

# Donation

Version 2.4 released on 7/24/23

Updated RFA for donations including travel donations (use employee reimbursement process for travel approvals)



<b>CITY COUNCIL USE ONLY</b>		<b>CITY CLERK USE ONLY</b>	
Date Received: _____	Tracking #: _____	<input type="checkbox"/> Scanned	Date: 07.10.2024
Committee Date: _____	Committee: _____	<input type="checkbox"/> Posted	Item #: 2407.01701
1 <sup>st</sup> Agenda Date: _____	Hearing Date: _____		
	2 <sup>nd</sup> Agenda Date: _____		

All department items requiring Council approval must be submitted through the Mayor's Office.

## Primary Details

<b>Board Approval</b>		<b>Other Board Name</b>	<b>City Council Approval</b>
_____		_____	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Department</b>	<b>Contact Name</b>	<b>Email</b>	<b>Phone</b>
Parks and Recreation	Anna Moore	amoore@cityoftulsa.org	918-240-1423
<b>Bid/Project Number</b>	<b>Project Title</b>	<b>Donator</b>	<b>Type of Donation</b>
_____	_____	Leadership Tulsa	Cash
<i>Enter a Bid or Project Number (not a Title or Description)</i>			
<b>Travel Event Title</b>	<b>Traveler's Name</b>	<b>Event Date</b>	<b>Donation Amount/Value</b>
_____	_____	_____	\$1,955.00
			<i>City Council requires a dollar value</i>

## Budget

**Funding Source(s)**

1004126-521124:	\$1,955.00
<b>TOTAL:</b>	<b>\$1,955.00</b>

*Enter the funding source(s) using the appropriate Munis funding format: Org (Allocation Code)-Object-Amount (1001211-531401-\$10.00) or Project String-Amount (144104.AbstrTitle5413102.6001-4043122-541102-\$30,000.01)*

## Approvals

<b>Department:</b>		<b>Date:</b>	6/17/2024
<b>Legal:</b>	_____	<b>Date:</b>	_____
<b>Board:</b>	_____	<b>Date:</b>	_____
<b>Mayor:</b>		<b>Date:</b>	JUL 10 2024
<b>Other:</b>	_____	<b>Date:</b>	_____

## Policy Statement

**Background Information**  
 For completion of the inaugural Vanguard: LEAD program, Marissa Jeffery received a stipend of \$1955 from Leadership Tulsa. The stipend will be used to support programs at Jane A. Malone Community Center to address health equity issues.

*Provide background information on the requested action.*

**Summation of the Requested Action**

\_\_\_\_\_

*Summarize the pertinent details of the requested action*

**Other Pertinent Details**

\_\_\_\_\_

*Provide any additional information that should be considered when considering approval of this contract document*

## Processing Information for City Clerk's Office

<b>Post Execution Processing</b>	<b>Additional Routing and Processing Details</b>
<input type="checkbox"/> Mail vendor copy (add'l signature copies attached)	_____
<input type="checkbox"/> Must be filed with other governmental entity	
<input type="checkbox"/> Add'l governmental entity approval(s) required	



RE: Vanguard:LEAD Stipend Update-Action Due June 13



Jeffery, Marissa  
To Love, Destinee; Lassman, Steve  
Cc Moore, Anna



Thu 6/13/2024 3:48 PM

Retention Policy Keep Email 3 Years (3 years)

Expires 6/13/2027

**Marissa Jeffery** | Recreation Coordinator  
Jane A. Malone Center in Chamberlain Park  
4940 N. Frankfort Ave. Tulsa, OK 74126  
T: (918) 591-4155  
E: [mjeffery@cityoftulsa.org](mailto:mjeffery@cityoftulsa.org)

Hello!

Congratulations for completing the inaugural Vanguard:LEAD cohort! We are excited to see how Tulsa will be positively impacted as your organizations work to address health equity issues. You are receiving this email because you have satisfied the requirements of the program for a stipend. This stipend will support your program. To receive the checks please complete the following:

1. Complete a W9 form (attached) and email it to [kendall@leadershiptulsa.org](mailto:kendall@leadershiptulsa.org) by **Thursday, June 13, 2024, 5 pm.**
2. Complete this survey to help us address the memo-line of the check: <https://leadershiptulsa.typeform.com/to/ZRvUtUBp>

Surveys must be completed by **Thursday, June 13, 2024, 5 pm.**

Please note that checks will be written to organizations (not individuals). All checks will be sent out on **Friday, June 14, 2024.** Your stipend is in the amount of **\$1955.00.** ***If you do not respond with a completed w9 and survey (listed above) by June 13, you will be forfeiting your stipend.***

***Follow-up Support and Resources:***

We want to support you in carrying out your action plans! Over the next 5 months, we will be sending you resources and connection opportunities to support you. I am also offering up more coaching with each of you through October 2024. Be on the lookout for more emails with updates and resources from Gabby. In the meantime, please feel free to schedule a coaching session with me using this link: <https://calendly.com/marciabruno-todd/vanguardlead>. Please contact [gabby@leadershiptulsa.org](mailto:gabby@leadershiptulsa.org) if you have any questions.

Sincerely,

Marcia

**Marcia Bruno-Todd**

Executive Director

