



September 13, 2024

To: County of Carroll  
Office of the Commissioners  
Administration Building  
PO Box 152  
95 Water Village Road  
Ossipee, NH 03864-0152

From: Carroll County Retired & Senior Volunteer Program (RSVP)

Re: RSVP Financial Assistance Application

Dear Carroll County Commissioners/Carroll County Delegates:

Enclosed please find Carroll County Retired & Senior Volunteer Program's Application for Financial Assistance for the County's 2025 budget. Carroll County Retired & Senior Volunteer Program (RSVP) is requesting \$80,000. Backup documentation for this request is included with our 2025 Application for Financial Assistance.

Should you have any questions, please feel free to contact Mary Carey Seavey, RSVP Director at 603-356-9331 or via email at [mary.ccrsvp@gmail.com](mailto:mary.ccrsvp@gmail.com).

Sincerely,

  
Mary Carey Seavey, Director.

Encl. Documents

SEP 16 2024 11:09

# CARROLL COUNTY

## APPLICATION FOR FINANCIAL ASSISTANCE

### AGENCY CONTACT INFORMATION

**Applicant Agency:** Carroll County RSVP

**Contact Person:** Mary Carey Seavey

**Phone:** 603-356-9331

**Fax:** 603-356-9322

**E-mail:** mary.ccrsvp@gmail.com

**Agency Mailing Address:** PO Box 1182

**City:** North Conway

**State:**  
NH

**ZIP Code:** 03860

**Agency Physical Address:** 53 Technology Lane Conway, NH 03818

**Agency's Total Operating Budget:**

**Prior Year: 2023 - \$217,061**

**Current Year: 2024 -  
\$123,692 (8/31/2024)**

**Proposed Year: 2025-\$222,500**

**Amount of Funding Requested from Carroll County for 2024:** \$80,000

**DESCRIPTION OF FEE STRUCTURE, IF APPLICABLE:** N/A

### FUNDING SOURCES

<u>Category</u>	<u>Source, Title, Act</u>	<u>Actual Prior FY: 2023</u>	<u>Budget Current FY:2024</u> <u>As of 8/31/2024</u>	<u>Request FY: 2025</u>
Fees	N/A	N/A	N/A	N/A
Federal	-0-	-0-	-0-	-0-
State	NHDOT	\$39,011	\$24,469	
County	Carroll County	\$70,872	\$51,568	\$80,000
Municipal	N/A	N/A	N/A	N/A
Fundraising	Various	\$71,783	\$22,256	
Grants	Various	\$54,582	\$44,946 (\$29,785 is a one-time grant)	
Other	N/A	\$2,709	\$1,457	

### AGENCY OPERATING BUDGET

	<u>Actual Prior FY: 2023</u>	<u>Budget Current FY: 2024</u> <u>August 31, 2024</u>	<u>Request FY: 2025</u>
Personnel	\$114,150	\$70,902	\$123,300
Fringe Benefits	\$ 4,811	\$ 4,701	\$5,500
Consultants & Subcontracts	\$ 1,400	\$685	\$500
Utilities: Electric, Phone, Heat, etc.	\$ 2,597	\$1,749	\$2,600
Rent – includes electricity & heat	\$13,399	\$8,798	\$14,000
Office Supplies, Printing, Advertising, etc.	\$ 7,035	\$3,238	\$5,000
Fundraising Supplies & Expenses	\$13,363	\$3,010	\$10,000
Dues & Memberships	\$ 695	\$ 285	\$700
Education & Training	-0-	-0-	\$400
Tax Preparation/Legal Audit Expenses	\$ 3,541	\$1,350	\$2,000
Travel, Lodging	-0-	-0-	\$1,000
Volunteer Expenses	\$55,105	\$28,286	\$57,000
Other – Computers & Office Furniture	\$ 965	\$688	\$500
<b>TOTALS:</b>	<b>\$217,061</b>	<b>\$123,692</b>	<b>\$222,500</b>

**DEFINE UNIT OF SERVICE FOR THIS PROGRAM:**

Units of Service equals hour served by volunteers



	<u>Actual Prior FY:</u> <u>2023</u>	<u>Budget FY:</u> <u>2024</u>	<u>Request FY:</u> <u>2025</u>
Total number of units of service in Carroll County	37,243	36,250	38,250
Unit of Service Cost	\$2.01	\$2.07	\$2.09
Total number of individuals served in Carroll County (count each person only once) -Includes Meal on Wheels Deliveries, Congregate Meal Stations, Non-Emergency Medical Transportation, Food Pantries, Schools, Libraries, Hospitals, Adult Day Center, Bone Builders, Habitat for Humanity, Gail's Material Girls, Ladies Guild of Freedom, & Nursing Homes	1,575	1,575	1,575
<b>Explain Method of Formula used to determine amount of Carroll County funding requested:</b> Grant Funding Requested is the delta between the total of State Grants + Foundation Grants + Annual Appeal to Current & Prospective Donors+ Fundraisers +Amount for Unanticipated Donations and Anticipated Expenses for the Calendar Year. My goal is to end the calendar year with a positive balance sheet.			
<b>SERVICE AND FINANCIAL DATA</b>			
Service and Cost Distribution (estimated) for:			
<u>Municipality</u>	<u>Individuals Served</u>	<u>Units of Service</u>	
Albany	6	1279	
Bartlett	30	2,734	
Brookfield	0	0	
Chatham	1	75	
Conway	128	16,286	
Eaton	4	405	
Effingham	3	288	
Freedom	34	4,557	
Hale's Location	3	377	
Hart's Location	0	0	
Jackson	8	756	
Madison	30	3840	
Moultonborough	15	1018	
Ossipee	9	798	
Sandwich	12	656	
Tamworth	16	840	
Tuftonboro	1	62	
Wakefield	4	307	
Wolfeboro	21	873	
Other – volunteer located outside of Carroll County, but their service was performed in Carroll County.	30	2,091	
<b>TOTALS</b>	<b>355</b>	<b>37,243</b>	

**Board of Directors:** On a separate page, please provide the name of each member of your agency's board of directors and a detail of what, if any, compensation each Director receives.

**Additional Documentation:** Please provide a copy of the organization's most recent annual financial statement, bylaws, certificate of incorporation and proof of non-profit status.

**Provide a brief narrative description of the program(s) for which you are requesting funding.**

**Within the narrative:**

- a. Describe the problem which the program will address.
- b. Describe the services to be provided and/or the activities to be engaged in.
- c. Describe the target population as succinctly as possible, including the geographical coverage, age group and/or other special characteristics.
- d. Mission Statement

**a. Describe the problem which the program will address**

**1. Meals on Wheels Delivery**

**Carroll County RSVP Meals on Wheels Delivery Program**

The Carroll County RSVP Meals on Wheels Delivery Program is a community-based program covering all of Carroll County and dedicated to addressing hunger, loneliness, in-home safety, and healthcare costs for older adults, individuals with disabilities, and veterans.

**2. Medical Transportation Barriers**

**Carroll County Non-Emergency Medical Transportation Program**

The Carroll County RSVP Non-Emergency Medical Transportation Program address transportation problems in Carroll County that are a barrier to receiving care and medical compliance for seniors, Individuals with disabilities, and veterans in Carroll County.

**3. Food Insecurities**

**Carroll County Food Pantry Volunteers**

The RSVP Food Pantry Volunteer Program addresses food waste, hunger, social justice, health, and sustainability – a service that Carroll County or its 19 communities would otherwise be asked or obligated to provide either directly or indirectly through the municipal welfare function.

**4. Healthy Meals Served in Group Settings**

**Carroll County Congregate Meals Site Volunteers**

Congregate meal programs provide healthy meals served in group settings. They aim to keep older adults healthy and independent, offer opportunities for social engagement, and connect people with other supports and services.

**b. Describe the services to be provided and/or the activities to be engaged in.**

**1. Carroll County RSVP Meals on Wheels Delivery Program – Services to be provided and/or the activities to be engaged in.**

Carroll County RSVP Meals on Wheels drivers deliver nutritional meals and friendly visits to homebound seniors throughout Carroll County. RSVP volunteers pick up meals at one of eight RSVP Meals on Wheels stations in Carroll County and deliver them along a pre-determined route directly to the homes of seniors in their area. People 65+ represent the fastest growing segment of the Carroll County population, and the number of seniors is projected to continue to grow at a steady rate. For many of these seniors driving or shopping for food is too hard or cooking is too tiring. In some cases, seniors lack the basic income needed to afford healthy food. Relieving hunger and providing nutrition to our vulnerable seniors is the most fundamental cornerstone of their healthy life and supports their general well-being, addresses their chronic illnesses, helps their successful aging, enables them to stay at home and live as independently as long as possible.

It also relieves a significant strain on our county's healthcare system and economy.

**2023 RSVP Meals on Wheels Delivery Program Statistics**

In 2023, RSVP volunteers delivered over 124,700 meals logged over 7,850 hours, and over 60,070 miles. Carroll County RSVP Meals on Wheels Driver Program provides a service that enhances the quality of life for our older adults, individuals with disabilities, and veterans in Carroll County and clearly demonstrates a financial need for public funding.



**2. Carroll County RSVP Non-Emergency Medical Transportation Program - Services to be provided and/or the activities to be engaged in.**

The ever-increasing need for the Carroll County RSVP Non-Emergency Medical Transportation Program is not a new phenomenon in rural Carroll County, nor is the lack of public transportation in the County which can disproportionately harm older people and people with disabilities.

Established in 1971, our non-emergency medical transportation program has gained merited attention as more of the population of older adults, individuals with chronic disabilities, and veterans tend to outlive their driving expectancy and become transportation-dependent on organized transportation options to access appropriate and well-coordinated healthcare. Service through the program is provided at "no charge" to clients and works to fill a healthcare transportation gap by providing both local and long-distance consistent and efficient access to medical related appointments. It also helps to keep clients from missing appointments that could lead to more medical issues, including full-on emergencies if not dealt with in a timely manner. The Program also helps with isolation, loneliness, and depression issues felt by these individuals and stress on loved ones and relatives who are not able to help these individuals get to their medical appointments.

Federal Medicaid regulations require that states ensure transportation to and from medical providers for Medicaid beneficiaries with no other means of accessing medical services. RSVP volunteer drivers transport Medicaid beneficiaries which directly reduces public expenditures, number of missed appointments, hospital readmissions, and streamlining patient discharge.

**RSVP Non-Emergency Volunteer Medical Transportation Statistics – January 1, 2023 – December 31, 2023:**

Volunteer Drivers - 54

Clients transported – 305+

Local and Long-Distant Medical Transportation Trips – 2,490+

Volunteer Miles Driven – 40,670+

**3. Carroll County RSVP Food Pantry Volunteer Program - Services to be provided and/or the activities to be engaged in.**

RSVP Volunteers in our six (6) community-based food pantry stations assist in collecting, shelving and distributing free fresh produce, canned goods, and healthy frozen items, all valuable meal supplementation, to those people who are unable to afford it due to financial difficulties or other reasons. For people in need, receiving free food helps them to maintain their independence and dignity.

These food pantries are especially crucial in "food deserts," where entire communities experience food insecurity due to limited access to food that is plentiful, affordable, or nutritious.

**2023 Food Pantry Stations Statistics**

Meals served through Food Pantry Stations – 332,920+

Households – 4,275+

Individuals – 14,565+

Under 18 – 4,260+

60+ - 2,300+

Volunteer Hours Logged at Food Pantry Stations – 11,105+

Volunteer Miles Driven by Food Pantry Volunteers – 22,195+

**4. Carroll County RSVP Congregate Meal Stations - Services to be provided and/or the activities to be engaged in.**

Volunteer in our Congregate Meal Volunteer Program serve meals in community settings throughout Carroll County. These meal sites are not only a source of hot, wholesome, healthy meals for individuals 60 years of age and over, but also offer participants opportunities for nutrition screening, assessment, education, counseling, improved social connectedness and developing informal support networks. Services provided enhance the quality of life in Carroll County

**2023 Congregate Meal Stations Statistics**

Congregate Meals Served – 41,815+

Volunteer Hours Logged - 3,00+.

Miles Driven by Congregate Meal Station Volunteers – 7,600+

**c. Describe the target population as succinctly as possible, including the geographical coverage, age group and/or other special characteristics.**

Carroll County Retired & Senior Volunteer Program (RSVP) volunteers serve many different target populations: needy, homeless, food, shelter, health, elderly, and children. They serve different types of nonprofits including local public agencies, faith-based groups with a specific focus, and nonprofits that are locally based in Carroll County. Our target populations for our non-emergency medical transportation are persons 55 and older, individuals with disabilities, and veterans. Our target population for our Meals on Wheels Volunteer Driver Program is homebound seniors throughout Carroll County. Our target populations for our Congregate Meals stations are older adults, individuals with disabilities, and veterans. Our targeted population for our Food Pantry Volunteer Stations is households with at least one adult who are experiencing food insecurity. RSVP does not discriminate against race, color, sex, age, or gender identity or sexuality.

**d. Mission Statement**

The mission of the **Carroll County RSVP** to help address community needs by recruiting volunteers 55 or older to lend their time and expertise in community service to nonprofit agencies and proprietary nursing homes, and in so doing to provide them with meaningful and ongoing volunteer opportunities.

**CERTIFICATION BY AUTHORIZED REPRESENTATIVES**

**The undersigned hereby certifies and represents that:**

1. The information contained in this application and attached appendices is, to the best of my knowledge, accurate and complete;
2. The undersigned is authorized to act on behalf of the organization in submitting this application.

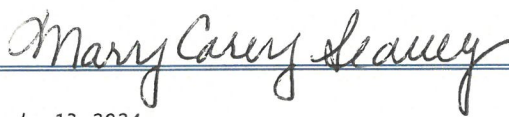
**SIGNATURES**

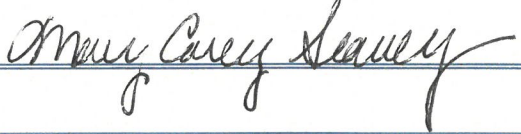
**Mary Carey Seavey**

**Mary Carey Seavey, Executive Director**

*Executive Director/CEO/Administrator Printed Name*

*Preparer's Printed Name & Title*

*Signature* 

*Signature* 

*Date September 13, 2024*





## **Addendum B**

### **Carroll County Retired & Senior Volunteer Program Corporate Bylaws**

#### **Official Name of Your Nonprofit:**

Carroll County Retired & Senior Volunteer Program

#### **Organization's Principal Address:**

53 Technology Lane, Conway, NH 03818

#### **Organization's Purpose:**

Carroll County Retired & Senior Volunteer Program is organized and operated exclusively for charitable purposes in accordance with Section 501 (c) (3) of the Internal Revenue Code. More specifically, Carroll County Retired & Senior Volunteer Program is dedicated to the needs of older adults, adults with disabilities, and veterans through our health and wellness programs, non-emergency medical transportation program, meals on wheels driver program, and extensive volunteer support in multiple community programs.

#### **Outline of the Board Structure (minimum and maximum number of directors):**

The board of directors must consist of minimum of five members that are unrelated by blood or marriage. The maximum number of members is 15.

The duties and responsibilities of the board of directors include:

- Determining the organization's mission and purpose
- Selecting and evaluating the executive director
- Providing proper financial oversight and ensuring adequate resources
- Ensuring legal and ethical integrity and maintaining accountability
- Ensuring effective organizational planning and alignment with the mission and values

#### ***Board of Directors Offices and Job Descriptions:***

##### ***President***

The board president shall oversee the board's work and facilitate board meetings. In addition, the board president is the primary person who collaborates with the executive director to make sure things are running smoothly and keep the Board informed.

Primary duties of a board president include:

- Recommends members for committees and appoints committee chairs.
- Works in connection with the executive director to prepare Board meeting agendas.
- Arranges for or takes part in new board member orientations.
- Takes the lead on the executive director's annual performance evaluation.
- Assists in recruiting qualified new board member candidates.
- Serves as the nonprofit's spokesperson as needed.
- Takes the lead in the annual Board member self-evaluation process.

### ***Vice President***

The vice president shall have the same duties and responsibilities as all other board members, including serving as a backup leader to the board president so the board is never without leadership.

Duties of the vice president include:

- Runs board meetings as requested and in the board president's absence.
- Serves as the nonprofit's spokesperson as needed.
- Assists with board president duties.
- Completes special duties as requested.

### ***Secretary***

The board secretary shall be responsible for the proper management and utilization of important records including meeting minutes and RSVP's by-law, as well as keeping track of board member terms and important filing deadlines for RSVP incorporation and charitable status. The secretary's duties include:

- Schedules board meetings
- Assists in board member orientation.
- Takes attendance at board meetings.
- Takes accurate meeting minutes and getting them approved.
- Maintains board records.
- Ensures secure storage of official board documents and contracts.
- Tracks board member terms
- Monitors legal compliance.

### ***Fundraising Committee***

The fundraising committee shall partner with Carroll County Retired & Senior Volunteer (RSVP) staff to ensure strategic fundraising for RSVP, and particularly the fundraising done by the board of directors. The committee shall help the full board conduct its due diligence function related to ensuring fiscal health through philanthropy and fundraising and in doing so, works to build a culture of enthusiasm for fundraising on the board. The committee shall partner with staff to institutionalize the philanthropic process within the board and its individual members, assuring a donor-centered organization.

The fundraising committee's duties include:

- Identifying the fundraising target (financial goal) for the year.
- The research suggests the percentage desired mix of donors, among individuals, corporations, foundations, and government.

### ***Budget/Financing Committee***

The budget/finance committee shall provide overall financial oversight of Carroll County Retired Senior Volunteer Program (RSVP). The finance committee members shall have the right mix of knowledge and experience in nonprofit financial management. The committee members are not



part of the nonprofit's management staff or do not have other ties to the organization. The members shall help to ensure that RSVP has the necessary resources to provide programming and deliver its mission in the community.

The financing committee's duties include:

- Approving the annual budget
- Monitoring monthly financial statements
- Overseeing financial reporting, including the annual IRS Form 990 and all required tax filings
- Ensuring RSVP has the cash reserves and investments necessary for long-term success.

#### ***Nominating Committee***

The nominating committee shall screen, and review received nominations and recommend a slate of candidates for the Board for discussion and approval at its annual meeting. One or more members may interview each Board candidate, with the Executive Director and other Board members involved.

#### ***Other Ad Hoc or Program Committee***

The ad hoc committee or program committee shall be created as needed and will serve a hyper-purpose and will be disbanded after their purpose has been served. When a committee is created, its members shall be assigned specific roles and responsibilities. The primary roles that every committee member shall strive to fulfill include:

- Serve as a sounding board.
- Resolve specific issues.
- Support the goals and objectives of the organization.

#### **Procedure for Adding and Removing Board Members**

The steps involved in a board member's removal process shall include the following:

1. Review the Bylaws and Legal Requirements. Carroll County Retired and Senior Volunteer Program (RSVP) Bylaws are the constitution of RSVP, establishing the rules and regulations that govern its internal affairs.
2. Document Reasons for Removal.
3. Notify the Board Member.
4. Hold a Board Meeting.
5. Vote on the Removal.

#### **Qualifications to Serve on the Board of Directors**

The most important qualifications to serve on the board of directors extend far beyond work experience and education. While these factors are certainly important, less tangible aspects of a prospective board member are more valuable to Carroll County Retired & Senior Volunteer Program (RSVP). The qualities of a good RSVP board member include a passion for the cause, enthusiasm, and excitement for helping in a variety of ways, combined with concrete preparation

and action. A Board of Directors member has three primary legal duties known as the “duty of care,” duty of loyalty, “and “duty of obedience.”

#### **Term Limits for Board Members**

Term limits for board members are two consecutive three-year terms. Term limits are staggered so the Board of Directors does not lose a bunch of members at once. At the end of every term, the board president, the executive director, and the board member meet and collectively decide if another term is in order.

#### **Schedule for Regular and Annual Board Meetings**

The Board of Directors meets on the first Thursday of January, February, March, April. May, June, September, October, November, and December. The Board does not meet in July and August. The Annual Board meeting is held on the first Thursday of July.

#### **Notice of Board of Director Meetings**

Notice of a Board of Directors Meeting must be given by email, phone, or in person at least two days before the meeting. The notice shall state whether the meeting will be held online or onsite, the location, and contain the name of the individual to contact, if additional information is needed.

#### **Rule on Board of Directors Quorum Requirements**

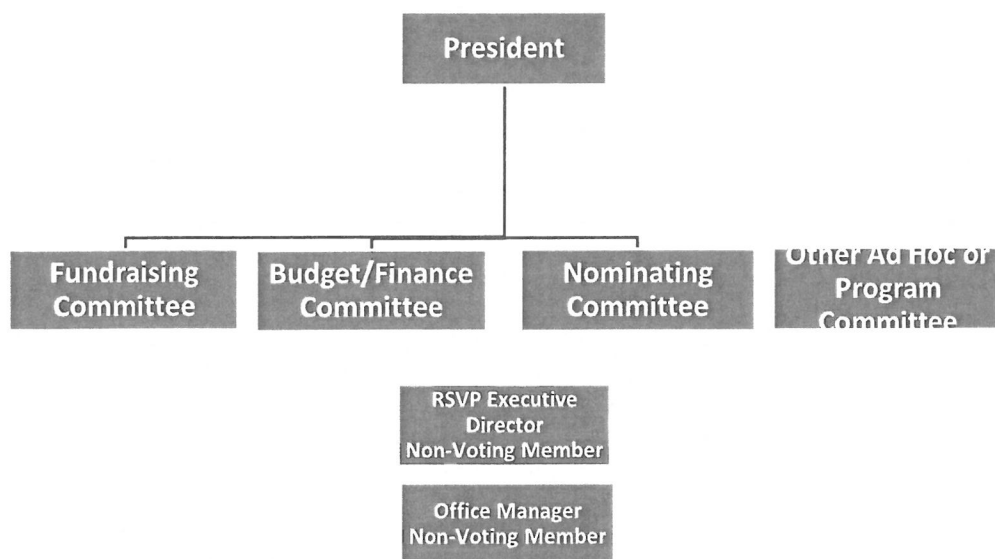
A quorum shall be set at half of the current number of board members or half plus one member, with certain votes requiring a two-thirds vote. The participation of the directors by video conferencing or by audio visual means shall also be counted for the purposes of quorum.

#### **Number of Boards Members that Must be Present to Make a Decision**

A majority of the board members shall constitute a quorum and must be present to complete the business of the board, conduct a board vote, or make any decisions. When members are unable to be physically present, they may fully participate by video or teleconference. The technology must enable board members to hear the other member(s) not physically present and enable the member(s) not physically present to hear the board.



## RSVP Board of Directors Organizational Chart



## Carroll County Retired & Senior Volunteer Program (RSVP) Fiscal Year

RSVP's fiscal year-end date is June 30.

### Rules for Amendments to Bylaws

In amending a previously adopted bylaw, the Board of Directors shall make sure that the rights of all members continue to be protected. Present bylaws cannot be changed without first giving every board member an opportunity to weigh in on a change. A change in any RSVP bylaw requires a two-thirds vote and previous notice to make any change at all in RSVP bylaws.

The proper notice for a bylaw amendment shall contain three fundamental components:

- The proposed amendment, precisely worded.
- The current bylaw.
- The bylaw as it will read if the amendment is adopted.

### Dissolution of Carroll County Retired & Senior Volunteer Program

The dissolution of Carroll County Retired and Senior Volunteer Program (RSVP) will be a voluntary dissolution through a vote of the Board of Directors. The Board of Directors will first define a resolution to dissolve RSVP. The statement of dissolution will include:

- The name and principal place of business of Carroll County Retired & Senior Volunteer Program.
- The date of the meeting at which dissolution was authorized,
- A statement that dissolution was approved by a two-thirds vote of the Board of Director members.
- A copy of the details of the vote to dissolve; and
- A copy of the plan of dissolution.

As part of approving the plan will define how RSVP will collect all available assets and pay its creditors. Upon the dissolution of the Carroll County Retired & Senior Volunteer Program, its assets shall be distributed to Vaughan Community Service, Inc., North Conway, NH, if it still exists, or to one or more charitable organizations for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

***Federal Tax Note***

For federal tax purposes, Carroll County Retired & Senior Volunteer Program (RSVP) will file IRS Form 990 or IRS Form 990-EZ. The filing will include a completed Schedule N (*Liquidation, Termination, Dissolution, or Significant Disposition of Assets*), as well as copies of RSVP's articles of dissolution, resolution to dissolve, and plan of dissolution. When completing Form 990 or Form 990-EZ, RSVP will check the "Terminated" box in the header area on Page 1 of the return.



**2024 - 2025 Carroll County RSVP Advisory Council Members**  
**(Note: No RSVP Advisory Council Member Receives Compensation From RSVP)**

**Marshall Allan – Vice President**

PO Box 768  
48 Crawford Hollow  
North Conway 03860  
Tel: 603-356-2033  
Email: [mallan@myfairpoint.net](mailto:mallan@myfairpoint.net)  
05/2016

**John Colbath - President**

835 Stark Road  
Center Conway, NH 03813  
Cell: 603-387-8623  
Email: [goforitnow49@netscape.net](mailto:goforitnow49@netscape.net)  
05/2016

**Jac Cuddy**

MWV Economic Council  
53 Technology Lane  
Conway, NH 03818  
Office: 603-447-6622  
Email: [jac@mwvec.com](mailto:jac@mwvec.com)  
03/2024

**Kerry Colburn-Dion**

278 Echo Acres Road  
North Conway, NH 03860  
Cell: 978-551-6523  
[kerrycdion@gmail.com](mailto:kerrycdion@gmail.com)  
02/2023

**Patricia Fleck – Secretary**

P.O. Box 1035  
2238 West Side Road, North Conway  
Intervale, NH 03845  
Home: 603-356-9649  
Cell: 603-733-6715  
Email: [mtcranmore@roadrunner.com](mailto:mtcranmore@roadrunner.com)  
05/2015

**Dr. Michael Glick**

100 Marble Road  
Center Ossipee, NH 03814  
Home: 603-941-8312  
Email: [marblefrm@gmail.com](mailto:marblefrm@gmail.com)  
8/2012

**Mary Levoy**

PO Box 1911  
213 Thompson Road  
North Conway, NH 03860  
Home: 603-356-2009  
Email: [maryalevoy@gmail.com](mailto:maryalevoy@gmail.com)  
5/2023

**Pamela Memmolo**

PO Box 2236  
46 Patton Court  
North Conway, NH 03860  
Cell: 617-448-7215  
[sassy57503@aol.com](mailto:sassy57503@aol.com)  
05/2023

**John Pandora**

P.O. Box 512  
103 Samuel Hale Drive, Hales Location  
North Conway, NH 03860  
Home: 603-356-5727  
Cell: 603-348-5727  
Email: [juniebug115@mayfairpoint.net](mailto:juniebug115@mayfairpoint.net)  
04/2023

**Linda Reid**

PO Box 171  
78 Christmas Mountain Road  
Glen, NH 03830  
Cell: 781-588-0317  
Email: [lindapembroke@yahoo.com](mailto:lindapembroke@yahoo.com)  
11/2023

**2024 - 2025 Carroll County RSVP Advisory Council Members**  
**(Note: No RSVP Advisory Council Member Receives Compensation From RSVP)**

**Curtis Reynolds**

PO Box 884  
77 Jack Frost Lane  
Conway, NH 03818  
Home: 603-447-8823  
Cell: 603-733-6847  
Email: [conpro2@yahoo.com](mailto:conpro2@yahoo.com)  
01/2022

**June Vendrillo – Treasurer**

403 Bryant Hill Road  
Tamworth, NH 03886  
Home: 603-323-8802  
Email: [jvendrillo@roadrunner.com](mailto:jvendrillo@roadrunner.com)  
03/2013

**Mary Walden**

PO Box 148  
124 Robinwood Road  
Center Conway, NH 03813  
Home: 603-447-6498  
Cell: 603-733-8787  
09/2016

**June Waltz**

P.O. Box 512  
103 Samuel Hale Drive, Hales Location  
North Conway, NH 03860  
Home: 603-356-5727  
Cell: 603-348-5727  
Email: [juniebug115@mayfairpoint.net](mailto:juniebug115@mayfairpoint.net)  
02/2010

**Ex-Officio Member**

**Susan Junkins – Office Manager**  
Carroll County Retired & Senior Volunteer  
Program  
PO Box 1182  
29 Lake Street, Conway  
North Conway, NH 03850  
Office: 603-356-9331  
Email: [susan.ccrsvp@gmail.com](mailto:susan.ccrsvp@gmail.com)

**Ex-Officio Member**

**Mary Carey Seavey – Director**  
Carroll County Retired & Senior Volunteer  
Program  
PO Box 1182  
62 Kennett Street, Conway  
North Conway, NH 03850  
Office: 603-356-9331  
Email: [mary.ccrsvp@gmail.com](mailto:mary.ccrsvp@gmail.com)

ATTORNEY GENERAL  
DEPARTMENT OF JUSTICE

1 Granite Place South  
Concord, NH 03301

JOHN M. FORMELLA  
ATTORNEY GENERAL



JAMES T. BOFFETTI  
DEPUTY ATTORNEY GENERAL

June 14, 2024

Carroll County Retired & Senior Volunteer Program  
PO Box 1182  
North Conway NH 03860

Dear Sir/Madam:

This letter is to inform you that your application for registration with the Charitable Trusts Unit of the New Hampshire Office of the Attorney General has been accepted. Enclosed is a Certificate of Registration. Please note the registration number on the certificate and refer to the number in future correspondence with this office.

New Hampshire law requires that registered charitable organizations and trusts also file annual reports with the Charitable Trusts Unit of the Office of the Attorney General. See RSA 7:28; N.H. Admin. R. Jus 402. Annual reports must be submitted on Form NHCT-12 and must be accompanied by a filing fee of \$75.00. Form NHCT-12 and instructions for completing and submitting the form (either online or by mail) can be found on the forms page of our website: [www.doj.nh.gov/charitable-trusts/forms](http://www.doj.nh.gov/charitable-trusts/forms).

**Your first annual report (Form NHCT-12) is due to be filed with our office on or before 11/15/2024 for fiscal year ending 6/30/2024.** Thereafter, your annual report is due to be filed 4 ½ months following the end of your fiscal year.

Please visit our website at [www.doj.nh.gov/charitable-trusts](http://www.doj.nh.gov/charitable-trusts) for resources developed to assist charities in fulfilling their responsibilities under New Hampshire law. In particular, we encourage members of boards of directors of New Hampshire-based charitable organizations to carefully review our Guidebook for New Hampshire Charitable Organizations (<https://www.doj.nh.gov/charitable-trusts/documents/guidebook-non-profit-organizations.pdf>).

Feel free to contact our office with any questions.

Sincerely,

A handwritten signature in black ink that reads "Deborah K. Bartol".

Deborah K. Bartol  
Assistant Administrator  
Charitable Trusts Unit  
(603) 271-7249  
[Deborah.K.Bartol@doj.nh.gov](mailto:Deborah.K.Bartol@doj.nh.gov)



# STATE OF NEW HAMPSHIRE



## DEPARTMENT OF JUSTICE CHARITABLE TRUSTS UNIT

### CERTIFICATE OF REGISTRATION

#### ***CARROLL COUNTY RETIRED & SENIOR VOLUNTEER PROGRAM***

#### ***NORTH CONWAY, NH***

is registered as a charitable trust with the Office of the Attorney General,  
Charitable Trusts Unit pursuant to Chapter 7 Section 19 of the Revised Statutes Annotated of the State  
of New Hampshire.

Date of Issuance: ***June 14, 2024***

Registration number: 34827

JOHN M. FORMELLA  
ATTORNEY GENERAL

A handwritten signature in blue ink, appearing to read "Michael R. Haley".

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Michael R. Haley  
Director of Charitable Trusts

**NOTE:** THIS CERTIFICATE OF REGISTRATION IS ISSUED TO CHARITABLE TRUSTS IN COMPLIANCE WITH RSA 7:19  
RELATIVE TO REGISTRATION REQUIREMENTS. CHARITABLE TRUSTS MUST ALSO COMPLY WITH PERIODIC REPORTING  
REQUIREMENTS AND OTHER LAWS. CURRENT INFORMATION MAY BE OBTAINED FROM THE REGISTER.



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

CARROLL COUNTY RETIRED & SENIOR  
VOLUNTEER PROGRAM  
C/O MARY SEAVEY  
PO BOX 1182  
NORTH CONWAY, NH 03860

Date:  
05/09/2024  
Employer ID number:  
99-1937708  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
July 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
March 8, 2024  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053524005944

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements