



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
25 Hall Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

March 29, 2024

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Education to enter into a **sole source** contract with Copper Cannon Corporation (VC #167082) Franconia, NH in the amount not to exceed \$65,000, to provide a free one-week session of overnight camp to 80 New Hampshire youth who qualify for Free or Reduced Lunch at school, effective upon Governor and Council approval through September 30, 2024. 100% Federal Funds

Funds to support this request are available in FY 24 in the following account:

06-56-56-562010-24370000 ESSER III -ARP 2021

Fiscal Year	Account/Class	Class Title	Total Amount
2024	102-500731	Contracts for Program Services	\$65,000

EXPLANATION

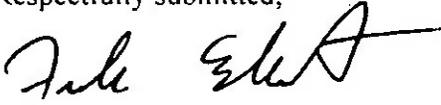
This contract is **sole source** as there is no other summer camp program like this in the State. Copper Cannon Camp is the only tuition-free summer camp experience for children living in New Hampshire. Copper Cannon Corporation, a nonprofit organization founded in 1963, is committed to providing young people from poverty level and low-income families with life enriching camp experiences.

Copper Cannon will provide a free one-week session of overnight camp to 80 New Hampshire youth, ages 9 - 16 years of age, who qualify for Free or Reduced Lunch at school based on household income. Campers will be selected on a first come, first served basis after all paperwork has been completed, received, and approved by the camp office. Summer is an especially

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
Page 2

challenging time for underprivileged students for a host of reasons. A week at Copper Cannon Camp will engage children in a comprehensive program designed to address their academic, nutritional, and physical needs. Campers will be immersed in a cooperative community promoting pro-social behaviors, exercise, healthy eating, and literacy. They will be supported as they read, write, and participate in "hands on" science projects to maintain or increase academic skills. These experiences will assist in promoting self-esteem and a more positive outlook of the future for these students.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Edelblut". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Frank Edelblut
Commissioner of Education

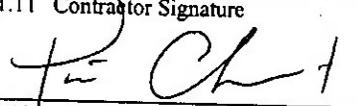
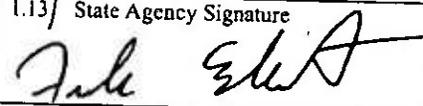
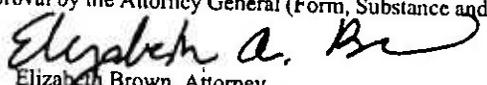
Notice: This agreement and all of its attachments shall become public upon submission to Governor and Executive Council for approval. Any information that is private, confidential or proprietary must be clearly identified to the agency and agreed to in writing prior to signing the contract.

AGREEMENT

The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name Department of Education		1.2 State Agency Address 25 Hall Street, Concord, NH 03301	
1.3 Contractor Name Copper Cannon Corporation (VC 167082)		1.4 Contractor Address PO Box 124, Franconia, NH 03580-0124	
1.5 Contractor Phone Number 603-823-8107	1.6 Account Unit and Class See Exhibit C	1.7 Completion Date September 30, 2024	1.8 Price Limitation \$65,000
1.9 Contracting Officer for State Agency Lisa Mercier, Administrator		1.10 State Agency Telephone Number 603-931-2937	
1.11 Contractor Signature  Date: 4/3/2024		1.12 Name and Title of Contractor Signatory Peter Christnacht Executive Director	
1.13 State Agency Signature  Date: 04/16/24		1.14 Name and Title of State Agency Signatory Frank Edelblut, Commissioner of Education	
1.15 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.16 Approval by the Attorney General (Form, Substance and Execution) (if applicable) By:  Elizabeth A. Brown, Attorney On: 04/16/24			
1.17 Approval by the Governor and Executive Council (if applicable) G&C Item number: _____ G&C Meeting Date: _____			

Contractor Initials 
Date 4/3/2024

2. SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT B which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.

3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, if applicable, this Agreement, and all obligations of the parties hereunder, shall become effective on the date the Governor and Executive Council approve this Agreement, unless no such approval is required, in which case the Agreement shall become effective on the date the Agreement is signed by the State Agency as shown in block 1.13 ("Effective Date").

3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed.

3.3 Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.

Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds. In no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds by any state or federal legislative or executive action that reduces, eliminates or otherwise modifies the appropriation or availability of funding for this Agreement and the Scope for Services provided in EXHIBIT B, in whole or in part, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to reduce or terminate the Services under this Agreement immediately upon giving the Contractor notice of such reduction or termination. The State shall not be required to transfer funds from any other account or source to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/ PAYMENT.

5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT C which is incorporated herein by reference.

5.2 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8. The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance

hereof, and shall be the only and the complete compensation to the Contractor for the Services.

5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.

5.4 The State's liability under this Agreement shall be limited to monetary damages not to exceed the total fees paid. The Contractor agrees that it has an adequate remedy at law for any breach of this Agreement by the State and hereby waives any right to specific performance or other equitable remedies against the State.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal employment opportunity laws and the Governor's order on Respect and Civility in the Workplace, Executive order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.

6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of age, sex, sexual orientation, race, color, marital status, physical or mental disability, religious creed, national origin, gender identity, or gender expression, and will take affirmative action to prevent such discrimination, unless exempt by state or federal law. The Contractor shall ensure any subcontractors comply with these nondiscrimination requirements.

6.3 No payments or transfers of value by Contractor or its representatives in connection with this Agreement have or shall be made which have the purpose or effect of public or commercial bribery, or acceptance of or acquiescence in extortion, kickbacks, or other unlawful or improper means of obtaining business.

6.4. The Contractor agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with this Agreement and all rules, regulations and orders pertaining to the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.

7.2 The Contracting Officer specified in block 1.9, or any successor, shall be the State's point of contact pertaining to this Agreement.

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default");

8.1.1 failure to perform the Services satisfactorily or on schedule;

8.1.2 failure to submit any report required hereunder; and/or

8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) calendar days from the date of the notice; and if the Event of Default is not timely cured, terminate this Agreement, effective two (2) calendar days after giving the Contractor notice of termination;

8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;

8.2.3 give the Contractor a written notice specifying the Event of Default and set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or

8.2.4 give the Contractor a written notice specifying the Event of Default, treat the Agreement as breached, terminate the Agreement and pursue any of its remedies at law or in equity, or both.

9. TERMINATION.

9.1 Notwithstanding paragraph 8, the State may, at its sole discretion, terminate the Agreement for any reason, in whole or in part, by thirty (30) calendar days written notice to the Contractor that the State is exercising its option to terminate the Agreement.

9.2 In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall, at the State's discretion, deliver to the Contracting Officer, not later than fifteen (15) calendar days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. In addition, at the State's discretion, the Contractor shall, within fifteen (15) calendar days of notice of early termination, develop and submit to the State a transition plan for Services under the Agreement.

10. PROPERTY OWNERSHIP/DISCLOSURE.

10.1 As used in this Agreement, the word "Property" shall mean all data, information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

10.2 All data and any Property which has been received from the State, or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

10.3 Disclosure of data, information and other records shall be governed by N.H. RSA chapter 91-A and/or other applicable law. Disclosure requires prior written approval of the State.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS.

12.1 Contractor shall provide the State written notice at least fifteen (15) calendar days before any proposed assignment, delegation, or other transfer of any interest in this Agreement. No such assignment, delegation, or other transfer shall be effective without the written consent of the State.

12.2 For purposes of paragraph 12, a Change of Control shall constitute assignment. "Change of Control" means (a) merger, consolidation, or a transaction or series of related transactions in which a third party, together with its affiliates, becomes the direct or indirect owner of fifty percent (50%) or more of the voting shares or similar equity interests, or combined voting power of the Contractor, or (b) the sale of all or substantially all of the assets of the Contractor.

12.3 None of the Services shall be subcontracted by the Contractor without prior written notice and consent of the State.

12.4 The State is entitled to copies of all subcontracts and assignment agreements and shall not be bound by any provisions contained in a subcontract or an assignment agreement to which it is not a party.

13. INDEMNIFICATION. The Contractor shall indemnify, defend, and hold harmless the State, its officers, and employees from and against all actions, claims, damages, demands, judgments, fines, liabilities, losses, and other expenses, including, without limitation, reasonable attorneys' fees, arising out of or relating to this Agreement directly or indirectly arising from death, personal injury, property damage, intellectual property infringement, or other claims asserted against the State, its officers, or employees caused by the acts or omissions of negligence, reckless or willful misconduct, or fraud by the Contractor, its employees, agents, or subcontractors. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph 13. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the State's sovereign immunity, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

Contractor Initials R
Date 4/3/2021

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and continuously maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 commercial general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate or excess; and

14.1.2 special cause of loss coverage form covering all Property subject to subparagraph 10.2 herein, in an amount not less than 80% of the whole replacement value of the Property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or any successor, a certificate(s) of insurance for all insurance required under this Agreement. At the request of the Contracting Officer, or any successor, the Contractor shall provide certificate(s) of insurance for all renewal(s) of insurance required under this Agreement. The certificate(s) of insurance and any renewals thereof shall be attached and are incorporated herein by reference.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. The Contractor shall furnish the Contracting Officer identified in block 1.9, or any successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. A State's failure to enforce its rights with respect to any single or continuing breach of this Agreement shall not act as a waiver of the right of the State to later enforce any such rights or to enforce any other or any subsequent breach.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire unless no such approval is required under the circumstances pursuant to State law, rule or policy.

19. CHOICE OF LAW AND FORUM.

19.1 This Agreement shall be governed, interpreted and construed in accordance with the laws of the State of New Hampshire except where the Federal supremacy clause requires otherwise. The wording used in this Agreement is the wording chosen by the parties to express their mutual intent, and no rule of construction shall be applied against or in favor of any party.

19.2 Any actions arising out of this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration, but must, instead, be brought and maintained in the Merrimack County Superior Court of New Hampshire which shall have exclusive jurisdiction thereof.

20. CONFLICTING TERMS. In the event of a conflict between the terms of this P-37 form (as modified in EXHIBIT A) and any other portion of this Agreement including any attachments thereto, the terms of the P-37 (as modified in EXHIBIT A) shall control.

21. THIRD PARTIES. This Agreement is being entered into for the sole benefit of the parties hereto, and nothing herein, express or implied, is intended to or will confer any legal or equitable right, benefit, or remedy of any nature upon any other person.

22. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

23. SPECIAL PROVISIONS. Additional or modifying provisions set forth in the attached EXHIBIT A are incorporated herein by reference.

24. FURTHER ASSURANCES. The Contractor, along with its agents and affiliates, shall, at its own cost and expense, execute any additional documents and take such further actions as may be reasonably required to carry out the provisions of this Agreement and give effect to the transactions contemplated hereby.

25. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

26. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings with respect to the subject matter hereof.

Contractor Initials R
Date 4/3/24

EXHIBIT A

Special Provisions

Additional Exhibits D-G

Federal Certification 2 CFR 200.415

Required certifications include: (a) To assure that expenditures are proper and in accordance with the terms and conditions of the Federal award and approved project budgets, the annual and final fiscal reports or vouchers requesting payment under the agreements must include a certification, signed by an official who is authorized to legally bind the non-Federal entity, which reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Contractor Initials PC
Date 4/3/2024

EXHIBIT B

Scope of Services

Copper Cannon Corporation will provide a free one-week session of overnight camp to 80 New Hampshire youth who qualify for Free or Reduced Lunch at school effective upon Governor & Council approval through September 30, 2024.

Children ages 9 – 16 years of age, from anywhere in New Hampshire, who qualify for Free or Reduced Lunch at school based on household income are eligible for this camp. Campers will be selected on a first come, first served basis after all paperwork has been completed, received, and approved by the camp office.

A week at Copper Cannon engages New Hampshire children from poverty level and low-income families in a comprehensive program designed to address the academic, nutritional, and physical needs specific to that population. Campers are immersed in a cooperative community promoting pro-social behaviors, exercise, healthy eating, and literacy. It takes many "at-risk" children out of a stressful home environment, improves their self-concept, and changes their world view.

Copper Cannon Corporation will provide an overnight camp experience which includes:

- Abundant activities, including archery, STEM programming, campfires, team building, hiking, swimming, arts and crafts, and more.
- Three healthy, quality meals per day.
- A souvenir t-shirt for campers to sign on their last day.
- A minimum of one book and a journal to assist in promoting literacy and learning retention during the summer months.
- Access to free clothing, shoes, school supplies and other necessities that many of the camp families might not be able to afford.
- Transportation assistance to and from camp if needed.

EXHIBIT C

Method of Payment

Budget:

	FY24
Camp Tuition - \$800 per child for 80 children	\$64,000
Literacy Materials	\$1,000
Total	\$65,000

Limitation on Price: In no case shall the total budget exceed the price limitation of \$65,000.

Source of Funding: Funds are available in the following account in Fiscal Year 2024 as follows:

06-56-56-562010-24370000 ESSER III-ARP 2021

Fiscal Year	Account/Class	Class Title	Total Amount
2024	102-500731	Contracts for Program Services	\$65,000

Method of Payment: Payment is to be made on the basis of invoices which are supported by a summary of each reimbursement requested, as outlined by budget line, that have taken place in accordance with the terms of the contract, along with a detailed listing of expenses incurred. If otherwise correct and acceptable, payment will be made for 100% of the expenditures listed. A final invoice is due within 30 days of the end of this contract. Invoices and reports shall be submitted to: ESSER@doe.nh.gov

Contractor Initials FC
Date 7/13/24

EXHIBIT D

Contractor Obligations

Contracts in excess of the simplified acquisition threshold (currently set at \$250,000) must address **administrative, contractual, or legal remedies** in instances where the contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Reference: 2 C.F.R. § 200.326 and 2 C.F.R. 200, Appendix II, required contract clauses.

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

The Contractor, certifies and affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Breach

A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

Fraud and False Statements

The Contractor understands that, if the project which is the subject of this Contract is financed in whole or in part by federal funds, that if the undersigned, the company that the Contractor represents, or any employee or agent thereof, knowingly makes any false statement, representation, report or claim as to the character, quality, quantity, or cost of material used or to be used, or quantity or quality work performed or to be performed, or makes any false statement or representation of a material fact in any statement, certificate, or report, the Contractor and any company that the Contractor represents may be subject to prosecution under the provision of 18 USC §1001 and §1020.

Environmental Protection

(This clause is applicable if this Contract exceeds \$150,000. It applies to Federal-aid contracts only.)
The Contractor is required to comply with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857 (h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR Part 15) which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the FHWA and to the U.S. EPA Assistant Administrator for Enforcement.

Procurement of Recovered Materials

In accordance with Section 6002 of the Solid Waste Disposal Act (42 U.S.C. § 6962), State agencies and agencies of a political subdivision of a state that are using appropriated Federal funds for procurement must procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired in the preceding fiscal year exceeded \$10,000; must procure solid waste management services in a manner that maximizes energy and resource recovery; and must have established an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

Revised June 2022

Contractor Initials

Date 4/3/2024

Exhibit E

Federal Debarment and Suspension

- a. By signature on this Contract, the Contractor certifies its compliance, and the compliance of its Sub-Contractors, present or future, by stating that any person associated therewith in the capacity of owner, partner, director, officer, principal investor, project director, manager, auditor, or any position of authority involving federal funds:
 1. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any Federal Agency;
 2. Does not have a proposed debarment pending;
 3. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any Federal Agency within the past three (3) years; and
 4. Has not been indicted, convicted, or had a civil judgment rendered against the firm by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
- b. Where the Contractor or its Sub-Contractor is unable to certify to the statement in Section a.1. above, the Contractor or its Sub-Contractor shall be declared ineligible to enter into Contract or participate in the project.
- c. Where the Contractor or Sub-Contractor is unable to certify to any of the statements as listed in Sections a.2., a.3., or a.4., above, the Contractor or its Sub-Contractor shall submit a written explanation to the NHED. The certification or explanation shall be considered in connection with the NHED's determination whether to enter into Contract.
- d. The Contractor shall provide immediate written notice to the NHED if, at any time, the Contractor or its Sub-Contractor, learn that its Debarment and Suspension certification has become erroneous by reason of changed circumstances.

Revised June 2022

Contractor Initials R
Date 4/17/2024

Exhibit F

Anti-Lobbying

The Contractor agrees to comply with the provisions of Section 319 of Public Law 101-121, Government wide Guidance for New Restrictions on Lobbying, and 31 U.S.C. 1352, and further agrees to have the Contractor's representative, execute the following Certification:

The Contractor certifies, by signing and submitting this contract, to the best of his/her knowledge and belief, that:

- a. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence any officer or employee of any State or Federal Agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal amendment, or modification of any Federal contract grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any Federal Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit the "Disclosure of Lobbying Activities" form in accordance with its instructions

<https://www.gsa.gov/forms-library/disclosure-lobbying-activities>

- c. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making and entering into this transaction imposed by Section 1352, Title 31 and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- d. The Contractor also agrees, by signing this contract that it shall require that the language of this certification be included in subcontracts with all Sub-Contractor(s) and lower-tier Sub-Contractors which exceed \$100,000 and that all such Sub-Contractors and lower-tier Sub-Contractors shall certify and disclose accordingly.
- e. The NHED shall keep the firm's certification on file as part of its original contract. The Contractor shall keep individual certifications from all Sub-Contractors and lower-tier Sub-Contractors on file. Certification shall be retained for three (3) years following completion and acceptance of any given project.

Revised June 2022

Contractor Initials _____
Date 4/3/2024

TC

Exhibit G

Rights to Inventions Made Under a Contract, Copy Rights and Confidentiality

Rights to Inventions Made Under a Contract or Agreement

Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the NHED.

Any discovery or invention that arises during the course of the contract shall be reported to the NHED. The Contractor is required to disclose inventions promptly to the contracting officer (within 2 months) after the inventor discloses it in writing to contractor personnel responsible for patent matters. The awarding agency shall determine how rights in the invention/discovery shall be allocated consistent with "Government Patent Policy" and Title 37 C.F.R. § 401.

Confidentiality

All Written and oral information and materials disclosed or provided by the NHED under this agreement constitutes Confidential Information, regardless of whether such information was provided before or after the date on this agreement or how it was provided.

The Contractor and representatives thereof, acknowledge that by making use of, acquiring or adding to information about matters and data related to this agreement, which are confidential to the NHED and its partners, must remain the exclusive property of the NHED.

Confidential information means all data and information related to the business and operation of the NHED, including but not limited to all school and student data contained in NH Title XV, Education, Chapters 186-200.

Confidential information includes but is not limited to, student and school district data, revenue and cost information, the source code for computer software and hardware products owned in part or in whole by the NHED, financial information, partner information (including the identity of NHED partners), Contractor and supplier information, (including the identity of NHED Contractors and suppliers), and any information that has been marked "confidential" or "proprietary", or with the like designation. During the term of this contract the Contractor agrees to abide by such rules as may be adopted from time to time by the NHED to maintain the security of all confidential information. The Contractor further agrees that it will always regard and preserve as confidential information/data received during the performance of this contract. The Contractor will not use, copy, make notes, or use excerpts of any confidential information, nor will it give, disclose, provide access to, or otherwise make available any confidential information to any person not employed or contracted by the NHED or subcontracted with the Contractor.

Ownership of Intellectual Property

The NHED shall retain ownership of all source data and other intellectual property of the NHED provided to the Contractor in order to complete the services of this agreement. As well the NHED will retain copyright ownership for any and all materials, patents and intellectual property produced, including, but not limited to, brochures, resource directories, protocols, guidelines, posters, or reports. The Contractor shall not reproduce any materials for purposes other than use for the terms under the contract without prior written approval from the NHED.

Revised June 2022

Contractor Initials

Date 4/3/2024

Certificate of Authority

I, Katherine A. Gadapee, hereby certify that I am a duly appointed representative of
(Name of person filling out this form)

Copper Cannon Corporation. I hereby certify that Peter Chaismaut, S.D.
(Name & Title of person who signed contract)

authorized to execute contracts on behalf of Copper Cannon Corporation and may bind the
organization thereby.

I hereby certify that said authority has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30) days**. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: 4/5/2024

Attest: Katherine A. Gadapee, Director of Admin. operations
(Name & Title of person filling out this form)

State of New Hampshire

Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that COPPER CANNON CORPORATION is a New Hampshire Nonprofit Corporation registered to transact business in New Hampshire on October 20, 1983. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 47291

Certificate Number: 0006624526



IN TESTIMONY WHEREOF,
I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 21st day of March A.D. 2024.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

Business Information

Business Details

Business Name: COPPER CANNON CORPORATION

Business ID: 47291

Business Type: Domestic Nonprofit Corporation

Business Status: Good Standing

Business Creation Date: 10/20/1983

Name in State of Incorporation: Not Available

Date of Formation in Jurisdiction: 10/20/1983

Principal Office Address: PO Box 124, Franconia, NH, 03580, USA

Mailing Address: PO Box 124, Franconia, NH, 03580, USA

Citizenship / State of Incorporation: Domestic/New Hampshire

Last Nonprofit Report Year: 2020
Next Report Year: 2025

Duration: Perpetual

Business Email: info@coppercannon.org

Phone #: NONE

Notification Email: info@coppercannon.org

Fiscal Year End Date: NONE

Principal Purpose

S.No NAICS Code

NAICS Subcode

No records to view.

Principals Information

Name/Title

Business Address

Nancy Goebel / Chairman of the Board of Directors

PO Box 124, Franconia, NH, 03580, USA

Amy Ford / Secretary

PO Box 124, Franconia, NH, 03580, USA

Phil Parker / Treasurer

PO Box 124, Franconia, NH, 03580, USA

Chandler Stowell / Director

PO Box 124, Franconia, NH, 03580, USA

Sandra Gamble / Director

PO Box 124, Franconia, NH, 03580, USA

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Mission Statement:

The mission of Copper Cannon Camp is to enrich the lives of under-served youth of New Hampshire by providing a quality, tuition-free camp experience.

COPPER CANNON CORPORATION

FINANCIAL STATEMENTS

September 30, 2023 and 2022

(Accountants' Review)

DRAFT

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ROWLEY & ASSOCIATES, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
46 N. STATE STREET
CONCORD, NEW HAMPSHIRE 03301
TELEPHONE (603) 228-5400
FAX # (603) 226-3532

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS

MEMBER OF THE PRIVATE
COMPANIES PRACTICE SECTION

INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Trustees
Copper Cannon Corporation
PO Box 124
Franconia, NH 03580

We have reviewed the accompanying financial statements of Copper Cannon Corporation (a nonprofit organization), which comprise the statement of financial position as of September 30, 2023, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Summarized Comparative Information

We previously reviewed Copper Cannon Corporation's September 30, 2022 financial statements and, in our conclusion, dated December 12, 2022, stated that based on our review, we were not aware of any material modifications that should be made to the 2022 financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America. We are not aware of any material modifications that should be made to the summarized comparative information presented herein as of and for the year ended September 30, 2022, for it to be consistent with the reviewed financial statements from which it has been derived.

DRAFT
Rowley & Associates, P.C.
Concord, New Hampshire
November 16, 2023

COPPER CANNON CORPORATION
STATEMENTS OF FINANCIAL POSITION
SEPTEMBER 30, 2023
WITH COMPARATIVE TOTAL FOR SEPTEMBER 30, 2022

ASSETS	Net Assets Without Donor Restriction	Net Assets With Donor Restriction	2023 Total	2022 Total
CURRENT ASSETS				
Cash, and cash equivalents	\$ 428,906	\$ 55,113	\$ 484,019	\$ 252,719
Investments	1,466,220	-	1,466,220	1,239,904
Grant receivable	39,511	-	39,511	39,511
Prepaid expenses	14,679	-	14,679	9,464
	<u>1,949,316</u>	<u>55,113</u>	<u>2,004,429</u>	<u>1,541,598</u>
NONCURRENT ASSETS:				
Property and equipment, net	1,402,263	-	1,402,263	1,452,666
Construction in progress	229,950	-	229,950	-
	<u>1,632,213</u>	<u>-</u>	<u>1,632,213</u>	<u>1,452,666</u>
Total Assets	<u>\$ 3,581,529</u>	<u>\$ 55,113</u>	<u>\$ 3,636,642</u>	<u>\$ 2,994,264</u>
LIABILITIES AND NET ASSETS				
CURRENT LIABILITIES				
Accounts payable	\$ 27,449	\$ -	\$ 27,449	\$ 11,347
Accrued expenses and other liabilities	16,508	-	16,508	13,982
	<u>43,957</u>	<u>-</u>	<u>43,957</u>	<u>25,329</u>
NET ASSETS				
Without donor restrictions:				
Undesignated	2,556,962	-	2,556,962	1,969,617
Board-designated	980,610	-	980,610	934,918
With donor restrictions:				
Time or purpose restricted	-	55,113	55,113	64,400
	<u>3,537,572</u>	<u>55,113</u>	<u>3,592,685</u>	<u>2,968,935</u>
Total Liabilities and Net Assets	<u>\$ 3,581,529</u>	<u>\$ 55,113</u>	<u>\$ 3,636,642</u>	<u>\$ 2,994,264</u>

See accompanying notes and independent accountant's review report

COPPER CANNON CORPORATION
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
YEAR ENDED SEPTEMBER 30, 2023
WITH COMPARATIVE TOTAL FOR YEAR ENDED SEPTEMBER 30, 2022

	<u>Net Assets Without Donor Restriction</u>	<u>Net Assets With Donor Restriction</u>	<u>2023 Total</u>	<u>2022 Total</u>
OPERATING ACTIVITIES				
SUPPORT AND REVENUE				
Support				
Contributions	\$ 226,903	\$ 344,884	\$ 571,787	\$ 295,502
Grants	15,083	-	15,083	18,276
Fundraising, net expenses \$10,857 and \$4,195	160,037	-	160,037	164,525
Membership dues	11,087	7,500	18,587	18,010
Revenue				
Camping activities	60,388	-	60,388	54,080
Other revenue	22,538	-	22,538	14,085
Total support and revenue	<u>496,036</u>	<u>352,384</u>	<u>848,420</u>	<u>564,478</u>
Net Assets Released From Restriction	<u>361,671</u>	<u>(361,671)</u>	<u>-</u>	<u>-</u>
EXPENSES				
Program services	262,074	-	262,074	250,477
Management and general	148,557	-	148,557	134,058
Fundraising and development	45,011	-	45,011	27,315
Total expenses	<u>455,642</u>	<u>-</u>	<u>455,642</u>	<u>411,850</u>
Change in Net Assets From Operations	402,065	(9,287)	392,778	152,628
NON-OPERATING ACTIVITIES				
SBA Paycheck Protection Program loan forgiveness	-	-	-	71,696
Interest and dividend income	34,683	-	34,683	21,238
Realized gain on investments	-	-	-	468
Unrealized gain (loss) on investments	196,289	-	196,289	(283,056)
Total Non-operating activities	<u>230,972</u>	<u>-</u>	<u>230,972</u>	<u>(189,654)</u>
Change in Net Assets	633,037	(9,287)	623,750	(37,026)
Net Assets, Beginning of Year	<u>2,904,535</u>	<u>64,400</u>	<u>2,968,935</u>	<u>3,005,961</u>
Net Assets, End of Year	<u>\$ 3,537,572</u>	<u>\$ 55,113</u>	<u>\$ 3,592,685</u>	<u>\$ 2,968,935</u>

See accompanying notes and independent accountant's review report

COPPER CANNON CORPORATION
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED SEPTEMBER 30, 2023 WITH
COMPARATIVE TOTALS FOR YEAR ENDED SEPTEMBER 30, 2022

	<u>Program Services</u>	<u>Management and General</u>	<u>Fundraising and Development</u>	<u>2023 Total</u>	<u>2022 Total</u>
Personnel expense:					
Salaries and wages	\$ 134,010	\$ 55,837	\$ 33,502	\$ 223,349	\$ 182,947
Employee benefits	12,705	5,294	3,176	21,175	18,934
Payroll taxes	8,328	3,470	2,082	13,880	13,246
Placement services	5,748	2,395	1,437	9,580	14,285
Other personnel expenses	479	199	120	798	772
Occupancy cost:					
Repairs and maintenance	3,210	1,338	802	5,350	9,946
Utilities	8,787	3,661	2,197	14,645	15,356
Property and liability	5,810	2,421	1,453	9,684	9,913
Contracted and professional services:					
Accounting	-	12,887	-	12,887	16,309
Contracted services	-	-	-	-	6,000
Depreciation	58,684	6,520	-	65,204	63,940
Insurance	-	15,912	-	15,912	18,382
Marketing	242	5,574	242	6,058	4,340
Merchant fees	-	6,837	-	6,837	1,327
Miscellaneous	1,580	-	-	1,580	196
Interest	-	-	-	-	443
Office expenses	-	6,904	-	6,904	6,417
Program expenses	5,598	-	-	5,598	1,953
Supplies	16,893	1,449	-	18,342	15,373
Taxes and licenses	-	1,946	-	1,946	2,233
Vehicle	-	15,913	-	15,913	9,538
	<u>\$ 262,074</u>	<u>\$ 148,557</u>	<u>\$ 45,011</u>	<u>\$ 455,642</u>	<u>\$ 411,850</u>
Total expenses	<u>\$ 262,074</u>	<u>\$ 148,557</u>	<u>\$ 45,011</u>	<u>\$ 455,642</u>	<u>\$ 411,850</u>

See accompanying notes and independent accountant's review report

COPPER CANNON CORPORATION
STATEMENT OF CASH FLOWS
YEARS ENDED SEPTEMBER 30, 2023 and 2022

	<u>2023</u>	<u>2022</u>
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	\$ 623,750	\$ (37,026)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	65,204	63,940
Realized and unrealized (gain) loss on investments	(196,289)	282,588
Forgiveness of SBA Paycheck Protection Program loan	-	(71,253)
Changes in operating assets and liabilities:		
Grants receivable	-	(18,505)
Prepaid expenses	(5,215)	2,241
Accounts payable	16,102	8,784
Accrued payroll and related liabilities	2,526	(3,964)
Net cash provided by operating activities	<u>506,078</u>	<u>226,805</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property and equipment	(14,801)	(152,291)
Purchase of construction in progress	(229,950)	-
Purchase of investments	(60,000)	(234,925)
Proceeds from sale of investments	29,973	212,714
Net cash used by investing activities	<u>(274,778)</u>	<u>(174,502)</u>
Net Change in Cash and Cash Equivalents	231,300	52,303
Cash and Cash Equivalents, Beginning of Year	<u>252,719</u>	<u>200,416</u>
Cash and Cash Equivalents, End of Year	<u>\$ 484,019</u>	<u>\$ 252,719</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Cash paid for interest	<u>\$ -</u>	<u>\$ 443</u>

See accompanying notes and independent accountant's review report

**COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022**

NOTE 1. Nature of Organization

Copper Cannon Corporation (the Organization) is a non-profit corporation located in Bethlehem, New Hampshire. The Organization was established to build, operate, and maintain a fresh air camp and to provide counseling, education, moral and other appropriate guidance, and services in connection with the operation of this camp. The Organization is primarily supported through contributions and fundraising. For the years ended September 30, 2023 and 2022 approximately 86% and 82%, respectively, of the Organization's revenue was derived through contributions and fundraising.

NOTE 2. Summary of Significant Accounting Policies

The following is a summary of significant account policies used in preparing and presenting the accompanying financial statements.

Significant Accounting Policies

The financial statements of the Organization have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to not-for-profits. The Financial Accounting Standards Board (FASB) is the accepted standard-setting body for establishing accounting and financial reporting principles for not-for-profits. The more significant of the FASB's generally accepted accounting principles applicable to the Organization, and the Organization's conformity with such principles, are described below. These disclosures are an integral part of the Organization's financial statements.

Basis of Presentation

The Organization reports information regarding its financial position and activities according to two classes of net assets: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions - These net assets generally result from revenues generated by receiving contributions that have no donor restrictions, providing services, and receiving interest from operating investments, less expenses incurred in providing program-related services raising contributions, and performing administrative functions.

Net assets with donor restrictions - These net assets result from gifts of cash and other assets that are received with donor stipulations that limit the use of the donated assets, either temporarily or permanently, until the donor restriction expires, that is until the stipulated time restriction ends or the purpose of the restriction is accomplished.

Basis of Accounting

The financial statements of the Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022

NOTE 2. Summary of Significant Accounting Policies (continued)

Grants Receivable and Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the fiscal year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

Revenue and Revenue Recognition

The Organization recognizes contributions when cash, securities, or other assets; an unconditional promise to give; or a notification of a beneficial interest is received. Conditional promises to give are those with a measurable performance or other restrictions on use until the conditions of the restrictions have been met.

Non-cash Contributions and Contributed Services

Volunteers contribute significant amounts of time to program services, administration, and fundraising and development activities; however, the financial statements do not reflect the value of these contributed services because they do not meet recognition criteria prescribed by Generally Accepted Accounting Principles (GAAP). GAAP allow recognition of contributed services only if the services create or enhance nonfinancial assets and/or the services would have been purchased if not provided by contribution, require specialized skills, and are provided by individuals possessing those skills. Donated professional services are recorded at the respective fair values of the services received. Contributed goods are recorded at fair value at the date of donation and as expenses when placed in service or distributed. Donated use of facilities is reported as a contribution and as an expense at the estimated fair value of similar space for rent under similar conditions. If the use of the space is promised unconditionally for a period greater than one year, the amount is reported as a contribution and an unconditional promise to give at the date of the gift, and the expense is reported over the term of use.

In addition, many individuals volunteer their time and perform a variety of tasks that assist the Organization; these amounts have not been recognized in the accompanying statement of activities because the criteria for recognition as contributed services has not been met.

Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022

NOTE 2. Summary of Significant Accounting Policies (Continued)

Functional Allocation of Expenses

The costs of providing the various programs and other activities have been summarized on a functional basis in the statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited based on estimates that are based on their relationship to those activities. Those expenses include payroll and payroll related expenses and occupancy costs. Occupancy costs are allocated based on square footage. Payroll and payroll related expenses are based on estimates of time and effort. Other cost allocations are based on the relationship between the expenditure and the activities benefited.

Property and Equipment

It is the Organization's policy to capitalize property and equipment over \$500 and all expenditures for repairs, maintenance, renewals, and betterments that prolong the useful lives of assets. Lesser amounts are expensed. Purchased property and equipment is capitalized at cost. Donations of property and equipment are recorded as contributions at their estimated fair value. Such donations are reported as contributions without donor restriction unless the donor has restricted the donated asset to a specific purpose. Assets donated with explicit restrictions regarding their use and contributions of cash that must be used to acquire property and equipment are reported as restricted contributions. Absent donor stipulations regarding how long those donated assets must be maintained, the Organization reports expiration of donor restrictions when the donated or acquired assets are placed in service as instructed by the donor. The Organization reclassifies net assets with donor restrictions to net assets without donor restrictions at that time. Property and equipment are depreciated using the straight-line method. The ranges of useful lives are as follows:

Vehicles	5-7 Years
Furniture, fixtures, and equipment	5-15 Years
Land Improvements	15-20 Years
Buildings and improvements	7-40 Years

	<u>2023</u>	<u>2022</u>
Land	\$ 253,004	\$ 253,004
Land improvements	207,343	207,343
Buildings and improvements	1,475,433	1,463,683
Vehicles	129,730	129,730
Furniture and equipment	<u>198,257</u>	<u>195,207</u>
Subtotal	2,263,767	2,248,967
Less accumulated depreciation	<u>(861,504)</u>	<u>(796,301)</u>
Total	\$ <u>1,402,263</u>	\$ <u>1,452,666</u>

Depreciation expense recorded by the Organization for the years ended September 30, 2023 and 2022 was \$65,204 and \$63,940, respectively.

COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022

NOTE 2. Summary of Significant Accounting Policies (Continued)

Income taxes

The Organization is exempt from federal and state income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code; therefore, no provision for income taxes has been made in these financial statements. The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(vi).

Cash and Cash Equivalents

For purposes of the statements of cash flows, the Organization considers all highly liquid investments (short-term investments such as certificates of deposits and money market accounts) with an initial maturity of three months or less to be cash equivalents. As of September 30, 2023 and 2022 the Organization had no cash equivalents.

Advertising and Marketing Costs

The Organization follows the policy of charging the production costs of advertising and marketing to expense as incurred. Marketing expense at September 30, 2023 and 2022 was \$6,058 and \$4,340 respectively.

Comparative Financial Information

The financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Organization's financial statements for the year ended September 30, 2022, from which the summarized information was derived.

Financial Instruments

The carrying value of cash and cash equivalents, grants receivable, prepaid expenses, accounts payable and accrued expenses are stated at carrying cost at September 30, 2023 and 2022, which approximates fair value due to the relatively short maturity of these instruments. Other financial instruments held at year-end are investments, which are stated at fair value.

COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022

NOTE 2. Summary of Significant Accounting Policies (Continued)

Subsequent Event

Management has evaluated subsequent events through November 16, 2023, the date on which the financial statements were available to be issued to determine if any are of such significance to require disclosure. It has been determined that no other subsequent events matching this criterion occurred during this period.

Investments

Investment purchases are recorded at cost, or if donated, at fair value on the date of donation. Thereafter, investments are reported at their fair values in the Statement of Financial Position. The net realized and unrealized gains (losses) on investments are reflected in the Statement of Activities.

Concentration and Credit Risk

The Organization maintains its cash balances at several financial institutions. Accounts at each institution are secured by either the Federal Deposit Insurance Corporation (FDIC) or Securities Investor Protection Corporation (SIPC) for up to \$250,000 in the aggregate for the FDIC and \$500,000 for the SIPC. The Organization's brokerage company maintains additional insurance coverage through Lexington Insurance Company. The policy provides additional coverage above the SIPC limits up to a firm aggregate limit of \$1 billion. The Organization did not have any balances which exceeded FDIC insured limit as of September 30, 2023 and 2022. The Organization did not have balances which exceeded SIPC insured limit as of September 30, 2023 and 2022.

Compensated Absences

For the year ended September 30, 2023 and 2022, full-time, year-round employees of the Organization are entitled to paid vacation days depending on length of service. These wages are payable upon termination of employment. Accrued paid vacation for the fiscal years ended September 30, 2023 and 2022, was \$8,510 and \$7,113, respectively.

COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022

NOTE 3. Fair Value Measurements

FASB Accounting Standards Codification Topic 820-10 *Fair Value Measurements* defines fair value, requires expanded disclosures about fair value measurements, and establishes a three-level hierarchy for fair value measurements based on the observable inputs to the valuation of an asset or liability at the measurement date. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. It prioritizes the inputs to the valuation techniques used to measure fair value by giving the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurement) and the lowest priority to measurements involving significant unobservable inputs (Level 3 measurement). Under Topic 820-10, the three levels of the fair value hierarchy are as follows:

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Organization has the ability to access at the measurement date.

Level 2 inputs are inputs other than quoted prices included in Level 1 that are either directly or indirectly observable for the assets or liabilities.

Level 3 inputs are unobservable inputs for the assets or liabilities.

All investments are measured at Level 1. Inputs to the valuation methodology are unadjusted quoted prices for identical assets in active markets.

In accordance with FASB ASC 820, *Fair Value Measurements and Disclosures*, the Organization is required to disclose certain information about its financial assets and liabilities. Fair values of assets measured on a recurring basis at September 30 were as follows:

		Quoted Prices In Active Markets For Identical Assets	Significant Other Observable Inputs
	Fair Value	(Level 1)	(Level 2)
<u>2023</u>			
Cash and cash equivalents	\$ 484,019	\$ 484,019	\$ -
Investments	1,466,220	1,466,220	-
Grants receivable	<u>39,511</u>	<u>-</u>	<u>39,511</u>
	<u>\$ 1,989,750</u>	<u>\$ 1,950,239</u>	<u>\$ 39,511</u>
<u>2022</u>			
Cash and cash equivalents	\$ 252,719	\$ 252,719	\$ -
Investments	1,239,904	1,239,904	-
Grants receivable	<u>39,511</u>	<u>-</u>	<u>39,511</u>
	<u>\$ 1,532,134</u>	<u>\$ 1,492,623</u>	<u>\$ 39,511</u>

Fair values for investments were determined by reference to quoted market prices and other relevant information generated by market transactions.

COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022

NOTE 4. Investments

Investments at September 30, measured at fair value on a recurring basis and categorized in the fair value hierarchy as Level 1, consist of the following:

	<u>2023</u>	<u>2022</u>
Money Market funds	\$ 230,876	\$ 111,093
Stock and Bond ETF	783,915	765,575
Certificates of Deposit	79,623	59,550
Mutual funds	<u>371,806</u>	<u>303,686</u>
Total investments	<u>\$1,466,220</u>	<u>\$1,239,904</u>

As of September 30, 2023 and 2022, investments include board designated funds of \$980,610 and \$934,918, respectively.

NOTE 5. Liquidity and Availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, are comprised of the following at September 30, 2023 and 2022:

Financial assets at fiscal year-end:	<u>2023</u>	<u>2022</u>
Cash and cash equivalents	\$ 428,906	\$ 188,319
Investments	1,466,220	1,239,904
Grants receivable	<u>39,511</u>	<u>39,511</u>
Total financial assets	<u>\$1,934,637</u>	<u>\$1,467,734</u>

The Organization is substantially supported by contributions and fundraising activities. As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. In addition, the Organization invests cash in excess of immediate operating to ensure for the long-term support of the Organization.

COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022

NOTE 6. Net Assets

Board-Designated Net Assets

Net assets without donor restrictions which the Board of Trustees has placed self-imposed limits on, are comprised of the following at September 30:

	<u>2023</u>	<u>2022</u>
Ham Ford Legacy Fund	\$ 544,412	\$ 532,708
Dining Hall	325,512	318,514
Life Memberships	49,500	49,500
Ben Moyer Fund	-	34,196
Play It Forward	61,186	-
Total	<u>\$ 980,610</u>	<u>\$ 934,918</u>

The Ham Ford Legacy Fund was established by the Board to provide long-term financial stability for the Organization. Once the fund reaches \$600,000, a portion of the fund may be used for operations, capital purchases, or extraordinary expenses by approval of the Board and in accordance with the spending limits adopted on August 2, 2016. In addition to soliciting contributions for this fund, the Board elected to allocate a portion of the return on investments (attributable to the balance of these funds held in investments) and approves additional designations from time to time based on the cash flow and operating needs of the Organization. The Board designated funds are included in investments in the accompanying Statement of Financial Position.

The Organization held a capital campaign in 2013 for the purpose of rebuilding the dining hall, as well as to provide additional funds for the hall's operating and long term-maintenance expenses. The building was placed into service in 2014. The donations received, which exceeded the construction costs, are maintained in this board designated fund, and used for capital improvements and maintenance on the building. In addition to contributions raised specifically for this fund, the Board has elected to allocate a portion of the return on investments to this fund (attributable to the balance of these funds held in investments). These Board designated funds are included in investments in the accompanying Statement of Financial Position.

Net Assets with Donor Restrictions

Net assets subject to expenditure for specific purpose as of September 30:

	<u>2023</u>	<u>2022</u>
Trail Fund	\$ 4,400	\$ 4,400
Lucy Holcombe	50,713	60,000
Total	<u>\$ 55,113</u>	<u>\$ 64,400</u>

**COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022**

NOTE 7. Funds Held by Others

New Hampshire Charitable Foundation

The Organization is the beneficiary of designated funds held at the New Hampshire Charitable Foundation. Pursuant to the terms of the resolution establishing this fund, property contributed to the New Hampshire Charitable Foundation is held as a separate fund designated for the benefit of the Organization. The New Hampshire Charitable Foundation makes distributions from the fund to the Organization in accordance with its spending policy. These distributions are included in unrestricted contributions. The annual distributions are approximately \$1,500 per year from the fund.

Robert Nelson Labonte Irrevocable Testamentary Trust

The Organization is a 50% income beneficiary of an irrevocable trust which began being funded in 2020. Community Financial Services Group is administering the trust. Pursuant to the terms of the trust, income distributions were included in unrestricted contributions when received. As of September 30, 2023 and 2022, \$25,140 and \$25,140 have been received as distributions.

NOTE 8. Program Description

The following program and supporting services are included in the accompanying financial statements:

Camping Activities

Operation of a fresh air camp for New Hampshire's less fortunate children. Including counseling, education, moral and other appropriate guidance.

Management and General

Include the functions necessary to maintain an equitable employment program, ensure an adequate working environment, provide coordination and articulation of the organization's program strategy through the office of the Executive Director, secure proper administrative functioning of the Board of Directors, maintain competent legal services for the program administration of the organization, and manage the financial and budgetary responsibilities of the Organization.

Fundraising

Provides the structure necessary to encourage and secure private financial support from individuals, foundations, and corporations.

**COPPER CANNON CORPORATION
NOTES TO FINANCIAL STATEMENTS
YEAR ENDED SEPTEMBER 30, 2023 AND SEPTEMBER 30, 2022**

NOTE 9. Donations In-Kind

Donated materials and services have been recognized as contributions and with a corresponding expense in the financial statements. As of September 30, 2023 and 2022, there were no in-kind contributions and expenses.

Numerous volunteers have donated a significant amount of time to the camp's fund-raising campaigns and program services. Although no amounts have been reflected in the financial statements, management estimates the fair value of those services to be approximately \$800 for the years ended September 30, 2023 and 2022, respectively.

NOTE 10. Retirement Plan

During the fiscal year ending 2014, the Organization established a SIMPLE contribution retirement plan for all eligible employees. The employer contributes a matching contribution equal to the employee's salary reduction contributions up to a limit of 3% of the employee's gross compensation. The Organization's expense for the plan was \$4,076 and \$3,921 for the fiscal years ended September 30, 2023 and 2022, respectively.

NOTE 11. Paycheck Protection Program

On March 18, 2021 the Organization received approval of a second loan from The U.S. Small Business Administration as part of the Paycheck Protection Program in the amount of \$71,253. This loan calls for interest fixed at 1%. No payments are required for six months from the date of the loan. This note will mature two years from the date of first disbursement of the loan. On November 10, 2021 the loan was forgiven in full under the provisions of Section 1106 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) (P.L. 116-136).

Copper Cannon Camp
Board of Directors 2023-2024

Nancy Wogan Goebel, *Chairperson of the Board*

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Start date 5/2007

Phillip Parker, *Treasurer*

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Start date 10/2013

Amy Ford

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Start date 5/2008

Chandler "Chip" Stowell

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Start date 4/2000

Janel Lawton

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Start date 10/2014

Mike Bruno

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Start date 5/2020

Tom Simpson, *Vice Chairman of Board*

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
Start date 10/2015

Joe Giunta

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Start date 10/2016

Chris Brunette

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]

Start date 10/2016

Kevin Rasch

[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]

[Redacted]

Start date 01/2019

Sandra Gamble, *Secretary*

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

[Redacted]

Mark Butterfield

[Redacted]
[Redacted]
[Redacted]

[Redacted]

[Redacted]

Start date 1/2021

Stephen Pelletier

[Redacted] [Redacted]
[Redacted]
[Redacted]

[Redacted]

Start Date: 7/2021

Nancy Moyer Dingman

[Redacted]
[Redacted]
[Redacted]

[Redacted]

Start Date: 11/ 2021

Russ Gaitskill

[Redacted]
[Redacted]
[Redacted]

[Redacted]

[Redacted]

Start Date: 12/21

Peter Christnacht, *Executive Director*

[Redacted]
[Redacted]
[Redacted]

[Redacted]

[Redacted]

List of Salaries of Key Personnel

Peter Christnacht, Executive Director	\$74,000
Katheryn Gadapee, Administrative Assistant	\$45,000
Program Director – currently vacant	\$40,000

Peter J. Christnacht

QUALIFICATIONS: Broad based administrative experience. Teaching skills in areas including environmental education, risk management, experiential education and in the structured classroom.

2/05-Present **Copper Cannon Corporation Franconia, New Hampshire**

Executive Director

Copper Cannon is a summer camp located in the White Mountains with a unique mission: serving low-income youth with a free camp program. It provides a quality program to over 500 youth through its summer camp sessions. With the size of the program, the position requires a hands-on approach assuming responsibility for the day to day operation of the facility, program and logistics.

- Doubled camp enrollment from the 2004 camper levels and maintained it.
- Created and implemented a teen program to meet the needs of older campers who grew up in the Copper Cannon program serving 100 youth with four different options including two leadership components.
- Acquired (2005) and maintain American Camping Association accreditation.
- Exceeded fund raising goals for the last two fiscal years increasing grant funding to over \$75,000, auction revenue by 200% from 2004 levels (\$70,000+) and maintaining membership numbers.
- Initiated Grandparents Camp to impact low income families a respite from their home life and Teen Leadership Weekends to maintain a connection with our adolescent youth.
- Created collaborations with the North Country Boys and Girls Club, town recreation programs and the New Hampshire National Guard.
- Began programming for local elementary schools including a service learning component for fifth graders
- Generated off-season revenue from nothing to 20% of annual budget
- In collaboration with the Board of Directors, donors and sound fiscal management, increased net worth of organization by 3 million dollars since arrival and carry no debt.

10/01-1/05 **YMCA Camp Takatoka Tulsa, Oklahoma**

Executive Director

YMCA Camp Takatoka is the YMCA of Greater Tulsa's residential camping facility located on Lake Fort Gibson 45 minutes east of Tulsa. It is a three season program serving 620 campers during the summer and 2000 participants during the rest of the year. The Executive Director is responsible for all aspects of the program throughout the year.

- Trimmed deficit by \$70,000 over the last two years from \$121,000 down to \$41,000.
- Exceeded annual Gift of Giving campaign goal to raise scholarships by 50% during my third year as the Executive Director to \$27,000.
- Increase rental groups in 2003 by 30% exceeding projected budget by over \$25,000 and increasing revenue by \$41,000 over the 2001-2002 fiscal year and maintained level for 2003-2004.
- Camper retention maintained at 66% this past summer from 52% in 2001. Implemented new marketing strategies and program options to increase camper numbers and retain current campers.
- Took lead in getting all Association staff trained in first aid, CPR, AED and oxygen administration.
- Consulted for Camp Tyler of the Tyler Independent School District concerning summer camp opportunities and their long-range master site plan.

2/99-10/01 **Camp Classen YMCA Davis, Oklahoma**

Outdoor School Director

Camp Classen YMCA is the YMCA of Greater Oklahoma City's residential camping facility located on 2400 acres in the Arbuckle Mountains. The outdoor school portion of the program serves 10,000 students from Oklahoma and Texas during the school year. Duties include overseeing two separate self-contained outdoor school facilities on site: Main Camp serving up to 290 participants and 89'er Village serving up to 190.

- Responsible for the 1.2 million-dollar outdoor school budget and the operation of the camp store generating \$100,000 in revenue a year.
- Added school groups in January and February to accommodate the needs and demands of the growing outdoor school program.
- Develop new curriculum and educational materials to be utilized by school groups, weekend users and summer camp, including lessons on Fire Ecology and after dark activities.
- Interface with the Oklahoma Geological Society as a reporting station for seismic activity and working with the Nature Conservancy to identify and protect endangered plants at Camp Classen
- Facilitate teacher workshops serving over 200 teachers annually
- Lowered school evaluation scores from a cumulative average of 1.7 to 1.3 over the last two years (based on a 1-5 Lickert Scale) for Camp Classen staff and program
- Assume a leadership role during the summer including, but not limited to, overseeing American Camping Association accreditation, leading training sessions on initiatives, new games, risk management and challenge courses, supervising the sailing program, and filling in for summer camp directors during off time.

1/94-9/98

**Portland Council of Camp Fire Portland, Oregon
Outdoor Program Director**

Portland Camp Fire is a progressive coed organization serving diverse populations. Duties include the administration of all outdoor activities for the Council focusing primarily on Camp Namanu: a 600 acre three season residential facility serving over 2000 youth during the summer and 3500 users during the school year.

- Design, administer and monitor \$500,000 budget for overall operation of the residential facility, have established a balanced budget for the summer camp program for the first time in recent years and increased non-summer rentals by 150% in first three years
- On site director for summer camp program coordinating all aspects of a traditional summer camp, employing 65 seasonal staff, and on-call for non-summer user groups
- Organize and facilitate joint staff training for all summer programs: Gang Peace, Hispanic, Youth Volunteer Corps, day camps and resident camp
- Create and conduct risk management workshops for diverse Camp Fire programs and delivery methods.
- Administer United Way Campership Program involving 16 different camps and 75 community referral agents
- Develop new opportunities for all youth including DELT (Diversity Education and Leadership Training) which was awarded a \$20,000 United Way grant for it first year and establishing a canoe-tripping program for high school youth.

6/88-6/93

Seacamp, Inc. Big Pine Key, Florida

Seacamp is a year round residential environmental education/marine science facility located in the Florida Keys. It serves over 8000 students attending Newfound Harbor Marine Institute during the school year and 500 through the summer program.

5/93-6/93

Consultant

- Trained new assistant director and other administrative staff before and during their camp staff training.
- Create a draft of summer camp hurricane evacuation procedures, and revised staff and program manuals
- Guided new assistant director in all aspects of the job responsibilities
- Taught American Red Cross classes including Lifeguard Training, First Aid, CPR, Basic Life Support for the Professional Rescuer

9/91-10/92

Assistant Director

- Participated in master site plan development
- Managed site operations including food service, user groups and emergencies 24-hours a day
- Designed and implemented a 24 day staff training for summer staff
- Interviewed and hired seasonal staff of 65 and year round staff of 25
- Updated program manuals and risk management plans
- Coordinated mailings and advertisements for both campers and staff
- Created and edited camper newsletters throughout the year
- Attended national and regional camping and environmental education conferences

6/88-9/91

Internship Coordinator/Head Unit Leader

- Coordinated internship program for upper-level college students and recent graduates resulting in increase in interns from 6 to 26 in three years
- Facilitated and instructed environmental education teacher workshops and Project WILD/Aquatic teacher workshops

- Designed, developed and implemented with the program director all aspects of 6 week staff training, leading American Red Cross First Aid, Lifeguard Training and Basic Life Support classes, teaching techniques, seamanship, and team-building workshops
- Updated risk management procedures
- Managed food service, support services, first aid and site user groups

9/87-6/88 **Multnomah County Educational Service District** Portland, Oregon
Field Instructor

Multnomah County requires all sixth grade students to attend a week of outdoor school providing five to six different sites for this to occur. The focus is environmental education and social development.

- Designed and implemented education program to be taught by high school students at a residential environmental education center
- Evaluated and critiqued program staff and high school students
- Developing special programs to meet the needs for specific populations
- Devised and led non-instructional student activities
- Responsible for 24 hour/day direct and indirect supervision of youth, food service and facility
- Assumed back-up site supervisor role as needed.

1/87-9/87 **Catholic Youth Organization** Seattle, Washington
Summer Camp Director

CYO operates 4 different summer camps in Western Washington. Camp Gallagher is a 300 acre facility located on Case Inlet in Southern Puget Sound.

- Facilitated all aspects of a summer camp for 50 high school students per week
- Screened and hired staff
- Budgeted funds, planned food service and directed first aid procedures
- Coordinated staff training with three other CYO camps
- Evaluated program and staff
- Developed value clarification activities for spiritual growth
- Promoted personal and professional growth of staff and campers
- Implemented new programs while overseeing current activities

EDUCATION:

M.S. Education 1993 Northern Illinois University Dekalb, Illinois
 Curriculum and Instruction
 Specialty in Outdoor Teacher Education

B.A. History and Psychology 1984 Gonzaga University Spokane, Washington

CERTIFICATIONS:

Washington State Teaching Certification 1984-2004
 Arizona Substitute Teaching Certification 1985-Present
 American Red Cross Lifeguard Instructor, First Aid and BLS Instructor
 ACA Standards Visitor 1995-Present

AWARDS AND HONORS:

Graduate Teaching Assistantship to Northern Illinois University
 Leslie Holmes Memorial Scholarship for excellence in Outdoor Education

Katherine A. Gadapee

EDUCATION

Capella University, PhD Candidate in Educational Psychology, Dissertation topic approved – Cultural Adaptation of Summer Camp Staff, ABD September 2013

Masters of Science in Psychology, Sport Psychology Specialization. Graduated March 2011

Lyndon State College; 1997-May 1998 Sept, 1998 – May 1999 Graduate work
Bachelors of Science - Human Services/Counseling

PROFICIENCIES & EXPERIENCE

Copper Cannon Camp, Director of Administrative Operations

All camper registration and pertaining information, Archery Instructor, handle all parent/guardian contact, check campers in for the week, assist with behavior issues of campers, work closely with Director, Asst. Director and Program Manager to help camp function smoothly, recruiting campers through schools and the State Elks of NH, Program Choice Instructor, deposits and thank you notes, work with Board, and all aspects of Annual Auction including donations, live event, and delivering to winners.

Jan 2019 to Present

YMCA of Kennett Square, Summer Camp, Camp Director

Setting and implementing training of staff. Parent contact, supervise program areas and staff, unit set up, overseeing of kitchen staff, and part of team that worked with camper and staff issues. Assisted with the American Camping Association accreditation. Jan 2017 to July 2018

Girl Scouts of Greater New York, Camp Kaufmann, Manager of Camp Program

Hire and train staff, recruit troops to come to camp, develop all programming for the camp weekends including summer. Develop camp budgets and be responsible for them. Cut expenses for camp, Implemented new kitchen staff and procedures to help run more efficiently. Brought in outside organizations to help with programming (i.e. West Point, Cloverbrook Farms)

March 2016 to Jan 2017

Girl Scouts of the Green and White Mountains, Camp Farnsworth, Assistant Director

Recruitment, interviewing, and hiring of staff. Setting and implementing training of staff. All business manager functions. Parent contact, supervise program areas and staff, unit set up, overseeing of kitchen staff, and part of team that worked with camper and staff issues. Assisted with the American Camping Association accreditation.

May 2014 – October 2014, March 2015 – Sept 2015

YMCA of Greater Providence, Camp Fuller, Head Counselor

Training of 96 plus staff members and overseeing those staff through the 4 division leaders. All issues pertaining to homesickness, violent incidents, or possible abuse. Parent contact for all issues dealing with campers, except medical issues. One of the 5 Directors for the camp season.

2011 and 2012 summers, consultant 2013

Morgan Memorial Goodwill Industries, Camp Director

Responsibilities included recruitment, advertising materials, supervision of two interns, budgeting, camp fair attendance, recruitment events, Camp Information Nights, meeting with community organizations, communication with parents/guardians concerning camp, all set up of camp, hiring and supervision of 58 staff members, all accounting maintenance, and other duties related to camp.

January 2008 to July 2008

Animal Rescue League of Boston, Camp Director

Responsible for 756 campers, supervise 24 staff, maintain and analysis budget, and all programming. Completed evaluations on all staff members, set up afternoon activities and speakers. In charge of all purchasing of supplies. Responsible for all animals on property – farm, small pets, kittens. Recruited campers for each of the eight weeks, maintained all files in EZ camp computer system. Responsible for \$1500 in petty cash on campus.

March 2007 – September 2007

Director of Administrative Services, Camp Wekeela, Columbus, OH & Canton, ME

Assisted in the Human Resource aspects of camp including counselors, accounting clerks, office staff, and department heads. Involved with recruitment of campers and remained as liaison between the camp, campers, and parents on and off season. Assisted with logistics for over 370 campers and 130 staff members. Maintained all records for the campers and staff including input of those records. Managed all accounting aspects of million dollar plus organization including payroll, accounts receivable, accounts payable, and data entry. Prepared and analyzed all departmental budgets and oversaw all spending during the camp season. Prepared all financial documents to be reviewed by owner, partner, and camp's CPA firm and assisted with the workpapers for corporate taxes.

October 1993-December 1996

PERSONAL ACHIEVEMENTS

CIC Board Member for the Granite United Way of the North Country, President Alumni Council 2003 - 2005, Vice-President Alumni Council 1999 - 2002, Who's Who of American College Students 1997, Alpha Sigma Lambda Inductee 1998, Vice-President of Alpha Sigma Lambda Chapter, Adult Learner Achievement Award 1998, Served on Who's Who Selection Committee 1997-1998, Served on Safety and Wellness Committee, Serving on Strategic Planning Committee for President of Lyndon State College, Volunteer at Easton Public Schools, Religious Education Teacher for Freshmen and Sophomores, Retreat Director for Freshman and Sophomores, Volunteer Canton-Potsdam Hospital, President's List Winter 2013 at Capella University, Member of USA Archery

CERTIFICATIONS

Associate Visitor, American Camping Association
Level 2 Archery Instructor, Exp. 10/24
SAFESPORT, Exp. 10/24