



SULLIVAN and HAWKINS COUNTIES

June 20, 2023

Michael Price  
City of Kingsport  
Office of Housing and Community Development  
415 Broad Street  
Kingsport, Tennessee 37660

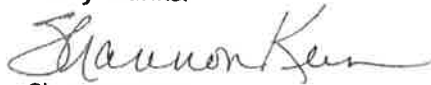
Michael,

CASA for Kids, Inc. respectfully requests an extension of our contract for FY 2022-2023 by two months (July and August) to expend the remaining balance of \$6,589.59. Please see items below for consideration of spend down:

| Description                                                                                                                                                                                                                                                                                                                                    | Cost              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>Volunteer Recruitment Campaign</b><br>Digital + Print Package by Six Rivers Media<br>for two months (July and August) -50,000 digital website impressions/mo. Email<br>campaign sent to 30,000 subscribers with 2 Quarter Page ads (1 per month includes<br>free month) Promoting CASA for Kids, Inc. serving Sullivan and Hawkins Counties | <b>\$3,800.00</b> |
| <b>Yard Signs – Volunteer Recruitment</b><br>25 signs at approximately \$12.00/each                                                                                                                                                                                                                                                            | <b>\$300.00</b>   |
| <b>Presentation Folders (2 pocket)</b> supplying information on CASA at local<br>Community Speaking Engagements – 500 folders at approximately \$2.50 each                                                                                                                                                                                     | <b>\$1,250.00</b> |
| <b>Program Copier Lease/Maintenance</b>                                                                                                                                                                                                                                                                                                        | <b>\$427.60</b>   |
| <b>Program Supplies</b> (Copy paper, two-prong file folders, printer cartridges, post it<br>notes, notebooks for volunteer training) approximately \$800.00                                                                                                                                                                                    | <b>\$800.00</b>   |
| <b>Total Expenditures</b>                                                                                                                                                                                                                                                                                                                      | <b>\$6,577.60</b> |

Consideration of this request would be most appreciated as we anticipate new referrals during the remainder of June and going forward into July and August for the coming fiscal year.

Many thanks!

  
Shannon Kern  
Interim Executive Director



CASA for Kids, Inc. • 310 Shelby Street • Kingsport, TN 37660  
Program Services: Hawkins County 423-293-0328  
Kingsport / Administration 423-247-1161 • [www.casa4kidsinc.org](http://www.casa4kidsinc.org)

