



**Preservation Foundation**  
*of the Lake County Forest Preserves*

**DATE:** November 13, 2019

**MEMO TO:** Nels Leutwiler, Chair  
 Preservation Foundation Board

**FROM:** Nan Buckardt  
 Director of Education

**RECOMMENDATION:** Recommend approval of a \$34,800 grant over three years to continue support for the Forest Preserves annual Volunteer Recognition Event in 2020, 2021 and 2022.

**FINANCIAL DATA:** This grant would result in a \$34,800 reduction in unrestricted funds over a three-year period.

**BACKGROUND:** Each year, the Lake County Forest Preserves benefits from the service of hundreds of volunteers. Collectively, they donate tens of thousands of hours to help achieve the District’s goals and provide excellence in habitat restoration, educational programming, and cultural activities.

**Proposed Project**

The District honors and recognizes volunteers who served at least 20 hours in the previous year at an annual Volunteer Recognition Event, scheduled for Saturday, February 1, 2020. From 2014 through 2019, the Preservation Foundation provided funds to cover the direct costs of this event, including catering and providing a gift in recognition of each volunteer’s donation of their time and talents. As sponsor of the event, the Preservation Foundation president or a board member delivers brief remarks, which strengthens awareness of the foundation among the District’s most dedicated volunteers.

Approximately 180 - 200 guests are expected each year, including volunteers, guests, staff and Preservation Foundation Board and committee members. In addition to brunch, all eligible volunteers (at least 20 hours in the previous year) receive a gift as a token of appreciation.

**Project Costs:** Estimated costs each year include:

Brunch (Catered, for 180 – 200 guests)	\$ 5,470
Volunteer Gift (\$30/item * 185 eligible volunteers/year)	\$ 5,550
Grant Administration Fee (calculated at 5% of total grant)	\$ 580
<b>Annual Total</b>	<b>\$11,600</b>

A multi-year grant of \$34,800 is requested to fund this event in 2020, 2021, and 2022. This is a reimbursable grant. Payments will be made once a year, following submission of a grant report and itemized expense listing. Should the event be cancelled for any reason, grant payments in those years will not be made.

The Forest Preserves will be responsible for any costs above the proposed event budget in a given year.

**REVIEW BY OTHERS:** Chief Development Officer/Executive Director of the Preservation Foundation.

**PRESERVATION FOUNDATION BOARD:**

Date: \_\_\_\_\_  Roll Call Vote: Ayes: \_\_\_\_ Nays: \_\_\_\_\_

Voice Vote Majority Ayes; Nays: \_\_\_\_\_