



[BOYS & GIRLS CLUBS OF NORTH CENTRAL ILLINOIS] RESPONSE DOCUMENT REPORT

RFP No. 25-163

Youth After-School & Summer Programming Provider

RESPONSE DEADLINE: June 20, 2025 at 11:00 am

Report Generated: Tuesday, August 12, 2025

Boys & Girls Clubs Of North Central Illinois Response

CONTACT INFORMATION

Company:

Boys & Girls Clubs Of North Central Illinois

Email:

aging@bgcncil.org

Contact:

Amanda Ginger

Address:

735 Martin Dr
South Elgin, IL 60177

Phone:

(309) 287-6984

Website:

www.bgcncil.org

Submission Date:

Jun 19, 2025 2:15 PM (Central Time)

ADDENDA CONFIRMATION

No addenda issued

QUESTIONNAIRE

1. Technical Proposal*

See Submittal Content Section for more information:

1. *Cover Transmittal Letter*
2. *Mandatory Program Requirements*
3. *Managerial and Staff Capability*
4. *Collaboration*
5. *Capability and Capacity*
6. *Overall Policies and Procedures*

Pricing shall not be mentioned anywhere in the body of the Technical Proposal.

Cover_Transmittal_Letter.pdf
Mandatory_Program_Requirements.pdf
Managerial_and_Staff_Capability.pdf
Collaboration.pdf
Capability_and_Capacity.pdf
Overall_Policies_and_Procedures.pdf

2. Pricing Proposal*

Expanded explanation of the pricing to be submitted in pricing table.

Any pricing discrepancies between electronic pricing tables and the required uploaded pricing proposal forms, the pricing provided in the pricing tables shall govern.

Financial_Overview.pdf

3. Contact Information*

Pass

Please download the below documents, complete, and upload.

- [CITY OF AURORA - Contact In...](#)

BGCNCIL_Contact_Information_Sheet.pdf

4. References*

Sufficient references of all like public and/or private agencies must be presented below. Listing must include company name, contact person, telephone number and date purchased. All Proposers, as a condition of and prior to entry into a contract, agree that a complete background investigation of the principals of the Proposer and all employees who will work on the project may be made. Proposers agree to cooperate with the appropriate City of Aurora personnel to supply all information necessary to complete these investigations. The City of Aurora in its complete discretion may disqualify any Proposer, including low Proposer, and may void any contract previously entered into based on its background investigation.

West Aurora School District 129

- Dr. Angela Smith, Assistant Superintendent of Operations
- 630.301.5032
- Partnership established in 2022

School District U46

- Dr. Suzanne Johnson, Superintendent
- 847.301.5032 ext.5007

- Partnership established in 1993

Batavia Public School District 101

- Dr. Tom Kim, Superintendent
- 630.937.8800
- Partnership established in 2024

5. Sub-Contractor List

Pass

Please provide the following information for each subcontractor:

Company:

Address:

City, State, Zip:

Phone Number:

Contact Person:

N/A

6. Eligibility*

Pass

By signing this Proposal, the Proposer hereby certifies that they are not barred from bidding on this Proposal as a result of a violation of Article 33E, Public Bids of the Illinois Criminal Code of 1961, as amended (Illinois Compiled Statutes, 720 ILCS 5/33E-1).

Confirmed

7. Proposer's Certification*

Pass

I/We hereby certify that:

- A. A complete set of proposal papers, as intended, has been received, and that I/We will abide by the contents and/or information received and/or contained herein.
- B. I/We have not entered into any collusion or other unethical practices with any person, firm, or employee of the City which would in any way be construed as unethical business practice.
- C. I/We have adopted a written sexual harassment policy which is in accordance with the requirements of Federal, State and local laws, regulations and policies and further certify that I/We are also in compliance with all equal employment practice requirements contained in Public Act 87-1257 (effective July 1, 1993) and 775 ILCS 5/2-105 (A).
- D. I/We operate a drug free environment and drugs are not allowed in the workplace or satellite locations as well as City of Aurora sites in accordance with the Drug Free Workplace Act of January, 1992.
- E. The Proposer is not barred from bidding on the Project, or entering into this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code, or any similar offense of "bid rigging" or "bid rotating" of any state or the United States.
- F. I/We will abide by all other Federal, State and local codes, rules, regulations, ordinances and statutes.

Confirmed

8. Proposer's Tax Certification*

Pass

The Proposer's Executing Officer, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of the Proposer, that this despondent is authorized to make them and that the statements contained herein are true and correct.

Proposer deposes, states and certifies that Proposer is not barred from contracting with any unit of local government in the State of Illinois as result of a delinquency in payment of any tax administered by the Illinois Department of Revenue unless Proposer is contesting, in accordance with the procedures established by the appropriate statute, its liability for the tax or the amount of the tax, all as provided for in accordance with 65 ILCS 5/11-42.1-1.

Confirmed

9. Additional Information

Sample_Program_Calendars.pdf
Board_Roster.pdf
Board_Meeting_Minutes.pdf
FY24_Single_Audit_BGCNCIL.pdf
References.pdf
Letters_of_Support.pdf
Final_Board_Authorization.pdf

PRICE TABLES

AFTER SCHOOL PROGRAM COST

(Ex: August 2025-May 2026, excluding school holidays & breaks.) *We will determine the total number of after-school programs based on cost per site

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total |
|-----------|----------------------|----------|-----------------|--------------|--------------|
| 1 | After-school program | 1 | ea. | \$230,500.00 | \$230,500.00 |

[BOYS & GIRLS CLUBS OF NORTH CENTRAL ILLINOIS] RESPONSE DOCUMENT REPORT

RFP No. 25-163

Youth After-School & Summer Programming Provider

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total |
|-----------|-------------|----------|-----------------|-----------|--------------|
| TOTAL | | | | | \$230,500.00 |

SUMMER CAMPS

June-July 2026. (1 camp site each at EA 131, WA 129, Indian Prairie 204, & Oswego 308)

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total |
|-----------|---------------------------------|----------|-----------------|-------------|--------------|
| 1 | Camp site at EA 131 | 1 | EA | \$78,750.00 | \$78,750.00 |
| 2 | Camp site at WA 129 | 1 | EA | \$78,750.00 | \$78,750.00 |
| 3 | Camp site at Indian Prairie 204 | 1 | EA | \$78,750.00 | \$78,750.00 |
| 4 | Camp site at Oswego 308 | 1 | EA | \$78,750.00 | \$78,750.00 |
| TOTAL | | | | | \$315,000.00 |

THEATRE CAMP

4 weeks during the month of June

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total |
|-----------|--------------|----------|-----------------|-------------|-------------|
| 1 | Theatre Camp | 1 | ea | \$55,820.00 | \$55,820.00 |
| TOTAL | | | | | \$55,820.00 |

DOWNTOWN AURORA SUMMER CAMP

[BOYS & GIRLS CLUBS OF NORTH CENTRAL ILLINOIS] RESPONSE DOCUMENT REPORT

undefined - Youth After-School & Summer Programming Provider

[BOYS & GIRLS CLUBS OF NORTH CENTRAL ILLINOIS] RESPONSE DOCUMENT REPORT

RFP No. 25-163

Youth After-School & Summer Programming Provider

4-week camp in July

| Line Item | Description | Quantity | Unit of Measure | Unit Cost | Total |
|-----------|-----------------------------|----------|-----------------|-------------|-------------|
| 1 | Downtown Aurora Summer Camp | 1 | ea | \$72,700.00 | \$72,700.00 |
| TOTAL | | | | | \$72,700.00 |



6/19/2025

City of Aurora
44 E Downer Pl
Aurora, IL 60505

To Whom It May Concern,

On behalf of Boys & Girls Clubs of North Central Illinois (BGCNCIL), I am pleased to submit our proposal for the City of Aurora's After-School and Summer Programming grant opportunity. With a long-standing commitment to serving youth and families throughout Aurora and the surrounding communities, BGCNCIL is uniquely positioned to expand and enhance quality out-of-school time programming that supports academic success, social-emotional growth, and healthy lifestyles for children and teens.

Since 2022, we have partnered successfully with West Aurora School District 129 and have ongoing discussions to extend our services in East Aurora School District 131 and other districts within the City. Our proposal includes comprehensive after-school programs and a variety of summer camps designed to prevent learning loss, promote enrichment, and engage youth in safe, supervised environments.

We bring extensive experience, dedicated staff, and strong community partnerships that will ensure the success and sustainability of these programs. Our approach prioritizes equity, access, and measurable impact, aligning closely with the City's goals to improve quality of life for Aurora's youth.

Thank you for your consideration of our application. We look forward to the opportunity to partner with the City of Aurora to provide enriching, accessible programs that empower youth and strengthen our community.

Sincerely,

A handwritten signature in black ink that reads "C Russell".

Cathy Russell
CEO
Boys & Girls Clubs of North Central Illinois

**SERVING THE
COMMUNITIES OF
AURORA, ELGIN,
HANOVER PARK,
SCHAUMBURG, SOUTH
ELGIN, STREAMWOOD**

BOARD OF GOVERNORS

Patricia Lynott, Chairperson
Rick Zonts, Vice President
Adekola Okulaja, Treasurer
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Guy Lieser (At-Large)
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Steve Super (At-Large)
Jim Wienold (At-Large)
Hannah Wisdom (At-Large)
Caroline Rossow (Aurora)
Josh Campanelli (Elgin)
Brandon Cork (Schaumburg)
Rosey Valencia (South Elgin)
Teresa Winters (Streamwood)
Darren Ward, Jr. (Hanover Park)

DIRECTOR EMERITUS

Kevin McCarty
Mike Shales

STAFF OFFICERS

Cathy Russell, Executive
Natalie Pawluk, Operations
Elizabeth Moe Garcia, Development

MISSION STATEMENT

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

VISION STATEMENT

Provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

ADMINISTRATIVE OFFICE

735 Martin Drive,
South Elgin, IL 60177
www.bgcncil.org

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BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

CITY OF AURORA

YOUTH AFTER-SCHOOL & SUMMER PROGRAMMING

MANDATORY PROGRAM REQUIREMENTS

After-School Program (2025–2026)

The Boys & Girls Clubs of North Central Illinois (BGCNCIL) proposes to continue and expand after-school programming in partnership with the City of Aurora for the 2025–2026 school year. Programming will operate Monday through Friday, from school dismissal until 6:00 p.m., with start and end dates aligned with each participating school's calendar. Sites may operate on a staggered schedule based on staffing, school readiness, or other logistical considerations, with all programs concluding by the final day of the school year.

BGCNCIL currently serves seven elementary school sites in West Aurora School District 129 and looks forward to expanding to East Aurora 131, Indian Prairie 204 and Oswego 308, in partnership with the City and school districts.

The BGCNCIL after-school model is designed to support academic success, healthy lifestyles, and positive character development. Each program day includes a structured rotation of enrichment activities tailored to the needs of youth and their families:

- **Power Hour & Project Learn:** Focused time for homework assistance and academic enrichment. Staff and volunteers provide tutoring, study skills development, and access to educational games and resources to help members stay on track with their studies.
- **STEM** (Science, Technology, Engineering, and Math): Hands-on, project-based learning that engages youth in creative problem-solving and innovation. Activities include robotics, coding, environmental science, and basic engineering challenges.
- **Workforce Readiness:** Age-appropriate programming that introduces members to career exploration, goal setting, communication skills, and leadership development. Older youth participate in resume-building and mock interviews to prepare for future opportunities, and identify post-secondary plans.
- **Healthy Habits & Triple Play:** A comprehensive wellness curriculum that includes nutrition education, fitness activities, and social-emotional development. Youth participate in team sports, movement-based games, and discussions around healthy decision-making.
- **Art & Creative Expression:** Opportunities to explore visual arts, music, and performance. These activities help youth build self-confidence, cultural awareness, and a sense of identity.
- **Guest Speakers & Community Engagement:** Throughout the year, guest speakers and community mentors will visit sites to provide inspiration, share expertise, and broaden members' perspectives.

All programs are designed to create a safe, supportive environment where Aurora youth can learn, grow, and thrive outside of school hours. BGCNCIL is committed to accessibility and high-quality programming that reflects the needs and strengths of each school community.

Participation in the program will be provided free of charge or based on a sliding scale determined by a family's ability to pay.

By blending academic support, enrichment, and social-emotional learning, the BGCNCIL after-school model equips Aurora youth with the tools they need to succeed now and in the future.

Summer Camps (2026)

BGCNCIL will operate 4 summer camps in 2025, located at O'Donnell Elementary (EA 131), Hill Elementary (WA 129), Fischer Middle School (Indian Prairie 204) and The Wheatlands Elementary (Oswego 308). Camps will run Monday through Thursday, 8:00 a.m. to 3:00 p.m. from June 8th – July 30th, serving up to 100 students who have completed kindergarten through 5th grade at each camp.

Summer camps will be designed to prevent learning loss and support the continued development of academic, social, and emotional skills during the summer months. Each camp day will offer a balanced blend of academic enrichment, and recreation is grounded in a safe, inclusive environment that encourages curiosity, creativity, and personal growth.

Key program components could include:

- **Literacy and Learning Loss Prevention:** Led by certified teachers and experienced youth development professionals, campers participate in daily literacy and academic skill-building activities designed to help them retain key concepts learned during the school year. Lessons are infused with fun, hands-on learning to keep students engaged and motivated.
- **Enrichment Programming:** Campers engage in signature Boys & Girls Club programs such as Power Hour, Project Learn, STEM discovery projects, Healthy Habits, and Triple Play. Activities are tailored for summer and include interactive science experiments, basic coding, nutrition education, arts and crafts, and structured group games.
- **Recreational Activities:** Daily physical activity is a core part of our programming. Campers enjoy games, team sports, and free play that promote fitness, teamwork, and social-emotional wellness. Time is built in each day for movement and fun.
- **Field Trips & Guest Experiences:** Field trips and special in-camp events connect campers to the broader community and spark new interests. These experiences may include visits to local museums, parks, nature centers, libraries, and performances, or welcoming guest speakers into camp for hands-on learning opportunities.

Theatre Camp (2026)

BGCNCIL proposes to continue operating the City of Aurora Theatre Camp in 2026 as an eight-week, full-day program, running Monday through Thursday, 8:00 a.m. to 3:00 p.m., from June 8 to July 30, 2026, serving up to 60 students.

Designed for students who have completed 3rd through 8th grade, the camp will focus on acting, performance, and production skills, culminating in a full-scale performance at the end of the session. Members will also gain experience with behind-the-scenes elements such as set design and costumes.

Programming will be age-appropriate, supportive, and aligned with the City's goal to offer youth comprehensive theatre experience. The camp will be offered at no cost or with a sliding fee scale based on family need.

Downtown Aurora Summer Camp (2026)

BGCNCL would operate the Downtown Aurora Summer Camp in full alignment with the City of Aurora's program model. This four-week, full-day camp will run Monday through Friday, 8:00 a.m. to 3:00 p.m. from July 6th through July 31st for students who have completed 2nd through 5th grade.

Following the City's established structure, members will rotate weekly by grade level across four downtown locations:

- APS Training Academy (STEM)
- Aurora Regional Fire Museum (Fire Safety)
- Grand Army of the Republic Museum (Military & History)
- Waubensee Community College (Art)

The camp will maintain the City's capacity guidelines of up to 100 students, with no more than 25 students per grade level.

BGCNCL will support the City's vision by providing experienced youth development staff to assist at each site, ensuring consistent supervision, positive engagement, and enrichment in line with our existing summer programming. We will also incorporate literacy support, physical activity, and social-emotional learning into the daily schedule, complementing the core themes of each host site.

Our participation in this collaborative program reflects BGCNCL's commitment to expanding access to high-quality summer opportunities for Aurora youth and working in partnership with the city to meet established goals and expectations.

Need and Objectives

The need for high-quality, accessible out-of-school time programming in Aurora remains significant. Many families face barriers to affordable care and structured enrichment opportunities during after-school hours and summer months—times when youth are at greater risk for disengagement, academic slide, and lack of supervision. Students from low-income households and historically underserved communities often experience opportunity gaps in

academics, arts, STEM, and social development. Additionally, working parents rely on safe, consistent environments for their children outside of regular school hours.

The Boys & Girls Clubs of North Central Illinois (BGCNCIL) seek to help close these opportunity gaps by partnering with the City of Aurora to deliver high-impact programs aligned with community needs. Through expanded after-school and summer programming, BGCNCIL will support academic progress, promote healthy lifestyles, and provide meaningful enrichment that prepares youth for success in school and life.

The following objectives will be met through the proposed programming:

- **Improve Academic Engagement and Learning Retention** - Programs will provide daily academic support through homework help, literacy and math activities, and summer learning loss prevention, helping students maintain and build on school-year gains.
- **Support Working Families with Reliable, Affordable Care** - By offering consistent programming during critical out-of-school hours—after school and throughout the summer—families will have access to free or low-cost care that meets both educational and supervision needs.
- **Expand Access to Enrichment and Cultural Learning** - Youth will participate in diverse programming including STEM, arts, theatre, history, safety education, and workforce readiness—broadening their exposure to new interests and future pathways.
- **Promote Positive Youth Development** - Through structured activities that build social-emotional skills, confidence, and leadership, programs will foster a sense of belonging and help young people grow into well-rounded, resilient individuals.
- **Strengthen Community Partnerships** - BGCNCIL will collaborate with schools, cultural institutions, and local organizations to deliver programming rooted in Aurora's resources and aligned with the City's vision for youth services.

By addressing these key areas, the programs will play a vital role in supporting Aurora youth and ensuring all children have the tools and experiences they need to thrive.

Registration

While the primary focus of our programs is to serve Aurora youth, we understand that some members may reside outside the city limits in neighboring communities such as Oswego or Naperville. In such cases, no City of Aurora funds will be used to support those youth. Instead, we will allocate costs for non-Aurora residents to other funding streams, including private foundation grants, state-funded after-school dollars, individual donor contributions, and corporate partnerships. We maintain a cost allocation process and track information through registration to ensure fiscal compliance. Our organization is committed to honoring the city's requirement that public funds benefit Aurora residents, and we will clearly delineate use of city dollars in all budget reporting.

All members will complete an online registration form that captures essential personal, medical, and academic details to ensure a safe and supportive experience. Our digital application includes space for medical history, allergies, medications, emergency contact information, and accommodations needed for special education or behavioral plans. Parents or guardians will be required to acknowledge our behavior policy, which outlines expectations for positive conduct and consequences for disruptive or unsafe behavior. In addition, the form includes consent for field trips and transportation, as well as photo and liability waivers. Registration is designed to be mobile-friendly and accessible, and paper forms will be made available upon request for families with limited internet access. Additionally, our bilingual enrollment team is highly trained to guide parents through the online process if needed.

While Boys & Girls Clubs of North Central Illinois utilizes an income-based program fee structure, no child is ever turned away due to a family's inability to pay. Program fees are intentionally set below the cost of comparable after-school and summer care options in the region, making them accessible for working families. Many of the families we serve qualify for the Illinois Child Care Assistance Program (CCAP), which allows them to attend at no cost. For those who do not qualify for CCAP but still demonstrate financial need, full scholarships are available to ensure that every child has access to safe, high-quality programming regardless of their household income.

Program Goals, Outcomes and Evaluation

The overarching goal of the Boys & Girls Clubs of North Central Illinois (BGCNCIL) partnership with the City of Aurora is to provide high-quality, accessible out-of-school time programming that supports youth academically, socially, and emotionally. Through structured after-school and summer camp experiences, the program aims to:

- Improve academic outcomes and reduce learning loss
- Increase social-emotional wellness, self-confidence, and life skills
- Provide safe, reliable care during non-school hours
- Expose youth to diverse enrichment experiences that foster creativity, curiosity, and community connection
- Support working families through equitable access to services

The intended outcomes of the program are both quantitative and qualitative. Quantitatively, BGCNCIL aims to maintain strong participation with 75% average daily attendance. In partnership with local school districts, and with appropriate consent, BGCNCIL will track academic indicators such as grades, literacy and math scores, and school-day attendance to assess progress toward academic improvement or maintenance. Additionally, the program will use the Boys & Girls Clubs of America's National Youth Outcomes Initiative (NYOI) survey to assess performance in academic success, character and leadership, and healthy lifestyles—striving to meet or exceed national benchmarks across these domains.

Qualitatively, the program expects youth to demonstrate improved engagement in learning, increased confidence, and greater interest in subjects such as STEM, the arts, and recreation. Members will develop skills in communication, creativity, problem-solving, and collaboration through daily programming, culminating in youth-driven showcases like theatre productions, art exhibits, or group projects. Youth will report a stronger sense of belonging and emotional safety, while parents and caregivers will express satisfaction with the overall program experience and impact on their children.

Program performance will be measured through a combination of attendance tracking, academic data, surveys, and regular feedback loops. Attendance will be recorded daily and reviewed at the site and administrative levels to monitor consistency and retention. BGCNCIL will collaborate with school districts to access student academic data for evaluation purposes, including report cards and standardized assessments where available. Throughout the year, the organization will administer short “pulse check” surveys to members, staff, and families to capture timely feedback on program quality, engagement, and communication. At the end of each session, families and staff will complete a more comprehensive survey to reflect on their experience and suggest improvements. The annual NYOI survey will provide standardized data that can be benchmarked nationally, offering an additional layer of insight into program effectiveness.

This multi-tiered evaluation approach will ensure that outcomes are not only measured but used meaningfully to refine and strengthen program offerings, inform staff training, and ensure that programming continues to meet the needs of Aurora youth and families.

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

CITY OF AURORA

YOUTH AFTER-SCHOOL & SUMMER PROGRAMMING

MANAGERIAL AND STAFF CAPABILITY

Staff Training

Boys & Girls Clubs of North Central Illinois (BGCNCIL) is committed to ensuring that all youth—regardless of medical, educational, physical, or other disabilities—have access to safe, supportive, and inclusive after-school and summer programming. To uphold this commitment, all BGCNCIL staff participate in comprehensive training and professional development throughout the year that prepares them to meet the diverse needs of the youth we serve.

Staff onboarding includes robust preparation in safety protocols, behavior and classroom management, and youth engagement strategies. This foundation is supported by additional professional development opportunities offered 3–4 times per year, typically during school breaks. Trainings include a wide range of topics relevant to inclusive and responsive youth development, including Trauma-Informed Care, Youth Mental Health First Aid, Child Development and Social Emotional Health, De-Escalation Techniques, Promoting Positive Behavior, Developing Positive Relationships, and CPR/First Aid certification. Staff are trained to respond to a variety of medical and emergency situations and to adapt programs and environments to accommodate youth with differing needs and abilities.

BGCNCIL also uses Boys & Girls Clubs of America's Spillett Leadership University, a national professional development platform offering blended and online training modules for staff at all levels. This training platform supports our organization's commitment to continuous learning and high-quality care. In addition, leadership staff regularly participate in regional and national Boys & Girls Club conferences and learning circles to stay informed about best practices in youth safety, accessibility, and program quality. Through these ongoing training efforts, BGCNCIL ensures that its team is well-prepared to provide equitable access to programming, create welcoming spaces for all youth, and respond effectively to individual needs and emergency situations.

Hiring Practices

BGCNCIL is committed to maintaining continuity and leveraging the experience of the staff who have previously contributed to the success of this program. When feasible, we will actively seek to re-hire qualified staff, teachers, and school personnel who have supported youth programming in Aurora through other providers. All returning candidates will be invited to apply and will participate in our standard interview and screening process to ensure alignment with BGCNCIL's youth development approach, organizational values, and the specific needs of the program. Final hiring decisions will be based on qualifications, experience, and overall fit with our staffing structure and expectations. In alignment with the City's guidelines, we will advertise all available positions through the participating school districts to encourage applications from current teachers, paraprofessionals, and other school staff. This helps ensure familiarity with the student population and strong alignment with academic goals.

We will continue to prioritize the recruitment of local youth for employment opportunities. These opportunities provide valuable early work experience and support career skill

development in a supervised, youth-centered environment. All youth employees will receive appropriate training and ongoing mentorship to ensure they are prepared for their roles. In accordance with our organizational safety policies, youth employees are never left alone with program participants and are always supervised by trained adult staff. This structure ensures a safe environment for all participants while allowing young employees to grow and contribute meaningfully within a clear and supportive framework.

Program Staff Qualifications

BGCNCIL is proud to have a strong, experienced team leading the proposed after-school and summer programs in Aurora.

Wendy Mendoza, our Aurora Regional Director, will serve as the Program Manager for this initiative. Wendy joined BGCNCIL in Spring 2024 and brings extensive experience in youth care and program management. Prior to joining the organization, she served as a Center Director for daycare facilities in South Elgin, Illinois, where she oversaw daily operations, staffing, curriculum implementation, and family engagement. Wendy will oversee all program operations, staffing, and compliance with City requirements, ensuring consistency, safety, and quality across all sites.

Nicole Velazquez, Area Manager, will support program implementation, staff development and oversight. Nicole joined BGCNCIL in Fall 2024 after serving for nearly two years in a youth outreach role with Aurora Township. Her background in direct youth engagement and community programming makes her well-equipped to support staff development, day-to-day operations, and coordination between program sites and community partners.

Each program site will be led by a Site Coordinator, responsible for on-site leadership, staff supervision, daily communication with families and school partners, and the implementation of structured daily programming. Supporting each site team are Youth Development Assistants (YDAs), who work directly with youth to deliver academic support, enrichment activities, and recreation programming. Site Coordinators and YDAs are trained in child development, youth engagement, and behavior support, program delivery, and safety.

Natalie Pawluk, Chief Operating Officer, provides executive oversight for all program operations. Natalie has been with BGCNCIL for seven years and brings over 15 years of experience within the Boys & Girls Club Movement and more than 25 years in the youth development field. Her leadership ensures that program implementation is aligned with organizational goals, compliance standards, and best practices in safety, equity, and impact measurement.

Organizational Qualifications to Perform Project Work

Boys & Girls Clubs of North Central Illinois (BGCNCIL) has a strong track record of delivering high-quality after-school and summer programming in partnership with local school districts. We have partnered with School District U-46 since 1993, West Aurora School District 129 since 2002, and most recently launched programming in Batavia Public Schools 101 in 2024. References from these partnerships are included in the attachments.

Our organization currently operates 34 sites across seven communities, with the staffing, systems, and leadership in place to manage multi-site operations effectively. We have extensive experience working directly with school districts to align programming with academic and social-emotional goals, manage facilities and logistics, and meet compliance requirements.

With over 30 years of experience and deep regional partnerships, BGCNCIL is well-prepared to implement and grow the proposed programs in collaboration with the City of Aurora and its schools.

Health/Safety Policies & Procedures

Mandated Reporter Policy

The Club is required to report suspected cases of child abuse and neglect to the Illinois Department of Children and Family Services. In accordance with Illinois statutes, all employees of the BGCNCIL are "mandated reporters" and in turn, are required to report when they have reasonable cause to suspect that a child seen in the course of their employment has been abused or neglected or they have reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur. Every instance of child abuse or neglect must be reported. It is not the employee's position to neither investigate the suspicion nor determine the validity. It is, by law, the employee's obligation to report all suspicion.

One-on-One Contact Policy

Boys & Girls Clubs of North Central Illinois is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits unauthorized one-on-one interactions between the youth and the staff and volunteers (including board members).

Except as provided herein, staff shall NOT, during the scope of the Club activities and programs:

- Initiate unsupervised one-on-one contact with member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time, including personal and private vehicles unless there is another person able and willing to accompany the staff.

Staff shall:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff in an emergency situation arises.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented and provided to Club leadership.

DCFS Licensing & Liability Insurance

A center or home may be exempt from licensing from the Illinois Department of Children and Family Services (DCFS) because of characteristics such as school-age only services, number of children in care, and school or religious affiliation. Licensed-exempt childcare homes and centers receiving payment through the Child Care Assistance Program must complete annual trainings, including health and safety & CPR/First Aid, and participate in annual monitoring visits. The Club is an entity operating a program exempt from childcare license standards and will maintain a minimum level of liability insurance as determined by the Department of Children and Family Services (225 ILCS 10/2.09) for such license-exempt programs.

Safety Procedures

The Club has adopted policies and procedures for the following additional safety requirements:

- Employee and volunteer emergency preparedness and practice drills;
- First aid kits are maintained at all sites and are ready to use;
- A working telephone is available onsite and accessible at all times;
- Emergency phone numbers are posted onsite

The Club will comply with the applicable standards of the Illinois Department of Public Health (77 Illinois Admin. Code 750) and the local health department, the Illinois State Fire Marshall (41 Illinois Admin. Code 100) and local fire department and will retain on premises at all times records of those inspections.

Restroom Use Policy

Having clear policies and procedures is an important step in preventing behaviors such as bullying, misconduct, fighting, and vandalism.

Best practices used by Clubs include:

- Prohibiting mixed age groups (children, teens and adults) from sharing a restroom.
- To prevent one-on-one interactions, staff should follow the "Rule of 1 or 3" – allowing either one member or three members to use the restroom at the same time, provided there are enough stalls to accommodate them.
- Club staff monitor youth restrooms during operations via line of sight and/or sound from the restroom doorway or hallway.
- Implementing a restroom inspection and monitor schedules.
- Designing restrooms to eliminate doors but maintain privacy (where applicable).

The Boys & Girls Clubs of North Central Illinois are committed to providing a safe environment and enforcing the following restroom policy for members, staff, volunteers, and other adults. Restrooms are regularly monitored by designated staff at a schedule set by Club leadership.

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Abide by all staff codes of conduct.
- Enforce the Organizations' restroom code of conduct.
- Intervene and notify Club leadership should inappropriate conduct be observed.
- Ensure restrooms are regularly cleaned and sanitized.

Staff observing unacceptable restroom conditions shall:

- Immediately notify Club leadership.
- Complete a Repair Request Form and submit to Club leadership.
- Document, in writing, restroom conduct incidents and report them to Club leadership as soon as possible.

Club members are expected to use restroom facilities independently. Staff members are not permitted to enter student restrooms and support them with toileting. Club members in kindergarten through second grade (or older if applicable) are required to bring an extra set of clothing (underwear, pants/shorts, shirt and socks) each day with them to the Club. It is recommended to pack it in a plastic bag. Members will need to change clothes independently, so parents/guardians must pack clothing that members can successfully change into. If any members exhibit regular bathroom accidents, a parent/guardian meeting will be held to discuss solutions to support young members as they adjust to the Club setting.

Accidents, Injuries & Medical Emergencies

In case of an accident or injury, Club staff are trained in basic first aid and CPR. The paramedics may be called for serious injuries. If so, a parent/guardian will be notified promptly, and the member will be transported to the nearest hospital accompanied by a staff member. In the membership application waiver, parents/guardians authorize the Club staff to obtain immediate medical care if an emergency occurs. For more information about our safety policies, please visit <https://bgncil.org/club-safety>.

Medication, Allergies & Illness

Club staff will administer medication to Club members only if there is a signed Medication Authorization Form on file and only for current medication in its original container, labeled with the Club member's name. Medications are to be stored in a secure, private location, along with the Daily Medication Log Sheet. Staff may not dispense over-the-counter medication.

Additionally, any serious allergies or conditions that we would need to be aware of or for which we would need to administer treatment (such as an EpiPen or inhaler) should be communicated with staff. An authorization form will need to be completed for any treatment.

The Club may refuse admittance to members and/or send members home from the Club due to any illness that keeps them from fully participating in the program. If a member has a fever of over 100.4 degrees or has a communicable disease (see list below), he or she will not be permitted to attend the Club that day. A parent/guardian will be notified to immediately pick up member(s). After notification, parents/guardians (or emergency contacts) must pick up the ill member within 2 hours. Examples of specific illnesses where a member may be denied access to the Club include the following: fever greater than 100.4 degrees, skin rashes, live head lice, ring worm, strep throat, chicken pox, COVID, cough or shortness of breath.

Evacuation & Family Reunification

In the case of an evacuation, the Boys & Girls Club will follow the below guidelines for family reunification.

- Parents/guardians who are not with their children at the time of an evacuation will be notified, of when it is safe and where they can be reunited with their children.
- Designated personnel, along with law enforcement, will check the identification of those entering the reunification area and provide them with name tags, if available.
- Designated personnel, assisted by law enforcement, will coordinate the signing out of those in the reunification site. Anyone picking up a child, under the age of eighteen, must be a verified person on the minor's check out card authorized to pick up the child.
- A mental health professional or counselor should be assigned or secured to calm those waiting at the reunification site and distribute information sheets on traumatic stress reactions.
- Reunited families should be encouraged to leave the reunification site promptly.
- Those who have not been picked up from the reunification site by a certain time will be taken to a secure area until a family member comes. Media Liaison and Parent/Guardian Liaison will relay the message to the local Club community of the new pick-up site where family members can pick up their loved ones.

Membership Eligibility

The Boys & Girls Club is committed to creating a positive and inclusive environment for youth of every race, gender, gender expression, sexual orientation, ability, socio-economic status, religion or cultural belief. We want all young people to have a high-quality Club experience so that they feel physically and emotionally safe; receive support and recognition from caring adults who set high expectations for them; are given opportunities to try new things; have fun; and feel a sense of belonging at the Club.

Commitment to Inclusion

The Boys & Girls Club of North Central Illinois (BGCNCIL) welcomes all youth into our program and strives to meet the needs of all participants. We commit to making reasonable accommodations to ensure that all youth may engage meaningfully with the organization's mission. BGCNCIL will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if BGCNCIL can meet each child's needs in our program setting. The submission of an accommodation request does not guarantee approval.

Individualized Education Plans (IEPS)

BGCNCIL is not legally required to comply with the agreement made between the child, parent/guardian, and the school. BGCNCIL may review IEPs by request and work with the parent/guardian to determine the best course of action to align interventions with IEP recommendations. Any accommodation must be agreed upon by the child, parent/guardian, and BGCNCIL in a written document or Support Plan before implementation. If an accommodation cannot be implemented due to undue burden, then it must be communicated to all parties involved and the family may be referred to an external agency for services.

Guidance for Individual Caretakers

BGCNCIL does not employ individual caretakers or aides. If a Club member or prospective Club member may benefit from an individual caretaker or aide, they may be provided by the family or an identified agency that is working with the family (ex: school district, Regional Office of Education, Project Access, etc.). Caretakers or aides must complete the volunteer process, and a formal contract must be agreed upon, including proof of certification for any physical interventions that may be necessary to support the child.

Program Comparison

Boys & Girls Clubs of North Central Illinois (BGCNCIL) has extensive experience operating after-school and summer programs that focus on academic enrichment, social-emotional development, and recreation. Our programs typically take place at school or Club-based sites where youth remain in a consistent setting with structured daily schedules. The proposed programs for this RFP align closely with our existing approach in terms of youth development philosophy, safety standards, and focus areas such as literacy, STEM, and arts. However, the Downtown Aurora Camp and Theatre Camp introduce new models for us in which youth rotate between external locations or work toward a culminating performance. While these formats differ from our usual site-based structure, we are prepared to adapt our staffing, scheduling, and coordination methods to meet the City's expectations and ensure consistency in program quality.

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

CITY OF AURORA

YOUTH AFTER-SCHOOL & SUMMER PROGRAMMING

COLLABORATION

Collaborative Partnerships

BGCNCIL values strong community partnerships that enhance programming and broaden opportunities for youth. The following collaborators will support various aspects of the proposed after-school and summer programs, offering expertise, resources, and enrichment aligned with program goals:

- **Aurora University** – Through its social work internship program, Aurora University will provide interns to support the social-emotional needs of youth and families. Interns will assist with behavioral support, member check-ins, and connecting families to community resources, while gaining hands-on experience under the supervision of Club staff.
- **Waubensee Community College** – Waubensee will continue to serve as a program site location and a partner in youth exposure to postsecondary education. The college may also support guest instruction in career readiness and host specialized enrichment such as art or STEM workshops.
- **Aurora Public Library** – The library will support literacy initiatives through its summer reading program, book access, and literacy-based activities. Staff may also visit Club sites for read-alouds or story time events, helping to reinforce reading habits and academic enrichment.
- **Aurora Police Department** – Officers from the Aurora Police Department will participate as guest speakers and provide safety demonstrations for Club youth. Their involvement helps foster positive relationships between youth and law enforcement while reinforcing safety education and leadership skills.
- **Red Oak Nature Center** – As a field trip partner, Red Oak will provide nature-based experiences and hands-on environmental education. These excursions support science learning, outdoor exploration, and physical activity in a natural setting.
- **DuPage Children's Museum** – The museum will serve as a professional development partner, offering staff training in hands-on STEM and early childhood engagement strategies. This supports employee readiness to deliver high-quality, inquiry-based programming.
- **Revv Aviation** – Revv will host field trips and offer aviation-focused camp experiences that introduce youth to careers in aviation and aeronautics. These experiences expose youth to STEM in real-world contexts and align with workforce development objectives.

Together, these partners provide essential educational, cultural, and community resources that expand program impact, deepen learning opportunities, and help meet the diverse needs of Aurora youth and families.

Free Lunch & Snack Program

BGCNCIL is committed to ensuring that all youth have access to nutritious meals and snacks while participating in our programs. For school-based locations, we will coordinate with our partnering school districts to participate in the existing school lunch and snack programs. This is especially critical for our full-day summer camps, where free lunch and snacks will be provided daily in accordance with programming requirements.

For after-school programs, BGCNCIL will work with the host schools to offer snacks through their existing meal service programs when available. In instances where school partnerships are not feasible, we will explore collaboration with local providers such as Blessings in a Backpack, supported by BGCNCIL's partnership with Molex, Northern Illinois Food Bank, and the Aurora Interfaith Food Pantry to ensure consistent access to healthy snack options.

All staff involved in meal service will be trained in proper food handling, including allergy and intolerance protocols, safe distribution practices, and maintaining accurate intake records. Families will receive menus, along with information about allergy accommodations and the option to send meals or snacks from home if preferred. These efforts ensure all youth can participate safely and comfortably, with food service practices that meet health and safety standards.

Enrichment Programming

Boys & Girls Clubs of North Central Illinois (BGCNCIL) actively engages local organizations, businesses, and individuals to enhance youth programming through meaningful community partnerships. Our Community Engagement Team plays a central role in identifying, cultivating, and maintaining these relationships. Through direct outreach, presentations, and ongoing communication, the team encourages local partners to get involved as volunteers, guest instructors, and program collaborators—helping them feel valued as stakeholders in our shared mission to serve youth.

To enhance enrichment opportunities, BGCNCIL brings in a variety of community partners to lead activities aligned with our core program areas such as STEM, arts, literacy, health and wellness, and career exploration. Examples of enrichment partners include the Aurora Police Department (safety demonstrations and leadership talks), Revv Aviation (aviation-based STEM experiences), Red Oak Nature Center (environmental education), and the Aurora Public Library (literacy programs and summer reading initiatives). We also collaborate with organizations like DuPage Children's Museum for staff training and curriculum support, and Waubesa Community College for postsecondary and workforce readiness programs.

We encourage local professionals and businesses to visit our sites as guest speakers or workshop facilitators, helping youth explore a variety of career paths and interests. These experiences broaden youth exposure, strengthen community connections, and provide real-world context to Club programming. As our programs continue to grow, we will expand our

community partner network to reflect the interests and needs of the youth we serve, while ensuring all outside vendors and volunteers meet our safety and quality standards.

School District Partners

BGCNCIL has a well-established and successful partnership with West Aurora School District 129, where we have operated after-school and summer programming since 2022. This collaboration has resulted in strong communication, streamlined logistics, and consistent support from school leadership and site-level staff. We are proud of the relationships that have been built and the positive outcomes our organization has seen for youth and families across these school communities.

In addition, we have engaged in promising and productive conversations with East Aurora School District 131. Both parties have expressed mutual interest in future collaboration, and we are optimistic about expanding services within D131 schools in the near future.

Should this proposal be funded, BGCNCIL is prepared to continue relationship-building with each identified school district, including Indian Prairie 204 and Oswego 308, to ensure all operational requirements are met. Our team will work directly with district administration and school-level contacts to coordinate formal memorandums of agreement, building reservation forms, certificates of insurance, and any additional documentation needed to launch and sustain programming. We are committed to a collaborative approach and will prioritize clear communication, flexibility, and alignment with each district's policies, expectations, and school culture to ensure smooth and successful program implementation.

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

CITY OF AURORA

YOUTH AFTER-SCHOOL & SUMMER PROGRAMMING

CAPABILITY AND CAPACITY

BGCNCIL Program Overview

Boys & Girls Clubs of North Central Illinois (BGCNCIL) provides high-quality, accessible out-of-school time programming to youth across a wide region. Currently, BGCNCIL operates 35 active sites across Aurora, Batavia, Elgin, Hanover Park, Schaumburg, South Elgin, and Streamwood, delivering consistent support and enrichment to thousands of youth each year.

At each of these sites, we offer comprehensive after-school programs that run Monday through Friday during the academic year. These programs include daily homework help and tutoring through our nationally recognized Power Hour and Project Learn initiatives, along with enrichment in STEM, arts, literacy, healthy habits, social-emotional wellness, and recreation. Many sites also integrate workforce readiness, character development, and leadership programming to help prepare youth for future success.

In addition to our school-year programs, BGCNCIL operates multiple summer camps across all seven communities, running simultaneously and tailored to the unique needs and resources of each area. Our summer programs focus on learning loss prevention, literacy, field trips, thematic enrichment, and daily recreation. Camp offerings include traditional day camps, targeted literacy and STEM camps, and specialty programs such as theatre camps, aviation camps, and nature-based experiences, made possible through local partnerships.

Across all sites and seasons, our programs are rooted in positive youth development and equity, ensuring that every young person—regardless of background or circumstance—has access to safe spaces, caring mentors, and high-impact opportunities that help them thrive.

Attachments

All attachments listed below are included in the proposal.

- A. A sample schedule of programming
- B. Board Roster
- C. Board meeting minutes from last 2 meetings
- D. Most recent audit
- E. References
- F. Letter of Support
- G. Board Authorization

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

CITY OF AURORA

YOUTH AFTER-SCHOOL & SUMMER PROGRAMMING

OVERALL POLICIES AND PROCEDURES

[Welcome to the Club](#)

This handbook is to serve all families & members of Boys & Girls Clubs of North Central Illinois as well as those schools in partnership with Nita M. Lowey 21st Century Community Learning Centers.

Boys & Girls Clubs of North Central Illinois would like to welcome you to our family! The Club provides a safe, fun and affordable place for your child(ren) to go during out-of-school time to connect with caring, trained professionals and engage in enriching programs and activities.

This Club Handbook has been created as a reference guide for parents/guardians, members, and staff. It contains vital information about our program and expectations. Our Club has expectations that every member must follow to ensure a safe experience for all. Please take time to read and review the entire handbook. If you have any questions or comments, please ask your site staff or call the Clubhouse at 847-608-5017.

[About the Club](#)

Boys & Girls Club of America is a national organization which promotes positive youth development by providing a variety of age-appropriate programs and activities for preschool and school-aged children.

The Mission & Vision of the Club

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Our vision is to provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

Our Outcome Areas

- **Essential Skills** – Young people use social skills to communicate with and interact with others and are emotionally equipped to navigate challenging situations.
- **Health & Well-Being** – Young people make informed, healthy decisions that contribute to their overall well-being.
- **Character & Leadership** – Young people stay true to their values, demonstrate good citizenship and drive positive change.
- **Academic Success** – Young people are self-directed learners who succeed academically.
- **Life & Workforce Readiness** – Young people are equipped to navigate adulthood and pursue a fulfilling, economically viable career path.

The Five Key Elements

The Five Key Elements for Positive Youth Development are the foundation for planning and delivering programs. Clubs aim to implement each element below to make a beneficial difference in young people's lives:

- Create a safe, positive environment
- Generate fun and foster a sense of belonging
- Encourage supportive relationships with peers and adults
- Provide opportunities and set expectations
- Offer recognition

Club Programming

The Club provides many different opportunities for youth who have a variety of interests and needs. High-Yield Activities provide youth with enjoyable experiences that are hands-on, interactive, intentionally develop and reinforce the core skills explicitly taught through Targeted Programs and help support our priority outcome areas. Targeted Programs are sequenced learning experiences with specific objectives for building skills and knowledge through the Core Program Areas. They are chosen to help young people achieve positive outcomes in one or more of our priority outcome areas. The daily and weekly program calendar at the Club includes High-Yield Activities and Targeted Programs, and varies to encompass a wide variety of interests and program areas to fulfill our mission.

Membership Eligibility

The Boys & Girls Club is committed to creating a positive and inclusive environment for youth of every race, gender, gender expression, sexual orientation, ability, socio-economic status, religion or cultural belief. We want all young people to have a high-quality Club experience so that they feel physically and emotionally safe; receive support and recognition from caring adults who set high expectations for them; are given opportunities to try new things; have fun; and feel a sense of belonging at the Club.

Disability Inclusion Policy

Commitment to Inclusion

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BGCNCIL will make no assumptions concerning any individual's abilities or disabilities and will make an individual assessment to determine if BGCNCIL can meet each child's needs in our program setting. The submission of an accommodation request does not guarantee approval.

Individualized Education Plans (IEPS)

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Guidance for Individual Caretakers

BGCNCIL does not employ individual caretakers or aides. If a Club member or prospective Club member may benefit from an individual caretaker or aide, they may be provided by the family or an identified agency that is working with the family (ex: school district, Regional Office of Education, Project Access, etc.). Caretakers or aides must complete the volunteer process, and a formal contract must be agreed upon, including proof of certification for any physical interventions that may be necessary to support the child.

[Health and Safety Procedures](#)

Mandated Reporter Policy

The Club is required to report suspected cases of child abuse and neglect to the Illinois Department of Children and Family Services. In accordance with Illinois statutes, all employees of the BGCNCIL are "mandated reporters" and in turn, are required to report when they have reasonable cause to suspect that a child seen in the course of their employment has been abused or neglected or they have reason to believe that a child seen in the course of professional duties has been threatened with abuse or neglect and that abuse or neglect of the child will occur. Every instance of child abuse or neglect must be reported. It is not the employee's position to neither investigate the suspicion nor determine the validity. It is, by law, the employee's obligation to report all suspicion.

One-on-One Contact Policy

Boys & Girls Clubs of North Central Illinois is committed to providing a safe environment for members, staff, and volunteers. To further ensure their safety, the Organization prohibits unauthorized one-on-one interactions between the youth and the staff and volunteers (including board members).

Except as provided herein, staff shall NOT, during the scope of the Club activities and programs:

- Initiate unsupervised one-on-one contact with member.
- Have a private meeting or communication with a member. This includes in-person meetings and virtual communications such as texting, video chat, and social media.
- Transport one member at a time, including personal and private vehicles unless there is another person able and willing to accompany the staff.

Staff shall:

- Ensure meetings and communications (in-person and virtual) between members and staff and volunteers include at least three individuals.
- Ensure in-person meetings take place in areas where other staff and/or members are present.
- Communicate to another staff in an emergency situation arises.

Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented and provided to Club leadership.

DCFS Licensing & Liability Insurance

A center or home may be exempt from licensing from the Illinois Department of Children and Family Services (DCFS) because of characteristics such as school-age only services, number of children in care, and school or religious affiliation. Licensed-exempt childcare homes and centers receiving payment through the Child Care Assistance Program must complete annual trainings, including health and safety & CPR/First Aid, and participate in annual monitoring visits.

The Club is an entity operating a program exempt from childcare license standards and will maintain a minimum level of liability insurance as determined by the Department of Children and Family Services (225 ILCS 10/2.09) for such license-exempt programs.

Safety Procedures

The Club has adopted policies and procedures for the following additional safety requirements:

- Employee and volunteer emergency preparedness and practice drills;
- First aid kits are maintained at all sites and are ready to use;
- A working telephone is available onsite and accessible at all times;
- Emergency phone numbers are posted onsite

The Club will comply with the applicable standards of the Illinois Department of Public Health (77 Illinois Admin. Code 750) and the local health department, the Illinois State Fire Marshall (41 Illinois Admin. Code 100) and local fire department and will retain on premises at all times records of those inspections.

Restroom Use Policy

Having clear policies and procedures is an important step in preventing behaviors such as bullying, misconduct, fighting, and vandalism.

Best practices used by Clubs include:

- Prohibiting mixed age groups (children, teens and adults) from sharing a restroom.
- To prevent one-on-one interactions, staff should follow the "Rule of 1 or 3" – allowing either one member or three members to use the restroom at the same time, provided there are enough stalls to accommodate them.
- Club staff monitor youth restrooms during operations via line of sight and/or sound from the restroom doorway or hallway.
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- Intervene and notify Club leadership should inappropriate conduct be observed.
- Ensure restrooms are regularly cleaned and sanitized.

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The Club may refuse admittance to members and/or send members home from the Club due to any illness that keeps them from fully participating in the program. If a member has a fever of over 100.4 degrees or has a communicable disease (see list below), he or she will not be permitted to attend the Club that day. A parent/guardian will be notified to immediately pick up member(s). After notification, parents/guardians (or emergency contacts) must pick up the ill member within 2 hours.

Examples of specific illnesses where a member may be denied access to the Club:

- Fever greater than 100.4 degrees
- Skin rashes
- Live head lice
- Ring worm
- Strep throat
- Chicken pox
- COVID
- Cough or shortness of breath

Evacuation & Family Reunification

In the case of an evacuation, the Boys & Girls Club will follow the below guidelines for family reunification.

- Parents/guardians who are not with their children at the time of an evacuation will be notified, of when it is safe and where they can be reunited with their children.
- Designated personnel, along with law enforcement, will check the identification of those entering the reunification area and provide them with name tags, if available.
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- A mental health professional or counselor should be assigned or secured to calm those waiting at the reunification site and distribute information sheets on traumatic stress reactions.
- Reunited families should be encouraged to leave the reunification site promptly.
- Those who have not been picked up from the reunification site by a certain time will be taken to a secure area until a family member comes. Media Liaison and Parent/Guardian Liaison will relay the message to the local Club community of the new pick-up site where family members can pick up their loved ones.

Evacuation/Family Reunification Sites

The Boys & Girls Club will follow school guidelines for family reunification sites for any programs located on school property. For stand-alone Boys & Girls Club programs that are not hosted on a school site, the following locations will be used for reunification:

Elgin Clubhouse – Centre of Elgin

- 100 Symphony Way, Elgin, IL 60120

- Contact Number from 8:00 A.M. to 5:00 P.M. – 847-931-6123
- Contact Number after 5:00 P.M. – 847-514-6051

Schaumburg Teen Center – Schaumburg Police Department

- Location – 1000 West Schaumburg Road, Schaumburg, IL 60194
- Contact Number – 847-882-3534

South Elgin Clubhouse – X1 Sports

- Location – 721 Martin Drive, South Elgin, IL 60177
- Contact Number – 847-497-8422

[Youth Member Expectations](#)

At the Boys & Girls Clubs of North Central Illinois, we expect youth members to follow these general expectations throughout all program spaces.

- Be respectful
- Be responsible
- Be safe
- Be engaged
- Be kind

Our goal is for all youth to work together to make the Club a safe, welcoming environment for each youth member, staff member and guest within the program.

Discipline Procedure

The Club sets high expectations for member behavior. To reinforce expectations, the Club offers rewards for positive behavior and implements consequences for negative behavior. The Club utilizes a “Standard Behavior Response Plan,” which promotes equity and fairness in the behavior decision-making process. In this plan, behaviors are divided into tiers and assigned a list of possible approaches that staff may take to respond to that behavior. Outcomes may vary based on member age and historical background. Each approach has been recommended by staff and supported by local school districts and the Boys & Girls Clubs of America.

Standard Behavior Response Plan

| Tier | Description | Behaviors Exhibited | Outcome |
|--------------|--|---|---|
| Zero (0) | In this tier, everyone is following expectations, and all is well. | Following expectations, minimal disruptions, adhering to the schedule, engaged in programs. | Youth may receive recognition, Member of the Week, Member of the Month. Staff may also use the opportunity to conduct emotional check-ins and see how they are doing. |
| One (1) | In this tier, a member would receive a verbal warning and a guardian may or may not be notified. | First offense to breaking general expectations, repeatedly talking while staff are talking, distracting others during programming, first swearing offense, phone use unless they were given permission, recording or taking photos of others without permission in public spaces, disrespecting space, and/or running inside. | Youth may be redirected and reminded of the general expectations: Be respectful, be safe, be responsible, be engaged, and be kind. Guardians may be notified if the behavior is repetitive. 3 Attempted Guardian Discussions = Behavior Notice |
| Two (2) | In this tier, we will write a behavior notice or behavior support plan. A conversation with the guardian is necessary. | Consistent offenses to breaking expectations. First offense of discriminatory language, downplaying or making jokes about mental health, verbal bullying, throwing food or other small objects, Public Displays of Affection (PDA), and/or taking photos or videos of others without permission in non-public areas. | Youth may be asked to leave their group to discuss the situation and may receive a behavior notice and/or support plan. Guardians will be notified immediately or at member pickup. 2 Attempted Guardian Discussions = Behavior Notice |
| Three (3) | In this tier, the behavior will result in a behavior notice OR suspension OR expulsion. | Multiple offenses of discriminatory language, physical bullying and/or cyberbullying, and/or threats. First offense for stealing, breaking others' belongings intentionally, escalated argument, inappropriate physical touch, play fighting, targeting others, calling 911 with no emergency present, and/or vaping. | Youth will be asked to leave their group to discuss the situation. A guardian will be notified. A meeting may be held before the member can return to Club from suspension. 1 Guardian Discussion = Behavior Notice <u>OR</u> Suspension <u>OR</u> Member Support Meeting |
| Four (4) | This tier is for member behavior that could be considered an emergency. 911 will be called. | Physical fight, member is at risk of suicide, member is harming others, member under the influence, and/or leaving the premises voluntarily. | An incident report will be filed. Missing Member Procedure may be followed if necessary. A guardian will be notified immediately. 911 will be called. 1 Tier Four Behavior = Suspension <u>OR</u> Member Support Meeting <u>OR</u> Membership Revoked |
| Five (5) | This tier is for events outside of our control that could be considered an emergency. 911 will be called. | Active shooter, bomb threat, intruder in the building, allergic reaction, disclosure of harm or abuse, parent/guardian arrives under the influence of substances. | 911 will be called. CPR & First Aid may be administered. All safety protocols will be followed. A guardian will be notified when it is safe to do so. DCFS may be contacted. |

Attendance & Check-In

All members must sign in or scan in as soon as they arrive at their school site, center, or Clubhouse. Members that have been issued a Club ID card are responsible for bringing it every day. Parents/guardians must sign-in their child(ren) if they are dropping them off. Members who ride the bus will sign in as soon as they arrive to the building. If a member has a planned absence for the day, the parent/guardian should notify the Club leader of the absence for attendance keeping purposes. Members who do not attend school may not attend the Club on that same day.

School-Based Activities to Boys & Girls Club

This procedure applies to all staff, volunteers, and partners facilitating transitions between school-based clubs and BGC after-school programs. This practice is to ensure the safe and seamless transition of children from school-based activities to the Club. This particularly applies to programs that are run by school personnel or partners within the same school building as the Club.

To ensure BGC staff are aware of each child's attendance and presence in the building, the following steps must be followed:

- Attendance Confirmation:
 - Upon time of school dismissal BGC members must proceed to the BGC check-in area. If a member is expected but has not checked in, BGC staff will follow up with school personnel and/or parents/guardians to confirm the child's whereabouts.
- Transition to School-Based Club:
 - Before a child leaves for a school-based club, they must sign out of BGC and sign in to the school-based club's attendance system.
 - The school-based club staff must confirm receipt of the child and ensure they are under supervision.

Departure from Club

Parents/guardians must call or text the Club phone to notify the Club that they have arrived for pick-up; they should not contact the member directly via the member's personal device. Parents/guardians must arrive at the designated door for Club programs and sign out members from the Club via the daily roster to indicate pick-up. Members are not permitted to re-enter the building or Club after pick-up unless there is a pre-arranged circumstance (ex. Doctor's appointment). Only contacts listed on the MyClubHub portal are authorized to pick up a youth member. Any adults that are unfamiliar will be asked to provide a photo ID for pick-up.

Personal Belongings and Lost & Found

The Club is not responsible for lost or stolen items. All hats, backpacks, coats, and any other personal belongings should be stored in the designated area upon arrival at the Club. All cell phones, electronic devices or money must be kept in backpacks unless otherwise permitted by a staff member for a specific circumstance. All bikes and scooters must be left outside in designated areas.

Shoes must be worn at all times. Items of clothing taken off and left unattended (i.e. hooded jackets) will be deposited in lost and found, and donated after a period of time if they are unclaimed.

Inappropriate clothing will not be tolerated. Examples include: shirts or items using racial, ethnic, and/or gender put-downs, shirts or items portraying inappropriate language or symbols, shorts or skirts shorter than fingertips when arms are relaxed at one's sides, clothing that reveals undergarments (bras, briefs, boxers), see-through mesh type clothing, chains that hang off clothing, shirts that don't cover the torso (no bare midriffs), spaghetti straps, low cut or V-neck shirts exposing chest cleavage, gang-related attire, including bandanas, and bare feet.

Guest Policy

A visitor is defined as any person seeking to enter a Club building who is not an employee of the Club or a duly registered participant in a Club program. All visitors shall report to the front desk when arriving or leaving the Club premises. Notices are displayed at the building entrance indicating that all visitors are required to register with the front desk. All visitors shall be requested to wear an appropriate form of identification when on Club premises. Identification will be provided by the front desk. All Club visitors must comply at all times with Club policies and procedures.

Computer & Technology Use

The Boy & Girls Club recognizes that technology is a tool for instruction which should facilitate and enhance the members educational goals. Internet access is one of the technology tools that can provide positive learning experiences for students. Because of the unique nature of Internet, the staff will provide guidance and instruction to members in the appropriate use of that resource. Those responsible for member Internet access will monitor its use so that maxim instructional benefit will result. The Boys & Girls Club electronic network is part of the curriculum and is not a public forum for general use. Members should not expect that email or files stored on Boys & Girls Club servers will be private. The Boys & Girls Club reserves the right to log technology use, to monitor fileserver space utilization by members, and to examine members' files and materials as needed, and at its discretion. Members must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by people outside, or from persons inside the Boys & Girls Club. Members are expected to demonstrate good behavior on school computer networks just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

All members who wish to use a Boys & Girls Clubs device or equipment will be required to successfully complete BGCA-provided digital citizenship and technology safety training annually.

Youth Members will:

- Use or access Boys & Girls Club technology only for educational purposes.
- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.

- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Youth Members will not:

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene or defamatory language.
- Harass or attack others.
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs.
- Spread computer viruses.
- Violate copyright laws or software licensing agreements.
- Use others' passwords or accounts.
- Misrepresent themselves or others.
- Trespass in others' folders, work, or files, or gain unauthorized access to resources or entities.
- Reveal their personal address or phone number, or those of other users.
- Use District technology for non-school purposes or personal financial gain.
- Use technology for any illegal purpose or activity.

Boys & Girls Club Site Phone

Members may use the site phone to contact parents/guardians or vice versa upon request.

Food Policy

To prevent issues with allergies, the Club discourages members from bringing outside food and drink to the Club. If members are allowed to bring outside food and drink, it must be consumed in a designated location (usually the cafeteria) and at designated times. All gum and candy must be kept in backpacks.

Every day, all members are given the opportunity to eat provided meals or snacks. If your child has a food allergy, please document that allergy on the membership form. Members with allergies or food restrictions will be allowed to bring food from home for mealtimes.

[Transportation Expectations & Procedures](#)

Transportation Rules

The Club provides transportation to members by picking up and dropping off at designated locations for access to daily Club programs, and for local fieldtrips. All members that ride the bus or van must understand and follow all the rules. If a member cannot follow the rules, they will not be able to ride the

bus or van in the future. Please understand that transportation at the Club is a privilege. All Clubhouse rules apply to members who are riding the bus or van.

Members are expected to abide by the following additional rules specific to transportation:

- Members must remain seated until the bus stops and instructed by the driver to depart
- No eating or drinking allowed
- Members must speak at a reasonable volume – please refrain from shouting
- Members must keep hands and all body parts inside the windows
- Members may not open or attempt to exit through the emergency door

Field Trip Rules

Members are asked to follow all field trip rules and expectations listed below. The Club reserves the right to revoke a member's field trip privileges due to behavior issues or misconduct.

- Members must have a signed permission form on file to attend field trips
- Members must be on time for the trip. Exact departure and arrival times for the trip will be listed on the field trip permission form. Buses departing for trips will not be held for members who arrive late.
- Staff will review expectations with members before departing for the trip. Additional safety expectations may apply depending on the type of field trip.
- Members cannot be dropped off or picked up from the field trip. All drop-off and pick-up must take place at the Clubhouse.
- Members may be asked to wear certain clothing on the trip. Any clothing requirements (or provided clothing) will be listed on the field trip permission form.
- The Club is not responsible for lost or stolen personal items. Items will be left on the bus or will be taken with the member at the field trip location. Members are responsible for carrying their items during the trip.
- Members are discouraged from bringing money on trips.

[Parent/Guardian Expectations & Communication](#)

Serving Families at the Boys & Girls Club

The Boys & Girls Club proactively communicates with families and caregivers, both formally and informally. They reach out to families and caregivers to communicate about Club activities, meet face-to-face to discuss their children's development, actively engage them in Club life, refer them to community services and agencies, and provide opportunities for family engagement and education.

All families that attend a school that hosts a Nita M. Lowey 21st Century Community Learning Center are eligible to participate in the family engagement activities and educational opportunities. Each month, the Boys & Girls Club offers an activity for both the family and their child or just for adult family members. Activities may include, but are not limited to the following: Arts, STEM, Literacy, Sports & Recreation, Social-Emotional Learning, Community Service, and Workforce Development. Select activities are

designed for adult learning only and will include childcare. All activities are shared with families through print and digital marketing.

Club Updates – Texting Service

The Club will utilize a texting service for updates and reminders. We will utilize the primary contact on the membership application for this service. While parents/guardians can choose to opt-out of receiving these messages, we discourage this as texting is our main form of communication for time-sensitive and important information.

Communication Procedure

Parents/guardians are an essential part of the Club's mission to serve youth. We encourage parents/guardians to speak with the Site Coordinator or Operations Manager on a regular basis. The Site Coordinator is the first point-of-contact for any questions or concerns. If you have additional questions and concerns that cannot be answered by a Site Coordinator, you may contact the Area Manager, Regional Director or call 847-608-5017 for more support.

Household & Emergency Contacts

We ask that you keep household and emergency contacts up to date on the MyClubHub platform. Please inform the site leader or a membership representative if you need support to update contact information. A member will not be allowed to leave with anyone who is not listed as an emergency contact or authorized for pick up.

Late Pick-Up

Please arrange for your child to depart the Club by closing time. You will be charged \$10 the first 15 minutes past our closing time per family and \$1 for every additional minute beyond that point in time. If you are charged a late fee, your child may not return to Club activities until all fees have been paid or prior arrangements have been made. The Club reserves the right to contact the appropriate authorities for assistance when members are not picked up at a reasonable time and after all emergency contact alternatives have been exhausted.

Parent/Guardian Code of Conduct

As a parent/guardian of a Club member, I understand the impact I have on the lives of children involved in our programs. The examples I set and the attitudes I take are the driving forces in creating a positive atmosphere. It is this positive atmosphere from which our youth members can best build self-esteem and develop character. I understand that my inability to follow the code of conduct may impact my child's membership and ability to participate in Club programs.

Therefore, I will:

- Refrain from use of alcohol, drugs or tobacco products prior to and during the time I am at a Club site.
- Refrain from profanity.

- Refrain from verbally, physically or psychologically abusing any member, staff, volunteer, or individual working at the Club.
- Teach and demonstrate respect to all Club members, staff, and volunteers.
- Follow facility rules and regulations, and respect at all times the properties of others.
- Promote child growth and development in a positive and supportive manner.

Membership Fee Terms & Conditions

- **Responsibility for Membership Fee:** I acknowledge that I am responsible for my monthly membership fee that has been determined based on my income.
- **Payment Schedule:** I understand that the membership fee is due by the 7th day of each month, commencing from the first month of my child(ren)'s enrollment.
- **Payment Method:** I understand that payments will be facilitated through MyClubHub and can be made in advance. Setting up autopay on my account is the recommended method for payment convenience.
- **Payment Reminder:** I understand that if my payment has not been received prior to my child(ren)'s start date, I will be contacted for payment to ensure timely processing.
- **Consequences of Late Payment:** I understand that failure to pay my assigned membership fee by the 15th day of the month may result in the suspension of my membership until the outstanding fees are paid in full. It is my responsibility to speak with the enrollment team if I am unable to pay my assigned membership fees and need additional support.

By agreeing to the terms, I acknowledge my responsibility to adhere to the outlined payment schedule and understand the consequences of late or non-payment. For more information, please visit www.bgcncil.org/membershipfees.

[Staff Expectations, Screening and Organization Chart](#)

Staff Attendance & Check-In

- Arrive on time for your shift following the attendance policy in the handbook.
- Check-in with the main office to register on the visitor or staff log.
- Report to meeting location for program set-up.
- 2 staff will be present on site until the final member leaves for the evening.
- Staff must call off by 9am the day of their shift for an illness or emergency and request off 2 weeks in advance for vacation or other time off needs.

Dress Code

- Issued Club shirts will be worn at all times unless a special event is taking place.
- ID will be worn at all times during Club operating hours and while on Club property.
- Appropriate pants/shorts and close-toed shoes will be worn at all times.

Staff Personal Belongings & Food

- No outside food & drink (except water) during program hours.
- All personal belongings should be stored in designated area.
- NO personal cell phone use during program time (electronics may be used for programs only).

Walkie Talkies

- Have walkie talkies always turned on and on your person.
- Do not allow youth members to use walkie talkies.
- Call out the member's name in your area when someone is leaving.
- Respond with the walkie talkie as quickly as possible.
- Do not use walkie talkies for general conversation.
- Do not share private information over the walkie (behavior issues, medical emergencies, etc.).

Supplies

- All supplies should be returned to the designated area at the end of EACH program.
- If supplies are missing, broken, or used, notify the program manager or program coordinator.
- Supplies/equipment belonging to the school should not be used unless with permission.

Cleaning

- See "Cleaning Check List" for responsibilities at the end of shift.
- Leave the building/space better than the condition you found it.
- Return any desks, tables, or furniture to its original position/configuration.
- Notify the custodian or Site Coordinator of any cleaning issues or broken items.

Reporting Incidents

In the case of an accident, injury or behavioral incident, all staff members are required to immediately report the incident to their direct supervisor. Site Coordinators are responsible for completing an incident report in the MyClubHub portal. Site Coordinators will notify the parent/guardian, and depending on the severity, notify school personnel or Regional Directors (per the [Standard Behavior Response Plan](#)). Depending on the situation, DCFS, police or other school professionals may be contacted.

Background Checks & Child Abuse Training

The Club conducts criminal background checks of all employees, including minors, board volunteers, volunteers who serve on a standing or enumerated committee, advisor or otherwise; and on all volunteers including minors who have direct, repetitive contact with children. Name-based or fingerprint-based record searches may be used in any combination but shall, at a minimum, a) verify the person's identity and legal aliases, b) perform and maintain authorization and results of checks through the Illinois Sex Offender Registry and the National Sex Offender Registry and c) perform and maintain authorization and results of criminal history checks through the Illinois State Police and FBI. Such checks shall be conducted prior to employment and at regular intervals not to exceed twelve (12) months.

The Club will make hiring decisions in accordance with the prohibition against barrier crimes as specified in Section 4.2 of the Child Care Act of 1969, as amended or in Section 21B-80 of the Illinois School Code.

The Club will also perform and maintain authorization and results of a child abuse and neglect registry check of the Illinois Child Abuse and Neglect Tracking System (CANTS) for all employees and volunteers who work directly with children, to verify that each employee's name must be cleared and to document the person does not have a record on this registry. Such checks shall be conducted prior to employment and at regular intervals but not to exceed twelve (12) months.

Qualifications & Training

BGCNCIL recognizes the importance of staff training in all areas related to the safety of the members. To this end, all staff will receive training and orientation that includes, but is in no way limited to:

- Review and receipt of BGCNCIL Code of Conduct.
- Review of policies related to program safety, transportation rules, the prevention and reporting of child abuse, and emergency procedures.
- Training in recognizing signs of suspected child abuse.
- Training in recognizing and preventing bullying and other forms of inappropriate conduct.

Supervision

The Club is committed to providing a safe environment. All Club activities and program spaces shall always be under continuous supervision by sight or sound (for restroom supervision) by an appropriate staff. To ensure appropriate supervision, staff, and volunteers:

- Must always abide by the prohibition of private one-on-one interaction policy.
- Must abide by all the organization's disciplinary policies and procedures
- Must always maintain proper supervision ratios. Supervision levels should not exceed a trained staff- or trained adult volunteer-to-youth ratio of 1:20
- Must be trained on appropriate supervision tactics and behavior patterns.
- Must immediately notify Club leadership and/or submit written reports detailing supervision issues, accidents, or critical incidents.

Supervision of Program Spaces

- Staff to member ratio will not exceed 1:20.
- Members must remain in program area unless given permission to exit.
- Staff will circulate program area to ensure safety & participation.

Supervision During Transitions

- Members may not travel in the hallways without a staff member present.
- Members must remain with the group during transitions.
- Voices should remain at a reasonable level.

Supervision for Exiting the School

All facility entries and exits shall be controlled and monitored by paid adult staff (18 or over) during all hours of operation, along with a system to monitor and track everyone who is in the facility. Members who have signed out of the Club must leave the school building & property in a timely manner.

- Pick-Up
 - Parents/Guardians must call or text the Club phone if they are picking up a member.
 - The member will be called out over the walkie talkie.
- Walk
 - Members must have permission on their membership form if the parent/guardian requests the member to walk home.
 - The member is allowed to walk home at any time throughout Club program as long as it aligns with the parent/guardian request.
- Bus
 - A list of members utilizing the activity or Club bus will be provided for drivers.
 - Members will walk together to the bus for departure.

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

CITY OF AURORA

YOUTH AFTER-SCHOOL & SUMMER PROGRAMMING

FINANCIAL OVERVIEW

Requested Amount: \$770,810.00

Use of Funds

Funds awarded will be primarily used to support the direct delivery of after-school and summer programs across all identified sites. This includes staffing costs for program coordinators, youth development assistants, and support personnel essential to providing high-quality, safe, and engaging programming. Funds will also cover program supplies, curriculum materials, and enrichment resources necessary for academic support, STEM activities, arts, recreation, and health and wellness initiatives.

Additionally, funds will support essential operational expenses such as facility usage fees where applicable, transportation for field trips, staff training and professional development to ensure ongoing quality and compliance with safety standards, and evaluation tools to measure program impact. Administrative costs related to program management, data tracking, and reporting are included to ensure efficient and transparent use of resources.

Overall, the funds will be invested to maximize direct youth engagement and program quality, ensuring accessible, equitable, and impactful services for Aurora's children and families.

Cost of Program

The total estimated cost to operate the full scope of after-school and summer programming proposed in this application is **\$3,670,520**. This includes 14 after-school program sites and the summer programs included in this proposal for 2025-2026 school year and summer.

After-School Programs

BGCNCIL anticipates operating 14 after-school programs during the 2025–2026 school year, including 7 continuing sites in West Aurora School District 129 and 7 new or expanded sites in East Aurora School District 131.

- Cost per after-school site: \$230,500
- Total after-school cost (14 sites): **\$3,227,000**

Summer Programs

BGCNCIL proposes to continue and expand summer programming at multiple sites throughout the City of Aurora in 2026, including general summer camps and specialty enrichment camps.

- 4 General Summer Camp Sites
 - Cost per site: \$78,750
 - Total: \$315,000
- Theatre Camp: \$55,820
- Downtown Aurora Summer Camp: \$72,700

- Total Summer Programming Cost: **\$443,520**

Leveraged Resources

BGCNCIL brings substantial resources and community support to enhance the proposed program. We leverage a diverse mix of private foundation funding, corporate sponsorships, individual donations, and local, state and federal grants to support staffing, program development, and operational costs beyond City funding.

In addition to financial support, BGCNCIL benefits from in-kind contributions such as program space, volunteer support, and specialized enrichment services provided by community partners. These resources help expand program offerings while reducing overall costs.

Internally, BGCNCIL provides strong organizational infrastructure including experienced leadership, fiscal management, staff training and development platforms, and data systems for program evaluation and quality improvement. These assets ensure effective program delivery and sustainability.

Together, these financial and in-kind resources position BGCNCIL to deliver high-quality programming and demonstrate our long-term commitment to serving the youth and families of Aurora.

Program Fees

While Boys & Girls Clubs of North Central Illinois utilizes an income-based program fee structure, no child is ever turned away due to a family's inability to pay. Program fees are intentionally set below the cost of comparable after-school and summer care options in the region, making them accessible for working families. Many of the families we serve qualify for the Illinois Child Care Assistance Program (CCAP), which allows them to attend at no cost. For those who do not qualify for CCAP but still demonstrate financial need, full scholarships are available to ensure that every child has access to safe, high-quality programming regardless of their household income.

Additional Year Projections

BGCNCIL anticipates a phased expansion of after-school programming in partnership with the City of Aurora and local school districts over the next three school years. We will work closely with the City and district partners to regularly assess community needs, identify gaps in existing services, and prioritize sites for expansion based on youth demand, district capacity, and resource availability.

Assuming an average cost of approximately \$230,500 per after-school site annually, we project adding three new sites each school year beginning with the 2026–2027 school year. This incremental growth strategy allows for sustainable scaling while maintaining program quality and strong collaboration with partners.

- 2026–2027 school year: 17 sites total (14 current + 3 new)
 - Projected cost: **\$3,918,500**
- 2027–2028 school year: 20 sites total (17 + 3 new)
 - Projected cost: **\$4,610,000**
- 2028–2029 school year: 23 sites total (20 + 3 new)
 - Projected cost: **\$5,301,500**

Throughout this expansion, BGCNCIL will continue to coordinate closely with the City and school districts to secure necessary approvals, facility agreements, and funding. Our collaborative approach ensures that program growth is aligned with community priorities, funding realities, and capacity to deliver impactful youth development programming.



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

City of Aurora After School Program 2025-2026

| School Year Program, Mon-Friday | | | | | | |
|--|-----------------|-------------|------------------------|----|---------------------------|----------------------|
| <i>Personnel</i> | <i>Quantity</i> | <i>Rate</i> | <i>Weekly Hc Weeks</i> | | <i>Percent Allocation</i> | <i>Total Cost</i> |
| Regional Director | 1 | \$ 35.00 | 40 | 52 | 10% | \$ 7,280.00 |
| Area Manager | 1 | \$ 26.00 | 40 | 52 | 25% | \$ 13,520.00 |
| Site Coordinator | 4 | \$ 22.00 | 30 | 39 | 100% | \$ 102,960.00 |
| Youth Development Assistants | 4 | \$ 16.00 | 17.5 | 39 | 100% | \$ 43,680.00 |
| FICA - 7.65% | | | | | | \$ 12,809.16 |
| Total Personnel Cost | | | | | | \$ 180,249.16 |
| <i>Program Expenses</i> | <i>Quantity</i> | <i>Cost</i> | | | | |
| Field Trip Admission | 120 | \$ 5.00 | | | | \$ 600.00 |
| Transportation | 3 | \$ 400.00 | | | | \$ 1,200.00 |
| Tee Shirts - Staff and Students | 80 | \$ 11.00 | | | | \$ 880.00 |
| Program Supplies & Curriculum | 9 | \$ 1,500.00 | | | | \$ 13,505.62 |
| Enrichment/External Vendors | 4 | \$ 1,000.00 | | | | \$ 4,000.00 |
| Total Program Cost | | | | | | \$ 20,185.62 |
| Administration Cost - 15% | | | | | | \$ 30,065.22 |
| Total SY Site Cost | | | | | | \$ 230,500.00 |

City of Aurora Summer Camps 2026

| Summer Camp Program - 4 Camps; 100 members each; Mon-Thurs, 8:00am-3:00pm | | | | | |
|--|-----------------|-------------|--------------|-------------------|----------------------|
| Staff Hours 7:30am-3:30pm; June 8 to July 30 | | | | | |
| <i>Personnel</i> | <i>Quantity</i> | <i>Rate</i> | <i>Hours</i> | <i>Total Cost</i> | |
| Regional Director | 1 | \$ 35.00 | 320 | \$ | 11,200.00 |
| Area Manager | 1 | \$ 26.00 | 320 | \$ | 8,320.00 |
| School-Based Site Coordinator | 4 | \$ 25.00 | 256 | \$ | 25,600.00 |
| Asst Site Coordinator | 4 | \$ 22.00 | 256 | \$ | 22,528.00 |
| Youth Development Assistants | 24 | \$ 17.00 | 256 | \$ | 104,448.00 |
| Background Checks | 32 | \$ 41.00 | | \$ | 1,312.00 |
| FICA - 7.65% | | | | \$ | 13,165.34 |
| Total Personnel Cost | | | | \$ | 186,573.34 |
| <i>Program Expenses</i> | <i>Quantity</i> | <i>Cost</i> | | | |
| Field Trip Admission | 400 | \$ 50.00 | | \$ | 20,000.00 |
| Transportation | 56 | \$ 400.00 | | \$ | 22,400.00 |
| Tee Shirts - Staff and Students | 450 | \$ 11.00 | | \$ | 4,950.00 |
| Program Supplies & Curriculum | 4 | \$ 5,000.00 | | \$ | 20,000.00 |
| Enrichment/External Vendors | 4 | \$ 5,000.00 | | \$ | 20,000.00 |
| Total Program Cost | | | | \$ | 87,350.00 |
| Administration Cost - 15% | | | | \$ | 41,088.50 |
| Total Summer Camp Cost (4 camps) | | | | | \$ 315,011.85 |

| Theatre Camp - 1 Camp; 30-50 members; Mon-Thurs; 8:00am-3:00pm | | | | |
|---|-----------------|-------------|--------------|---------------------|
| Staff Hours 7:30am-3:30pm; June 8 to July 30 | | | | |
| <i>Personnel</i> | <i>Quantity</i> | <i>Rate</i> | <i>Hours</i> | <i>Total Cost</i> |
| Artistic Director | 1 | \$ 25.00 | 256 | \$ 6,400.00 |
| Assistant Directors (Vocal/Dance) | 2 | \$ 22.00 | 256 | \$ 11,264.00 |
| Asst Site Coordinator | 1 | \$ 22.00 | 256 | \$ 5,632.00 |
| Youth Development Assistants | 3 | \$ 15.00 | 256 | \$ 11,520.00 |
| FICA - 7.65% | | | | \$ 2,663.42 |
| Total Personnel Cost | | | | \$ 37,479.42 |
| <i>Program Expenses</i> | <i>Quantity</i> | <i>Cost</i> | | |
| Transportation (Fun Day Event) | 1 | \$ 400.00 | | \$ 400.00 |
| Costumes/Props/Rights | 1 | \$ 8,000.00 | | \$ 8,000.00 |
| Tee Shirts | 60 | \$ 11.00 | | \$ 660.00 |
| Audio Equipment Rental | 1 | \$ 1,000.00 | | \$ 1,000.00 |
| Auditorium | 1 | \$ 1,000.00 | | \$ 1,000.00 |
| Total Program Cost | | | | \$ 11,060.00 |
| Administration Cost - 15% | | | | \$ 7,280.91 |
| Total Theatre Camp Cost | | | | \$ 55,820.34 |

| Downtown Aurora Summer Camp | | | | |
|--|-----------------|-------------|--------------|---------------------|
| 4 Week Rotating Camps in July - 8:00am-3:00pm (staff time 7:30am-3:30pm), 5 days a week | | | | |
| <i>Personnel</i> | <i>Quantity</i> | <i>Rate</i> | <i>Hours</i> | <i>Total Cost</i> |
| Site Coordinator | 4 | \$ 22.00 | 160 | \$ 14,080.00 |
| Youth Development Assistants | 4 | \$ 15.00 | 160 | \$ 9,600.00 |
| Background Checks | 8 | \$ 41.00 | | \$ 328.00 |
| FICA - 7.65% | | | | \$ 1,811.52 |
| Total Personnel Cost | | | | \$ 25,819.52 |
| <i>Program Expenses</i> | <i>Quantity</i> | <i>Cost</i> | | |
| Tee Shirts - Staff and Students | 125 | \$ 11.00 | | \$ 1,375.00 |
| Program Supplies & Curriculum | 4 | \$ 1,000.00 | | \$ 4,000.00 |
| Enrichment/External Vendors | 4 | \$ 8,000.00 | | \$ 32,000.00 |
| Total Program Cost | | | | \$ 37,375.00 |
| Administration Cost - 15% | | | | \$ 9,479.18 |
| Total Summer Camp Cost (4 camps) | | | | \$ 72,673.70 |

CITY OF AURORA, ILLINOIS

CONTACT INFORMATION

Vendor shall provide the following contact information assigned to service the City of Aurora account.

Customer Service/General Information: South Elgin Clubhouse
Ph: 847-608-5017

To place an order:

Name: Natalie Pawluk
Ph: 224-380-4842 Fax: 847-608-6580
E-mail: npawluk@bgcncil.org

Billing & Invoicing question:

Name: Brian Shooll
Ph: 224-856-4223 Fax: 847-608-5017
E-mail: bshooll@bgcncil.org

Questions:

Name: Amanda Ginger
Ph: 309-287-6984 Fax: 847-608-5017
E-mail: aginger@bgcncil.org

Bidder's Name: Boys & Girls Clubs of North Central Illinois

Signature & Date: *Amanda Ginger* 6/17/2025

Sample Program Calendars

Summer Weekly Schedule (days and times vary)

| Times | Monday | Tuesday | Wednesday | Thursday | Friday | Meals |
|-------------|--------------------|--------------------------------|--------------------|--------------------|--------------------|-----------------------|
| 8:00-8:30 | Math | Project Learn | Math | Career Exploration | Math | Breakfast - 8:00-9:00 |
| 8:40-9:10 | Reading | Reading | Reading | Reading | Reading | |
| 9:20-9:50 | SEL | SEL | SEL | SEL | SEL | |
| 10:00-10:30 | Social Justice | Leadership & Youth of the Year | Team Building | Service | Member Recognition | |
| 10:40-11:10 | Triple Play | Triple Play | Triple Play | Triple Play | Triple Play | Lunch - 11:00-12:30 |
| 11:20-11:50 | Gardening | Healthy Habits/SMART | Gardening | Master Chef | Outdoor Adventures | |
| 12:00-12:30 | Performing Art | Performing Art | Performing Art | Performing Art | Movie | |
| 12:40-1:10 | Member Choice | Member Choice | Member Choice | Member Choice | Member Choice | |
| 1:20-1:50 | Science | Engineering | Science | Engineering | Science | |
| 2:00-2:30 | Board & Card Games | Group Game | Board & Card Games | Group Game | Game Tournaments | Snack - 2:00-3:00 |
| 2:40-3:10 | Sport | Sport | Sport | Sport | Sport | |
| 3:20-3:50 | Arts & Craft | Arts & Craft | Arts & Craft | Arts & Craft | Arts & Craft | |

Afterschool Weekly Schedule (days and times vary)

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|-----------|-------------------------------------|---|------------------------------------|------------------------------------|------------------------------------|
| 2:30-3:00 | Announcements, Meal & SEL Check-In | Announcements, Meal & SEL Check-In | Announcements, Meal & SEL Check-In | Announcements, Meal & SEL Check-In | Announcements, Meal & SEL Check-In |
| 3:00-3:30 | Triple Play - Structured Game | Triple Play - Sport | Triple Play - Structured Game | Triple Play - Sport | Triple Play - Structured Game |
| 3:30-4:30 | Power Hour - Homework | Power Hour - Homework | Power Hour - Homework | Power Hour - Homework | Power Hour - Optional |
| | Power Hour - Activities | Power Hour - Activities | Power Hour - Activities | Power Hour - Activities | |
| | Project Learn - STEM | Project Learn - Literacy | Project Learn - STEM | Project Learn - Literacy | Team Building or Leadership |
| 4:30-5:00 | Social Justice or Community Service | Social Emotional Learning or SMART Programs | Career Exploration | Group Mentoring & Recognition | Staff Choice |
| 5:00-5:30 | Master Chef | Fine Art (Craft) | Performing Arts | Fine Art (Craft) | Member Choice |
| | Member Choice | Social Rec - Board Games | Member Choice | Social Rec - Board Games | |
| 5:30-6:00 | Triple Play - Open Rec | Triple Play - Open Rec | Triple Play - Open Rec | Triple Play - Open Rec | Triple Play - Open Rec |

| BOYS & GIRLS CLUBS OF NORTH CENTRAL ILLINOIS BOARD MEMBER ROSTER | | | | | |
|--|----------------|---------------------------------|--------------|------------------------|---------------------------|
| FIRST NAME | LAST NAME | AFFILIATION | YEAR STARTED | ROLES | COMMITTEE LIAISONS |
| Adam | Schauer | Aurora Community Board | 2021 | | Resource Development |
| Darnell | Gibson | Aurora Community Board | 2021 | Vice President | |
| Gabriela | Arriaga | Aurora Community Board | 2024 | | |
| Giovanni | Santana | Aurora Community Board | 2021 | | |
| Jillian | Turner | Aurora Community Board | 2024 | | Safety |
| John | Dolan | Aurora Community Board | 2021 | | |
| Katherine | Mendoza | Aurora Community Board | 2024 | | |
| Michael | Poulakidas | Aurora Community Board | 2021 | President | |
| Natalie | Bonner | Aurora Community Board | 2021 | | |
| Patricia | Malone Hammons | Aurora Community Board | 2021 | Secretary | |
| Ron | Ford | Aurora Community Board | 2021 | | |
| Russell | Woerman | Aurora Community Board | 2021 | | |
| Sandra | Harrison | Aurora Community Board | 2021 | | Board Development |
| Steven | Evans | Aurora Community Board | 2024 | | |
| George | Covington | Aurora Community Board | 2024 | | Finance |
| Caroline | Rossow | Aurora/Board of Governors | 2023 | BOG Rep | Gala |
| Adekola | Okulaja | Board of Governors | 2021 | Treasurer | Finance |
| Brian | Knetl | Board of Governors | 2024 | Secretary | |
| Guy | Lieser | Board of Governors | 2024 | | |
| Hannah | Wisdom | Board of Governors | 2024 | | Gala |
| Jim | Wienold | Board of Governors | 2022 | | Resource Development |
| Michael | Origer | Board of Governors | 2020 | | Safety |
| Patricia | Lynott | Board of Governors | 2020 | Chairperson | |
| Rick | Zonts | Board of Governors | 2013 | Vice President | |
| Steven | Super | Board of Governors | 2018 | | Board Development |
| Annamarie | Schopen | Elgin Community Board | 2020 | | |
| April | Wells | Elgin Community Board | 2020 | | |
| Barbara | Bonner | Elgin Community Board | 2003 | | |
| Isiah | Ziegler | Elgin Community Board | 2024 | | |
| Jim | Abbott | Elgin Community Board | 2025 | | |
| Justin | Luppino | Elgin Community Board | 2005 | | Finance/Board Development |
| Marcia | Kellenberger | Elgin Community Board | 2022 | Secretary | |
| Melanie | Diamond | Elgin Community Board | 2024 | Vice President | Gala |
| Natalee | Dismuke | Elgin Community Board | 2021 | President | |
| Nausheen | Ali | Elgin Community Board | 2022 | | |
| Romond | Payne | Elgin Community Board | 2024 | Safety Committee Chair | Safety |
| Traci | Briscoe | Elgin Community Board | 2024 | | Resource Development |
| Velma | Sept | Elgin Community Board | 1993 | | |
| Virnecia | Abdullah | Elgin Community Board | 2024 | | |
| Josh | Campanelli | Elgin/Board of Governors | 2005 | BOG Rep | |
| Darren | Ward, Sr. | Hanover Park Community Board | 2024 | Vice President | |
| Elizabeth | Ma | Hanover Park Community Board | 2024 | | |
| Mayor Rod | Craig | Hanover Park Community Board | 2024 | | |
| Michael | Markowski | Hanover Park Community Board | 2024 | | |
| Tracy | Leiser | Hanover Park Community Board | 2024 | President | Gala/Finance |
| Tricia | Ward | Hanover Park Community Board | 2025 | | |
| Yesenia | Solis | Hanover Park Community Board | 2024 | Secretary | Resource Development |
| Darren | Ward, Jr. | Hanover Park/Board of Governors | 2024 | BOG Rep | |
| Amanda | Stuckemeyer | Schaumburg Community Board | 2020 | President | |
| Anastasia | Monroe | Schaumburg Community Board | 2024 | | |
| Bill | Wolf | Schaumburg Community Board | 2020 | | |
| Casey | Fitzpatrick | Schaumburg Community Board | 2024 | | |
| Emily | Bartlett | Schaumburg Community Board | 2021 | Secretary | Finance |
| Ivory | Gwin | Schaumburg Community Board | 2023 | | |
| James | Idstein | Schaumburg Community Board | 2022 | Vice President | Safety |
| Jennie | Raymer | Schaumburg Community Board | 2023 | | Gala |
| Kate | Garbarek | Schaumburg Community Board | 2022 | | Board Development |
| Louisa | Loman | Schaumburg Community Board | 2021 | | Resource Development |
| Neely | Sadowski | Schaumburg Community Board | 2025 | | |
| Randy | Yu | Schaumburg Community Board | 2024 | | |
| Tina | Frechette | Schaumburg Community Board | 2025 | | |

| | | | | | |
|--------------|-----------|--------------------------------|------|----------------|------------------------|
| Brandon | Cork | Schaumburg/Board of Governors | 2022 | BOG Rep | |
| Alexandra | Kaleel | South Elgin Community Board | 2023 | | |
| Dave | Buckner | South Elgin Community Board | 2023 | | Gala |
| Jackie | Nagel | South Elgin Community Board | 2023 | | |
| Jeff | King | South Elgin Community Board | 2023 | | Finance |
| Jim | Maffia | South Elgin Community Board | 2021 | | |
| Jon | Mule | South Elgin Community Board | 2024 | | Resource Development |
| Kathy | Hazelwood | South Elgin Community Board | 2021 | Secretary | |
| Lindsay | Hoffman | South Elgin Community Board | 2021 | President | Gala |
| Michael | Taege | South Elgin Community Board | 2024 | | |
| Shaun | Bonner | South Elgin Community Board | 2024 | | Safety |
| Ted | Penesis | South Elgin Community Board | 2023 | | |
| Todd | Kinker | South Elgin Community Board | 2021 | | |
| Yadi | Vargas | South Elgin Community Board | 2025 | | |
| Rosey | Valencia | South Elgin/Board of Governors | 2021 | BOG Rep | Gala |
| Janelle | Raine | Streamwood Board of Governors | 2020 | | |
| Joe | Markowski | Streamwood Board of Governors | 2023 | | |
| Josh | Norum | Streamwood Board of Governors | 2021 | | Safety |
| Kristine | Walker | Streamwood Board of Governors | 2023 | | Gala/Board Development |
| Lisa | Scheiner | Streamwood Board of Governors | 2023 | | |
| Marsha | Morrow | Streamwood Board of Governors | 2025 | | |
| Mary | Kosartes | Streamwood Board of Governors | 2023 | | |
| Mary Jane | Garvey | Streamwood Board of Governors | 2022 | | Resource Development |
| Mayor Billie | Roth | Streamwood Board of Governors | 2020 | | |
| Paul | Kruger | Streamwood Board of Governors | 2002 | President | Finance |
| Robert | Wojtowicz | Streamwood Board of Governors | 2021 | | |
| Ron | Weglarz | Streamwood Board of Governors | 2020 | Vice President | |
| Sharon | Caddigan | Streamwood Board of Governors | 2020 | Secretary | |
| Teresa | Winters | Streamwood/Board of Governors | 2023 | BOG Rep | |



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

MINUTES

| | |
|----------|--------------------------------|
| Meeting | BGC Board of Governors Meeting |
| Date | February 19, 2025 |
| Location | Virtual Meeting (Zoom) |

Time: 2:03 PM – 3:16 PM

Call to Order:

The meeting was called to order by Patty Lynott at 2:03 PM.

DISCUSSION ITEMS:

1. Mission Moment

- A story was shared about Mackenzie, a 5th grader at Hill Elementary, highlighting her progress and the positive impact of the support programs.
- Mackenzie earned a spot on a special field trip to a senior living facility, where she and other students engaged with residents and participated in activities.
- The new site coordinator's structured approach helped Mackenzie navigate a difficult transition period, and her improved engagement was noted as a positive outcome.

2. National Youth Outcome Initiative (NYOI) Data and Safety Concerns

- An in-depth discussion took place regarding recent NYOI data, particularly around student safety perceptions.
- It was noted that while 99% of parents feel their children are safe at the club, the children's responses reflect lower satisfaction levels.
- Concerns were raised about areas where club safety ratings fell below national averages.
- Management is implementing site-specific improvement plans based on annual data and is conducting pulse checks to address concerns.
- A commitment was made to increase communication, conduct detailed reviews, and prioritize safety measures across all sites.

3. Staff and Culture Assessment

- An ongoing staff and culture assessment was discussed, which includes one-on-one listening sessions and an overall team survey.
- Key concerns included role clarification and reducing siloed work environments.
- The organization is working toward aligning staff with organizational goals and enhancing collaborative efforts.

4. Capital Campaign Update



**BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS**

- Updates were provided on the 44,000-square-foot rebuild of an old elementary school as part of the capital campaign.
 - Discussions included funding progress, the intended use of the new space, and collaboration with the Barrington School District.
- 5. Merger Committee**
- A merger committee was formed with four members from each board.
 - The first meeting is scheduled for March and will focus on evaluating the potential benefits and challenges of a merger.
 - A Frequently Asked Questions (FAQ) document is being prepared for distribution to all stakeholders.
- 6. Safety Plan and Site-Specific Actions**
- Management will work with the safety committee to analyze data more thoroughly and develop customized safety plans for each site.
 - Focus areas include addressing low survey scores on communication and trust-building.
 - Leadership emphasized the importance of creating a safer environment where all children feel comfortable reporting concerns.

DECISION ITEMS

- 1. Formation of a merger committee with equal representation from both boards.**
- To facilitate the exploration of a potential merger, the board approved the creation of a dedicated merger committee. This committee consists of four members from each board to ensure balanced representation and a collaborative approach. The first meeting is scheduled for March, during which members will discuss the feasibility, benefits, and potential challenges of a merger between the two organizations.
- 2. Commitment to further analyze NYOI data and prioritize safety concerns.**
- Given the discrepancies between parent and youth perceptions of safety, the board committed to conducting a deeper analysis of the National Youth Outcome Initiative (NYOI) data. This commitment involves reviewing the data in detail, identifying areas of concern, and developing targeted strategies to address and improve safety perceptions among youth members. This includes implementing additional pulse checks and enhancing communication efforts.
- 3. Agreement to enhance staff communication and clarify organizational roles.**
- In response to staff feedback highlighting the need for clearer roles and better collaboration, the board agreed to prioritize initiatives that improve internal communication and role definition. This includes facilitating cross-functional collaboration, clarifying responsibilities, and aligning staff efforts with the organization's overarching goals.



**BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS**

ACTION ITEMS

1. Merger Committee Preparation:

- Distribute the FAQ document to all board members. (*Assigned to: Liz*)
 - Liz is tasked with compiling and distributing a comprehensive Frequently Asked Questions (FAQ) document. This document aims to address common queries and concerns regarding the merger process, ensuring that all board members are well informed and aligned. The FAQ will be shared ahead of the first merger meeting to facilitate productive discussions.
- Schedule and conduct the first merger meeting in March. (*Assigned to: Committee Chair*)
 - The Committee Chair is responsible for coordinating and scheduling the first official merger meeting. This meeting will serve as a platform to discuss the strategic, operational, and financial implications of the merger. Key outcomes will include establishing a work plan and identifying next steps to evaluate the feasibility of combining the organizations.

2. Safety and Data Review:

- Conduct a deeper analysis of NYOI safety-related data and report findings. (*Assigned to: Brian and Natalie*)
 - Brian and Natalie will collaborate to conduct a thorough review of the NYOI data, focusing particularly on youth safety perceptions. Their findings will be compiled into a detailed report, highlighting key trends and areas for improvement. This report will be presented at the next board meeting to guide further actions.
- Implement site-based safety improvement plans informed by pulse checks. (*Assigned to: Site Coordinators*)
 - Site coordinators are tasked with developing and executing site-specific safety improvement plans. These plans will be informed by ongoing pulse checks, which provide real-time insights into safety perceptions. The goal is to address concerns swiftly and ensure a consistent, safe environment across all locations.

3. Staff and Culture Enhancement:

- Complete the staff and culture assessment, including surveys and listening sessions. (*Assigned to: Rose*)
 - Rose is leading a comprehensive staff and culture assessment to gather insights into employee experiences and organizational culture. This process includes distributing surveys and conducting one-on-one listening sessions to identify strengths, challenges, and areas for improvement.
- Share assessment findings with leadership and outline next steps for improving collaboration. (*Assigned to: Rose and Leadership Team*)
 - Following the completion of the assessment, Rose and the leadership team will present their findings to the board. This



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

presentation will include specific recommendations to foster a more collaborative and cohesive work environment. Actionable next steps will be outlined to address identified gaps and enhance team dynamics.

4. Capital Campaign Progress:

- Provide a detailed funding and project timeline update at the next meeting.
(Assigned to: *Capital Campaign Lead*)
 - The Capital Campaign Lead will prepare an updated report on the funding status and project timeline for the 44,000-square-foot rebuild. This report will include recent fundraising efforts, projected milestones, and any challenges faced. The goal is to maintain transparency and ensure that the board remains informed about the project's progress.

Adjourn: Meeting was adjourned at 3:16 PM.

Minutes submitted by:

Angelica Diño
Administrative Assistant

Date submitted:

February 24, 2025



**BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS**

MINUTES

| | |
|----------|------------------------|
| Meeting | BGC BOG Meeting |
| Date | April 25, 2025 |
| Location | Virtual Meeting (Zoom) |

PRESENT MEMBERS:

Caroline Rossow, Rick Zonts, Guy Lieser, Adekola Okulaja, Brian Knetl, Hannah Wisdom, Michael Origer, Patricia Lynott, Steven Super, Josh Campanelli, Brandon Cork, Darren Ward, Jr., Cathy Russell, Brian Shooll, Natalie Pawluk, Elizabeth Moe Garcia, Rose Costello

ABSENT MEMBERS:

Jim Wienold, Teresa Winters, Rosey Valencia

DISCUSSION ITEMS:

- The Board of Governors discussed the current \$1 million interest-only bridge loan and recommended converting it to a conventional loan with a 25-year amortization and a fixed rate of 6.15% for five years.
- The proposed change would maintain a similar monthly payment amount while enabling principal repayment and preserving flexibility, as the loan would carry no prepayment penalties.
- The board noted partial approval of ERC funds, which may allow for a future lump-sum payment.

OLD BUSINESS

- The Board of Governors received an update regarding the management agreement with the Boys and Girls Club of the Northwest Suburbs, which has been in place for two and a half months.
- Due to a divided board at the partner organization—with no clear majority supporting a merger or remaining independent—it was recommended to end the current agreement at the end of April.
- The Board expressed unanimous informal support for this decision, citing cultural challenges, lack of alignment, and the need to focus internal resources on mission-driven work.
- It was agreed that future involvement, if any, would require a renegotiated agreement and clearer expectations.

NYOY 2024 Youth Survey Safety Data and Action Plans

- Natalie provided an update on safety data and related initiatives following questions from the previous meeting.
- She explained that after initial confusion around survey results and presentation style, Rose and her collaborated with the safety committee to ensure alignment and context in how data is shared with staff and the board.



**BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS**

- She then shared the mid-year survey results, showing how the organization's safety-related responses compare with Midwest and national benchmarks.
- While the scores were not always ideal, they generally followed regional and national trends, suggesting common challenges.
- Natalie highlighted that despite rapid growth and increases in daily attendance, survey results remained stable, which she sees as a positive indicator of maintained quality.
- One specific survey item related to safety—whether someone would intervene if a youth was in danger—showed a larger gap and will be investigated further.
- She also detailed several improvement strategies in place, including participation in the Youth Impact Network as a mentor organization, individualized site-based improvement plans, and implementation of the Youth Program Quality Assessment (YPQA).
- This includes both internal self-assessments and external assessments by a certified staff member. The organization is using these assessments to identify specific areas for improvement and align them with relevant staff training.
- Natalie outlined upcoming strategies, such as developing a certification incentive program, continuing biannual assessments and pulse checks, adding more frequent safety evaluations by area managers and having regional directors use consistent tools to ensure no safety issue goes unnoticed.
- Board members expressed strong support for the site-based improvement approach and the expanded training initiatives.
- One member commended the move away from a one-size-fits-all model, noting the customized, targeted strategy was more likely to result in meaningful improvements.
- The investment in a broader base of certified trainers was also praised as a smart way to ensure consistent knowledge-sharing across the organization, especially given its large operational footprint.
- Natalie was specifically recognized for her thoughtful presentation and the sophistication of the overall approach, with board members appreciating both the depth and clarity of the strategy.
- The additional focus on developing leadership—through training for area managers and regional directors—was also highlighted as an important and welcome enhancement.

Strategic Priority

- Cathy introduced the upcoming strategic priority setting process for the next fiscal year, starting September 1.
- She emphasized a shift toward broader engagement, moving beyond just the leadership team to include more board and staff input.
- The outlined timeline includes forming a strategic priority task force, gathering input, drafting and refining priorities, and seeking final approval by the end of June.
- Budget planning in July will align with the finalized priorities. Cathy invited any board members with an interest in strategy to join the short-term task force, encouraging participation from those who are passionate about this type of work.
- Cathy clarified the stakeholder groups considered in the strategic planning process, including kids, parents, staff, board members, and donors.
- She noted that while not all groups will be surveyed directly, existing data will inform input from many of them.
- Several board members, including Adekola and Brian (Knetl), volunteered to join the strategic priority task force.



**BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS**

The Boys and Girls Clubs of America's Safety Policy Statement

- The board reviewed and unanimously approved the Boys and Girls Clubs of America's safety policy statement. This is an annual requirement to ensure alignment with national safety standards and governance-level accountability

Upcoming events

- Three key upcoming events were highlighted by the development team, emphasizing both community engagement and strategic fundraising efforts.
 - *Community Reimagined* session on May 1, where BGCA will help facilitate a conversation about the future of Teen Workforce Development;
 - *Blue Star Celebration* on May 15, an annual youth recognition event hosted at Elgin Community College;
 - *Great Futures Breakfast* on May 22, the organization's new flagship fundraiser, replacing the traditional gala.
- Board members were encouraged to sign up as "ambassadors" to host Benevon tours and invite their networks to the breakfast event. This approach aims to build deeper personal connections with the mission, drive giving, and broaden awareness.
- Brandon shared a powerful testimonial about the success of his Schaumburg Benevon tour, underscoring the potential for strong community and donor engagement through these personalized experiences.

Additional Discussion Topics

- A key concern discussed was the uncertainty at the federal level, particularly around 21st Century grant funding, which provides nearly \$2 million annually. A BGCA-led call to action is planned for the next two weeks to mobilize support.
- Additionally, there are no known deportation incidents affecting club members, and attendance concerns from earlier in the year appear unrelated to immigration fears.
- In response to federal unpredictability, the organization is emphasizing increased private giving and strengthened state advocacy, including upcoming lobbying days and support for maintaining the Illinois state funding line item.
- Brandon raised insightful questions about safety perceptions among youth, particularly whether there are demographic trends.
- While deeper analysis is pending with the next NYOY survey data, national trends show that older members and those with longer tenure feel safer, and that non-binary and transgender youth report feeling the least safe.

DECISIONS

- The Board approved converting the existing \$1 million interest-only bridge loan to a conventional loan with a 25-year amortization and a fixed interest rate of 6.15% for five years.
- The Board informally and unanimously supported ending the management agreement with the Boys and Girls Club of the Northwest Suburbs at the end of April



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

- The Board unanimously approved the Boys and Girls Clubs of America's annual Safety Policy Statement, ensuring continued alignment with national safety standards and governance accountability.

ACTION ITEMS

- Cathy to attend BGCA's upcoming government relations call in two weeks and stay alert for federal funding updates related to the *21st Century*

-Meeting Adjourned-

Minutes submitted by:
Andy Barcena
Administrative Assistant

Date submitted: April 28, 2025

BOYS AND GIRLS CLUB OF NORTH CENTRAL ANNUAL FINANCIAL REPORT



BOYS & GIRLS CLUBS
OF NORTH CENTRAL ILLINOIS

FOR THE FISCAL YEAR ENDED
AUGUST 31, 2024

735 Martin Dr.
South Elgin, IL 60177
Phone: 224.380.4856
www.bgncil.org

BOYS AND GIRLS CLUB OF NORTH CENTRAL

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FINANCIAL SECTION

INDEPENDENT AUDITOR'S REPORT

This section includes the opinion of the Club's independent auditing firm.



INDEPENDENT AUDITOR'S REPORT

April 16, 2025

Members of the Board of Directors
Boys and Girls Club of North Central
South Elgin, Illinois

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of the Boys and Girls Club of North Central (the Club) (a nonprofit organization), which comprise the statement of financial position as of August 31, 2024, and the related statements of activities, cash flows, and functional expenses for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Boys and Girls Club of North Central, as of August 31, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Club and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Club's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements - Continued

In performing an audit in accordance with generally accepted auditing standards, and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Club's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Club's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Club's basic financial statements. The supplemental schedule is presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, supplemental schedule is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 16, 2025, on our consideration of the Club's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Club's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Club's internal control over financial reporting and compliance.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

FINANCIAL STATEMENTS

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Statement of Financial Position

August 31, 2024

| ASSETS | |
|---|-------------------|
| Current Assets | |
| Cash and Investments | \$ 1,710,355 |
| Accounts Receivable - Net of Allowances | 3,313,008 |
| Promises to Give | 184,917 |
| Prepaid Expenses | 73,897 |
| Total Current Assets | <u>5,282,177</u> |
| Noncurrent Assets | |
| Other Assets | |
| Promises to Give | 171,824 |
| Lending Fees | 40,332 |
| Miscellaneous | 8,922 |
| Total Other Assets | <u>221,078</u> |
| Capital Assets | |
| Nondepreciable | 599,516 |
| Depreciable | 8,389,345 |
| Accumulated Depreciation | (1,977,793) |
| Total Capital Assets | <u>7,011,068</u> |
| Total Noncurrent Assets | <u>7,232,146</u> |
| Total Assets | <u>12,514,323</u> |
| LIABILITIES | |
| Current Liabilities | |
| Accounts Payable | 131,372 |
| Accrued Payroll | 56,419 |
| Deferred Revenue | 12,000 |
| Line of Credit | 1,000,000 |
| Notes Payable | 75,960 |
| Total Current Liabilities | <u>1,275,751</u> |
| Noncurrent Liabilities | |
| Notes Payable | 620,287 |
| Total Liabilities | <u>1,896,038</u> |
| NET ASSETS | |
| With Donor Restrictions | 71,731 |
| Without Donor Restrictions | <u>10,546,554</u> |
| Total Net Assets | <u>10,618,285</u> |

The notes to the financial statements are an integral part of this statement.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Statement of Activities

For the Fiscal Year Ended August 31, 2024

| | Without Donor Restrictions | With Donor Restrictions | Totals |
|--|----------------------------------|-------------------------------|-------------|
| Revenues and Other Support | | | |
| Contributions | \$ 1,428,476 | — | 1,428,476 |
| Grants | 6,011,410 | — | 6,011,410 |
| Special Events, Less Direct Expense of \$172,047 | 540,680 | — | 540,680 |
| Program Revenue | 72,113 | — | 72,113 |
| Interest | 74,067 | — | 74,067 |
| Contributed Nonfinancial Assets - Services | 30,000 | — | 30,000 |
| Other Income | 22,136 | — | 22,136 |
| Net Assets Released from Restrictions | 90,176 | (90,176) | — |
| Total Revenues and Other Support | 8,269,058 | (90,176) | 8,178,882 |
| Expenses | | | |
| Programs Services | 7,424,676 | — | 7,424,676 |
| Supporting Services | | | |
| Management and General | 1,411,067 | — | 1,411,067 |
| Fundraising | 669,792 | — | 669,792 |
| Total Expenses | 9,505,535 | — | 9,505,535 |
| Change in Net Assets | (1,236,477) | (90,176) | (1,326,653) |
| Net Assets - Beginning | 11,783,031 | 161,907 | 11,944,938 |
| Net Assets - Ending | 10,546,554 | 71,731 | 10,618,285 |

The notes to the financial statements are an integral part of this statement.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Statement of Cash Flows

For the Fiscal Year Ended August 31, 2024

| | |
|--|-----------------------|
| Cash Flows from Operating Activities | |
| Increase (Decrease) in Net Assets | <u>\$ (1,326,653)</u> |
| Cash Flows from Capital and Related Financing Activities | |
| Purchase of Capital Assets | (287,063) |
| Repayment of Long-Term Debt | <u>(73,778)</u> |
| | <u>(360,841)</u> |
| Adjustments to Reconcile Changes in Unrestricted Net Assets to Net Cash Provided by Operating Activities: | |
| Depreciation Expense | 342,405 |
| (Increase) Decrease in Current Assets | 485,208 |
| Increase (Decrease) in Current Liabilities | <u>(292,406)</u> |
| | <u>535,207</u> |
| Increase (Decrease) in Cash and Cash Equivalents | (1,152,287) |
| Cash and Cash Equivalents - Beginning | <u>2,902,974</u> |
| Cash and Cash Equivalents - Ending | <u>1,750,687</u> |
| | ERROR |
| Noncash Operating Activities | |
| Contributed Nonfinancial Assets - Services | 30,000 |
| Contributed Nonfinancial Assets - Expenses | <u>(30,000)</u> |
| | <u>—</u> |

The notes to the financial statements are an integral part of this statement.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Statement of Functional Expenses

For the Fiscal Year Ended August 31, 2024

| | Program Services | Management and General | Fundraising | Totals |
|--|---------------------|---------------------------|-------------|-----------|
| Bad Debt Expense | \$ — | 54,228 | — | 54,228 |
| Bank Fees and Charges | — | 7,038 | — | 7,038 |
| Conferences and Meetings | 9,589 | 1,558 | 839 | 11,986 |
| Depreciation/Amortization | 277,010 | 45,014 | 24,238 | 346,262 |
| Dues | 79,410 | 12,904 | 6,948 | 99,262 |
| Employee Benefits | 404,510 | 65,733 | 35,395 | 505,638 |
| Fundraising Expense | — | — | 64,503 | 64,503 |
| Insurance | 82,210 | 13,359 | 7,193 | 102,762 |
| Interest Expense | 82,802 | 13,455 | 7,245 | 103,503 |
| Marketing | 10,835 | 1,761 | 948 | 13,544 |
| Meals and Entertainment | 4,342 | 706 | 380 | 5,428 |
| Occupancy | 145,974 | 23,721 | 12,773 | 182,468 |
| Office Supplies | 20,666 | 3,358 | 1,808 | 25,832 |
| Other | 78,344 | 14,053 | 6,855 | 99,252 |
| Outsourced Expenses | 48,026 | 7,804 | 4,202 | 60,032 |
| Payroll Taxes | 385,153 | 62,587 | 33,701 | 481,441 |
| Postage | 2,497 | 406 | 218 | 3,121 |
| Printing | 29,207 | 4,746 | 2,556 | 36,509 |
| Professional Fees | 37,003 | 88,013 | 3,238 | 128,254 |
| Program Supplies | 477,086 | — | — | 477,086 |
| Salaries | 5,069,015 | 823,715 | 443,539 | 6,336,269 |
| Technology | 39,051 | 6,346 | 3,417 | 48,814 |
| Telephone | 45,282 | 7,358 | 3,962 | 56,602 |
| Training | 41,423 | 6,731 | 3,625 | 51,779 |
| Transportation | — | 142,371 | — | 142,371 |
| Travel | 25,241 | 4,102 | 2,209 | 31,551 |
| Contributed Nonfinancial Assets - Services | 30,000 | — | — | 30,000 |
| | 7,424,676 | 1,411,067 | 669,792 | 9,505,535 |

The notes to the financial statements are an integral part of this statement.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Notes to the Financial Statements

August 31, 2024

NOTE 1 - NATURE OF ORGANIZATION

The Boys and Girls Club of North Central's (the Club) is an Illinois nonprofit organization that is affiliated with the Boys & Girls Clubs of America, a national organization devoted to working with at-risk youth. The Club's mission is to enable all young people, especially those who need us most, to realize their potential as productive, caring, and responsible citizens. With the help of professional mentors, use of enriching programs, and support from the community, the Club can provide a safe place for kids to connect with others and build their skills and confidence needed to reach their highest potential. A majority of the Club's funding is provided by government sources. Other support is provided by contributions from foundations, corporations, and individuals. The Club conducts the following programs:

Education and Career Development - This program enables youth to become proficient in basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career. Activities include homework assistance, tutoring, computer skills training, job shadowing, cooking club, and various other educational games and activities.

Health and Life Skills - This program develops young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and live successfully as self-sufficient adults. Activities include drug education, gang resistance, cultural appreciation, diversity training, and peer chat.

Character and Leadership Development - This program empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process, and respect their own and others' cultural identities. Activities include teen dances, garbage clean-up projects, leadership conferences, and other various community service projects.

The Arts - This program enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, and creative writing. Activities include arts and crafts, digital photography, digital movie-making, digital music-making, choir, muralmaking, and dance club.

Sports, Fitness and Recreation - This program develops fitness, positive use of leisure time, skills for stress management, appreciation for the environment, and social skills. Activities include basketball competition, game room tournaments, outdoor games and activities, fitness activities and training, field trips and much more.

Technology - This program provides training and resources to make members effective users of technology. The technology program teaches members technical skills and integrates technology into core program areas. Each program emphasizes the safe, ethical use of technology and explores hightech career options.

Teen REACH - This program empowers youth, age 6-17 years, to develop positive expectations for their future success through structured activities during non-school hours. The purpose of this program is to increase academic success and reduce risk-taking behaviors such as substance abuse and involvement in criminal and gang activities. Youth people are encouraged to look to their futures and see the rewards of positive self-esteem.

21st Century - This program provides academic enrichment opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools. The program helps students meet state and local student standards in core academic subjects, such as reading and math; offers students a broad array of enrichment activities that can complement their regular academic programs; and offers literacy and other educational services to the families of participating children.

Notes to the Financial Statements

August 31, 2024

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting in which revenue is recognized when earned and expenses are recognized when incurred.

Net Assets

Net assets of the Club and changes therein are classified and reported as follows:

Net Assets without Donor Restrictions - Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objectives of the organization. These net assets may be used at the discretion of the Club's management and the Board of Directors.

Net Assets with Donor Restrictions - Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Club or by the passage of time. Other donor restrictions are perpetual in nature, where by the donor has stipulated the funds be maintained in perpetuity.

Donor restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets are reclassified from net assets with donor restrictions to net assets without donor restrictions in the Statement of Activities.

Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reported period. Actual results could differ from those estimates.

Revenue Recognition

The Club recognizes contributions when cash, securities, or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give - that is, those with a measurable performance or other barrier and a right of return - are not recognized until the conditions on which they depend have been met.

Contributed Revenue

The Club recognizes revenue as it satisfies a performance obligation by transferring control over a product or a service to a customer. Revenue is measured at the transaction price, which is based on the amount of consideration that the Club expects to receive in exchange for transferring the promised good or service to the customer. Program fees and payments under cost-reimbursable contracts in advance are deferred to the applicable period in which the related services are performed, or expenses are incurred, respectively.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Notes to the Financial Statements

August 31, 2024

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Contributed Revenue - Continued

A portion of the Club's revenue relates to contributions from donors, program service fees, and special event revenues. Management has evaluated its program service revenue and concluded that the fees they receive do not meet the definition of a contract because they do not meet the probability of collection criteria. The program participants are typically allowed to attend the programs even if they choose to make a partial payment, or no payment at all. Therefore these fees are recognized in revenue at a point in time, when received.

Special event revenues, which include registration fees or ticket purchases, sponsorships and purchase of auction items or raffle tickets, are recorded equal to the cost of direct benefits to donors, and contribution revenue for the difference. If the direct benefit portion of the amounts are received in advance of the event, they are deferred and recognized when the event occurs.

At August 31, 2024, contributions of \$12,000, have not been recognized in the Statement of Activities because the conditions on which they depend have not yet been met. All of these conditions relate to timing of when the programs, grants, and contributions are set to occur.

Cash and Investments

For the purpose of the Statement of Financial Position and Statement of Cash Flows, the Club's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of purchase. Investments are generally reported at fair value. Short-term investments are reported at cost, which approximates fair value.

Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants as of a given measurement date. Fair value measurements are based on three-level hierarchy based on the reliability of observable and unobservable inputs as follows:

Level 1 - Valuations are based on quoted prices in active markets for identical assets or liabilities that the entity has the ability to access at the measurement date.

Level 2 - Valuations are based on quoted prices for similar assets or liabilities in active markets; quoted prices for identical or similar assets or liabilities in markets that are not active; and model-derived valuations whose significant inputs are observable.

Level 3 - Valuations are based on unobservable inputs for the assets or liability that reflect the reporting entity's own data and assumptions that market participants would use in pricing the asset or liability.

Investment Income

The Club records investment income earned on net assets with donor restrictions and without donor restrictions as without donor restrictions revenue.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Notes to the Financial Statements

August 31, 2024

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Promises to Give

Promises to give consist of unconditional promised to give to the Club. The carrying amount of promises to give may be recorded by a valuation allowance based on management's assessment of the collectability of specific promise to give balances. Promises to give expected to be collected in future years are initially recorded at fair value using present value techniques incorporating risk-adjusted discount rates designed to reflect the assumptions market participants would use in pricing the asset.

Capital Assets

Capital assets purchased or acquired with an original cost of \$5,000 or more are reported at historical cost or estimated historical cost. Depreciation on all assets is computed and recorded using the straight-line method of depreciation over the following estimated useful lives:

| | |
|------------------------------------|---------------|
| Building and Improvements | 10 - 39 Years |
| Furniture, Fixtures, and Equipment | 5 - 10 Years |
| Vehicles | 5 Years |
| Land Improvements | 5 Years |

Income Taxes

The Club is exempt from income tax under IRC section 501(c)(3), and similarly, is exempt from State of Illinois taxes under the Illinois Tax Act Section 205(a), though it is subject to tax on income unrelated to its exempt purpose, unless that income is otherwise excluded by the Code. The Club has processes presently in place to ensure the maintenance of its tax-exempt status; to identify and report unrelated income; to determine its filing and tax obligations in jurisdictions for which it has nexus; and to identify and evaluate other matters that may be considered tax positions. The Club has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements. There was no unrelated business income for the year ended August 31, 2024.

The Club's Forms 990, *Return of Organization Exempt from Income Tax*, are subject to examination by the IRS, generally, for three years after they were filed. Annual filings with the State of Illinois are, similarly, subject to examination.

Functional Allocation of Expenses

The costs of providing the various programs and supporting services have been summarized on a functional basis in the statement of functional expenses. Functional expenses which are not directly attributable to one function are allocated between program, management and general, and fundraising services based on the number of employees involved, the amount of time spent, the percentage of their salary associated with the time and on estimated made by the Club's management.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Notes to the Financial Statements

August 31, 2024

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - Continued

Donated Services

The Club recognizes donated services as revenue at their estimated fair value when they create or enhance nonfinancial assets or they require specialized skills which would need to be purchased if they were not donated. The Club receives a significant amount of donated services from many individuals who volunteer their time to perform a variety of tasks that assist the Club in carrying out their mission. The value of these services has not been recognized in the statements of activities since these services do not meet the criteria for recognition as contributed services.

NOTE 3 - CASH AND INVESTMENTS

At year-end the carrying amount of the Club's cash deposits totaled \$1,509,573 and the bank balances totaled \$1,514,062. At year-end \$762,483 of the bank balance of the deposits was not covered by federal depository.

The Club's investments at August 31, 2024 consisted of the following:

| Investment Type | Fair Value | Investment Maturities (in Years) | | | |
|--------------------|------------|----------------------------------|-----|------|--------------|
| | | Less Than 1 | 1-5 | 6-10 | More Than 10 |
| Stock Funds | \$ 158,777 | 158,777 | — | — | — |
| Balanced Funds | 14,127 | 14,127 | — | — | — |
| Taxable Bond Funds | 27,878 | 27,878 | — | — | — |
| | 200,782 | 200,782 | — | — | — |

The Club has the following recurring fair value measurements as of year-end:

- Stock Funds of \$158,777 are valued using quoted market prices (Level 1 inputs)
- Balanced Funds of \$14,127 are valued using quoted market prices (Level 1 inputs)
- Taxable Bond Funds of \$27,878 are valued using quoted market prices (Level 1 inputs)

NOTE 4 - INVESTMENTS

Investment return for the year ended August 31, 2024 consists of the following:

| | |
|---------------------------------------|-----------|
| Interest and Dividends | \$ 45,906 |
| Realized Gain/(Loss) | 1,539 |
| Unrealized Gain/(Loss) on Investments | 26,622 |
| Total | 74,067 |

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Notes to the Financial Statements

August 31, 2024

NOTE 5 - PROMISES TO GIVE

Promises to give consist of the following at August 31, 2024:

| | |
|---|----------------|
| Current Portion | \$ 191,790 |
| Noncurrent Portion (Receivable from 1 to 5 Years) | 171,824 |
| Less: Discount on Long-Term Receivables | <u>(6,873)</u> |
| | <u>356,741</u> |

All promises to give are considered collectible, thus no allowance for uncollectible promises to give has been recorded. The Club has not discounted the non-current promises to give as the estimated discount amount is immaterial.

NOTE 6 - AVAILABILITY AND LIQUIDITY

The following represents Club's financial assets at August 31, 2024:

| | |
|--|------------------|
| Financial Assets at Year End: | |
| Cash and Investments | \$ 1,710,355 |
| Promises to Give | 184,917 |
| Accounts Receivable - Net of Allowances | <u>3,313,008</u> |
| | <u>5,208,280</u> |
| Less Amounts not Available to be used within one year | |
| Net Assets with Donor Restrictions | 71,731 |
| Board Designated - Endowment | <u>202,360</u> |
| | <u>274,091</u> |
| Financial Assets Available to Meet General Expenses over the Next Twelve Months | <u>4,934,189</u> |

As part of its liquidity management plan, the Club has a goal to maintain financial assets on hand to meet 90 days of normal operating expenses, which on average, approximates \$650,000. The Club has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, as part of its liquidity management, the Club invests cash in excess of daily requirements in various short-term investments.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Notes to the Financial Statements

August 31, 2024

NOTE 7 - CAPITAL ASSETS

Capital asset activity for the year was as follows:

| | Beginning Balances | Increases | Decreases | Ending Balances |
|------------------------------------|-----------------------|-----------|-----------|--------------------|
| Nondepreciable Capital Assets | | | | |
| Land | \$ 358,962 | — | — | 358,962 |
| Construction in Progress | — | 240,554 | — | 240,554 |
| | 358,962 | 240,554 | — | 599,516 |
| Depreciable Capital Assets | | | | |
| Building and Improvements | 7,142,808 | — | — | 7,142,808 |
| Furniture, Fixtures, and Equipment | 876,970 | — | — | 876,970 |
| Vehicles | 304,198 | 46,509 | — | 350,707 |
| Land Improvements | 18,860 | — | — | 18,860 |
| | 8,342,836 | 46,509 | — | 8,389,345 |
| Less Accumulated Depreciation | | | | |
| Building and Improvements | 1,182,808 | 186,286 | — | 1,369,094 |
| Furniture, Fixtures, and Equipment | 275,897 | 109,625 | — | 385,522 |
| Vehicles | 157,823 | 46,494 | — | 204,317 |
| Land Improvements | 18,860 | — | — | 18,860 |
| | 1,635,388 | 342,405 | — | 1,977,793 |
| Net Capital Assets | 7,066,410 | (55,342) | — | 7,011,068 |

NOTE 8 - LONG-TERM DEBT

Notes Payable

The Club enters into notes payable to provide funds for acquisition of capital assets. Notes payable are direct obligations and pledge the full faith and credit of the Club. Notes payable currently outstanding are as follows:

| | Beginning Balances | Issuances | Retirements | Ending Balances |
|---|-----------------------|-----------|-------------|--------------------|
| Notes Payable of 2022, due in quarterly payments of \$23,748, including interest of 2.81% through July 1, 2032. | \$ 770,025 | — | 73,778 | 696,247 |

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Notes to the Financial Statements

August 31, 2024

NOTE 8 - LONG-TERM DEBT - Continued

Notes Payable - Continued

The future principal and interest notes payable payments as of the year-end were as follows:

| Fiscal Year | Notes Payable | |
|----------------|----------------|---------------|
| | Principal | Interest |
| 2025 | \$ 75,960 | 19,034 |
| 2026 | 78,147 | 16,846 |
| 2027 | 80,397 | 14,597 |
| 2028 | 82,679 | 12,314 |
| 2029 | 85,093 | 9,900 |
| 2030 | 87,543 | 7,450 |
| 2031 | 90,064 | 4,928 |
| 2032 | 116,364 | 2,339 |
| | <u>696,247</u> | <u>87,408</u> |

Long-Term Liability Activity

Changes in long-term liabilities during the fiscal year were as follows:

| Type of Debt | Beginning Balances | Additions | Deductions | Ending Balances | Amounts Due In One Year |
|---------------|-----------------------|-----------|------------|--------------------|-------------------------------|
| Notes Payable | \$ 770,025 | — | 73,778 | 696,247 | 75,960 |

NOTE 9 - LINE OF CREDIT

The Club has a \$500,000 line of credit with St. Charles Bank & Trust Company, N.A. that matures on May 3, 2025. Bank advances are payable on May 3, 2025, and carry an interest rate of the Prime Rate as published in the Wall Street Journal each day or a pre-determined floor stated in the signed agreement. As of August 31, 2024, the interest rate is 8.50%. As of August 31, 2024 there was no balance due on the line of credit.

The Club also has a \$1,000,000 line of credit with St. Charles Bank & Trust Company, N.A. that matures on June 6, 2025. Bank advances are payable on June 6, 2025, and carry an interest rate of the Prime Rate as published in the Wall Street Journal each day or a pre-determined floor stated in the signed agreement. As of August 31, 2024, the interest rate is 8.50%. As of August 31, 2024 there was a balance due of \$1,000,000 on the line of credit.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Notes to the Financial Statements

August 31, 2024

NOTE 10 - NET ASSETS

With Donor Restrictions

Net Assets with donor restrictions was comprised of the following:

| | |
|-------------------------|------------------|
| With Donor Restrictions | |
| Program Expenses | <u>\$ 71,731</u> |

Net Assets Released from Restrictions

Net assets were released from donor restrictions by the occurrence of expenses satisfying the purpose restrictions specified by the donor as follows:

| | |
|--------------------|------------------|
| Purpose Restricted | |
| Program Expenses | <u>\$ 90,176</u> |

Without Donor Restrictions

Net Assets without donor restrictions was comprised of the following:

| | |
|------------------------------|-------------------|
| Without Donor Restrictions | |
| Board Designated - Endowment | \$ 202,360 |
| Undesignated | <u>10,344,194</u> |
| | <u>10,546,554</u> |

The Club's Board of Directors has approved a board-designated endowment fund. Net assets associated with endowment funds, including funds designated by the Board of Directors to function as endowments, will be classified and reported based on the existence or absence of donor-imposed restrictions. Currently, the Club has no endowment funds subject to donor-imposed restrictions.

Return Objectives and Risk Parameters: The Club has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the Club must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Under this policy, as approved by the Board of Directors, the endowment assets are invested in a manner that is intended to produce results that exceed the price and yield results of the S&P 500 index while assuming a moderate level of investment risk. The Club expects its endowment funds, over time, to provide a reasonable rate of return.

Strategies Employed for Achieving Objectives: To satisfy its long-term rate-of-return objectives, the Club relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Club targets a diversified asset allocation that places a greater emphasis on investments to achieve its long-term return objectives within prudent risk constraints.

BOYS AND GIRLS CLUB OF NORTH CENTRAL

Notes to the Financial Statements

August 31, 2024

NOTE 10 - NET ASSETS - Continued

Without Donor Restrictions - Continued

Spending Policy and How the Investment Objective Relate to Spending Policy: The Club has a policy of appropriating for distribution. In establishing this policy, the Club considered the long-term expected return on its endowment. Accordingly, over the long-term, the Club expects the current spending policy to allow its endowment to grow annually. This is consistent with the Club's objective to maintain the purchasing power of the endowment assets held in perpetuity or for a specified term as well as to provide additional real growth through new gifts and investment return.

NOTE 11 - CONTRIBUTED NONFINANCIAL ASSETS

For the year ended August 31, 2024, contributed nonfinancial assets recognized with the Statement of Activities included:

| | |
|----------|------------------|
| Services | <u>\$ 30,000</u> |
|----------|------------------|

The Club recognized contributed nonfinancial assets within revenue, including services. All the contributed nonfinancial assets did not have any donor-imposed restrictions. Contributed services were used to assist in various activities of Club and tasks that required specialized skills. In valuing donated services the Club estimated the fair value based on when they create or enhance nonfinancial assets or they require specialized skills which would need to be purchased if they were not donated.

NOTE 12 - RETIREMENT PLAN

The Club maintains its retirement plan from the Boys & Girls Clubs of America Pension Trust Plan where 5% of eligible wages are contributed to a 401(a) Pension Plan retirement plan. Retirement plan contributions were \$174,860 for the year ended August 31, 2024.

NOTE 13 - RELATED PARTY

The Club benefits from contributions from board members and key employees. Aggregated contributions were received from board members in the amount of \$313,056 during the year. This constitutes 3.8% of total support for the year ended August 31, 2024.

SUPPLEMENTAL SCHEDULE

BOYS AND GIRLS CLUB OF NORTH CENTRAL**Consolidated Year-End Financial Report****August 31, 2024**

| CSFA # | Program Name | State | Federal | Total |
|-------------|---|------------|-----------|-----------|
| 420-00-1771 | Construction and/or Renovation to Buildings, Additions, or Structures | \$ 150,000 | — | 150,000 |
| 444-80-1411 | Teen REACH (Responsibility, Education, Achievement, Caring and Hope) | — | 250,432 | 250,432 |
| 444-80-3005 | Greater Illinois Reimagine Youth Intervention Services | — | 211,543 | 211,543 |
| 444-80-3224 | Office of Community and Positive Youth Development Named Appropriation | 999,827 | — | 999,827 |
| 586-18-0409 | Child and Adult Care Food Program | — | 111,410 | 111,410 |
| 586-18-0868 | Early Childhood Block Grant: Preschool for All 3-5 | 111,828 | — | 111,828 |
| 586-18-2591 | Federal Programs: ARP - Community Partnership Grant | — | 314,122 | 314,122 |
| 586-18-2801 | Federal Programs: CURES - After School Programs | — | 268,716 | 268,716 |
| 586-46-0423 | Title IV - 21st Century Comm Learning Centers: 21st CCLC | — | 1,295,080 | 1,295,080 |
| 586-84-2069 | State Programs: After School Programs - Non-school Districts | 79,774 | — | 79,774 |
| | Other Grant Programs and Activities | — | 471,925 | 471,925 |
| | Totals | 1,341,429 | 2,923,228 | 4,264,657 |

BOYS AND GIRLS CLUB OF NORTH CENTRAL ILLINOIS

SINGLE AUDIT REPORT

FOR THE FISCAL YEAR ENDED
AUGUST 31, 2024

BOYS AND GIRLS CLUB OF NORTH CENTRAL ILLINOIS

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BOYS & GIRLS CLUB OF NORTH CENTRAL ILLINOIS

**Schedule of Expenditures of Federal Awards
For the Year Ended August 31, 2024**

| | | | Assistance | | | Amount |
|--------------------------------------|--|--|--------------------------|---------------------------|--------------|------------------------------|
| Cluster Name/ Federal Grantor | Pass-Through Grantor | Program Title | Listing Number | Program/Grant Number | Expenditures | Provided to Subrecipients |
| Child Nutrition Cluster | | | | | | |
| Department of Agriculture | Illinois State Board of Education | Summer Food Service Program | 10.559 | FY24 SFSP | \$ 60,943 | - |
| Department of Agriculture | Illinois State Board of Education | Child & Adult Care Food Program | 10.558 | FY24 CACFP | 50,467 | - |
| Total Child Nutrition Cluster | | | | | 111,410 | - |
| 477 Cluster | | | | | | |
| Department of Human Services | Boys and Girls Club of America - Illinois Alliance | Teen REACH Program (Responsibility, Education, Achievement, Caring, and Hope) | 93.558 | SECH 2024 | 65,100 | - |
| | | | 93.558 | STC 2024 | 31,000 | - |
| | | | 93.558 | ECH 2024 | 23,250 | - |
| | | | 93.558 | FCSDR07903 (Cook) | 60,832 | - |
| | | | 93.558 | FCSDR07916 (Kane) | 70,250 | - |
| | | | Total 477 Cluster | | | |
| Other Programs | | | | | | |
| Department of Education | Boys and Girls Club of America - Illinois Alliance | Twenty-First Century Community Learning Centers | 84.287 | Highland | 128,497 | - |
| | | | 84.287 | Hillcrest | 130,000 | - |
| | | | 84.287 | Ronald O'Neal | 130,000 | - |
| | | | 84.287 | Washington | 130,000 | - |
| Department of Education | Illinois State Board of Education | Twenty-First Century Community Learning Centers | 84.287 | All Sites | 600,000 | - |
| Department of Education | N/A | | 84.287 | Ellis | 40,650 | - |
| | | | 84.287 | Larkin | 50,447 | - |
| | | | 84.287 | Larsen | 43,602 | - |
| | | | 84.287 | Kimball | 41,884 | - |
| Total 84.287 | | | | | 1,295,080 | * - |
| Department of Education | Illinois State Board of Education | American Rescue Plan Elementary and Secondary School Emergency Relief (ARP ESSER) Fund | 84.425 | FY23 Continuation (IWAS) | 268,302 | - |
| | | | 84.425 | 24-4998-CP-31-045-073P-00 | 2,681 | - |
| | | | 84.425 | 2025-4998-C3 | 43,139 | - |
| Department of Education | Illinois State Board of Education | Covid-19 CURES After School Program | 84.425 | 24-4998-AS | 268,716 | - |
| Total 84.425 | | | | | 582,838 | - |
| Department of Treasury | Illinois Criminal Justice Information Authority | Covid-19 State and Local Fiscal Recovery Funds | 21.027 | ICJIA Continuation | 42,763 | - |
| Department of Treasury | Kane County | Covid-19 State and Local Fiscal Recovery Funds | 21.027 | 44519924 | 300,000 | - |
| Department of Treasury | Illinois Department of Human Services | Covid-19 Greater Illinois Reimagine Youth | 21.027 | FY24 | 189,445 | - |
| | | Intervention Services | 21.027 | FY24 Continuation | 22,098 | - |
| | | | | | 554,306 | - |

See accompanying notes to the schedule of expenditures of federal awards.

BOYS & GIRLS CLUB OF NORTH CENTRAL ILLINOIS

**Schedule of Expenditures of Federal Awards – Continued
For the Year Ended August 31, 2024**

| | | | Assistance | | | Amount |
|----------------------------------|--|----------------------------|-------------------|------------------------------|--------------|------------------------------|
| Cluster Name/ Federal Grantor | Pass-Through Grantor | Program Title | Listing Number | Program/Grant Number | Expenditures | Provided to Subrecipients |
| Other Programs – Continued | | | | | | |
| Department of Justice | Boys and Girls Club of America - Illinois Alliance | Juvenile Mentoring Program | 16.726 | Glenbrook (2023-52663) | 3,162 | - |
| | | | 16.726 | Coleman (2023-52664) | 4,921 | - |
| | | | 16.726 | Sunnydale (2023-52665) | 3,103 | - |
| | | | 16.726 | McKinley (2023-52666) | 3,018 | - |
| | | | 16.726 | Lords Park (2023-52667) | 5,012 | - |
| | | | 16.726 | Heritage (2023-52668) | 4,862 | - |
| | | | 16.726 | Ontarioville (2023-52669) | 4,742 | - |
| | | | 16.726 | SECH (2023-52670) | 5,019 | - |
| | | | 16.726 | ECH (2023-52671) | 1,671 | - |
| | | | 16.726 | EMSA (2023-52655) | 4,294 | - |
| | | | 16.726 | Streamwood (2023-52656) | 3,031 | - |
| | | | 16.726 | Tefft (2023-52657) | 3,097 | - |
| | | | 16.726 | Canton (2023-52658) | 2,627 | - |
| | | | 16.726 | Lowrie (2023-52659) | 4,913 | - |
| | | | 16.726 | Harriet (2023-52660) | 4,772 | - |
| | | | 16.726 | Huff (2023-52661) | 4,543 | - |
| | | | 16.726 | STC (2023-52662) | 2,261 | - |
| | | | 16.726 | Elgin Clubhouse (2022-51232) | 16,314 | - |
| | | | 16.726 | Lowrie (2022-51234) | 9,077 | - |
| | | | 16.726 | Harriet Gifford (2022-51235) | 7,000 | - |
| | | | 16.726 | Huff (2022-51236) | 7,000 | - |
| | | | 16.726 | STC (2022-51237) | 4,976 | - |
| | | | 16.726 | McKinley (2022-51238) | 6,958 | - |
| | | | 16.726 | Lords Park (2022-51239) | 7,000 | - |
| | | | 16.726 | Heritage (2022-51240) | 5,789 | - |
| | | | | | | |
| TOTAL FEDERAL AWARDS EXPENDED | | | | | 2,923,228 | - |

*Denotes major federal program

See accompanying notes to the schedule of expenditures of federal awards.

BOYS AND GIRLS CLUB OF NORTH CENTRAL ILLINOIS

Notes to the Schedule of Expenditures of Federal Awards August 31, 2024

NOTE 1 – BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal grant activity of the Club under programs of the federal government for the year ended August 31, 2024. The information in this Schedule is presented in accordance with the requirements of Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*. Because the Schedule presents only a selected portion of the operations of the Club, it is not intended to and does not present the financial position, changes in net position, or cash flows of the Club.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures

Expenditures reported on the Schedule are reported on the accrual basis of accounting.

Pass-Through Entities

Pass-through entity identifying numbers are presented on the Schedule where available.

NOTE 3 – 10% DE MINIMIS INDIRECT COST RATE

The Club has elected to use the 10% de minimis indirect cost rate as permitted by 2 CFR Section 200.414.

NOTE 4 – SUBRECIPIENT RELATIONSHIPS

The Club did not remit any funds to subrecipients.

NOTE 5 – FEDERAL LOANS

The Club did not have any federal loans or loan guarantees outstanding for the year ended August 31, 2024.

NOTE 6 – DONATED PERSONAL PROTECTIVE EQUIPMENT (PPE) (UNAUDITED)

The Club did not receive any federally donated PPE during the year ended August 31, 2024.



**INDEPENDENT AUDITORS' REPORT
ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE
AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

April 16, 2025

Members of the Board of Directors
Boys and Girls Club of North Central Illinois
South Elgin, Illinois

We have audited, the accompanying financial statements of the of the Boys and Girls Club of North Central Illinois (the Club) (a nonprofit organization), as of and for the year ended August 31, 2024, which collectively comprise the Club's statement of financial position, and the related statements of activities, cash flows, and functional expenses, and the related notes to the financial statements and have issued our report thereon dated April 16, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Club's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Club's internal control. Accordingly, we do not express an opinion on the effectiveness of the Club's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements, on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Club's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Boys and Girls Club of North Central Illinois
April 16, 2025

Reporting on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Club's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that we reported to management of the Club in a separate letter dated April 16, 2025.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Club's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Club's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP



**INDEPENDENT AUDITORS' REPORT
ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY UNIFORM GUIDANCE
AND ON THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS**

April 16, 2025

Members of the Board of Directors
Boys and Girls Club of North Central Illinois
South Elgin, Illinois

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the Boys and Girls Club of North Central Illinois (the Club) (a nonprofit organization) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the Club's major federal programs for the year ended August 31, 2024. The Club's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the Club complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended August 31, 2024.

Basis for Opinion on Each Major Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the Club and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the Club's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the Village's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the Club's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the Club's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the Club's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the Club's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the Club's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Boys and Girls Club of North Central Illinois
April 16, 2025

Report on Internal Control over Compliance – Continued

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses may exist that have not been identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the accompanying financial statements of the Boys and Girls Club of North Central Illinois as of and for the year ended August 31, 2024, and the related notes to the financial statements, which collectively comprise the statement of financial position, related statements of activities, cash flows, and functional expenses for the year then ended. We issued our report thereon dated April 16, 2025, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Lauterbach & Amen, LLP
LAUTERBACH & AMEN, LLP

BOYS AND GIRLS CLUB OF NORTH CENTRAL ILLINOIS

Schedule of Findings and Questioned Costs Year Ended August 31, 2024

SECTION 1 – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditor’s report issued on the financial statements: Unmodified

Internal control over financial reporting:

Material weakness(es) identified: No

Significant deficiencies identified: No

Noncompliance material to the financial statements noted: No

Federal Awards

Type of auditor’s report issued on compliance for major programs: Unmodified

Internal control over major programs:

Material weakness(es) identified: No

Significant deficiencies identified: No

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a): No

Major programs identified:

ALN Number(s)
84.287

Name of Federal Program/Cluster
Twenty-First Century Community Learning Centers

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as a low-risk auditee: No

BOYS AND GIRLS CLUB OF NORTH CENTRAL ILLINOIS

Schedule of Findings and Questioned Costs – Continued
Year Ended August 31, 2024

SECTION 2 – FINANCIAL STATEMENT AUDIT FINDINGS

None

BOYS AND GIRLS CLUB OF NORTH CENTRAL ILLINOIS

Schedule of Findings and Questioned Costs – Continued
Year Ended August 31, 2024

SECTION 3 – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

None

BOYS AND GIRLS CLUB OF NORTH CENTRAL ILLINOIS

Schedule of Findings and Questioned Costs – Continued Year Ended August 31, 2024

SECTION 4 – PRIOR YEAR AUDIT FINDINGS

Material Weakness

Finding 2023-001: AUDIT ADJUSTMENTS

Condition: During the prior year audit, material misstatements of the financial records were found, resulting in adjusting entries.

Recommendation: It was recommended that management develop a process to identify potential adjustments throughout the year and during the year-end reporting process to minimize potential adjustments by the auditor.

Current Status: This finding has been removed.

Significant Deficiency

Finding 2023-002: INTERNAL CONTROL PROCESS

Condition: During the prior year audit, it was noted two invoices with amounts over \$10,000 were missing second approval.

Recommendation: It was recommended that management monitor consistently whether dual approvals exist before payments are made.

Current Status: This finding has been removed.



Reference List

West Aurora School District 129

- Dr. Angela Smith, Assistant Superintendent of Operations
- 630.301.5032
- Partnership established in 2022

School District U46

- Dr. Suzanne Johnson, Superintendent
- 847.301.5032 ext.5007
- Partnership established in 1993

Batavia Public School District 101

- Dr. Tom Kim, Superintendent
- 630.937.8800
- Partnership established in 2024



To Whom It May Concern:

On behalf of West Aurora School District 129, I am writing to offer my strong support for the Boys & Girls Clubs of North Central Illinois' proposal to the City of Aurora's Youth After-School and Summer Programming opportunity. We are proud to partner with BGCNCIL to ensure our students have access to high-quality, engaging, and safe out-of-school programming that supports their academic and social development.

The Boys & Girls Clubs have demonstrated a strong commitment to the safety and well-being of our students. Their programs provide a structured and nurturing environment where youth can learn, grow, and thrive during the critical after-school hours and throughout the summer. Their trained staff foster positive relationships and provide mentorship that aligns with our district's goals for student success.

During the 2024-2025 school year, BGCNCIL served more than **350 West Aurora students** across multiple elementary and middle school sites. Over the summer, that number will grow **500 district students**, ensuring that our youth remain engaged, safe, and supported even while school was out of session. The Club's programming complements our work in the classroom, helping to reduce chronic absenteeism, improve academic outcomes such as test scores, and build critical life and leadership skills.

Our mission in District 129 is reflected in the Boys & Girls Clubs' unwavering dedication to serving youth, particularly those who need us most. Their focus on equity, opportunity, and measurable outcomes makes them a trusted and valuable partner in our efforts to close the opportunity gap and prepare every student for a successful future.

We respectfully encourage the City of Aurora to invest in this vital resource for our students and families. The Boys & Girls Clubs of North Central Illinois has proven to be a strong, reliable, and mission-driven partner, and continued support will allow even more students to benefit from their impactful programs.

Respectfully,

A handwritten signature in black ink, appearing to read 'Angela Smith', written over a faint, larger version of the same signature.

Dr. Angela Smith, Assistant Superintendent West Aurora SD129



To Whom It May Concern:

On behalf of Aurora University (AU), I am pleased to offer this letter of support for the Boys & Girls Clubs of North Central Illinois' proposal to the City of Aurora's Youth After-School and Summer Programming opportunity.


As an institution dedicated to providing our students with every opportunity to succeed, we are pleased with the ongoing development of our partnership with the Boys & Girls Clubs. We have partnered to provide AU students with enriching internship opportunities at the Boys & Girls Club, supporting their education while bringing local youth much-needed social-emotional support. BGCNCIL has built a respected reputation across the region for delivering safe, high-quality programming that meets the needs of youth and families — particularly those in historically underserved communities. This opportunity will enable BGCNCIL to continue these efforts in the interests of youth across East Aurora.

We have been impressed by the Boys & Girls Clubs' demonstrated impact in neighboring districts, where their presence has supported improved student outcomes, including reductions in absenteeism and gains in academic performance. Their commitment to safety, positive youth development, and equity aligns closely with our mission to educate and empower all students to reach their full potential.

We are excited about the opportunity for BGCNCIL's continued growth in Aurora and expanded access to enriching after-school and summer experiences for local youth. We believe their programming will be a powerful complement to school district efforts and will support students' academic achievement, personal growth, and long-term success.

We fully support the Boys & Girls Clubs of North Central Illinois' proposal and look forward to the opportunity to work together for the benefit of Aurora youth.

Sincerely,

Signature: 
Printed Name: Paige K Turner
Title: Provost & EUPAA
Date: 6/17/25



Date: 6/18/2025

To: City of Aurora

RE: Board Authorization to Apply for Youth Development After-School and Summer Programming Opportunity

To Whom It May Concern,

On behalf of the Board of Directors of the Boys & Girls Clubs of North Central Illinois (BGCNCIL), I am pleased to provide this letter authorizing our organization to submit a proposal to the City of Aurora for the Youth Development After-School and Summer Programming opportunity.

The Board has reviewed and fully supports the organization's application to expand high-quality, evidence-based youth development programming for youth in Aurora. The proposed project aligns with our mission to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

We are proud of our recent expansion in the Aurora community, now serving youth across multiple school-based sites. This funding opportunity will further allow us to provide safe, engaging, and enriching environments during the critical after-school and summer hours.

Please accept this letter as formal confirmation that the Board of Governors has authorized the submission of the proposal and supports the project scope, goals, and implementation plan. We are committed to ensuring compliance with all grant requirements, maintaining fiscal and operational accountability, and achieving measurable outcomes for Aurora's youth and families.

Thank you for considering our application. We look forward to the opportunity to deepen our partnership with the City of Aurora in service of local young people.

Sincerely,

A handwritten signature in cursive script that reads "Patricia Lynott".

Patricia Lynott
Chair, Board of Governors
Boys & Girls Clubs of North Central Illinois

**SERVING THE
COMMUNITIES OF
AURORA, ELGIN,
HANOVER PARK,
SCHAUMBURG, SOUTH
ELGIN, STREAMWOOD**

BOARD OF GOVERNORS

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Rick Zonts, Vice President
Adekola Okulaja, Treasurer
Dr. Brian Knetl (At-Large)
Guy Lieser (At-Large)
Michael Origer (At-Large)
Steve Super (At-Large)
Jim Wienold (At-Large)
Hannah Wisdom (At-Large)
Caroline Rossow (Aurora)
Josh Campanelli (Elgin)
Brandon Cork (Schaumburg)
Rosey Valencia (South Elgin)
Teresa Winters (Streamwood)
Darren Ward, Jr. (Hanover Park)

DIRECTOR EMERITUS

Kevin McCarty
Mike Shales

STAFF OFFICERS

Cathy Russell, Executive
Natalie Pawluk, Operations
Elizabeth Moe Garcia, Development

MISSION STATEMENT

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

VISION STATEMENT

Provide a world-class Club Experience that assures success is within reach of every young person who enters our doors, with all members on track to graduate from high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

ADMINISTRATIVE OFFICE

735 Martin Drive,
South Elgin, IL 60177
www.bgcncil.org