practicing abstinence or sobriety, holds oneself to a higher standard of leadership when it comes to harmful patterns of alcohol or substance use including binge-drinking and public intoxication.
- engage in only lawful use of alcohol, prescriptions, and other substances.
- not promote or be employed by or receive pecuniary gain from the alcohol, tobacco, or cannabis industry or any other industry which threatens the Monster Soup Society's mission.

- not promote alcohol and other drugs as a vehicle for fun, stress management, coping, or socializing
- complete the required annual Board of Directors training each calendar year.

Section 3: Number, Tenure, and Requirements

The number of Directors shall be fixed from time-to-time by the Directors but shall consist of no less than three (3) nor more than fifteen (15) and shall include the following officers: the President, the Vice-President, the Secretary, and the Treasurer. The Vice-President and Secretary offices may be combined per Article 6.

All members of any Monster Soup Society Board of Directors must be approved by a majority vote of the members present and voting, or by the process specified in Article 3, Section 2. No vote on new members of the Board of Directors shall be held unless a quorum of the Board of Directors is present as provided in Section 6 of this Article.

No two members of the Board of Directors related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity may serve on the Board of Directors at the same time.

Member terms of the Board of Directors shall not be limited, but officer terms shall be restricted to the limitations outlined for each office in Article 6.

Each member of the Board of Directors shall attend at least 75% of the meetings of the Board per year. Exceptions can be made on the basis of illness or significant life events/challenges for a period of less than one year if the Board of Directors agrees by majority vote to excuse a board member's absence. The temporary absence of this board member shall not alter the quorum requirement which must still be satisfied through a majority attendance despite this board member's absence.

A Director shall hold office until the earliest of the expiration of his/her death, resignation or removal. Any Director may resign by filing a written resignation with the Secretary of the Corporation. Any Director may be removed, with or without cause, by a two-thirds (2/3) vote of the remaining Directors.

Section 4. Regular and Annual Meetings

All Monster Soup Society Board of Directors meetings shall be held in compliance with Oklahoma Open Meeting Act. An annual meeting of the Board of Directors shall be held at a time and day in the month of September of each calendar year and at a location designated by the Board President. The Board of Directors may provide by resolution the time and place for the holding of regular meetings of the Board. A virtual options for

attendance must be provided. Notice of these meetings shall be sent to all members of the Board of Directors via written electronic communication no less than ten (10) days prior to the meeting date.

Section 5. Special Meetings

All Monster Soup Society Board of Directors special meetings shall be held in compliance with Oklahoma Open Meeting Act. Special meetings of the Board of Directors may be called by or at the request of the President or any two members of the Board of Directors. The person or persons authorized to call special meetings of the Board of Directors may fix any location, as the place for holding any special meeting of the Board called by them, but a virtual option for attendance must be provided.

Section 6. Emergency Meetings

All Monster Soup Society Board of Directors emergency meetings shall be held in compliance with Oklahoma Open Meeting Act. A virtual option for attendance must be made available for attendance.

Section 7. Notice

Notice of any special meeting of the Board of Directors shall be given at least two (2) days in advance of the meeting by electronic written notice. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular meeting of the Board of Directors need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these by-laws.

Section 8. Quorum

The presence, in person of a majority of current members of the Board of Directors shall be necessary at any meeting to constitute a quorum to transact business, but a lesser number shall have power to adjourn to a specified later date without notice. Virtual participation shall be considered in-person participation as long as participants can see and hear one another (with appropriate accommodations being made for the visually or hearing impaired). The act of a majority of the members of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these by-laws.

Section 9. Forfeiture

Any member of the Board of Directors who fails to fulfill any of his or her requirements as set forth in Section 2 of this Article annually by September 1st shall automatically forfeit his or her seat on the Board. The Secretary shall notify the Sole Member and Board President in writing that his or her seat has been declared vacant, and the Board of Directors may forthwith immediately proceed to fill the vacancy. Members of the Board of Directors who are removed for failure to meet any or all of the requirements of Section 2 of this Article are not entitled to vote at the annual meeting and are not entitled to the procedure outlined in Section 14 of this Article in these by-laws.

Section 10. Vacancies

Whenever any vacancy occurs in the Board of Directors it shall be filled without undue delay by a majority vote of the remaining members of the Board of Directors at a regular meeting or via election by the Sole Member. Vacancies may be created and filled according to specific methods approved by the Board of Directors.

Section 11. Compensation

Members of the Board of Directors shall not receive any compensation for their services as Directors.

Section 12. Informal Action by Directors

Any action required by law to be taken at a meeting of the Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by two-thirds (2/3) of all of the Directors following notice of the intended action to all members of the Board of Directors.

Section 13. Confidentiality

Directors shall not discuss or disclose information about the Corporation or its activities to any person or entity unless such information is already a matter of public knowledge, such person or entity has a need to know, or the disclosure of such information is in furtherance of the Corporations' purposes, or can reasonably be expected to benefit the Corporation. Directors shall use discretion and good business judgment in discussing the affairs of the Corporation with third parties. Without limiting the foregoing, Directors may discuss upcoming fundraisers and the purposes and functions of the Corporation, including but not limited to accounts on deposit in financial institutions.

Each Director shall execute a confidentiality agreement consistent herewith upon being

voted onto and accepting appointment to the Board of Directors.

Section 14. Advisory Councils

A Youth Council shall be created whose members shall be elected by the Sole Member annually but whose members shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Youth Council members may attend said meetings at the invitation of the Board President. While the Monster Soup Society is comprised of youth, the Youth Council is a select leadership circle who have been active members of the Monster Soup Society for at least one year. Members of the Youth Council shall serve as an advisory council to the Board of Directors by providing annual feedback in a manner prescribed by the Board President, to be assisted by the Sole Member. Youth Council members will also serve in a leadership function in the organization by mentoring, training, and orienting new Monster Soup Society youth participants under the direction of the Sole Member and/or the Executive Director. Youth Council members must possess the desire to serve the community and support the work of the Corporation by providing expertise and knowledge.

Ad hoc Advisory Councils consisting of youth or adults may be created whose members shall be elected by the members of the Board of Directors annually but who shall have no duties, voting privileges, nor obligations for attendance at regular meetings of the Board. Advisory Council members may attend said meetings at the invitation of a member of the Board of Directors. Members of the Advisory Council shall possess the desire to serve the community and support the work of the Corporation by providing expertise and knowledge. Members of ad hoc Advisory Councils shall comply with the confidentiality policy set forth herein and shall sign a confidentiality agreement consistent therewith upon being voted onto and accepting appointment to the Advisory Council.

Section 15. Parliamentary Procedure

Board of Directors meetings shall follow parliamentary procedure. Any question concerning parliamentary procedure at meetings shall be determined by the President by reference to Robert's Rules of Order.

Section 16. Removal.

A Director shall hold office until the earliest of the expiration of his/her death, resignation or removal. Any Director may resign by filing a written resignation with the Secretary of the Corporation. Any member of the Board of Directors or members of the Advisory Council may be removed with or without cause, at any time, by vote of three-quarters (3/4) of the members of the Board of Directors if in their judgment the best interest of the Corporation would be served thereby. Each member of the Board of Directors must

receive written notice of the proposed removal at least ten (10) days in advance of the proposed action. An officer who has been removed as a member of the Board of Directors shall automatically be removed from office. The Sole Member may also remove any member of the Board of Directors, as outlined in Article 3 and in such case shall automatically be removed from office.

Members of the Board of Directors who are removed for failure to meet the minimum requirements in Section 3 of this Article in these by-laws automatically forfeit their positions on the Board pursuant to Section 9 of this Article, and are not entitled to the removal procedure outlined in Section 16 of this Article.

ARTICLE VI. OFFICERS

The officers of this Board shall minimally be the President, Vice-President, Secretary and Treasurer. The Vice-President and Secretary offices may be combined, leaving the minimally required three members. All officers must have the status of active members of the Board.

Section 1. President

The President shall preside at all meetings of the membership. The President shall have the following duties:

- A. He/She shall preside at all meetings of the Executive Committee.
- B. He/She shall have general and active management of the business of the Board of Directors.
- C. He/She shall see that all orders and resolutions of the Board of Directors are brought to the Board of Directors.
- D. He/She shall have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed.
- E. He/She shall submit a report of the operations of the program for the fiscal year to the Board of Directors at their annual meetings, and from time to time, shall report to the Board all matters that may affect this program.
- F. He/She shall be Ex-officio member of all standing committees
- G. He/She shall not have a term limit, but must be re-elected every 3 years.

Section 2. Vice-President

The Vice-President shall be vested with all the powers and shall perform all the duties of the President during the absence of the latter. The Vice-Presidents duties are:

- A. He/She shall have the duty of chairing their perspective committee and such other duties as may, from time to time, be determined by the Board of Directors.
- B. He/She shall not have a term limit, but must be re-elected every 3 years.

Section 3. Secretary

The Secretary shall attend all meetings of the Board of Directors and of the Executive Committee, and all meetings of members, and assisted by a staff member, will act as a clerk thereof. The Secretary's duties shall consist of:

- A. He/She shall record all votes and minutes of all proceedings in an electronic location to be kept for that purpose. He/She in concert with the President shall make the arrangements for all meetings of the Board of Directors, including the annual meeting of the organization.
- B. Assisted by a staff member, he/she shall send notices of all meetings to the members of the Board of Directors and shall take reservations for the meetings.
- C. He/She shall perform all official correspondence from the Board of Directors as may be prescribed by the Board of Directors or the President.
- D. He/She shall not have a term limit, but must be re-elected every 3 years.

Section 4. Treasurer

The Treasures duties shall be:

- A. He/She shall submit for the Board of Directors approval of all expenditures of funds raised, proposed capital expenditures (equipment and furniture), by the staff of the agency.
- B. He/She shall present a complete and accurate report of the finances raised at each meeting of the Board of Directors, or at any other time upon request to the Board of Directors.
- C. He/She shall have the right of inspection of the funds resting with the Monster Soup Society including budgets and subsequent audit reports.
- D. It shall be the duty of the Treasurer to assist in direct audits of the funds of the program according to funding source guidelines and generally accepted accounting principles.
- E. He/She shall perform such other duties as may be prescribed by the Board of Directors or the President under whose supervision he/she shall be.
- F. He/She shall serve a term not exceeding 3 years.

Section 5. Election of Officers

The Nominating Committee shall submit at the Board of Directors meeting prior to the annual meeting of the Board of Directors, the names of those persons for the respective offices of the Board of Directors. Nominations shall also be received from the floor after the report of the Nominating Committee. The election shall be held at the annual

meeting of the Board of Directors. Election of officers can also occur via the method prescribed in Article 3, Section 2.

Section 6. Removal of Officer

The Advisory Board with the concurrence of 3/4 of the members voting at the meeting may remove any officer of the Board of Directors and elect a successor for the unexpired term. No officer of the Board of Directors shall be expelled without an opportunity to be heard and notice of such motion of expulsion shall be given to the member in writing twenty (20) days prior to the meeting at which motion shall be presented, setting forth the reasons of the Board for such expulsion. Removal of officers can also occur via the method prescribed in Article 3, Section 2.

Section 7. Vacancies

The Nominating Committee shall also be responsible for nominating persons to fill vacancies which occur between annual meetings, including those of officers. Nominations shall be sent in writing to members of the Advisory Board at least two (2) weeks prior to the next meeting at which the election will be held. The persons so elected shall hold membership or office for the unexpired term in respect of which such vacancy occurred.

ARTICLE VII. COMMITTEES

Section 1. Committee Formation

The board may create committees as needed. The Board President appoints all committee chairs.

Section 2. Executive Committee

The four officers serve as the members of the Executive Committee. Except for the power to amend the Articles of Incorporation and Bylaws, the Executive Committee shall have all the powers and authority of the board of directors in the intervals between meetings of the board of directors, and is subject to the direction and control of the full board.

Section 3. Finance Committee

The Treasurer is the chair of the Finance Committee, which may include only the Treasurer when the Board of Directors membership is five persons or less. If the Board of Directors membership is six to ten members, the Finance Committee shall consist of

the Treasurer and at least one other members of the Board of Directors. If the Board of Directors membership is eleven to fifteen members, the Finance Committee shall consist of the Treasurer and at least two other members of the Board of Directors. The Finance Committee is responsible for developing and reviewing fiscal procedures, fundraising plans, and the annual budget with staff and other board members. The board must approve the budget and all expenditures must be within budget. Any major change in the budget must be approved by the board or the Executive Committee. The fiscal year shall be the calendar year. Annual reports are required to be submitted to the board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public.

ARTICLE VIII. CORPORATE STAFF

Section 1: Executive Director

The Board of Directors may hire an Executive Director who shall serve at the will of the Board. The Executive Director shall have immediate and overall supervision of the operations of the Corporation, and shall direct the day-to-day business of the Corporation, maintain the properties of the Corporation, hire, discharge, and determine the salaries and other compensation of all staff members under the Executive Director's supervision, and perform such additional duties as may be directed by the Executive Committee or the Board of Directors. No officer, Executive Committee member or member of the Board of Directors may individually instruct the Executive Director or any other employee. The Executive Director shall make such reports at the Board and Executive Committee meetings as shall be required by the President or the Board. The Executive Director shall be an ad-hoc member of all committees.

The Executive Director may not be related by blood or marriage/domestic partnership within the second degree of consanguinity or affinity to any member of the Board of Directors. The Executive Director may be hired at any meeting of the Board of Directors by a majority vote and shall serve until removed by the Board of Directors upon an affirmative vote of three-quarters (3/4) of the members present at any meeting of the Board Directors. Such removal may be with or without cause. Nothing herein shall confer any compensation or other rights on any Executive Director, who shall remain an employee terminable at will, as provided in this Section.

ARTICLE IX. – Conflict of Interest and Compensation

Section 1: Purpose

The purpose of the conflict of interest policy is to protect the Monster Soup Society's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Monster Soup Society or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Section 2: Definitions

A. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

B. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.
- d. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article IX Section 3: Procedures below, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Section 3. Procedures

- A. **Duty to Disclose.** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
- B. **Determining Whether a Conflict of Interest Exists.** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the

determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

D. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Section 4. Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- A. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.

- B. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 5. Compensation

- A. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- B. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- C. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Section 6. Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- A. Has received a copy of the conflicts of interest policy,
- B. Has read and understands the policy,
- C. Has agreed to comply with the policy, and
- D. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Section 7. Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- A. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- B. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable

purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Section 8. Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

ARTICLE X. INDEMNIFICATION

Section 1. General

To the full extent authorized under the laws of the State of Oklahoma, the corporation shall indemnify any member, director, officer, employee, or agent, or former member, director, officer, employee, or agent of the corporation, or any person who may have served at the corporation's request as a director or officer of another corporation (each of the foregoing members, directors, officers, employees, agents, and persons is referred to in this Article individually as an "indemnatee"), against expenses actually and necessarily incurred by such indemnatee in connection with the defense of any action, suit, or proceeding in which that indemnatee is made a party by reason of being or having been such member, director, officer, employee, or agent, except in relation to matters as to which that indemnatee shall have been adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of a duty. The foregoing indemnification shall not be deemed exclusive of any other rights to which an indemnatee may be entitled under any bylaw, agreement, resolution of the Board of Directors, or otherwise.

Section 2. Expenses

Expenses (including reasonable attorneys' fees) incurred in defending a civil or criminal action, suit, or proceeding may be paid by the corporation in advance of the final disposition of such action, suit, or proceeding, if authorized by the Board of Directors, upon receipt of an undertaking by or on behalf of the indemnatee to repay such amount if it shall ultimately be determined that such indemnatee is not entitled to be indemnified hereunder.

Section 3. Insurance

The corporation may purchase and maintain insurance on behalf of any person who is or was a member, director, officer, employee, or agent against any liability asserted against such person and incurred by such person in any such capacity or arising out of

such person's status as such, whether or not the corporation would have the power or obligation to indemnify such person against such liability under this Article.

ARTICLE XI. BOOKS AND RECORDS

Section 1. Maintenance of Books and Records

The corporation shall keep complete books and records of account and minutes of the proceedings of the Board of Directors.

Section 2: Filing Returns

The Monster Soup Society shall file federal tax returns each year based on an annual accounting period that coincides with the calendar year.

ARTICLE XII. AMENDMENTS

Section 1. Articles of Incorporation

The Articles may be amended in any manner at any regular, special, or emergency meeting of the Board of Directors, provided that specific written notice of the proposed amendment of the Articles setting forth the proposed amendment or a summary of the changes to be effected thereby shall be given to each director at least three days in advance of such a meeting if delivered personally or by e-mail or at least five days if delivered by mail. As outlined in Article 3, the Sole Member shall approve any changes to the Articles of Incorporation made by the Board of Directors.

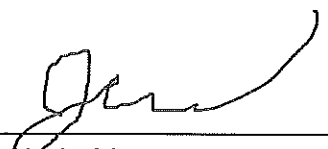
Section 2. Bylaws

The Board of Directors may amend these by majority vote at any regular, special, or emergency meeting. Changes to Articles 1, 2, and 3 also require approval of the Sole Member. Written notice setting forth the proposed amendment or summary of the changes to be effected thereby shall be given to each director within the time and the manner provided for the giving of notice of meetings of directors.

ADOPTION OF BYLAWS

We, the undersigned, are all of the initial directors or incorporators of this corporation, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 18 preceding pages, as the Bylaws of this corporation.

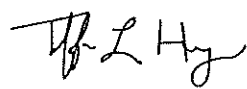
Adopted and approved by the Board of Directors on this 26th day of October, 2024.



Jane Clark, Monster Soup Society Board President

Leslie Dill

Leslie Dill, Monster Soup Society Board Vice-President/Secretary



Tiffani Henry, Monster Soup Society Board Treasurer

BIOGRAPHICAL SKETCH

NAME & CREDENTIALS: Jane G. Clark, MPA, CPS, CPSS

EDUCATION/TRAINING

INSTITUTION AND LOCATION	DEGREE (if applicable)	Completion Date MM/YYYY	FIELD OF STUDY
University of Oklahoma	BA	06/1999	Letters
University of Oklahoma	MPA	06/2001	Public Administration
University of Massachusetts Medical School	Certificate	12/2012	Primary Care Behavioral Health

A. Personal Statement

This application clearly aligns with my professional expertise on substance use prevention and recovery at the individual, community, state, regional, and tribal levels. I have nearly 20 years in the behavioral health field, beginning as a prevention specialist at a community agency, and progressing into leadership positions such as the Interim Director of Prevention Services for Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS), Regional Director of SAMHSA's Center for Applied Prevention Technology Southwest Center for Applied Prevention Technology (SWCAPT), and Executive Director of a community prevention agency, and as Director of Member Engagement for a Managed Care Organization before becoming a consultant. In my current consulting role, I lead a team that focuses on supporting program capacity building and project implementation for our partner organizations. In the past 5 years, I have worked as lead evaluator and TTA provider to partner agencies on 20 SAMHSA, CDC, HRSA, or IHS-funded projects spanning prevention, treatment, and recovery.

My other professional behavioral health experience includes providing trainings at the national or state level, grant writing for SUD prevention, treatment, and recovery grants, and grant reviews for SAMHSA and state agencies. I am a successful grant writer and have achieved approximately \$40 million in funding for the partner agencies that I work with. I've provided approximately 40 professional SUD-focused presentations or trainings at the national, state, and local levels, such as federal agencies like SAMHSA, CADCA, NAADAC, and the ADA; state agencies in Arkansas, Kentucky, North Carolina, Oklahoma, South Carolina, and Texas; and a variety of community agencies.

B. Positions and Honors

Positions and Employment

2024-present	Senior Manager, EisnerAmper Advisory Group
2022-2023	Chief Administrative Officer, Promise Resource Network
2019-2022	Regional Director of Programs, CARE Consulting Group
2012-2024	Principal Consultant, Clarkinetics & Associates, LLC
2016-2018	Director of Member Engagement, Cardinal Innovations Healthcare
2010-2016	Executive Director, Center for Prevention Services
2009-2010	Executive Director, Southwest Prevention Center / CSAP's Southwest CAPT (<i>concurrently with American Indian Institute</i>)
2008-2010	Executive Director, American Indian Institute
2005-2008	Interim Prevention Director; Prevention Program Manager, Prevention Field Representative, Oklahoma Department of Mental Health and Substance Abuse Services
2004-2005	Drug Free Communities Program Director, NAIC Prevention Services
2004	Prevention Specialist, A Chance to Change Foundation

Honors and Other Experience

2018	Chairman's Coalition Award (w/ coalition), Communities of Anti-drug Coalitions of America
2014	Art of Prevention Award, Addiction Professionals of North Carolina
2012	Master's Certificate in Primary Care Behavioral Health
2009	Prevention Specialist of the Year, Oklahoma Department of Mental Health and Substance Abuse Services
2008	Governor's Accommodation Award, Oklahoma Office of Personnel Management
2007	Diversity Trainer, National Multi-Cultural Institute
2006-present	Certified Prevention Specialist, International Certification and Reciprocity Consortium

C. Contributions to Science

My contributions to Prevention Science include curriculum development for an NREPP-approved school-based curriculum; certification in multiple prevention and prevention-related evidence-based programs, adjunct faculty for prevention coursework at the community college and university levels, and provision of approximately 40 prevention-oriented presentations and trainings.

D. Additional Information: Evaluation ExperienceProgram Evaluation for Federally Funded Grantees

2022	Medication Assisted Treatment-Prescription Drug & Opioid Addiction, SAMHSA
2022	Rural Communities Opioid Response Program-Implementation, HRSA
2022	Mental Health Awareness Training, SAMHSA
2022	Strategic Prevention Framework for Prescription Drugs, SAMHSA
2022	Native Connections, Indian Health Services
2021	Community Opioid Intervention Pilot Projects, IHS
2021	Tribal Opioid Response Projects-Stimulants, SAMHSA
2020	Circles of Care, SAMHSA
2020	Tribal Opioid Response Projects-Opioids, SAMHSA
2020	Partnerships for Success, SAMHSA
2019	First Responders-Comprehensive Addiction and Recovery Acts Grants, SAMHSA
2019	Rural Communities Opioid Response Program-Planning, HRSA
2019	Enhancing Community Responses to the Opioid Crisis, DOJ-Office of Victims of Crime
2019	Drug Free Communities Grants, Centers for Disease Control and Prevention

Tiffani Henry
405-990-4943 | tiffanilynnhenry@gmail.com

EXPERIENCE

September 2022-present CARE Consulting Group

OKC, OK

Senior Program Manager

- Provide expertise for implementing mental health and substance abuse prevention, treatment, and postvention programs.
- Deliver evaluation, consultation, technical assistance, and training to partners measuring program performance.
- Research program specific evidenced based practices and provide feedback for program appropriateness.
- Analyze collected process and outcome data, develop, and present findings tailored to preferred audiences.

August 2019-August 2022 Apollo Elementary School

Bethany, OK

School Counselor

- Implement, oversee, and provide guidance for federally mandated student accommodations.
- Perform school wide needs assessment and develop plan with emphasis on staff retention and wellness.
- Screen and refer students to appropriate mental health programs and supports.
- Create, deliver, and maintain prevention and social emotional programs to all students.

March 2016-August 2019 Oklahoma Department of Mental Health and Substance Abuse Services

OKC, OK

Program Manager

- Create, monitor, and evaluate prevention programs and training for compliance and progress.
- Collaborate with community and state health partners to advance public health initiatives and leverage resources.
- Supervise staff including monitoring performance and supporting professional growth.
- Provide training and guidance to prevention coordinators, enforcement officials, educators, and community partners on strengthening community engagement, changing social norms, and creating support for prevention programming to increase protective factors and reduce harms.

August 2014-December 2021 Transitions Trauma and Abuse Center, Inc.

OKC, OK

Therapist

- Perform intake procedures which includes screening and evaluating client needs, developing treatment plans, clinical diagnosis and referring clients to appropriate programs and services.
- Provide treatment to child, adolescent, and adult clients to encourage development of skills and strategies for improving coping and leading healthier lives utilizing clinical interventions including client-centered, trauma focused cognitive behavioral therapeutic techniques and other modalities as needed.

January 2014-March 2016 Oklahoma Coalition Against Domestic Violence and Sexual Assault

OKC, OK

Statewide Prevention Coordinator

- Plan and implement community-based sexual violence prevention programs that are evidence-informed and in alignment with community needs and norms.
- Provide technical assistance to prevention educators, community partners, and educational institutions on strengthening community engagement and training development.

January 2011-September 2013 Oklahoma Department of Human Services

OKC, OK

Social Services Specialist

- Manage activities including interviewing individuals and family members to obtain history data, taking applications for public assistance and related services.

January 2006-August 2012 U.S. ARMY

OKC, OK

Human Resource Specialist

- Ensure leadership and military personnel are current in their knowledge on legislative topics and Equal Opportunity Program, policy, and procedures through training and other resource sharing.

EDUCATION & CERTIFICATIONS

B.A., Psychology

February 2011

American Military University, Charlestown, WV

M.Ed, Applied Behavioral Studies: Professional Counseling

July 2012

Oklahoma City University, Oklahoma City, OK

Teaching Certificate in Psychology/Sociology, Mild to Mod Disabilities, and School Counseling

July 2019

Licensed Professional Counselor

April 2020

1133 Huntsmoor Dr.
 Gastonia, NC 28054
 Telephone: 704-718-7359
 Email: leslied2882@gmail.com

Leslie A. Dill, MAEd, CHES

Core Qualifications:

- 20 years of experience in public health education and promotion
- 20 years of experience with reporting for large-scale and small-scale grants
- Experience with data collection, evaluation, and reporting
- Program management with a focus on capacity building and collaboration
- Certified Health Education Specialist
- Focus on historically marginalized populations and increasing access to services
- Over 10 years of supervisory experience in various capacities
- I bring passion, inclusion, and an enthusiastic spirit to my work

Relevant Experience:

February 2024-Currently

C.A.R.E. Consulting Group, Remote

Project Manager – Various grant partners across the U.S.

- Write summary reports, community needs assessments, planning documents, evaluation reports and summaries based on qualitative and quantitative data sources and maintain documentation of processes.
- Responsible for compiling requirements of any mandatory database information/data entry per contract obligations and reviewing with the Partner Lead.
- Provide evaluation consultation, technical assistance, and training to partners to measure grant performance measures as needed.
- Present performance measure findings, trends, and recommendations to associated program staff and key partners via PowerPoint presentations, reports, and graphics.

August 2020-January 2024

Carolinas CARE Partnership, North Carolina

OPT Out Program Manager – Partnerships for Success: Strategic Prevention Framework

- Understand, implement, and manage CCP's SAMHSA-funded Partnership for Success grant, building a framework in our region for the prevention of opioid misuse among LGBTQ individuals
- Manage data collection and evaluations for all of our initiatives including SPARS reporting and eRA Commons
- Support, maintain, and encourage an environment which is strengths-based, trauma-informed, racially just, family friendly, and client-centered
- Build capacity for increased, strategic collaboration among organizations and programs impacting social determinants of health that affect our populations of focus – LGBTQ+ Youth and Young Adults, and People Living with HIV (PLWH).

July 2020-September 2020

Mecklenburg County Health Department, North Carolina

Data Analyst – Ending the HIV Epidemic (EHE) Plan

- Engage community stakeholders in conversations to help inform our plan to end the HIV epidemic in Mecklenburg County
- Managed data collection, evaluation, and spreadsheets for this project
- Make data informed recommendations, to management, that will help achieve the goals of the CDC grant

August 2017-Currently

North Carolina School Health Training Center, North Carolina

Trainer, Facilitator, Cadre Member and Charlotte area representative

- Create online modules for 7th-9th grade students in counties throughout North Carolina
- Collect data for each opportunity to ensure fidelity
- Travel the state educating public school teachers on how to successfully teach reproductive health in their classrooms
- Facilitate various curricula on topics such as suicide awareness (safeTALK), child sexual abuse (Darkness to Light) and reproductive health (Successfully Teaching Reproductive Health)

October 2019-January 2020

Cityblock Health, Charlotte, NC

Associate, Learning and Development

- Responsible for creating and facilitating various trainings for the company
- Ensuring Care Team members are as prepared as possible to serve Members
- Assisted with evaluation and data-collection within Cityblock
- Forming relationships with community-based organizations and partnering with them to best serve our Members
- People Team – Collect data and facilitate needs-assessments with Care Team Members

November 2007-October 2019

The University of North Carolina at Charlotte, Charlotte, NC

Health Education Specialist

- Ted Talk Speaker – March 2019
- Hosted the Regional NASPA Peer Education Conference on UNC Charlotte's campus
- Evaluated all of our initiatives for student/community feedback and improvement
- Interim Director (August 2014 - September 2014)
- Adjunct faculty for the College of Health and Human Services
- Instructor for HLTH3202 Peer Education and Leadership
- Delivered health information in educational settings (classrooms, Greek houses, student athlete locker rooms, residence halls, etc.)
- Educate students on the topics of Sexual Health & Peer Health Education
- Member of six grant teams (from 2007-2019) – facilitated GPRA data collection with student participants
- Supervise graduate and undergraduate students

August 2006-June 2007

Ashbrook High School, Gastonia, NC

School Health Educator

- Obtained provisional NC state teaching license for K-12 health education
- Delivered comprehensive health education information in a classroom setting for 9th grade students
- Administered standardized tests
- Assistant Women's Volleyball Coach

August 2004-May 2006

East Carolina University, Greenville, NC

Graduate Teaching Assistant

- Six Semesters teaching Comprehensive Health Education (HLTH1000)
- Two Semesters teaching First Aid, CPR, & AED lab (HLTH2125)
- Guest lecturer for graduate and undergraduate Human Sexuality courses

August 2004-May 2006

East Carolina University, Greenville, NC

Researcher

- Co-authored a continuing education program for area public school teachers
- Facilitated the scheduling of distance education, MAEd students
- Conducted field research to further public knowledge of mosquito borne illness

January 2004-May 2004

A.G. Cox Middle School, Winterville, NC

School Health Educator

- Taught Health Education to 6th, 7th, and 8th grade students
- Assisted with Physical Education and Special Education classes

Related Experience:

December 2022-Currently

Carlton Hall Consulting, Nationwide

Trainer, Facilitator, Curriculum Creator

- Created and recorded an online training for the state of Kentucky
- Created a 3-part series and virtually presented for the state of Delaware
- Topics for these sessions were neutral and inclusive language, LGBTQ+ topics, and substance use disorder in LGBTQ+ youth

March 2011-April 2015

Iredell-Statesville Schools, Statesville, NC

Proud and Responsible Choices (PARC) Facilitator

- Administer the curriculum with fidelity to middle and high school students
- Educate students on the topics of communication and sexual health
- This is a grant funded position
- 10 hours, or less, per month

March 2009-March 2011

Gaston County Health Department, Gastonia, NC

Parents Matter Program (PMP) Facilitator

- Administer the curriculum with fidelity to parents of middle and high school Students
- Educate parents on the topics of communication and sexual health
- This is a grant funded position
- 10 hours, or less, per month

Affiliations:

- Homeless Services Network Leadership (currently)
- Mecklenburg County Substance Use Disorder Task Force and Data Workgroup (currently)
- Certified Youth Mental Health First Aid Instructor (2021)
- Ryan White Planning Body - 2021
- SHIFT NC Board of Directors – 2020-2022
- Completed HIV CTR training to perform rapid HIV tests (2020)
- Southern College Health Association (SCHA) presenter (2012, 2013 & 2015)
- North Carolina Society of Public Health Education (NCSOPHE) member (2011-2015)
- Executive Committee Member of the Charlotte Mecklenburg Drug-Free Coalition (2011-2014)
- Member of the Community Advisory Board for the Carolinas CARE Partnership (2014-2015)
- NASPA Student Affairs Professionals in Higher Education member (2014-2015)
- Certified Health Education Specialist (CHES) (since 2008)
- The BACCHUS Network member (2007-2015) (Boosting Alcohol Consciousness Concerning the Health of University Students)
- American College Health Association (ACHA) member (2007-2008) (2011-2013)
- American Alliance for Health, Physical Education, Recreation and Dance (AAHPERD) member (2007)
- AAHE (2003)
- North Carolina's Alliance for Health, Physical Education, Recreation and Dance (NCAHPERD) member (2003-2007): Presented at graduate and undergraduate levels

Activities:

- UNC Charlotte Family Fund Grant recipient for period-product access project (2019-2020)
- Ted Talk – How Porn Culture Can Negatively Impact Our Sexual Health - March 2019
- LeaderShape Facilitator (2015)
- Mentors in Violence Prevention trained (2015)
- Sure Bet II trained (2015)
- Sure Bet I trained (2014)
- NC Problem Gambling Helpline Grant Primary Investigator (2014-2015)
- NC Coordinator for The BACCHUS Network (2014-2015)
- Carolinas C.A.R.E. Partnership Community Board Member (2014-2015)
- Safe Zone facilitator trained (2014)
- One Act trained (2013)
- NCAA CHOICES Grant Primary Investigator (2012-2015)
- HLTH3000 instructor/co-creator (2010-present)

- Alcoholic Beverage Control Board grant team (2010-2013): Primary Investigator from 2012- 2013
- Quality Improvement Team (2009-2011)
- H1N1 Contract Employee (2009)
- CPR, First Aide & AED certified (2008-2014)
- Brief Alcohol Screening and Intervention for College Students BASICS training (2008)
- Safe Zone trained (2008)
- Norming NINER (Peer Health Education Organization) Adult Advisor (2008-2014)
- Vagina Monologues performer (2008, 2014, 2015)
- TIPS trained & certified (2007)
- Eta Sigma Gamma Honor Society, President (2005-2006)
- Chancellor's List (2004)
- Dean's List (2003)

Others:

- Transcend Charlotte volunteer (2017-2019)
- Carolina Waterfowl Rescue volunteer (2015-2018)
- Staff Council competitions including Photo Contest (1st Place 2013) and Chili Cook-Off (2nd Place 2014)
- Hispanic Episcopal Ministries: Liaison between ECU students and the ministry.
- Helped coordinate educational health fair for low-income, minority students in an after school program (2006).
- Pitt County Humane Society: Coordinated a fundraising event for HLTH1000 students, involved with the adoption process of PCHS animals, and involved with care and feeding of animals (2000-2006).
- American Red Cross: Coordinated recruitment of student donors and volunteers of the blood mobile on campus (earning Top Dog award from ARC) (2004-2006)

Skills Profile:

- Confident with leadership roles and enthusiastic about working with others
- Excellent with oral and written communication skills
- G-Suite, Microsoft Word, PowerPoint, Excel, and Publisher proficiency
- Program planning, implementation, and evaluation
- Passionate and energetic about education

Education:

July 2007

East Carolina University, Greenville, NC

Master of Arts in Education - Health Education and Promotion

- Minor in Women's Studies

May 2004

East Carolina University, Greenville, NC

Bachelor of Science - School Health Education

- Minor in Human Studies

**Attachment E: Budget Summary/Justification
Project Budget**

The proposed costs shall be in accordance with Section 34 CFR Subtitle A §80.22 Allowable costs. The proposed costs shall be reasonable and include a brief justification for each item. Supplier shall include personnel expenses for all staff to include the minimum part-time CBPS staff. Supplier shall include budget for one (1) required meeting in the Oklahoma City metro area with budget amounts for two overnight stays, if needed. Indirect costs are limited to 12% of total direct costs.

Coalition Name: Oklahoma County's Monster Soup Society

County/ Identified community: Oklahoma County

Project: Marijuana Prevention Project

Dates (FY25): July 1, 2024 – June 30, 2025

A. Personnel

Position	Name	Salary	Level of Effort	Cost
1. Project Director	Heather Ariyeh	\$78,000	30%	\$23,400.00
2. CBPS Project Manager	Carolina Martinez	\$60,000	50%	\$30,000.00
Position	Name	Hourly Rate	Number of Hours Annually	
3. Part-Time Coordinator	TBD	\$15	170.00	\$2,550.00
4. Part-Time Coordinator	TBD	\$15	170.00	\$2,550.00
5. Part-Time Coordinator	TBD	\$15	170.00	\$2,550.00
Personnel Total Cost				\$61,050.00

Justification:

1. The Program Director, required key staff, is responsible for monitoring the Coalition's implementation, facilitating meetings, advising on strategy/research/evidence/best practices, and successfully meeting implementation requirements. The Program Director is the senior person responsible for strategy and oversight of the coalition's workplan implementation.

2. The CBPS Project Manager will assist with project management/administrative grant requirements and community-facing efforts including coordination of events, meetings, and assisting with documentation efforts, partnership development to carry out identified strategies and build adult support for youth efforts, coordinate earned media efforts with partners to publicize what youth are implementing, and other administrative work that is not direct coalition strategy-implementation work, which will be carried out on a volunteer basis by coalition members.

3. Part-Time Coordinator: Under the supervision of the Project Director, three local part time coordinators will be hired to assist with coalition strategy implementation including facilitating youth coalition meetings and coordinating coalition events.

4. Part-Time Coordinator: Under the supervision of the Project Director, three local part time coordinators will be hired to assist with coalition strategy implementation including facilitating youth coalition meetings and coordinating coalition events.

5. Part-Time Coordinator: Under the supervision of the Project Director, three local part time coordinators will be hired to assist with coalition strategy implementation including facilitating youth coalition meetings and coordinating coalition events.

B. Fringe Benefits:

Position	Name	Rate	Total Salary Charged to Award	Total Fringe Charged to Award
1. Project Director	Heather Ariyeh	30%	\$23,400	\$7,020
2. CBPS Project Manager	Carolina Martinez	50%	\$30,000	\$9,000
3. Part Time Coordinator	TBD	12.24%	\$2,550.00	\$312.12
4. Part Time Coordinator	TBD	12.24%	\$2,550.00	\$312.12
5. Part Time Coordinator	TBD	12.24%	\$2,550.00	\$312.12
Fringe Total Cost				\$16956

Justification:

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Ariyeh is a full time employee.

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Martinez is a full time employee.

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Part-Time Coordinators 1 will be a part time employee.

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Part-Time Coordinators 2 will be a part time employee.

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Part-Time Coordinators 3 will be a part time employee.

Benefits Detail	Rate	
FICA	6.20%	Full and Part Time
Workers Compensation Insurance	0.59%	Full and Part Time
Health and Dental Insurance	16.58%	Full Time Only
401K Retirement Contribution	3.0%	Full and Part Time
State Unemployment Tax (SUTA)	1.00%	Full and Part Time
Medicare	1.45%	Full and Part Time
Short & Long Term Disability Insurance	1.18%	Full Time Only
Total Fringe Rate	30.0%	

C. Travel:

Purpose	Destination	Item	Calculation			Cost
			Rate	Days/Qty.	Attendees	
ODMHSAS Momentum Conference	Oklahoma City, OK	Per diem First / Last Day	\$48	2	1.00	\$96
		Per Diem	\$64	3	1	\$192
		Lodging	\$110	4	1.00	\$440
		Mileage Reimbursement	0.67	98.5	1.00	\$66
		Sub-total overnight trip				

Purpose	Destination	Item	Rate	Miles	Months	Cost
Local Mileage	Oklahoma County	Mileage Reimbursement	0.67	146.64	12	\$1,179
Sub-total local mileage						\$1,179
Travel Total Cost						\$1,973

1. Required travel budgeting for 1 ODMHSAS Momentum Conference for 4 overnight stays. Request is for 1 staff to attend.

2. Local mileage reimbursement for use of employee's personal vehicle at the current agency rate. Local travel is necessary for employees to attend local coalition meetings and for activities outlined in the coalition's approved workplan.

D. Equipment *Item with a unit price of \$500.00 or more and a usable life of one year or more.*

Item	Amount	Quantity	Cost
Tablet computers	\$ 1,071.09	0.5	\$ 536.00
Equipment Total Cost			\$ 536.00

Justification:

1. One (1) tablet computers are needed for the Youth Internship program to conduct regular duties of email communications, word processing, and scheduling of events to support coalition's CBPS Workplan for Oklahoma County's Marijuana Prevention Projects. Amount request is 50% of the total cost of one (1) units at \$1,071.09 per unit (unit includes 10.9-inch iPad Air Wi-Fi 64GB (\$599), Apple Pencil 2nd Generation (\$129), Smart Keyboard Folio/Cover (\$179), and Apple Care 2-year Warranty \$79, and OKC sales tax of 8.63%/\$85.09).

E. Supplies *Materials costing less than \$500 per unit and often having one-time use.*

Item	Rate			Cost
	Amount	Quantity	Number of Months	Total
Office Supplies	\$ 75.00	0.85	12	\$ 765
Meeting Supplies	\$ 106.25	0.85	12	\$ 1,084

Supplies Total Cost	\$	1,849
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Justification

1. Office supplies are needed for daily operations and requested based on 0.85 employees. Office supplies include paper, pens, folders, staplers, tape, and filing cabinet.
2. Meeting supplies are used for coalition meetings, community trainings, and community events for workplan strategies and include printed folders, tablecloth, folding table, small hand truck, and portable file boxes.

F. Contractual: Expenses paid to non-employee for services or products. All subcontracts require prior approval.

Entity	Product/Service	Cost
	Contractual Total Cost	\$0.00

Justification: Describe the need of the contracted service.

There are no contractual expenses requested.

H. Other Expenses not covered in any of the previous budget categories.

Item	Rate			Cost
	Amount	Quantity	Frequency / Number of Months	Total
1. Strategies (Media campaigns)		1	1	\$ 588
2. Software licensing/online productivity subscriptions	\$300	0.5	12	\$ 1,800.00
3. WordPress Account	\$300	0.5	1	\$ 150.00
4. Printing and design fees	\$1,400	0.5	1	\$ 700.00
5. Social Media Ad Boosts and Fees	\$50	0.5	12	\$ 300.00
6. Town Hall Meetings, Youth workshops, or Parent Meetings over Marijuana	\$250	1.0	1	\$ 250
7. Environmental Scan of Marijuana outlets and advertising	\$150	1.0	1	\$ 150.00
8. Community Events Related to identified Risk and Protective Factors for Marijuana	\$3,000	1.0	4	\$ 2,235.00
9. Momentum Conference Registration	\$375	1	1	\$ 375.00
10. Event Space Rental	\$750	1	1	\$ 375.00
Other Total Cost				\$ 6,923

Justification: *Describe need and include explanation of how costs were determined.*

1. Printing and design of public information awareness campaigns to promote health messages related to marijuana prevention.
2. Adobe Creative Suite, Canva, or other subscriptions needed to create social and print media to address low perception of risk and other identified risk and protective factors.
3. WordPress Account Fees for Coalition Website including Domain Name for coalition website Monster Soup Society.
4. Printing and design fees related to media around identified risk and protective factors in strategic plan.
5. Social Media Ad Boosts and Fees related to increase audience and visibility of media outputs around identified risk and protective factors in strategic plan.
6. Town Hall Meetings related to raising awareness of the harmful impact and risks of marijuana use on youth to include event space rental, printing of materials for event, promotion of event, supplies or learning tools for events.
7. Environmental Scan of Marijuana outlets and advertising to include scanning supplies like clipboards, printing of forms and protocols, producing materials related to outcome of scan for educational purposes.
8. Community Events Related to identified Risk and Protective Factors for Marijuana to include promoting strategies, educational materials for events, event space rental if needed.
9. Workshop Registration Fees for staff, coalition members, or adult volunteers if related to identified risk and protective factors.
10. Event rental for all day leadership bootcamp to teach prevention theory to new members and update strategic action plan.

Total Direct Cost	\$	89,286
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Indirect cost rate: *Indirect costs are limited to 12% of total direct costs.*

Total Indirect Charges	Rate	Base	Total
Indirect Costs	12.00%	\$89,286	\$10,714

Budget summary:

Category	Annual Cost	3 Month Cost	Narrative
Salaries & Wages	\$61,050.00	\$ 15,263	Quarter 1 personnel costs
Fringe Benefits	\$16,956	\$ 4,239	Quarter 1 Fringe benefits costs based on agency's package
Travel	\$1,973	\$ 493	Quarter 1 travel expenses for conference
Equipment	\$536	\$ 536	Purchase of additional iPad in quarter 1 to support Youth internship program

Supplies	\$1,849	\$ 462	Quarter 1 purchase of supplies to support implementation of program activities
Contracts	\$0	\$ -	n/a
Other	\$6,923	\$ 3462	Up to half of expenses Other category needed including media, community events, strategies related to identified risk and protective factors, software.
Total Direct	\$89,286	\$ 24,454	Total direct quarter 1 project implementation costs
Total Indirect	\$10,714	\$ 2,934	Quarter 1 indirect costs based on 12% of total direct costs
Total Project Costs	\$100,000	\$ 27,388	Quarter 1 total project costs



Attachment E: Budget Summary/Justification
Project Budget

The proposed costs shall be in accordance with Section 34 CFR Subtitle A §80.22 Allowable costs. The proposed costs shall be reasonable and include a brief justification for each item. Supplier shall include personnel expenses for all staff to include the minimum part-time CBPS staff. Supplier shall include budget for one (1) required meeting in the Oklahoma City metro area with budget amounts for two overnight stays, if needed. Indirect costs are limited to 12% of total direct costs.

Coalition Name: Oklahoma County's Monster Soup Society

County/ Identified community: Oklahoma County

Project: Alcohol Prevention Project

Dates (FY25): July 1, 2024 – June 30, 2025

A. Personnel

Position	Name	Salary	Level of Effort	Cost
1. Project Director	Heather Ariyeh	\$78,000	30%	\$23,400.00
2. CBPS Project Manager	Carolina Martinez	\$60,000	50%	\$30,000.00
Position	Name	Hourly Rate	Number of Hours Annually	
3. Part-Time Coordinator	TBD	\$15	170.00	\$2,550.00
4. Part-Time Coordinator	TBD	\$15	170.00	\$2,550.00
5. Part-Time Coordinator	TBD	\$15	170.00	\$2,550.00
Personnel Total Cost				\$61,050.00

Justification:

1. The Program Director, required key staff, is responsible for monitoring the Coalition's implementation, facilitating meetings, advising on strategy/research/evidence/best practices, and successfully meeting implementation requirements. The Program Director is the senior person responsible for strategy and oversight of the coalition's workplan implementation.

2. The CBPS Program Manager will assist with project management/administrative grant requirements and community-facing efforts including coordination of events, meetings, and assisting with documentation efforts, partnership development to carry out identified strategies and build adult support for youth efforts, coordinate earned media efforts with partners to publicize what youth are implementing, and other administrative work that is not direct coalition strategy-implementation work, which will be carried out on a volunteer basis by coalition members.

3. Part-Time Coordinator: Under the supervision of the Project Director, three local part time coordinators will be hired to assist with coalition strategy implementation including facilitating youth coalition meetings and coordinating coalition events.

4. Part-Time Coordinator: Under the supervision of the Project Director, three local part time coordinators will be hired to assist with coalition strategy implementation including facilitating youth coalition meetings and coordinating coalition events.

5. Part-Time Coordinator: Under the supervision of the Project Director, three local part time coordinators will be hired to assist with coalition strategy implementation including facilitating youth coalition meetings and coordinating coalition events.

B. Fringe Benefits:

Position	Name	Rate	Total Salary Charged to Award	Total Fringe Charged to Award
1. Project Director	Heather Ariyeh	30%	\$23,400	\$7,020
2. CBPS Project Manager	Carolina Martinez	50%	\$30,000	\$9,000
3. Part Time Coordinator	TBD	12.24%	\$2,550.00	\$312.12
4. Part Time Coordinator	TBD	12.24%	\$2,550.00	\$312.12
5. Part Time Coordinator	TBD	12.24%	\$2,550.00	\$312.12
Fringe Total Cost				\$16956

Justification:

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Ariyeh is a full time employee.

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Martinez is a full time employee.

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Part-Time Coordinators 1 will be a part time employee.

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Part-Time Coordinators 2 will be a part time employee.

A fringe rate total of 30% is based on agency's benefit package for full time employees and 12.24% for part time employees. Part-Time Coordinators 3 will be a part time employee.

Benefits Detail	Rate	
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FICA	6.20%	Full and Part Time
Workers Compensation Insurance	0.59%	Full and Part Time
Health and Dental Insurance	16.58%	Full Time Only
401K Retirement Contribution	3.0%	Full and Part Time
State Unemployment Tax (SUTA)	1.00%	Full and Part Time
Medicare	1.45%	Full and Part Time
Short & Long Term Disability Insurance	1.18%	Full Time Only
Total Fringe Rate	30.0%	

C. Travel:

Purpose	Destination	Item	Calculation			Cost
			Rate	Days/Qty.	Attendees	
ODMHSAS Momentum Conference	Oklahoma City, OK	Per diem First / Last Day	\$48	2	1.00	\$96
		Per Diem	\$64	3	1	\$192
		Lodging	\$110	4	1.00	\$440
		Mileage Reimbursement	0.67	98.5	1.00	\$66
		Sub-total overnight trip				\$794

Purpose	Destination	Item	Rate	Miles	Months	Cost
Local Mileage	Oklahoma County	Mileage Reimbursement	0.67	146.64	12	\$1,179
Sub-total local mileage						\$1,179
Travel Total Cost						\$1,973

1. Required travel budgeting for 1 ODMHSAS Momentum Conference for 4 overnight stays. Request is for 1 staff to attend.

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Supplies Total Cost				\$ 1,849
Justification				

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Entity	Product/Service	Cost
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Total Project Costs	\$100,000	\$ 27,388	Quarter 1 total project costs

HEATHER ARIYEH



heather.ariyeh@gmail.com



405.308.2359

OBJECTIVE

To improve opportunities at the individual, family, school, organizational and community levels for people to cultivate joy, passion, hope, connection, meaning, resilience, and coping skills. To reduce the impact of social problems including trauma and mental illness, substance abuse, and violence.

SUMMARY OF QUALIFICATIONS

Over 20 years of experience in change leadership. Extensive experience with state and community level program planning based on needs assessment and data, ability to design tailored processes, tools, and educational materials based on evidence, proven track record of obtaining group consensus and leveraging member support to achieve ambitious outcomes, insistence on the highest level of transparency with respect to fiscal responsibilities, strong grants management background, ability to generate new revenue streams, history of getting results even when beginning with few resources, adherence to leadership style that exhibits and demands a high level of integrity and accountability, confident and passionate public speaker, media background (corporate and nonprofit settings), ability to successfully oversee complex and task-intensive projects, in-depth knowledge of social problems and reducing harms (including trauma, poverty, substance abuse, mental health, intimate partner violence, sexual violence, illiteracy, lack of education, and natural disaster), designing/interpreting program evaluation and making information consumable and interesting to public, robust knowledge and experience with message development and translating/tailoring message to audiences through visual elements, text, medium, and audience experiences, ability to translate theory into practice along the continuum of micro-interactions and macro-systems structures.

HIGHLIGHTS OF LARGE SCALE PROJECT MANAGEMENT

- Primary point person and strategy consultant from the Oklahoma Department of Mental Health and Substance Abuse Services on EmbraceOKC, Oklahoma City Public School District's mental health and addiction prevention, intervention, and treatment plan. This entails bi-weekly consultation to a multi-stakeholder group on on assessment, implementation planning, and evaluation. Also includes the creation of more than twenty custom assessment, planning, evaluation, and implementation tools.
- Led redesign of state's outcome reporting system for prevention block grant funds.
- Simultaneous oversight of 31 grants which includes adherence to multiple state and federal grant requirements
- Oversight of 19 community-level contractors addressing the prevention of addiction and mental illness, each with their own multi-pronged strategic plans including communication, evaluation, education, and norms change components
- Oversight of design and implementation of four statewide public surveys
- Former Executive Director of Project Safe, a 24-hour residential and non-residential crisis center with a staff of fourteen serving people experiencing domestic violence, sexual assault, and stalking.
- Worked with over 40 Oklahoma community multi-stakeholder coalitions in various capacities on social problems ranging from substance abuse, mental illness, domestic violence, sexual assault, and bullying. Provided strategic planning facilitation, education, consultation for communities to assist local people in solving local problems.

HEATHER ARIYEH



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405.308.2359

Professional Experience

11/2020 – Present Community Advocacy Research and Evaluation Consulting Group, Inc. **Project Director**

Lead consultant overseeing strategic planning, program design, and evaluation for large portfolio of partners needing assistance with projects comprising over \$28 million per year in community funding. Provide expertise to partners to support their grant requirements, assess and build partner staff capacity, training and technical assistance processes, utilize a variety of facilitation techniques to significantly deepen program impact, monitor evaluation and reporting timelines and coordinate completion of all deliverables. Use evidence-based and research-informed strategies to deliver quality leadership and program development solutions with individual, organizational, and regional impact. Facilitate multi-stakeholder coalitions in strategic planning processes for partners. Research evidence-based strategies, assessment and evaluation tools, conduct literature reviews of outcomes for various populations. Qualitative and quantitative evaluation tool design, and conduct focus groups.

9/2024 – Monster Soup Society **Founder**

Formed a nonprofit whose mission is to empower youth to identify and improve community problems through youth-led solutions. This youth-led coalition work with multiple stakeholders including pediatricians, law enforcement, schools, and youth- and parent-serving organizations.

1/2015 – 11/2020 Oklahoma Department of Mental Health and Substance Abuse Services **Senior Prevention Program Manager**

Develop, plan, organize, facilitate and direct activities necessary to build capacity for statewide prevention strategic plan and evaluation. Provide/oversee strategic direction of multiple statewide prevention grants, including 35 community level projects. Supervise staff working independently across multiple funding streams. Engage partners at community and state level, and across multiple disciplines around substance abuse prevention. Oversee the prevention portion of Oklahoma's substance abuse block grant. Supervise two statewide research projects, two statewide surveys, and statewide and local evaluations of projects. Identify statewide training needs in order to improve our network's capacity and infrastructure for social change. Develop and coordinate training for the state's prevention workforce with a primary goal of improving the ability of providers to connect their work to a broader movement for social justice. Leverage strategic partners for more effective change. Design health messages for the public using visual and textual elements in order to increase attention, change public perception of problems, and increase engagement in solutions.

8/2014 – 12/2017 Oklahoma State University – Oklahoma City **Adjunct Faculty – Introduction to Crime Victims Services**

Introduced students to foundational concepts, theory, and history around serving people experiencing victimization of crimes (including intimate partner violence, sexual assault, child abuse, hate crimes, and homicide). Fostered mutual learning environment where students could increase their knowledge and skills, but also begin to develop their own style and voice.

HEATHER ARIYEH



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9/2010 – 1/2015 Oklahoma Department of Mental Health and Substance Abuse Services Prevention Program Field Representative

Provided training and technical assistance around regionally identified substance abuse priorities (including underage drinking, adult binge drinking, misuse of prescription drugs, and methamphetamine abuse). Provided expertise in evidence-based, community-wide strategies around data, laws, policies, media, branding, capacity-building, and developing local advocates in order to address community priorities. Assured budgets and spending adhered to federal grant policies and procedures. Heavily involved in planning for statewide events and a national conference. Provide training and strategic planning consultation for community engagement around substance abuse prevention. Provided training on developing culturally competent services. Responsible for consulting with partners on effective modes of visual, verbal, and written communication for social change.

4/2008 – 9/2010 Project Safe, Inc. - Domestic Violence/Sexual Assault Crisis Intervention Center Executive Director

Supervised all aspects of agency operations as well as fourteen staff members. Oversaw and participated in a multi-stakeholder community task force created under my direction to address needs of violence prevention, intervention, and crisis management. Co-chaired statewide Oklahoma Coalition Against Domestic Violence Data and Technology subcommittee. Managed agency budget. Generated new grant funds, increased funding from existing grants, as well as increased community giving. These additional revenue sources were garnered despite being located in a small community and simultaneously overseeing a 24-hour crisis center. Coordinated creation and implementation of annual strategic plan and program evaluation through staff and board involvement. Increased volunteer base. Maintained a statewide reputation for client-centered work with a strong reverence for best practices.

3/2007 – 5/2008 Oklahoma Department of Mental Health and Substance Abuse Services Substance Abuse Prevention Specialist

Facilitated and trained five multi-stakeholder countywide coalitions in evidence-based prevention strategic planning process, co-created the Oklahoma Methamphetamine Prevention Collaborative (the first organization in our state to increase capacity and assess gaps in resources needed to address meth challenges), trained communities to increase community partnerships, conduct needs assessment, build coalitions, assess risk and protective factors for problem behaviors in order to identify appropriate solutions for individual communities, developed toolkits and other educational pieces, co-monitored a \$1.1 million grant.

5/2004 – 9/2006 Project Safe, Inc.- Intimate Partner Violence/Sexual Assault Crisis Intervention Center Shelter Coordinator

Managed all shelter activities including supervising employees, developed community partnerships, client case-management (that addressed issues of homelessness, education, unemployment, mental health needs, obtaining substance abuse treatment, etc.), worked with adults and children through all stages of crisis situations, educated clients regarding domestic violence and sexual assault, promoted good parenting skills, mediated problems, activity planning, handled crisis calls, safety planning, represented agency to public, fundraising committees, oversaw development of ticketing system to track client needs, created client toolkits, obtained community funding for special projects including therapeutic play for children in crisis. Successfully built relationships with diverse client base and a wide array of community partners.

HEATHER ARIYEH



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EDUCATION

Bachelor of Arts in Sociology

9/2003 – 5/2005	Oklahoma State University	Stillwater, OK
9/1999 – 5/2001	Johns Hopkins University	Baltimore, MD

Master of Fine Arts

6/2019 – 8/2021	School of Visual Arts	New York, NY
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REFERENCES

Available upon request