

## Planning Your Mentoring Club Budget

### I. PRE-LAUNCH EXPENSES

1. **MENTORING CLUB TRAINING INSTITUTE** for Mentoring Club Leaders (Team of 2-5 leaders including the Mentoring Club Director and Mentoring Club Coordinator—also recommended to include the Camp Director for transition Camp-to- Mentoring Club plan). Costs include:

- **Tuition** – The per person tuition includes conference meals, Leadership Manual, Mentor Manual, Program CDs, DVD, RFK Polo Shirt, Mentoring Club Seal, PLUS an on-site visit to a local Mentoring Club to see Mentoring Club Staff, Mentors and Mentoring Club kids in action.
- **Transportation** – To/from Training Institute
- **Lodging** – Conference rate available at hotel for up to 3 nights

2. **SAMPLE MENTORING CLUB KID'S BASIC ITEMS** (items sold separately—see current items at <http://>

- 1 Mentoring Club Kid Back Pack
- 1 Mentoring Club Kid T-shirt
- 1 Mentoring Club Kid Cape
- 1 Year Devotional (Tyndale)
- 2 Adventure Books (1 for Mentoring Club Kid/1 for Mentor)
- 2 Year-end Pendants (1 for Mentoring Club Kid/1 for Mentor)
- Extra: 1 Mentoring Club Kid Hoodie

3. **MENTORING CLUB BROCHURES for PR/Fundraising**

Check [store.royalfamilykids.org/](http://store.royalfamilykids.org/) for most recent brochures

**II. MENTORING CLUB YEAR****1. MENTOR/\_MENTORING CLUB\_STAFF COSTS**

- (1) NEW (or LAPSED) MENTORS AND STAFF – **Level 3 Background Check** for all Mentors and Mentoring Club Volunteers who are NEW and/or LAPSED (no contact for more than 1 year) unless you already have run these for your RFK Camp this year (Note: This is a national check required for participation in the Mentoring Club Program.) Costs vary by area and system used.
- (2) RETURNING MENTORS AND MENTORING CLUB STAFF – **Level 2 Background Check.**
- (3) CERTIFIED MENTORING CLUB STAFF MEMBERS + ALL MENTORS – Certification/ID Cards (with optional photo) for all who qualify
- (4) Mentor/ Mentoring Club Staff Shirts (see Order Form)
  - Extra Year end Award pendants for Mentoring\_Club Staff
  - Royal Family KIDS Shirt (pick a classic shirt—not changed annually)
- (5) Club Training Day Costs – Mentors and Mentoring Club Staff need a 5–6 hour training day on RFK Club and Mentoring program
  - Mentor/ Mentoring Club Staff Binders and Tabs (see order form)
  - Copies for Mentor/ Mentoring Club Staff Manual contents (local vendor or church office)
  - Food: Lunch and Refreshment Costs
  - Training Day Flyers, letters, postage, etc.

**2. MENTORING CLUB KID ITEM COSTS– (items sold separately)**

- 1 Mentoring\_Club Kid Cape
- 1 Year Devotional (Tyndale)\*
- 1 Mentoring Club Kid Back Pack \*
- 1 Mentoring Club Kid T-shirt \*
- 2 Adventure Books \* (1 for Mentoring Club Kid/1 for Mentor)
- 2 Year-end Pendants\*(1 for Mentoring\_Club Kid/1 for Mentor)
- Extra: 1 Mentoring Club Kid Hoodie

All items recommended for New Mentoring Club Kids

\* Items for BOTH New and Returning Mentoring Club Kids

**3. MENTORING CLUB COSTS**

Mentoring Club Certification (**waived for Year 1**)

Annual Mentoring Club Curriculum - 9 Monthly Bible Stories, Puppet Shows, Ice breakers, Ceremonies, etc.

Additional Costs: Food, field trip(s), awards, gift cards, etc.

**III. FUNDRAISING:**

Work out the costs for your Mentoring Club for the year and divide by your anticipated number of Mentoring Club kids. That is the cost for a 'Mentorship' for 9 months (school year)! You can make this a "1 Year Scholarship" by combining this with the cost for your summer Camp ('Campership') and doing your fundraising together. A scholarship provides an abused child with a year of healing memories — Camp PLUS Mentoring Club PLUS an individual Mentor!

### BUDGET PLANNING: Year One SAMPLE only — prices subject to change

**Estimate: \$124 per Mentoring Club Kid**

**1. MENTOR/STAFF CLEARANCE COSTS**

\$34-\$50 Level 3 Background Check through Verified Volunteers  
 \$6 RFK Mentor/Staff Certification Card

**2. MENTOR/STAFF SHIRT (Optional)**

See Order Form for Details  
 Prices range from \$21.00 - \$24.00

**3. TRAINING MANUAL (binder and tabs)**

\$10 Binder and tabs only (copy content locally)

**4. MENTORING CLUB KID ITEMS** (items sold separately on order form)

RFK Cape	\$18.00	One Year Devotional	\$9.00
Sling Back Pack	\$ 8.95	Themed Pendant	\$8.50
Adventure Book	\$ 6.50	Mentoring Club Kid T-Shirt	\$9.00

**5. MENTORING CLUB COSTS**

\$250 Mentoring Club Certification (**waived for Year 1**)  
 \$ 40 Annual Mentoring Club Curriculum—9 Months  
 (Monthly Bible Stories; Puppet Shows; Ice breakers; Ceremonies, etc.)

**TOTAL COSTS FOR 1<sup>st</sup> Year SAMPLE MENTORING CLUB with 25 Mentoring Club Kids**

\$ 1,190	25 Mentors + 10 Staff Clearances (\$34 ea.)
\$ 350	25 Mentors + 10 Staff Binders and tabs (\$10 ea.)
\$ 1,499	25 Mentoring Club Kids (Cape/Shirt/backpack/Adventure Book/Pendant/Devotional) (\$59.95 each)
\$ 40	1 Mentoring Club Curriculum Manual (9 Complete Club Lesson Plans)
<u>\$ 3,079</u>	<u>\$124 per Mentoring Club Kid</u>

PLUS Add costs for copying and mailing (unless church donates)  
 Mentoring Club Food Costs (unless donated)  
 Optional — field trip(s), special guest performers, etc.  
 Insurance — If additional cost is required

**AFTER YEAR ONE**

ADD \$250 Certification Fee

Returning Mentoring Club Volunteers will require a Level 2 Background Clearance. If done through Verified Volunteers will cost \$19.00 (-\$15 than first year per person)

**Note:** Returning Mentoring Club Kids should not need a cape

### PLANNING YOUR MENTORING CLUB BUDGET

The RFK Mentoring Club Certification/ID Card program protects your mentors and volunteer staff as well as your church. The Photo ID Cards/Certification Cards and/or clearance letters also provide verification for social workers, foster caregivers, etc., that the volunteer has completed training, fingerprint and FBI background criminal check. Your Mentoring Club may choose to underwrite all of your volunteers' certification fees or invite volunteers to pay certification costs and/or offer partial or complete scholarships based on ability to pay.

\$ \_\_\_\_\_ x \_\_\_\_\_ Mentor/Volunteer Mentoring Club Staff Certification  
 \$ \_\_\_\_\_ ID Card (w/optional photo)

Annual Costs to include:	Estimated Totals
\$ _____ Certification Card Fees (see above)	_____
\$ _____ Mentoring Club Certification Fee (Waived for Year One)	_____
\$ _____ x _____ New Mentoring Club Kid Items	_____
\$ _____ x _____ Returning Mentoring Club Kid Items	_____
_____ x _____ Persons X Cost Training Day Food (meal and/or snacks)	_____
_____ x _____ x _____ Persons X Cost X # of Meetings Mentoring Club Food (meeting snacks)	_____
_____ x _____ Persons X Cost Mentoring Club Closing Celebration Food	_____
_____ Activities Supplies Cost for Meetings, woodcraft, art, etc.	_____

#### Additional Items

- Mentoring Club Field Trip/Transportation (optional)
- Mentoring Club Awards/Scholarships (gift cards, etc.)
- Additional Award Pendants for Mentoring Club Staff
- Mentor/ Mentoring Club Staff Binders and copy costs

## Fundraising Tips

### **MENTORSHIPS for Foster Children**

**THE KEY:** A critical key to your fundraising is the concept of sponsoring the cost of mentoring a foster child. This gives an immediate 'bang for the buck' to a potential donor or donor group.

Here is how you work out the costs of a Mentorship:

- Work out your total costs on the budget worksheet and add a 'margin of error' for additional materials, etc.
- Divide the total by the number of Mentoring Club kids you anticipate serving. This cost is the per child mentorship you need to raise.

**1 YEAR OPTION — Annual SCHOLARSHIPS for Foster Children:** By combining the cost of CAMP + Mentoring Club, your local RFK team can give donors the opportunity to provide a year-round program for a child of abuse, abandonment or neglect. Discuss this with your local Royal Family Advisory Board that sets budgets each year for your Camp and Mentoring Club.

**INDIVIDUAL DONORS:** Encourage donors to consider underwriting part or all of one or more Mentorships.

**GROUPS:** Service Mentoring Clubs or church small groups may consider a group of five, ten or more Mentorships.

**CORPORATE DONORS:** Some companies (check your local Target/WalMart) will give \$500 or \$1,000 grants towards projects like this, especially if employees are participating. They may also consider a Mentorship or Scholarship grant OR they may donate activity/meeting supplies. You don't know until you ask.

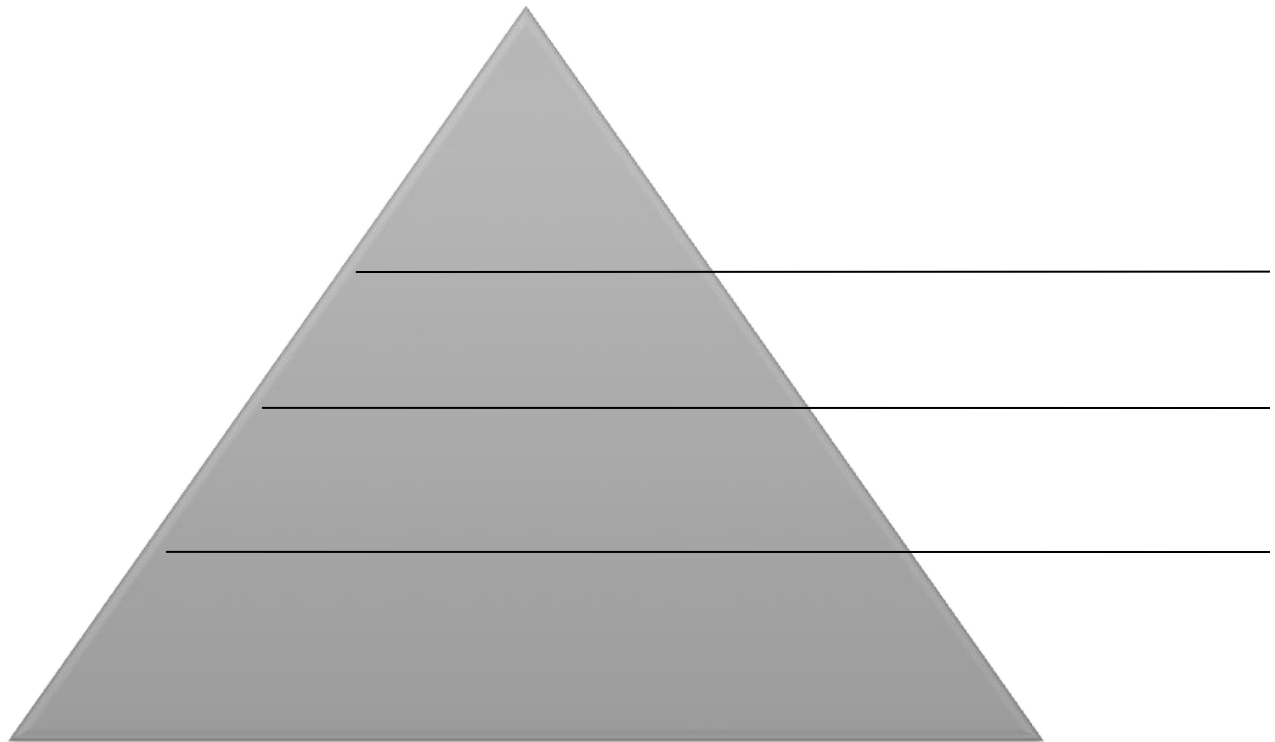
**FOUNDATIONS:** Check into community foundations that are interested in mentoring and/or foster children. You may contact the National Office if you need advice and materials or help with proposal writing.

**NON-PROFIT STATUS:** To apply for grants from foundations or corporations, you will need to show your tax exempt 501 (c) (3) status. You may apply through your church (although some foundations will not give to congregations) or if you have your own non-profit status as a Camp (and Mentoring Club), you may use that. Another option is to use the national Royal Family KIDS, Inc. non-profit status (download a copy of the IRS ruling with the Tax ID number at [www.royalfamilykids.org](http://www.royalfamilykids.org)). Remember to inform the National Office if you are expecting a grant (foundation name and amount, etc.). Several weeks after we deposit the funds, we will remit a check to you for the full amount granted

**THANKING YOUR DONORS:** Every donor should get a thank you letter for each donation. Going beyond this with calls, notes and updates during the year, however, makes the difference in getting another gift from an appreciated and enthused donor!

**MORE FUNDRAISING IDEAS:**

“The Fundraising Triangle” (use the space below to take notes).



## FUNDRAISING BASICS

### 1. Free will offering from the congregation

There are untapped resources in your congregation who will relate to this endeavor when you begin talking about abused and neglected children. Statistics say 1 out of 3 to 5 women have been abused or neglected while growing up. Statistics show that 1 out of 8 to 10 men have been abused or neglected as young boys. This epidemic of abuse is in all stratum of society. Therefore, you have sitting in your congregation men and women who have experienced the hurt, the isolation and trauma of child abuse and neglect. This target group of men and women will be more than happy to assist with the funding of an RFK Camp if the need is made known. Others in the congregation will sense a need to contribute simply out of compassion for the need.

### 2. Missionary Project -- Acts 1:8 speaks to us of being witnesses in Jerusalem and Judea. This is interpreted as our local area i.e. city, county.

- a. Include an emphasis in your annual missions convention; build it into the missions budget for your church.
- b. Weekly dollar offering -- special envelopes can be provided in the pew racks and mention made at offering time to include a special offering for RFK Camp.

### 3. Private Solicitation from Contributors

Order brochures from RFK for fundraising. Print church phone number and address on them before using them.

### 4. Public Presentation (see appendix)

### 5. Other Ideas:

- ⇒ Printed Can Wrappers
- ⇒ Pie/Bake Sale
- ⇒ Rummage Sale
- ⇒ Speak at Rotary, Kiwanis, Lions Clubs
- ⇒ Coupon books from local merchants (2 for 1 purchase)
- ⇒ Have Mayor promote Child Abuse Awareness Week
- ⇒ "Camp Scholarships"
- ⇒ Donated Items: Craft materials, film for children's photos, birthday party items -- cakes, gifts, decorations.

### 6. Pray for a Miracle!