

Dear CHL Leaders,

As we begin to return to a more “normal” year for CHL, our calendars are once again filling up with all of the wonderful events and fundraisers that our CHL family is accustomed to. Since our little Covid hiatus, we now have many wonderful new faces taking the lead on several exciting events for the year. I would like to take this opportunity to remind all of you, new and seasoned alike, that there are a few protocols in place when you are acting on behalf of CHL.

Whether you are an Event Chair, Committee Leader, Black Belt Mentor, or simply a part of the team, please review this list below so that you may refresh yourself on some of the basic CHL Event & Program Protocols that we have. There are always reasons behind why we do what we do so, if at any time you have questions or concerns about any of these protocols, please do not hesitate to ask!

1. All events, programs, activities, and fundraisers, no matter how big or small, require approval prior to beginning.
2. When asking for approval, be prepared to answer questions including, but not limited to, who, what, when, where, how, and why. Be prepared with a back-up to your “when” in case another CHL member is already planning something for that same time that you may not have been aware of.
3. If your request is specifically for your Red Belt or Black Belt Project, then approval must be given by Grand Master Foley. All other approval requests should be directed to Sa Bum Nim Lisa Dado.
4. If you are an Event Chair or a Black Belt Mentor, do not assume that all of the committee members involved are aware of these protocols. Many sub-committees start to operate independently of the main committee, so it is equally important that they are aware of our protocols as well.
5. If you are on a sub-committee and you are tasked with a separate project, such as a small fundraiser to support the larger event, do not assume that your project is automatically approved because the event was approved, or because your event chair knows about it. Some smaller sub-projects or sub-events, especially those with a financial aspect, require their own separate approval from SBN Lisa.
6. Once your project has been approved, you must prepare a budget. Budgets can be as simple or complex as needed. Budgets also need to be submitted to SBN Lisa for approval. If you need help preparing a budget, we will be happy to help guide you. Things to consider include knowing how much money you will need to spend, who will be fronting the money spent, how you will recoup your costs, will a profit be made that will generate revenue for your event or for other CHL expenses, just to name a few. Please remember that if you or anyone on your committee decides to pay for things out of your own pocket to help with budget expenses, this still must be documented as well.
7. At the conclusion of each project, a Final Budget Report must be submitted to Sa Bum Nim Sandi Orenstein. The Final Budget Report is an abbreviated version of your working budget. For your own project records, you should keep the detailed version of your budget so that future events can use it as a guideline for what it took to make that event happen. The final report that is submitted to SBN Sandi only needs to include the financial summary. The financial summary only needs to have these 4 details:
  - a. Total Money Spent (regardless of whether or not it was spent in real money or donated).
  - b. Total Money Received (again, real money or in-kind donations, they all count).
  - c. How much the project was in the black or in the red.
  - d. How much of the budget can be considered money spent on food, clothing, or shelter for low-income people and families in Arizona.

Please let me know if you have any questions. Thank You!  
SBN Sandi,  
602-908-7263 / FamilyJean2014@gmail.com