



Firefighters'
Burned Children
Fund, Inc.

**OPERATIONS
MANUAL**

Updated - February, 2005
Updated - May 20, 2009

**THE FIRE FIGHTERS' BURNED
CHILDREN FUND INC.**

**OPERATIONS
MANUAL**

PURPOSE

The Firefighters' Burned Children Fund, Inc. is operated for the sole purpose of raising funds for the support, education of burned children and their families. This can be done by a variety of methods, the most common of which is saving/ recycling aluminum cans. The proceeds earned are then used to provide non-medical assistance to burn victims, and developing and implementing burn prevention programs.

OBJECTIVE

The Firefighters' Burned Children Fund is a non-profit organization developed by area firefighters to support burn survivors and to prevent burn injuries before they occur.

The Firefighters' Burned Children Fund promotes the involvement of fire departments and fire service organizations that are interested in working within their communities and with other participants of the Fund in reducing the number and the severity of burn injuries and fatalities.

The Firefighters' Burned Children Fund is dedicated to the support and recovery of burn patients and to the prevention of burn injuries.

HISTORY

The Firefighters' Burned Children Fund was organized by firefighters concerned about child burn victims across the state.

The Charlotte Fire Department adopted a nationwide program called A.C.B.C. (Aluminum Cans for Burned Children). The public responded overwhelmingly to this program and delivered cans to all the local fire stations. Due to the success of this program, many contacts and partnerships with local businesses resulted in an opportunity to work together to support the recovery of burn patients.

Early on it was realized that this program could be expanded across the state to help support the N.C. Jaycee Burn Center and other Burn-Care Facilities.

The Firefighters' Burned Children Fund, Inc. was organized in 1989 to support the recovery of burn patients and to help prevent burn injuries. Other firefighters and organizations across the state responded and joined together to form Chapters of their own making up the Firefighters' Burned Children Fund Inc, likewise known as N.C. Firefighters' Burned Children Fund.

These different Chapters have participated in the development of new fire/burn prevention programs, new means of fund-raising, support of the Burn Center, Camp Celebrate, and also Fire and Life Safety efforts in their own areas. At the state level, firefighters benefit by increasing public relations, partnerships with local businesses, and networking with other fire departments. The greatest benefit would be the reduction of burn injuries and fatalities across the state. All firefighters and fire departments are encouraged to form F.F.B.C.F. Chapters and take an active role in the growth and development of The Firefighters' Burned Children Fund.

CHAPTER MEMBERSHIP

Chapter membership is available to any fire service organization that is interested. Membership may be by city or county fire departments, firefighter's association, or other such groups. The willingness to work with other fire departments and firefighters from other areas is critical to our success. The Firefighters' Burned Children Fund, Inc. needs your help. In order to have a positive effect, we need firefighters and fire service personnel from across the state to become actively involved.

For those who are interested in forming a NEW Chapter, an application form has been included in this packet. Please complete this form then return it to the State Officers for approval.

Upon approval for membership, all requests to use the F.F.B.C.F. logo must be submitted to the President of the State Office, who will present the proposal to the Executive Board. The request will be reviewed to ensure that

it meets the criteria set forth in this policy before granting approval for its use.

Those seeking use of the F.F.B.C.F. logo will require an application letter submitted for approval. This application letter should provide descriptions of the products which would bear the logo, list the prices of the products, indicate the use of the proceeds from the sale of the products, define the market where the products would be sold, and provide any other pertinent information about the product. A pricing schedule will be used to ensure consistency among all members.

HOW TO START A NEW CHAPTER

In order to gain support for a project, you must first **believe in it yourself**. Be willing to go that extra mile to get others involved. And always remember, **you can make a difference in someone's life**.

Once you decide you want to start a Chapter, this is the time to go out and contact as many people as possible to let them know what this program is about. Let them know that it will take partnerships and coalition support to make the F.F.B.C.F. a success. After all, the name does read **Firefighters' Burned Children Fund**.

It is also a good idea to meet with some of the following organizations to let them know about the Fund, and hopefully gain their support and commitment:

- Local Firefighter's Unions
- County Firefighter's Associations
- Your own fire department
- Schools
- Local Businesses

Now that you've gained the support and interest from all parties involved, it is time to apply for Chapter Status.

Addition of New Chapters

Whereas, it is the hope of the Firefighters' Burned Children Fund, Inc. to have chapters form in other areas, these general guidelines have been set to assist new chapters with their organization and operation.

To participate in the Firefighters' Burned Children Fund, Inc. the group applying for membership must agree to the following:

1. The chapter must actively support fund-raising activities necessary for the operation of the chapter.
2. The chapter must keep accurate records of income and expenses and make those records available to the State F.F.B.C.F. Treasurer both quarterly and annually.
3. The chapter must open its own local checking account and be responsible for overseeing that account.
4. The chapter will allow all interested firefighters in the area to participate and will not discriminate with regards to race, ethnic background, or religious preference.
5. The chapter shall establish an organizational structure that will best reflect the make-up of the chapter.
6. The chapter will submit a quarterly report on **all activities and finances** of the chapter. This report will be due thirty (30) days following the end of each quarters ending in the Months of March, June, September and December to the F.F.B.C.F. State Office, F.F.B.C.F. State Treasurer where such information may be included in a newsletter, web page and electronic e-mail to be sent to all chapters.
7. The chapter will work with other F.F.B.C.F. chapters to support special events such as, musters and sporting tournaments and will render or ask for assistance from other chapters as needed.

- Profits from joint events will be used as agreed upon by the organizing chapter(s).
8. The chapter will promote and participate in local and state fire and burn prevention projects on a regular basis. The chapter will also help support burn patients at Burn Center(s) and at their local hospitals. There will be no set limit on how much the Fund will allocate to such projects, but all chapters will be expected to participate. The chapter will also make expenditures necessary to support the operation of the chapter.
 9. The chapter will abide by the pricing schedule set by the Corporation Board of Directors concerning items, which bear the F.F.B.C.F. logo. A chapter may contract a local vender to produce items bearing the logo but prices of such merchandise must be consistent with this schedule. New items developed are subject to the same requirements. The chapter developing the item with the exception of clothing that bears the F.F.B.C.F. logo will establish the pricing of such an item. Price schedules for clothing, ect... will be set by the State Office. The purpose of this guideline is to allow access to fair and equitable profit for all chapters in regards to the sale or exchange of items bearing the F.F.B.C.F. logo.
 10. Chapters that fail to follow these guidelines in their spirit and intent will be subject to censure and may have their charter membership status reviewed or revoked by the Executive Board.
 11. Upon dissolution of a chapter, the F.F.B.C.F. Chapter will turn over all assets to the F.F.B.C.F. Executive Board and upon approval these funds may be turned over to N.C. Jaycee Burn Center or the chapter's local or regional hospital in the event the chapter is no longer capable of operating. Proof of funds dissolution and account closed shall be provided to the F.F.B.C.F. State Treasurer. Followed by a letter of dissolution of the chapter addressed to the F.F.B.C.F. State President.

OFFICERS

Each chapter will be expected to elect officers for a term of one year. The officers and their duties are as follows:

President: shall see that the chapter and its members are informed of the progress of, and work with all aspects of the chapter; shall assure that all functions are well organized, coordinated, and carried out in a professional manner.

Vice - President: shall work with all aspects of the chapter, preside at meetings in the President's absence; shall work with all aspects of can recycling such as trailers, boxes, recycling centers, etc.

Secretary: shall keep minutes of all meetings, prepare necessary reports and assist with any chapter functions as deemed necessary.

Treasurer: shall maintain accurate money records, accounts, and be responsible for the signing of all checks; shall be responsible for preparing and submitting quarterly and year-end reports to the State Office.

The Office of Secretary and Treasurer may be combined if so chosen by the individual chapter.

OPERATIONAL PROCEDURES

By-Laws: Each chapter will be expected to abide by the by-laws and Manual set forth by the State Office of the organization.

Meetings: It is recommended that each chapter hold regular meetings to discuss any business pertaining to the F.F.B.C.F. . It is also a good idea to develop some type of newsletter to be distributed to all members and also to supporters. This is a good way to keep everyone informed on what the chapter is doing.

Equipment, Office, etc.: This will depend on each individual chapter. A chapter can be operated as simple as having only a contact person, telephone, and a mailing address for the chapter. But on the other hand, the chapter could be large enough to need a building for can processing, a fax machine, computer, e-mail, or even personnel outside the chapter who are brought in to perform chapter duties such as can processing, trailer pick-up, etc.

ORGANIZATION

Once the officers are appointed / elected, other team members may be added to oversee other functions of the Fund. Examples of these team members' duties may include: Public Information Officer, Aluminum Can Transport Coordinator, State / Chapter Representative to attend meetings, Merchandising Coordinator (hats, t-shirts, etc.). All of these team members will keep the officers of your Chapter informed of activities, inventories, or other details of the operation.

FUND-RAISING METHODS

Examples of fund-raising methods may include, but not be limited to:

Aluminum Can Collections - This consists of the gathering of cans and sales to a recycling center;

Meet with a recycling center in your area and develop a partnership that will allow you to earn money for the fund by recycling cans.

Locate trailers at various places in your area, such as fire departments, schools, shopping centers, or golf courses for the public to drop off their cans.

Use community service workers. These people are excellent to use for sorting bags of cans, trailer maintenance, sign making, etc. This is another good way of developing a partnership with your community.

Golf Tournament - This is an excellent way to gain public recognition, but it takes a team effort. You will need to solicit sponsors for holes, personnel to drive refreshment carts, contact local trophy shops for plaques or trophies.

Donations (may be tax deductible)

1. Private donations are given by individuals for various reasons.
2. Corporate donations may include Industries, Theme Parks, and Grocery Stores, Box Companies, Trucking Companies, etc...

Heroes Convention/ Seminars or, any special events in your community that are looking for a good cause to donate to.

Auto Shows/ Rod Runs/ Motorcycle Rallies

Musters/ Competitions - Entry Fees, Raffles, and Sales of Concessions for competition are an excellent way to earn money for your chapter.

Concerts:

Promotional Groups

Joint projects with local TV or Radio Stations

BE CREATIVE!

Use your imagination, ideas are unlimited!

REMEMBER: Keep in mind the image and purpose of the FFBCF, and that everything **YOU** do helps in the support of burn victims.

RECORD KEEPING

Treasurer: Maintains accurate money records and accounts; shall be responsible for signing checks along with the President eligible to sign checks also in the absence of the treasurer.

Chapter Minutes: The Secretary shall keep minutes of meetings and prepare necessary reports, including quarterly activity reports

Quarterly Reports: The Chapter will submit the quarterly reports thirty (30) days following the end of each quarters ending in the Months of March, June, September and December to the F.F.B.C.F. State Office. Such information may be included in a statewide newsletter, web page and / or electronic mail to be sent out to all chapters.

DISPERSAL OF FUNDS

Funds accumulated by your Chapter may be distributed locally and statewide. Here are some examples of ways to support burn victims:

Locally: To help purchase materials for local school programs on fire and burn prevention or, to help assisted burned out families or, to purchase equipment, materials, and other items used for education and prevention.

Examples not limited to:

4H Fire Safety Quiz Bowls

Smoke Detectors

Local patients in the Burn Center

Brochures, Pamphlets, Posters, Pencils, etc.

PSA / Billboard

Assist with shelter - only after other agency's funds have been exhausted

Clothing and Food - same as above

Toy for a burned child and their siblings or the children of a Burned Survivor or Victim.

Purchase of a character - Sparky, Pluggie, Freddie, Puppets, etc.

Administration- Supplies, Operating expenses

Statewide: To purchase equipment, materials, and other items used for the healing of burn survivors at the N.C. Jaycee Burn Center, other Burn Centers or Local Hospitals or, To purchase items on the Burn Center "wish list" or, To sponsor a child at Camp Celebrate.

Examples:

Wheelchairs

Decorations - Holidays, Birthdays, etc.

Remote Control Cars

Tricycle

Booties

Stereo

Video Games

TV and VCR

Recreation Therapy Supplies

Camp Celebrate

Motel for Parents - after Ronald McDonald House

Education Grants

Learn Not To Burn

CONCLUSION

The Firefighters' Burned Children Fund is made up of dedicated individuals and departments that have a common interest in supporting the recovery of burn patients and the prevention of burn injuries.

As we continue to grow in numbers, the knowledge and energy that is focused on helping others, only strengthens our dedication to the task that lies ahead.

Together **we** can make a difference in burn prevention and life safety in North Carolina!

Through the exchange of ideas, information and the building of public and private partnerships within our communities, the F.F.B.C.F. will continue to be a leader in support and education of burn victims and their families.

All we need is **your commitment** to join in our efforts!



**Firefighters'
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FIREFIGHTERS' BURNED CHILDREN FUND, INC.

CHAPTER APPLICATION

Date; _____

Proposed Name of Organization:

Key Contact Person: _____

Address: _____

Phone: _____ **Fax:** _____

Email: _____ @ _____

Number of agencies, departments, organizations and area being served and or involved:

Purpose of joining FFBCF:

We pledge that our chapter of the Firefighters' Burned Children Fund will follow all rules and regulations set for the by the bylaws, FFBCF Manual and by the State Office of the Fund.

Signature: _____

Print Name: _____

Title: _____