



# The S W O O P SCOOP

Strong Women Organizing Outrageous Projects

Volume 2, Issue 1

Spring/Summer 2009

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## 2009 Project Dates

September 12, 2009  
October 10, 2009  
November 14, 2009  
December 12, 2009

## Letter from the Board President

Welcome to the second SWOOP Scoop! It is important that SWOOPers have a complete picture of the organization that you support. In this newsletter we provide a “State of SWOOP” address, an important announcement regarding the Race for the Cure, a call for nominees to the Board of Directors, a view into the processes involved in pulling off a SWOOP workday, and an update on our 2008 social event. I hope you will take the time to learn more about what goes on between workdays at your SWOOP – and then I encourage you to share this newsletter with a friend.

## State of SWOOP

by Jane Lubischer

In 2008 we added to the great history of SWOOP; 2009 is critical in determining the future of SWOOP.

In terms of providing community service in a spirit of cooperative sisterhood, 2008 was another great year for SWOOP. We helped breathe fresh life into the Life Experiences facility in Cary, gathered over 125 volunteers to give a hand to a neighborhood in Durham trying to revitalize itself, built a wheelchair platform and cleared trails for the work of Heads Up! Therapeutic Riding Center, contributed over 900 volunteer hours of labor in support of the local Komen Race for the Cure, replaced peeling lead paint with a fresh coat of paint at a home for women in transition (run by the Wake County Women’s Center), partnered with CASA to improve conditions at one of their affordable housing units, and built a fence for a family with an autistic child.

*continued on page 3*

## Call for Board Nominees

SWOOP is looking for new board members. The SWOOP Board of Directors is actively engaged in strategic planning and guiding the operations of SWOOP. Board members attend monthly evening meetings in the Triangle area of North Carolina and commit 10-15 hours per month to board activities. The SWOOP Board of Directors would benefit from energetic individuals with a passion for SWOOP and with experience and skills in any of a variety of different areas. For more information, look for the SWOOP Board of Directors nomination form on our website (www.swoop4u.org) or contact Marilee Starr (828-9803, SWOOPCoordinator@swoop4u.org).

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## Race for the Cure

by Jane Lubischer

On February 26, 2009, the Komen Triangle Affiliate presented to SWOOP an award in honor of its work on behalf of the local Race for the Cure. It is a well-deserved honor. SWOOPers have donated their time for nine Races, working to help set up and clean up as only SWOOPers can -- unloading trucks, installing fencing, distributing tables and chairs, separating recycling from trash, and leaving the Meredith campus spotless after the Race. Over the past two years alone, our staff worked long hours to coordinate more than 1,700 volunteer hours.

I was honored to accept this award on your behalf. But it was a bittersweet evening for me, because three months earlier the Board had made a very difficult decision with regard to our work for the Race. In reviewing our finances for 2008 and looking forward to 2009, it was clear that we have to continue to find ways to reduce expenses even as we work on ways to increase our revenues. In 2008, almost all of our workdays involved partnering with agencies that could contribute the necessary materials and provide lunch to our volunteers. We also earned our first grant from Wake County and added several new members to the SWOOP Sustainers Circle. However, we still did not cover our expenses for 2008.

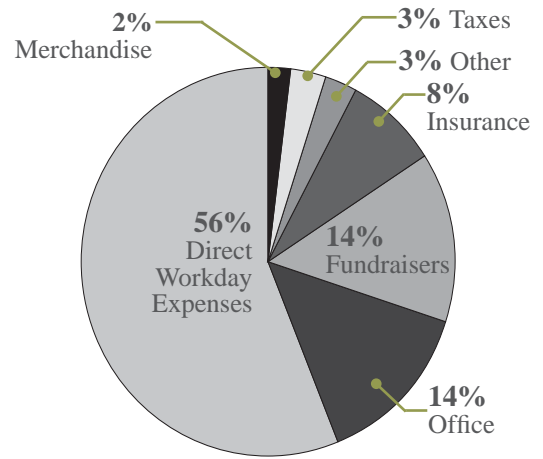
For many people, SWOOP is much like public radio – an apparently free service. Yet SWOOP has costs associated with its existence as an organization. And as our volunteer work force has grown, so too has the size of our workdays and the time it takes to manage the volunteer database, as well as select, plan, and coordinate each workday. (See “Logistics of a SWOOP Workday” on page 4 to learn more about the process of planning a SWOOP workday.)

Each workday incurs both direct costs specific to that workday (e.g., staff time, materials, gas, equipment, food) and supporting costs (e.g., liability insurance, vehicle insurance, office expenses, equipment maintenance). The direct costs for workdays (which account for over half of our budget) vary depending on the nature of the workday, the amount of time spent preparing for it, and the extent to which we can arrange donations specific to that workday.

When you add it all up, the costs to SWOOP for a 2008 workday ranged from a low of under \$2000 (Life Experiences workday in February) to a high of almost \$6000 (Race for the Cure in June). These estimates do not include costs unrelated to workdays, such as mailing out our annual appeal or putting on a fundraiser.

So the Board of Directors looked at our two largest (and most expensive) workdays each year – the spring Durham neighborhood project with Durham Affordable Housing Coalition (DAHC) and the Komen NC Triangle Race for the Cure – and we asked for financial support from our partner agencies. DAHC has provided some support and is writing SWOOP into future grant proposals. Unfortunately, Komen has not been able to find a way to help us cover our costs that is consistent with their internal policies. To make the most of our resources in 2009, we will not be organizing a workday for the Race. While this was a difficult decision, it will allow us to complete all of our other workdays in 2009 while helping to keep SWOOP financially sound.

If you would like to volunteer for the Race as an individual, we encourage you to contact the Komen NC Triangle Affiliate directly. It has been a great partnership over the years, and we wish the Komen NC Triangle Affiliate continued success.

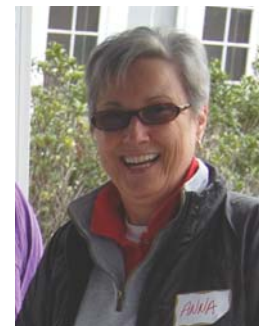


**SWOOP Expenses**

## SWOOP Wish List

### Wish List

- Computer and Monitor
- Easels
- Short Bookcases
- Office Chairs
- Task/Desk Chairs
- Lockable Steel Storage Cabinet
- 10" or 12" Miter Saw
- Miter Saw Stand
- 18V Cordless Drill
- Truck Tool Box
- Truck Overhead Cargo Rack
- (2) Large SWOOP Signs
- Megaphone



SWOOP welcomes Anna Moretto to the Board of Directors. Thanks for your commitment to SWOOP!

## State of SWOOP

*continued from page 1*

We also showed Chatham Habitat for Humanity just how much work a group of SWOOPers can accomplish in one day as we helped them make substantial progress on two houses. And every workday was marked by the joyful energy that characterizes SWOOP's outrageous projects.

SWOOP continues to make it easy for women to make a difference in their community. But in order to continue doing so, we need to address some serious challenges. The growth of our volunteer base has been phenomenal, requiring our outrageous projects to become larger and more involved. This was one of the factors that led to the recent transition from being run by our co-founders to having paid staff overseen

by a Board of Directors – a critical transition for any nonprofit organization. These changes require increased fund development efforts, a challenge made even more difficult by current economic conditions.

We made two major changes in SWOOP operations over the last couple of years. First, we moved from two social/fundraising events a year to a single event, at a lower cost. This decision was based primarily on a decrease in volunteers willing to organize the fundraisers. Using staff time to organize fundraisers dramatically increases expenditures, decreasing the amount of money raised. Second, we decided to focus on working in partnership with other agencies. This makes it easier to find projects large enough for our increasing numbers, and we ask the agencies with which we partner to cover most of the material and lunch costs.

We also rely on our partner agencies to do the work of screening those individuals who will benefit from our services. Working with agencies thus frees our limited resources to cover other costs associated with running SWOOP. Through our partner agencies, we are also developing a relationship with potential new funders.

Several months ago, the Board also made the difficult decision to cut out one workday in 2009 – you can learn about this in the article on page 2. We will also be focusing more of our efforts on growing our circle of individual supporters and seeking more grant support from corporations, foundations, and even government agencies. This year and next are critical for SWOOP. But even as we make changes, you can be sure that serving the mission of SWOOP will remain our first priority.

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## PigFest 2008 - A SWOOPing Good Time!

*by Marilee Starr*

On August 23, 2008, SWOOPers and friends met up at Unitarian Universalist Fellowship of Raleigh (UUF) for wonderful food, entertainment, and camaraderie. The Tims Bluegrass Band entertained us with some toe-tapping



bluegrass music as guests bid on their favorite items in a lively silent auction. Between the clapping and the bidding, everyone filled up on some wonderful barbecue (both the real thing and a veggie-friendly version!) and chicken.

It gave SWOOP volunteers, board members, staff, and friends an opportunity to visit away from a workday while supporting SWOOP's mission to serve the community through one-day service projects.

We would like to extend our thanks to the Tims Bluegrass band for the great music, UUF Social Action Committee for hosting our event, our event sponsors and SWOOP supporters, all of our generous silent auction donors, and all of our guests at PigFest – A SWOOP Event. Please take a moment to review the list of event sponsors within the newsletter and thank them for their support if you have the opportunity to do so.

### PigFest Sponsors and Supporters

#### **Bronze Sponsor**

Accent Hardwood Flooring, Genia Smith

#### **Super Supporter**

Falls Village Veterinary Hospital, Amy Lewis, DVM

#### **Supporters**

Amy Smith

Cozy

Design Collaboration, Lisa Wilson

Equality NC, Ian Palmquist

Kristen Hibbetts

LD White Art, Lori White

Linda Cook

Psychiatry and Sleep Medicine, Carol Martin, MD

Therapy Plus, Jean Olson

Wilson's Outdoor Equipment, Don Hess

# Logistics of a SWOOP Workday

by Lisa Wilson

Planning a SWOOP workday varies for each project depending on the project client, work scope, and site. One of the most challenging aspects of preparing for a SWOOP workday is coordinating the work scope (the work that will be done) with the number of volunteers, which is typically not known until a few days prior to the workday.

In 2007, SWOOP averaged 35-40 volunteers each workday, excluding the Durham Neighborhood project and the Race for the Cure, which have even larger numbers. Each year, there has been an increase in volunteer turnout.

If you have been to some of our workdays, you have seen what happens “the day of” -- this overview tries to give a sense of the steps involved in selecting and planning for a SWOOP workday.

## Step 1: Identifying Potential SWOOP Projects

- Review “work request” forms.
- Meet with potential client(s).
- Determine funding resources or seek projects offering funding support.

## Step 2: Project Assessment

- Confirm that the potential client meets SWOOP’s project criteria:
  - physically challenged
  - mentally challenged
  - financially challenged
  - senior citizen
  - overwhelmed



- Schedule a site visit to determine if the potential project site can accommodate a SWOOP workday.
  - project site size and location
  - restrooms, parking, scope of work
  - trailer access
- Secure donations/funding for materials, supplies, equipment, and lunch.
- Seek funding to help cover SWOOP’s other costs.
- Confirm that the potential client is the property owner.

## Step 3A: Preliminary Project Logistics

- Prepare the final project work scope.
- Confirm rain make-up procedures and date.
- Confirm preliminary work scope with client.
- Prepare SWOOP volunteer RSVP.
- Coordinate with SWOOP team leaders, other key volunteers, SWOOP safety committee, staff, and client.
- Schedule a second site visit.
- Confirm volunteer parking and vehicle access for the SWOOP trailer.
- Confirm locations and availability for project resources such as electrical power, water, and other utilities needed to carry out the work.
- Schedule a third site visit if needed.
- Coordinate with non-SWOOP volunteers to determine their project involvement and workday insurance.
- Assist client to ensure project adheres to local zoning and/or permitting.
- Prepare “final call” RSVP for SWOOP volunteers.
- Confirm lunch setup with client and SWOOP Coordinator.
- Develop a project plan for the workday for volunteer sign-in, volunteer coordination, and material/equipment staging.

## Step 3B: Project Design, Coordination with Client, and SWOOP Team Leaders

- Complete the design work and/or material estimates for the client.
- Coordinate with client to confirm project design and cost.

SWOOP Painters  
Orange County Women’s Center



SWOOP - Creating a Herb Garden  
Herb Haven, Graham, NC

- Finalize the work scope with client, SWOOP team leaders, and safety committee.
- Schedule SWOOP prep day (if required).
- Coordinate the delivery of project materials, rental equipment, and portable toilets.

## Step 4: Final SWOOP In-House Preparation

- Project Manager:
  - Prepare sign-in sheet.
  - Assess volunteer participation, time, area of work, and teams.
  - Develop a back-up plan for work scope based on the actual number of volunteers.
  - Send volunteer assessment and team information to SWOOP team leaders, key volunteers, and safety committee.
  - Monitor weather and coordinate as needed with SWOOP staff, board of directors, team leaders, and client.
- SWOOP Coordinator:
  - Respond to individual volunteer emails.
  - Finalize project workday details with the support volunteers.
  - Coordinate with project sponsors.
  - Coordinate lunch if SWOOP is providing lunch.
  - Prepare the workday announcements.
  - Pack workday support supplies.
  - Update the website and weather announcement.

## Step 5: After the Workday

- Follow up with client.
- Organize project photos.
- Prepare SWOOP thank-you.
- Enter volunteer hours and other project data into the project database.
- Complete project report.
- Prepare project folder for archives.

## Thanks to these organizations and individuals for their financial support in 2008:

Gail Abrams & Jeanne Allen	Kathy Donley	Joey Johns &	Chris Merrill	Elizabeth Saria
Sarah Ash	Ronna Dornsife	Laura Zimmerman	Sue Minns	Yvonne Schaberg
Miriam Baer	Jennifer Edelschick	Kristina Johnson	Anna Moretto &	Alexandra Schaefer
Patricia Barron	Catherine Faver	Lorraine Johnson, Triangle	Heidi Musser	Andi Seger
Theresa Beckman &	Lisa Fisher	Financial Advisors	Daniel Nadler	Mary Jean Seyda
Jo Pelligra	Sandy Fitzgerald	Sharon Kapeluk	Lisa Nadler and	Russ Shore
Debbie Bell	Nancy Frank	Cheryl Kaufman	Deborah Pilkington	Jane Simoni
Heather Best	Pam Gayheart	Donna Kirsch	Sara Nienow	Amy Smith
Blackman & Sloop, CPAs, P.A.	Linda Godwin	Jeanne Langley	Donna Nye	Roseann Smith
Beverly Branaman	Amy Greeson	Janie Leo	Linda Oakleaf	Jean Stearns
Sandy Campbell	Patricia Griffin	Karen Levert	India Ornelas &	Mary Thompson
Sandra Chipman	Haas McNeil &	Amy Lewis	Kathleen Somers	Sarah Tutt
Candace Cobb &	Associates, P.A.	Heather Smith Linton	Chloe Palenchar	Sharon Tyer
Martha McMillan	Hannah Utilities Inc.	Bette Lubischer	Charles & Heather Patisaul	Mary Van Bourgondien
Melissa Coleman	Karyn Harrell	Jane Lubischer &	Laura Pearson	Lavonda Wagner
Beth Cooper &	Sharon Hayes	Lisa Wilson	Jeanne Peck & Kathy Scharl	Walker, Lambe, Rhudy
Jessica Reiniger	Joyce Heflin	Jim Lubischer	Terri Phoenix	& Costley, P.L.L.C.
Diane Corcoran	Tracy Hollister	Joe Lubischer	Marian Place	LeAnn Wallace
Creative Philanthropy	Howard, Stallings,	Jane MacNeela	Nora Policastro	Karen Wayboer
Credit Suisse	From & Hutson, P.A.	Lisa MacDougal	Terri Polson	Terrie Whisenant &
Carolyn Crump	Rosemary Hyde, Ph.D.	Geneane Marshall	Mary Pope	Tammie Wood
Carolyn Crumpacker &	Debra Hyson &	Laura Mathies	Qualcomm	Terry White
Linda Reader	Ana Monzon	Gene & Lib Mayhall	Kathe Rauch	White Rabbit Books
Carla Daniel	InfUusions Giving Circle	McGlynn Associates, Inc.	Jim & Cindy Rice	Christine Williams
Delaine Deal	At Eno River Unitarian	Pat McKenzie	Susan Robinson	Judith Wilson
Margaret & Randy Decker	Universalist Fellowship	Caitlin Meagher &	RTI International	Barbara Yoder
Karen Dold	Angela & Leslie Johns	Sarah Roberson		Miriam Young

## SWOOP Volunteer Fair - August 8th, 2009 (9 am-noon)

Are you a long-time SWOOPER ready to take your volunteering to the next level? Do you work Saturdays so you can never help out on SWOOP workdays, but you still want to support SWOOP? SWOOP is planning a Volunteer Fair where you can learn about other ways you can contribute your time and talents to SWOOP. We will share information about the various committees that we are developing (below), including time commitments and goals of each committee. Each information session will last between 20 and 30 minutes and you can enjoy yourself at the park between the sessions that interest you. LOCATION: W.B. Umstead State Park, Reedy Creek Shelter #2 (access from I-40)



*SWOOP Safety Officers  
Durham Neighborhood*

### **Safety Committee**

- Workday safety officers to keep SWOOP projects safe.
- Workday first responders to assist if a volunteer is injured.

### **Project Support Committee**

- Assist the SWOOP staff coordinate workday projects.
- Help support the SWOOP "strike team" complete smaller projects.

### **Newsletter Committee**

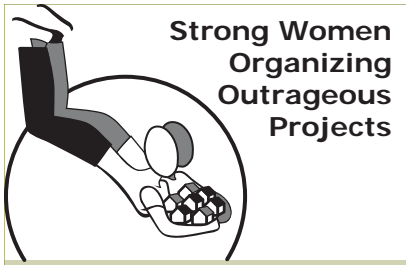
- Work with SWOOP staff and board to develop article ideas for "The SWOOP Scoop."
- Write articles for the newsletter.
- Select appropriate photos.
- Place articles within the newsletter template.
- Edit and review articles for the newsletter.

### **Photography Committee**

- Sign up as a photographer at SWOOP workdays.
- Select several photos from the workday to be posted on SWOOP's website.
- Organize photos from previous SWOOP workdays and events.

### **Social Committee**

- Act as a greeter at SWOOP workdays.
  - Visit with SWOOPers during the workday, especially taking the time to welcome newcomers.
  - Provide water and snacks to volunteers during the workdays.
  - Assist with lunch during the workday.
- This is a perfect job for SWOOPers who want to attend workdays, but are unable to participate in the tasks.



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## Upcoming Events

**Volunteer Fair:** August 8th 9:00 am - 12:00 pm - Location: W.B. Umstead State Park, Reedy Creek Shelter #2

### **SWOOP Projects:**

September 12, 2009 - CASA

October 10, 2009 - Durham Center for Senior Life

November 14, 2009 - PLM Families Together - Raleigh

December 12, 2009 - Chatham County Habitat, Pittsboro

February 13, 2010 - Heads Up! Therapeutic, Pittsboro

March 13, 2010 - TBD

April 10, 2010 - Annual Durham Neighborhood Project

May 8, 2010 - Chatham County Habitat, Pittsboro - "National Women's Build Week"

June 5th, 2010 - Urban Ministries, Durham

**We thank our Sustainers for their ongoing support in 2008**

### **Outrageous Sustainers**

Credit Suisse

McGlynn Associates, Inc.

(919) 968-7953

### **Fantastic Sustainers**

Hannah Utilities Inc.

Howard, Stallings, From & Hutson, P.A.

Triangle Financial Advisors, Lorraine Johnson

Jane Lubischer and Lisa Wilson

Anna Moretto and Heidi Musser

Lisa Nadler and Deborah Pilkington

LeAnn Wallace