

Proposed KVCC - AFRI Covenant

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Approved by the KVCC Church Council on October 22, 2025

We propose AFRI become a mission of KVCC; the specifics are as follows:

AFRI Mission Statement

To welcome & support refugees and immigrants through friendship, celebrations, advice, education, witnessing and advocacy; and to nurture local appreciation of the talents and vibrant diversity that immigrants and refugees bring to our communities.

Name

AFRI will be renamed Adirondack Friends of Refugees and Immigrants - an Outreach of Keene Valley Congregational Church, UCC

Zoom

AFRI can use KVCC's Zoom account

Mail

- AFRI will close its mailbox.
- AFRI will use the KVCC mailbox.
- KVCC will give a member of AFRI the combination to the Church office so mail can be picked up.
- The KVCC Office Manager (KVCC's office manager) will notify us of donations so we can send out thank you's or an AFRI member will pick up the records with the mail.

Web site

Web site is AFRI's and will be managed as it is now by AFRI.

Historical Records

Historical records will be kept by KVCC.

AFRI will provide KVCC with our original historical records.

How AFRI Will Fit Into The Church Structure

- AFRI will report directly to the KVCC Church Council.
- During the first year, two co-chairs will be selected to attend the Council meeting; one chair historically KVCC and one chair historically AFRI. AFRI will only get one vote even if two chairs are in attendance at the council meeting. At least one co-chair must attend the meeting.

- AFRI submits a report to the Council **the week before** the council meeting which is on the 4th Tuesday of the month at 5 pm.
- Annual meeting report needs to be created and submitted before the annual meeting.
- The Committee for the Church Council will select our co-chairs in subsequent years.
- Membership: Everyone is welcome in AFRI whether or not they are members of the church.
- AFRI must ask for approval from the council when undertaking new or potentially controversial activities.

Financials

Fundraising:

- AFRI will be responsible for fundraising in support of their mission.
- In the beginning, AFRI will not receive funds from KVCC, but this could change based on need and circumstance.
- AFRI can continue to solicit funds from the current donor pool, church membership and the wider community.
- Donations to AFRI will be tax deductible.

Budget:

AFRI is responsible for its own Budget.

Bank Account:

- KVCC will create a new account at the church's bank for AFRI. All funds in support of AFRI will go through this account. AFRI will transfer all funds into this account when the covenant is adopted.
- AFRI will inform and send a receipt to KVCC's Office Manager for any deposits and vice versa.
- All funds raised for AFRI will be deposited into the AFRI account. This includes checks and cash.
- Funds can be sent to the church office, and the KVCC Office Manager will deposit them into the account. She will provide a physical copy of the deposit to AFRI leadership, and keep a record at the church. The physical copy of the deposit will be placed in a new mailslot in the Church Office specifically for AFRI.
- AFRI can send deposit receipts via email to the office manager.
- The KVCC Office Manager can put donation information in Little Green Light, KVCC's donation depository, for AFRI.
- AFRI would like to hand write thank you's for every donation.
- Donation checks will be made out to KVCC, with AFRI in the memo line.
- If AFRI receives funds that do not come directly to the church, AFRI leadership can either make the deposit directly, or give the funds to the KVCC Office Manager to deposit. If AFRI makes the deposit directly, they will be responsible for making a physical copy of the deposit and giving it to the KVCC Office Manager, and keeping a copy for themselves.

Paypal and Cash Donations:

- Paypal and cash transactions are NOT ENCOURAGED as they are difficult to monitor.
- If LARGE CASH donations are expected, there must be 2 AFRI members or KVCC members to collect the cash and count it.

- If funds are donated via PayPal, the person making the donation should indicate in the Notes field that the funds are for AFRI. These funds will first automatically be deposited into the Church's Operating Account, and then the Treasurer will need to move them into the AFRI account. If the person donating the funds does not enter AFRI into the Notes field, they can send a note to John, the KVCC Office Manager or the Treasurer to have the money moved.
- (Paypal takes a small fee at the beginning and the end of the transaction.)

Checks and Debit Card:

- AFRI has requested to have checks and a **debit** card. All financial tools will be set up by the KVCC Treasurer. The card will be issued to Cynthia Poppino, AFRI chairwoman.
- The first line on the check is KVCC, Second AFRI followed by P.O. Box address. It would have a separate account number at Champlain National Bank.
- Bounced check fees and policy are the responsibility of AFRI.
- Recurring payments are to be taken care of by the holder of the debit card.

Bank Account Reconciliation and Monitoring:

- AFRI will not have access to the online banking portal associated with their account but can call the bank or use an ATM to find out their current balance, and may also request monthly paper statements, which would be mailed to the church, and placed in AFRI's mailslot. It will be up to AFRI, in direct coordination with the Treasurer, to monitor the account, and resolve all outstanding issues.
- Copies of all financial records for AFRI will be kept at the church.
- KVCC sends tax letters to AFRI donors, upon the donor's request.
- On a monthly basis, the AFRI account balance will be reported to the Church Council in the Treasurer's report. It will also be reported to the wider congregation in the Treasurer's Report at the Annual Meeting.
- All financial processes, records, etc. are subject to a periodic audit.

Liability Insurance

The insurance covers the work of AFRI. One exception that was noted is that the insurance does not cover anyone living in the home of a KVCC member or AFRI member.