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Nonprofit portrait provided by The Community Foundation Serving Richmond & Central Virginia

## Richmond Friends of the Homeless, Ltd.



### General Information

#### Contact Information

|                  |   |
|------------------|---|
| <b>Nonprofit</b> | Richmond Friends of the Homeless, Ltd.  |
| <b>Address</b>   | 4600 Jaydee Drive<br>Moseley, VA 23120  |
| <b>Phone</b>     | 804 608-0971  |
| <b>Fax</b>       | 804 743-9089  |
| <b>Web Site</b>  | <a href="http://www.richmondfriendsofthehomeless.org">www.richmondfriendsofthehomeless.org</a>                |
| <b>Facebook</b>  | <a href="https://facebook.com/RichmondFriendsOfTheHomeless">facebook.com/Richmond Friends of the Homeless</a> |
| <b>Twitter</b>   | @   |

#### At A Glance

|   |                          |
|---|--------------------------|
| <b>Year of Incorporation</b>                    | 1991                     |
| <b>Organization's type of tax exempt status</b> | Public Supported Charity |

# Statements & Search Criteria

## **Mission**

Richmond Friends of the Homeless was founded to strengthen and enrich the lives of the disadvantaged and homeless in our community.

Our mission is served by providing a nutritious lunch seven days a week in Richmond's most impoverished neighborhoods: Blackwell/Bainbridge/Hillside and Jackson Ward/Gilpin Court/Mosby Court are encompassed. This includes a hearty bagged lunch on Saturdays and Sundays in south Richmond. Breakfast and a Book is available for the children we see each day. Our goal is the alleviation of hunger in our community, as well as providing numerous much needed services to those living in poverty. This includes blankets, clothing, warm winter items, personal hygiene kits, and food baskets. Counseling, referral services, and regularly scheduled "health fairs" are offered. Special children's services include making available school supplies, book bags, funds for field trips, gym suits and graduation clothing as needed. We provide all of our services with the time and talents of a tremendous volunteer base which includes schools, churches and congregations of all denominations, civic groups, businesses and individuals who want to make a difference in their community.

## **Background**

Richmond Friends of the Homeless was begun in 1986 after our founder witnessed a young child eating from a trash can off Jefferson Davis Hwy. Our first program site was opened in south Richmond and provided a nutritious hot lunch every Monday through Friday. In 2002, we opened our second site in Jackson Ward/Gilpin Court where lunch is provided Monday through Friday. In 2008, we opened a third site to provide a Saturday and Sunday meal in south Richmond. Breakfast and a Book began in 2009, providing a child friendly breakfast and age appropriate book for each child who comes in to lunch....so they will have something to take home with them for the next morning. We have earned the trust and respect of those we serve and of the greater Richmond community. We continue to partner with over 95 local churches, synagogues, businesses, civic groups and schools who are a vital part of our efforts. We are proud to provide an environment where people who want to make a difference in their community can come and directly impact the lives of those less fortunate around us.

## **Impact**

In 2014 we:

- Provided 3,300 meals each week to those who were hungry in our community.
- Distributed record numbers of blankets, clothing and personal hygiene items.
- Provided a Breakfast and a Book program for children living in poverty.
- Distributed 85,000 pounds of food through our food baskets to families in crisis.

Goals for 2015 include:

- The continuation of meals through three program sites seven days a week.
- Having blankets, clothing and personal hygiene items available as needed.
- Continuing to respond to the needs of the children we see through our Breakfast and a Book and Children's Services programs.
- Distribute 86,000 pounds of food through food baskets.

## **Needs**

Financial concerns are always our #1 pressing need. This is a special challenge in difficult economic climates. All other needs stem from this.

## **CEO/Executive Director Statement**

Welcome to Richmond Friends of the Homeless. For thirty years we have been providing services to those most in need in our community. The main thrust of our work is providing our city-wide famous lunch to those who are hungry. Each day we see homeless veterans, the jobless, the mentally ill, forgotten seniors struggling to make it on Social Security, those battling addictions - men, women and CHILDREN of all ages who are living in poverty come to us for assistance. It is our great pleasure to provide this lunch with volunteer efforts from men and women from all walks of life who want to make our community a better place for all of us. Thank you for your interest in our work!

## Areas Of Service

### Areas Served

#### Areas

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Metro Richmond

Richmond, City

We primarily serve the Blackwell/Bainbridge and Hillside Court areas of south Richmond...and the Jackson Ward/Gilpin Court/Mosby Court neighborhoods of in-town Richmond, VA.

## Service Categories

Emergency Assistance (Food, Clothing, Cash)

Food Programs

# Programs

## Programs

### Broomfield

|                    |  |
|--------------------|--|
| <b>Description</b> | Hot lunch Monday through Friday at Broomfield CME Church serving the neighborhoods of Blackwell/Bainbridge/Hillside. |
| <b>Budget</b>      | \$450,723.00   |

### Greater Mt. Moriah

|                    |  |
|--------------------|--|
| <b>Description</b> | Hot lunch Monday through Friday at Greater Mt. Moriah Baptist Church serving the neighborhoods of Jackson Ward/Gilpin Court/Mosby Court. |
| <b>Budget</b>      | \$551,163.00   |

### Lunch at Miss Careen's

|                    |   |
|--------------------|---|
| <b>Description</b> | A hearty bag lunch is provided on Saturdays and Sundays serving south Richmond. |
| <b>Budget</b>      | \$14,696.00   |

### Children's Services - Including Camp Camille and Breakfast and a Book

|                    |   |
|--------------------|---|
| <b>Description</b> | Services for children include the distribuion of book bags and school supplies with funds available for school field trips, graduation clothes and activity fees. Enrichment programs, parties, and special events including Breakfast and a Book - where each child who comes in for lunch is given a breakfast to take with them for the next morning. A book is also included to encourage a love for reading. |
| <b>Budget</b>      | \$137,123.00  |

### Blankets, Clothing, Personal Hygiene Items

|                    |  |
|--------------------|--|
| <b>Description</b> | The distribution of blankets, clothing, warm winter items, and personal hygiene kits to those in need. |
| <b>Budget</b>      | \$305,485.00   |

# Board & Governance

## Board Chair

|                            |                        |
|----------------------------|------------------------|
| <b>Board Chair</b>         | Mrs. Birdie Lighthiser |
| <b>Company Affiliation</b> | Community Volunteer    |
| <b>Term</b>                | Feb 2017 to Feb 2018   |
| <b>Email</b>               | scespta@aol.com        |

## Board Members

| <b>Name</b>             | <b>Affiliation</b>                        | <b>Status</b> |
|-------------------------|---|---------------|
| Ms. Candy Cecil         | Century Construction                      | Voting        |
| Mr. Rich Chandler       | Exhibits, Inc.                            | Voting        |
| Ms. Melissa Eck         | EVB                                       | Voting        |
| Miss Camille Hansen     | Richmond Friends of the Homeless          | Voting        |
| Ms. Carrie Hughes       | Chesterfield Dance Center                 | Voting        |
| Mrs. Birdie Lightheiser | Community Volunteer                       | Voting        |
| Mr. Andrew Little       | John B. Levy & Company                    | Voting        |
| Mr. Bernard Robinson    | Networking Technologies and Support, Inc. | Voting        |
| Mr. Dan Scott           | Teltrac                                   | Voting        |
| Ms. Jodie Strum         | Atlantic Real Estate Capital              | Voting        |
| Mrs. Radhika Thirungari | Capital One                               | Voting        |
| Mr. Ron Voli            | First Capital Bank                        | Voting        |
| Mrs. Kristine Wagenaar  | Capital One                               | Voting        |
| Mrs. Annie Williams     | Daniel Lynch & Associates                 | Voting        |
| Mr. Fred Williams       | Maximun Resources                         | Voting        |

## Board Demographics - Ethnicity

|  |              |
|--|--------------|
| <b>African American/Black</b>          | 1            |
| <b>Asian American/Pacific Islander</b> | 0            |
| <b>Caucasian</b>                       | 12           |
| <b>Hispanic/Latino</b>                 | 1            |
| <b>Native American/American Indian</b> | 0            |
| <b>Other</b>                           | 0 1 (Indian) |

## Board Demographics - Gender

|                    |   |
|--------------------|---|
| <b>Male</b>        | 6 |
| <b>Female</b>      | 9 |
| <b>Unspecified</b> | 0 |

## Governance

|   |     |
|---|-----|
| <b>Board Term Lengths</b>                       | 1   |
| <b>Board Term Limits</b>                        | 0   |
| <b>Board Meeting Attendance %</b>               | 90  |
| <b>Written Board Selection Criteria?</b>        | Yes |
| <b>Written Conflict of Interest Policy?</b>     | Yes |
| <b>Percentage Making Monetary Contributions</b> | 100 |
| <b>Percentage Making In-Kind Contributions</b>  | 100 |
| <b>Number of Full Board Meetings Annually</b>   | 9   |

## Standing Committees

Finance

Program / Program Planning

Nominating

Development / Fund Development / Fund Raising / Grant Writing / Major Gifts

Communications / Promotion / Publicity / Public Relations

Executive

## Additional Board Members

| <b><u>Name</u></b> | <b><u>Affiliation</u></b> |
|--------------------|---------------------------|
| Mr. Sheldon Drake  | Drake Hughes & Associated |
| Mr. John Hughes    | Drake Hughes & Associates |
| Mr. Marty Kelly    | Swagelok                  |
| Mr. Claude Souder  | Senior Resources          |
| Mrs. Jennifer Wade | Community Volunteer       |

# Management

## Executive Director/CEO

|                           |                  |
|---------------------------|------------------|
| <b>Executive Director</b> | Shawnee Hansen   |
| <b>Term Start</b>         | Nov 1986         |
| <b>Email</b>              | Shawneey@aol.com |

### Experience

Our program was founded by Shawnee Hansen after she witnessed a young child eating from a trash can in south Richmond. It was her vision to alleviate hunger in Richmond by providing a safe and caring environment where those who are in need of a meal can come in for a nutritious lunch seven days a week.

## Senior Staff

| <u>Name</u>         | <u>Title</u>       |
|---------------------|--------------------|
| Miss Camille Hansen | Assistant Director |

## Staff

|                        |      |
|------------------------|------|
| <b>Full Time Staff</b> | 2    |
| <b>Part Time Staff</b> | 0    |
| <b>Volunteers</b>      | 1200 |
| <b>Contractors</b>     | 0    |
| <b>Retention Rate</b>  | 100  |

## Plans

|  |                   |
|--|-------------------|
| <b>Organization has a Fundraising Plan?</b>    | Under Development |
| <b>Organization has a Strategic Plan?</b>      | Under Development |
| <b>Years Strategic Plan Considers</b>          | 5                 |
| <b>Management Succession Plan?</b>             | Under Development |
| <b>Organization Policy and Procedures</b>      | Under Development |
| <b>Nondiscrimination Policy</b>                | Yes               |
| <b>Whistleblower Policy</b>                    | Yes               |
| <b>Document Destruction Policy</b>             | Yes               |
| <b>Directors and Officers Insurance Policy</b> | Yes               |

## Collaborations

We are pleased to collaborate with the 95+ churches (representing all denominations), synagogues, businesses and schools who are a part of our work. We also collaborate with Homeward, The Healing Place, Safe Haven, Good Samaritan Ministries, Helping Hands, From the Heart, Grace Fellowship and other sister organizations.

# Financials

## Fiscal Year

|                                 |                |
|---------------------------------|----------------|
|                                 | Jan            |
| <b>Fiscal Year</b>              | 2016           |
| <b>Projected Revenue</b>        | \$1,662,300.00 |
| <b>Projected Expenses</b>       | \$1,662,300.00 |
| <b>Endowment Value</b>          | 0              |
| <b>Spending Policy</b>          | Income Only    |
| <b>Percentage (if selected)</b> | 0%             |

## Form 990s

[Form 990](#)  
[Form 990](#)  
[Form 990](#)  
[Form 990](#)  
[Form 990](#)  
[Form 990](#)  
[Form 990](#)  
[Form 990](#)

## Detailed Financials

### Revenue and Expenses

| Fiscal Year           | 2015        | 2014        | 2013        |
|-----------------------|-------------|-------------|-------------|
| <b>Total Revenue</b>  | \$1,839,727 | \$1,691,102 | \$1,614,885 |
| <b>Total Expenses</b> | \$1,697,895 | \$1,643,848 | \$1,638,367 |

### Revenue Sources

| Fiscal Year                                     | 2015        | 2014        | 2013        |
|---|-------------|-------------|-------------|
| <b>Foundation and Corporation Contributions</b> | --          | --          | --          |
| <b>Government Contributions</b>                 | \$0         | \$0         | \$0         |
| <b>Federal</b>                                  | --          | --          | --          |
| <b>State</b>                                    | --          | --          | --          |
| <b>Local</b>                                    | --          | --          | --          |
| <b>Unspecified</b>                              | --          | --          | --          |
| <b>Individual Contributions</b>                 | \$325,921   | \$203,767   | \$147,620   |
| <b>Indirect Public Support</b>                  | \$43,464    | \$40,800    | \$23,655    |
| <b>Earned Revenue</b>                           | --          | --          | --          |
| <b>Investment Income, Net of Losses</b>         | --          | --          | --          |
| <b>Membership Dues</b>                          | --          | --          | --          |
| <b>Special Events</b>                           | \$32,310    | \$31,131    | \$32,560    |
| <b>Revenue In-Kind</b>                          | \$1,438,032 | \$1,415,404 | \$1,411,050 |
| <b>Other</b>                                    | --          | --          | --          |



### Expense Allocation

| Fiscal Year                             | 2015        | 2014        | 2013        |
|---|-------------|-------------|-------------|
| Program Expense                         | \$1,622,270 | \$1,578,664 | \$1,576,783 |
| Administration Expense                  | \$38,456    | \$32,149    | \$31,063    |
| Fundraising Expense                     | \$37,169    | \$33,035    | \$30,521    |
| Payments to Affiliates                  | --          | --          | --          |
| Total Revenue/Total Expenses            | 1.08        | 1.03        | 0.99        |
| Program Expense/Total Expenses          | 96%         | 96%         | 96%         |
| Fundraising Expense/Contributed Revenue | 9%          | 12%         | 15%         |

### Assets and Liabilities

| Fiscal Year           | 2015      | 2014     | 2013     |
|-----------------------|-----------|----------|----------|
| Total Assets          | \$232,809 | \$90,977 | \$43,723 |
| Current Assets        | \$203,918 | \$82,826 | \$30,138 |
| Long-Term Liabilities | \$0       | --       | --       |
| Current Liabilities   | \$0       | --       | --       |
| Total Net Assets      | \$232,809 | \$90,977 | \$43,723 |

### Short Term Solvency

| Fiscal Year                                       | 2015 | 2014 | 2013 |
|---|------|------|------|
| Current Ratio: Current Assets/Current Liabilities | --   | --   | --   |

### Long Term Solvency

| Fiscal Year                        | 2015 | 2014 | 2013 |
|------------------------------------|------|------|------|
| Long-Term Liabilities/Total Assets | 0%   | 0%   | 0%   |

### Top Funding Sources

| Fiscal Year                                   | 2015 | 2014 | 2013 |
|---|------|------|------|
| Top Funding Source & Dollar Amount            | --   | --   | --   |
| Second Highest Funding Source & Dollar Amount | --   | --   | --   |
| Third Highest Funding Source & Dollar Amount  | --   | --   | --   |

### Capital Campaign

|   |    |
|---|----|
| Currently in a Capital Campaign?              | No |
| Goal  | 0  |
| Capital Campaign Anticipated in Next 5 Years? | No |

### State Charitable Solicitations Permit

|              |              |
|--------------|--------------|
| Permit?      | Yes May 2015 |
| Registration | Yes 0        |

### Comments

#### Organization Comments

We, as most non-profits these days, work hard to keep finances aligned with our budgetary needs. We struggle daily to keep up with the financial needs to keep us going, as demand for our services continue to grow. We continue to outreach and build our base of support and to grow the fundraisers and means of support currently in place.

**Foundation Comments**

- Revenue from "Individuals" may also includes corporate and foundation support.



The Community Foundation Serving Richmond & Central Virginia  
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804-330-7400

