

Community Benefit Agreement Reporting Template FY13-14

Organization: One Kings Lane

Measure	Field type	January	February	March	April	May	June	July	August	September	October	November	December	Annual (Year-to-date) Total
Volunteer Hours	Value		12.5 hours											-
Volunteer Hours	Description		*San Francisco Symphony event - 2/8/14 OKL volunteers helped the San Francisco Symphony in their annual Chinese New Year event; volunteers assisted with the event and passed out traditional red envelopes to children attending the event.											
In-kind Donations	Value	\$800 estimated retail value in donations made to SF Make A Wish Foundation												-
In-kind Donations	Description	Merchandise donated to SF Make A Wish Foundation: -Antique coat stand -Wall art (2 pieces)												
Engagement	Number of Events	2	3											5
Engagement	Description	*Community Housing Partnership site visit and meeting re: new training & development center location. (1/23/14) *Meeting with Episcopal Community Services (ECS) to discuss and plan ongoing employee volunteer activities in 2014. (1/30/14)	*Participated in Hartland Hotel lobby grand opening to celebrate the redesigned lobby and gathering areas with residents and THC leaders. (2/27/14) *Planning meeting with Community Housing Partnership re: OKL furniture donations for CHP's upcoming training & development center. (2/21/14) *Meeting with NOMNIC to explore ways that OKL can help local small businesses. (2/24/14)											
Local Purchasing	Description	*Magic Wok - catered lunch for appx 200 employees *La Cajou - catered lunch meetings for apprx 20 employees *Ananda Fuara - Small group lunch meetings *ECS CHEFS Program - Catering employee meetings 2 times per month *In addition, One Kings Lane employees are frequent patrons of local businesses and restaurants in the Central Market & Tenderloin neighborhood.	*La Cajou - catered lunch meetings for apprx 20 employees *Cups & Cakes Bakery - Valentines Day cupcakes for apprx 200 employees *Ananda Fuara - Small group lunch meetings *ECS CHEFS Program - Catering employee meetings 2 times per month *SF Party - balloons & party supplies *In addition, One Kings Lane employees are frequent patrons of local businesses and restaurants in the Central Market & Tenderloin neighborhood.											

Reporting deadline: Data entries are due either by the 5th of each month, or before the Citizens' Advisory Committee meeting on the first Thursday, whichever comes first.