



Reaching Out Foundation

A Not-For-Profit Corporation

PO Box 41848 Long Beach, CA.90853 (562) 439-4927 Mobil (818) 288-1843

Letter No. 007

Date: September 14, 2009

Subject: **REVISED GUIDELINES OF THE REACHING OUT FOUNDATION (ROF)**

Notification of the ROF Guidelines to all individuals who have joined the Non Profit Organization Reaching Out Foundation

References:

- A. Minutes of the meetings by the executive board on the following dates:
 - 1) December 31, 2002
 - 2) March 2, 2003
 - 3) June 22, 2003
 - 4) July 19, 2004
 - 5) November 14, 2004
- B. Letters No. 001, 002, 003, 004, 005, 006A, 006B

Dear all that have joined the ROF:

During the journey of doing philanthropy work; ROF had in many occasions sadly said farewell to those who left and at the same time welcomed new individuals. Overly excited from having the new people, ROF has forgotten to introduce the guidelines of the ROF – the non-profit organization of which you all greatly support.

ROF understands that you would not be able to go through all the basic guidelines that ROF established since 1992 and had since updated between 2002 through 2008 as indicated above. ROF would like to summarize all provisions by highlighting the major elements in such a way that is easy to understand which will serve as basic guidelines of the ROF.

I) Introduction

The U.S. Treasury Department approved ROF as a Non-Profit Organization based on the IRS 501 (c) (3) since 2002 and confirmed ROF as a Public Support Foundation. This made ROF very happy.

Before getting to the details, ROF would like to remind you of ROF's commitment:

1. To create and foster a spirit of understanding among the people of the group

2. To unite the group in the bonds of friendship, good fellowship and mutual understanding

ROF would like to propose to the ROFers - Executive Members, Entertainment Members, and Supporters to all have with you a few ROF Brochures to help introduce ROF to others. After that, if there is any additional information, those who are interested in the ROF can also contact the ROF Supporters currently managed by Thanh My in order to receive responses. ROF will reorganize and conduct the meetings with the Executive Members more often in order to provide updates as well as exchange knowledge and new ideas.

II) **ROF Guidelines**

ROF welcomes everyone warmly and requests that all new members get familiar with the below:

- 1) Read and understand ROF Brochure
- 2) Understand ROF Mission and Objectives
- 3) Understand the 5/60 Plan
- 4) Provide mailing or email address
- 5) Support ROF's fund raising and charity events

Some points to be cautious: those phrases that we speak innocently such as "Member, becoming a Member, Membership Fee, etc." have misled people. Please be cautious in using words as you introduce the ROF to others.

As a reminder:

- ROF does not have a policy requiring to become a Member
- ROF does not have Member
- ROF does not collect Membership Fee. Many people misunderstood Membership Fee with the Contribution through Plan 5/60

What ROF has is a group of friends and relatives. ROF would like to ask of those individuals who are interested in the ROF are to do the following:

- Read the ROF Brochure
- Later on, these individuals can voluntarily become ROF Contributor or Supporter

A). ROF's Contributors include the people who:

- Participate in the Plan 5/60 by voluntarily contributing towards the annual charity funds of \$5 a month or \$60 yearly.
- Have read the ROF Brochure and the Letters published by the ROF

B) ROF's Supporters include the people who:

- Have read the ROF Brochure
- Participate in the Plan 5/60
- Contribute in the funds raising organized by the ROF

ROF's membership of the union is YOU, the ROFers. You are those who participate in the regular events and sacrifice time and effort for the ROF.

III) **ROF's Mission and Objective**

A) Due to limited resources, ROF cannot help those that are financially limited but can only reach out to help the people with affliction with no abilities or means to help themselves. People with financial hardship are countless; however, one way or another, they can continue to exist from the ability to survive as a human being.

Who are the people with affliction?

People who are not able to care for themselves and require help from other people. These are separate in two groups:

a) Group #1: children with disability – deaf, blind, mute, etc..., the orphanage cared by nuns, a religious organization such as a Catholic church or Buddhist temple where these children can attain some skill which will provide them opportunity to earn a living eventually.

This group of children is under the care of the Nuns at the following locations:

- 1) The School Devoted for the Disability in Kien Giang (Truong Khuyet Tat Tinh Thuong – Tinh Kien Giang/ Soeur Therese Nguyen Thi Hong))
- 2) The Roof Phaolo – Lai Thieu, Binh Duong (Mai Am Phao Lo – Lai Thieu, Binh Duong/ Soeur Marie Nguyen Thi Huu
- 3) Charitable Tributary (Giong Nhan Ai – My Tho / Soeur Therese Duong Thi Hien)

b) Group #2: people that are already in financial hardship as well as victims of accidents or severe/terminal illness

As an example, the head of a poor family suddenly became very ill, or got hurt from an accident. Already suffering from deficiency such as food, the wife and children are now also facing with medical and hospital bills. They are now suffering enormous hardship with no way out. ROF acknowledges that The Messengers of Love (Doan Su Gia Tu Bi) led by Su Co Tue Dung in representing ROF to evaluate and provide aid appropriately to those miserable people as the below facilities:

- 1) Cho Ray Hospital
- 2) Institute of Human Body Reconstruction
- 3) Children Hospital

B) Special Skills and Talents

A person with special skills and talents who wishes to join ROF's activities and is invited to join as ROF Supporter.

C) Musical Skills

Anyone with musical/entertaining skills that would like to participate with the entertainment program must adhere to the provisions put out by the Entertainment Group. These provisions clearly reflected in the Letter No. 4 dated August 20, 2008.

ROF would like to re-emphasize these provisions as follows:

- Understand the “rules” of the ROF Band
- Ability to work as a team
- Be considerate and respect the people in the group
- All ideas are constructive (not criticism)
- All ideas/input and debate must be based on the basic of charity and social work dedicated by an individual with pure intent of doing and supporting the good cause.

ROF Band Guidelines

a) Musicians

The Musicians at the current time comprise of the following individuals:

- The My acting as the Band Leader, along with Drummer Tung Tran will help provide entertainment two times monthly during the first Sunday at ALTA and on the 4th Sunday at the Garden Park Care Center on Haster Street – Garden Grove.
- Guitarist Minh Tuan, Tran Tung, and Vo Minh will help provide entertainment once a month on the 3rd Sunday at Shackelford.
- Group The My and group Minh Tuan may alternate, serve as back-up for each other in a case of emergency or as on a needed basis
- The open 2nd Sunday of the month will be reserved as a break for the ROF band or to accommodate other public shows to celebrate various events.

b) Singers

In the past, many singers were not ready with their song – either looking through books for a familiar song, did not know the rhythm and beat. This has created lost time as much as 3 minutes (1 min to search for a song, 1 ½ min to try out and search for the rhythm and beat, 30 seconds to repeat the rhythm/beat if necessary). If 10 singers do the same, then we would waste 30 minutes!

However, if the singers are prepared and have the song(s) ready in advance, no time will be lost, thus as a result we will have the benefits listed below:

- The residents in the nursing home will have opportunity to listen to an additional 4 songs
- The singers can enjoy singing 4 more songs
- The ROF Band is perceived as being professional
- Everyone will acknowledge the beauty and talent of the ROF Band

ROF believes that it is no longer appropriate for singers for not prepared for their songs, and therefore there is a need to adapt to the guidelines of the ROF Band. These guidelines established and approved at the Zen Garden, Pomona. They served as guidelines ever since and were reflected on the minutes published on March 2, 2003.

Again, here are the guidelines applied to each and all individuals in the ROF Band:

- **Provide to The My either via email or in person at least 5 (or more) of your favorite songs, ranking them by order of preference**
- **The My will write the chords for these songs and distribute to the singers and Minh Tuan so that all songs will follow same process**
- **The My will maintain the Master Song book for the entire group**
- **Mnh Tuan will also have the same Master Song book that The My has**
- **Each singer will maintain his/her own song book**

At any time, the singers arrive, the songs along with chords, rhythm, beat are ready, thus will bring out the elegance of the Band with:

- ✓ Harmony
- ✓ Synchronization
- ✓ Minimal lost time

Please note the following:

- Many singers have very good voice as equivalent as those professional ones. However, these singers must respect the guidelines of the Band.
- Singers are required to let MC be aware of your presence and provide MC the name of the song, rhythm, beat
- MC will only introduce the singers who provide the information listed above, on a first “give” first “served” basis
- Please do not override MC role

Thank you all singers for cooperating with the Band. In a near future, the ROF Band will improve.

D. The Executive Members

The VP's in the Executive Members have voluntarily shuffled between their busy schedules to offer their skills and talents to promote friendship among themselves to bring success and good reputation for the ROF. In addition, of course, quality outweighs quantity.

The members of the Executive branch for the period of June 2008 to June 2010 are:

- 1) Thanh My Nguyen – President
- 2) Quynh Mai Nguyen – Assistant to the President
- 3) Thanh Nga Tran – Executive VP
- 4) Kim Nguyen Pham – SVP Social Affairs
- 5) Bao Chau Tran – VP External Affairs
- 6) Thanh Nhan Do – VP Internal Affairs
- 7) Open (Thanh My is searching) – VP Support
- 8) Singer Ngoc Hieu – VP Entertainment
- 9) Hoai Trang Pham – VP Public Relations
- 10) Thanh Pham – VP Representative in Northern California
- 11) Oanh Do Pham – VP Representative in Oregon State
- 12) Khai Pham – Secretary & Treasurer

The term of the Executive Members is for two years with the last term ended in June. After June 30, the current Executive Members will automatically serve as acting Executive Members until the appointment of a new Executive Branch with the effective date of July 1.

Thank you.

Khai D. Pham
Secretary /Treasurer

With the concurrence of: Thanh My – President