



February 2025 Report, C. Outland, ED

Executive Summary

The main focus of the foundation is on securing sponsorships for the golf tournament, managing employee payroll deductions, reconciling accounts from last year, planning events for this year, and preparing our Year-in-Review Report for donors.

Ongoing and Upcoming Activities

Golf Tournament Efforts

We are actively seeking sponsors for the upcoming golf tournament scheduled for May 30th, 2025. We request that board members assist by referring potential sponsors or sharing information about the tournament with their contacts. We have also attached the updated Golf Sponsorship Form to this report. Tickets for the public will go on sale at the beginning of March.

Year-End Financial Reporting

- **Reconcile Accounts:** Reconcile all bank, credit card, and loan accounts to their statements to ensure accuracy.
- **Recognize Revenue:** Properly recognize all pledged contributions and categorize revenue as required by accrual accounting. Distinguish between donations made directly through Seneca Healthcare District and those made to the foundation.
- **Identify and Fix Errors:** Review financial reports to identify and correct any errors before finalizing them.

Tax Receipts: Completed and sent out on 1/15/25. Both receipts for the District and the Foundation have been sent.

Donor Engagement and Reporting

- **Create an Impact Report:** Developing a comprehensive impact report, also known as our Year-in-Review, for stakeholders, detailing achievements, outcomes, and future goals. **In progress.**
- **Increase Donor Communication:** Engage with donors through updates and thank-you messages to maintain strong relationships.
- **Donor Level Letters:** Send letters to existing donors to inform them of their current level within the foundation.

Progress & Insights

- **Donation Acceptance:** Donation acceptance is progressing well, and we have managed diverse types of donations over the past few months. In the coming year, we aim to gain experience in accepting additional types of donations, such as real estate.
- **Constituent Outreach:** We have developed donor level letters, which will be part of our 2025 Q1 mailings. These will also provide a short update to donors on our progress from last year.

Financial Highlight

Financial Status

- **Financed Amount:** \$200,000
- **Total Allotted Funds:** \$200,000
- **Funds Used to Date:** \$58,686
- **Funds Remaining:** \$141,314

Philanthropic/Fundraising Efforts

- **Golf Tournament:** Scheduled for May 30th, 2025. We are currently seeking sponsors for the golf tournament and request that board members assist by referring potential sponsors or sharing information about the tournament with their contacts.
- **Donations:** I will reconnect with District and Foundation board members to discuss donations. We will continue to work with our large potential donors on naming and sponsorships for the new hospital.

Recognition

- **Donor Pages:** The donor pages on the website are coded, and we are working on adding the list of existing donors to the pages.
- **Golf Tournament:** The golf page is up, and sponsors are being added as their checks for sponsorship arrive.

Next Steps

- Continue to prepare all projected materials for the year 2025.
- Develop policies and procedures for the foundation as directed by the board.
 - Consider our policy/procedure for how we will distribute the funds for the District.
- Plan bubble events, community outreach events, and marketing initiatives.
 - Plan "Buy a Beam, See Your Money at Work" events.
 - Plan the Foundation Open House Event, scheduled for June or July. This will be a walk-through of the foundation office where people can stop by and talk to us about the new build, explore renderings, see the floor plans, and see what finishes have been selected.
- Develop quarterly updates and reports. In progress.
- Launch the employee giving campaign. Working with Seneca on this.

Golf Tournament Tasks

- **Raffle Prizes:** Secure 3 raffle prizes.
- **Date Night List:** Compile a list of restaurants/places for 1 year of date nights.
- **Longest Drive Prize:** Ronnie is coming up with ideas for this prize.
- **Committee Recruitment:** Create a message to recruit committee members for planning.
- **Event Process Template:** Develop a template/log of all tasks for the golf tournament to establish a process for next year with a timeline.
- **Hole Hecklers:** Execute contract and find a sponsor.
- **Tournament Trophy:** Design and create messaging explaining that the trophy will be displayed in the walk-in clinic or current hospital lobby and relocated to the new hospital once built. Ronnie is also working on ideas for this.
- **Volunteers:** Determine the number of volunteers needed for the day of the event and outline their activities. We are thinking 8-10 for the event.
- **Snack Pricing:** Consult with Ronnie about pricing for adding a snack on the turn or if we can provide something. This has been requested.
- **Driving Range Activity:** Discuss further details.
- **Poker Run Tournament:** Explore the idea mentioned by Shawn.
- **Sponsorship Contact List:** Update the golf sponsorship contact list with your notes.

Payroll Deduction Tasks

- **Employee Message:** Explain how to enroll and de-enroll (may take up to 2 pay periods to take effect).
- **Paycom Process:** Provide detailed instructions.
- **Form Upload:** Confirm with Kristin about uploading the form.
- **Policy Creation:** Develop a policy.
- **Agreement Form:** Create an agreement form to keep on file, renewed annually.
- **Bi-Annual Reminder:** Set up reminders for employees in February and August each year.

Plumas Bank Display

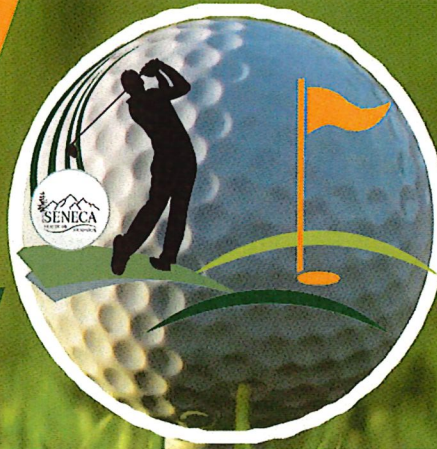
A display is set up at Plumas Bank, and materials are being collected by the public.

Grant Applications

- **PG&E:** Submitted.
- **KBK:** In progress.
- **SPI:** Request Submitted
- **FRTA:** Request submitted.
- **Chevron:** In progress.
- **NVF:** Need to start (Givonia). Portal was created.
- **California Community Foundation:** Focus on infrastructure decimated after the Dixie fire. Dyer Mountain Tower.



1ST ANNUAL GOLF TOURNAMENT



**May 30th, 2025
11:00 AM
Shotgun Start!**

You're Invited!

Dear Sponsor,

We are thrilled to announce the inaugural annual Seneca Healthcare Foundation Golf Tournament, set for Friday, May 30, 2025, at the picturesque Bailey Creek Golf Course, located at 433 Durkin Dr, Lake Almanor, CA 96137.

Join us for a day of golf to support the Seneca Healthcare Foundation and our mission to raise funds for the New Hospital Build – **The Lake Almanor Community Hospital**. Proceeds from the tournament will benefit the Seneca Healthcare Foundation's capital campaign to build a new hospital, ensuring continued access to top-quality healthcare for the communities we serve.

Please review the enclosed summary of sponsorship opportunities. To become a sponsor, return the enclosed sponsorship form or visit www.senecahealthcarefoundation.org/golf. Your generous donation will be recognized on tournament signage, in the event program, and on the golf event webpage.

To register online, visit our website at www.senecahealthcarefoundation.org/golf or contact the Foundation office at 1(833)227-3743 ext. 1600. We encourage early registration, as spots are limited.

We look forward to welcoming you to the Seneca Healthcare Foundation Golf Tournament— a day of great golf, good company, and giving. Your participation and generosity will be instrumental in our quest to delivering quality care for Lake Almanor residents and visitors.

See you on the course!

Gratefully,

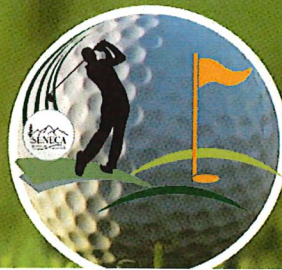
The Seneca Healthcare Foundation Golf Committee



Every player will receive a tee prize co-branded with our tournament sponsor.

P.S. Please return sponsorship information by February 23, 2025, to be included in our SAVE THE DATE!

Player spots are expected to fill up quickly! Please respond early to secure your spot.



May 30, 2024
Bailey Creek
Golf Club
Lake Almanor, CA

1st annual
golf tournament

Sponsorship Opportunities

☐	Tournament	\$20,000	2 team registrations / Full-page program ad / Business display option / 2 VIP parking spots / Name or logo on all event materials, advertising materials, volunteer shirts & committee shirts / Business banner / Name or logo on event board / Recognition at dinner tables / Co-branding of Tee prizes (1 available)
☐	Corporate	\$10,000	1 team registration / half-page program ad / business display option / 1 VIP parking spot / name or logo on all event materials / advertising materials / name or logo on event board (2 available)
☐	Pin Flags	\$7,500	1 team registration / call out in program / logo on all flags located at each hole / Recognition on website (1 available)
☐	Hole-in-One	\$7,500	1 team registration / Recognition on website / Recognition at hole / recognition on event board / Name or Logo on event board (1 available)
☐	Champion	\$5,000	1 team registration / call out in program / Recognition on website / recognition on event board / custom social media posting
☐	Closest to Pin	\$2,500	2 player registration / recognition on event board / custom social media posting / recognition on website (2 left)
☐	Longest Drive	\$2,500	2 player registration / recognition on event board / custom social media posting / recognition on website (1 available)
☐	Pro	\$2,500	2 player registration / call out in program / Name or Logo on event board / Recognition on website
☐	Philanthropist	\$2,000	1 player registration / Recognition on website / Name listed on event board
☐	Driving Range	\$500	Recognition at driving range / Name on event board (2 left)
☐	Hole	\$500	Recognition at tee location of one hole / Name on event board (12 left)
☐	One-Cart	\$250	Recognition on event board / Recognition on one golf cart with name or logo (36 available)

All Sponsorships include recognition on tournament signs, event program, and web postings.

Player spots include golf carts, a tee prize, course refreshments and dinner. 4 players per team!

Name/Business (exactly how you'd like it on materials)

Contact Name

Phone

Address

City

State

Zip

Email

Player Names

1. _____
2. _____
3. _____
4. _____

Method of Payment

- ☐ Check (payable to Seneca Healthcare Foundation)
- ☐ Bill Me

Sponsorship Total: \$ _____

- ☐ Donate back the player spots included in my sponsorship, making my donation 100% tax deductible

Seneca Healthcare Foundation | PO Box 930 Chester, CA 96020 | foundation@senecahospital.org

In accordance with IRS regulations, sponsorship donations are tax deductible, minus any player spots (\$250 value) Non-profit Tax ID # 99-257142

Seneca Healthcare Foundation

CONTRIBUTION FORM



**Did you know you can make a significant gift in as little as 80 pay periods?
Recurring gifts make a big difference!**

Example:	\$1,000	\$2,000	\$3,000	\$4,000	\$5,000	\$10,000
Payroll deduction amount:	\$12.50	\$25	\$37.50	\$50	\$62.50	\$125

THIS IS:

- ☐ a NEW gift ☐ an ADDITION to my current giving
☐ a CHANGE to my current designation (fund) ☐ a CHANGE to my current gift amount
From _____ to _____ From \$_____ to \$_____

PLEASE USE MY GIFT FOR:

- ☐ New Hospital Build Campaign ☐ Where the Need Is Greatest ☐ Other _____

WAYS TO GIVE *(Check all that apply. You may donate multiple ways.)*

MAKE MY GIFT RECURRING *(Select payroll deduction or credit card.)*

- ☐ Recurring payroll deduction amount of \$_____ (\$5 min. per pay period)
☐ Recurring credit card monthly donation of \$_____ (\$10 min.)

CC # _____ Exp. Date _____ CSC _____

MAKE A ONE-TIME DONATION

- ☐ One-time credit card gift of \$_____ ☐ Check *(Payable to Seneca Healthcare Foundation)* ☐ Cash
CC # _____ Exp. Date _____ CSC _____

CONTACT INFORMATION

Name _____ Employee ID # _____

Address _____

City _____ State _____ ZIP Code _____

Phone _____ Email _____

When you recognize my gift, please list my/our name as _____

☐ I would like my gift to be anonymous.

Signature _____ Date _____

We're here to help! Contact the Foundation if you have any questions.

317 Main St, Chester, CA

833.227.3743 ext. 1600 | foundation@senecahospital.org

Voluntary Payroll Deduction Authorization Form

Employee Name:

Amount requested to be deducted each pay period.

Fund for monies to be donated to: (circle one)

- ☐ Area of Greatest Need
- ☐ New Hospital Build
- ☐ Helicopter Landing Site
- ☐ Maintenance Building
- ☐ Skilled Nursing Department
- ☐ General Fund
- ☐ Other

I hereby authorize my employer to make the above deductions from my pay in accordance with the above terms. I understand and agree that I am responsible for satisfying the above amount. I understand and agree that any amount that is due and owing at the time of my termination, regardless of whether my termination was voluntary or not, will be deducted from my last paycheck. This authorizes my employer to retain the amount owed in compliance with the law. I further understand and agree that deductions will be made after any mandatory taxes as well as for any employer programs in which I have enrolled, for which I am eligible, or to which I have agreed.

Employee Signature: _____

Date: _____