

2025 Affiliate Annual Report Questions

All responses should reflect actions taken place from January 1, 2024 – December 31, 2024

Affiliate Recognition

Seeking the following Recognition in 2025:

Good Standing

Silver Star

Gold Star

We are not seeking recognition this year

Board of Directors/Commission/ Committee

1. Does your affiliate have an active board of directors, commission/committee or leadership/advisory group? **Yes**

2. **How are board/committee/commission members selected?**
Through the City (websites, Facebook), monthly water bill communications, community marquee) and a KRB Facebook page, we invite residents to complete a form indicating interest in being on the KRB Board and volunteering. The information is submitted through an MS Form which comes to the Exec. Director and is maintained by the spreadsheet comprised via the MS Form. The information gathered is shared with the City Secretary, who contacts the submitter. If they are interested in serving as a KRB Board member, their request comes before the City Council for a vote.

3. Do you have written organizational guidelines or bylaws? **Yes**

4. **If your bylaws were updated in 2024, please upload them.**

Funding and Support

What is the annual operating budget of your affiliate? (defined as budget for all salaries, office space and other indirect costs, and non-donated supplies)

Note: these are just funds utilized to operate your affiliate, not your entire city budget

Please identify your primary funding sources:

- Individual Donations
 - Corporate Sponsorships
 - Foundation grants
 - Fundraisers
 - Local government funding
 - Memberships
 - Special events
 - Sponsorships
 - State government funding
 - Other
- Do you receive any of the following from the city or county?
- Direct financial support
 - Hotel/motel tax revenue
 - Office space
 - Staff support

Use of equipment (copier, fax, phone)

Please share any contract services the affiliate provides for the county or city. For example, overseeing the mowing services for the city.

What is the total amount of in-kind donations your affiliate received in 2024?

Note: in-kind donations are defined as non-monetary contributions. Goods or services offered free or at less than the usual charge result in an in-kind contribution. For example, water bottles donated to a cleanup event, or an arborist donating their time to train volunteers on how to plant saplings.

The total monetary value of volunteer time spent during 2024?

1 hour= \$33.49 Source: Independent Sector report.

For example, if you had 10 volunteers attend a 2-hour cleanup event: $(10 \text{ volunteers}) \times (2 \text{ hours}) = 20$

volunteer hours. $(20 \text{ volunteer hours}) \times (\$33.49 \text{ per hour}) = \669.80 value of volunteer time

Staffing Information

1. What is the title of the Affiliate Coordinator? **Executive Director**
2. What percentage of the Affiliate Coordinator's salary goes toward affiliate-related duties? **100%**
3. Benefits of the Affiliate Coordinator? (retirement plan, health insurance, dental, vision, none) **None**

4. How many paid staff members are employed by the affiliate, expressed as full-time equivalents (FTE)

(e.g. 1 full-time plus 1 half-time person = 1.5 FTEs)? If your affiliate is all volunteer, please put 0. **0**

5. If affiliate responsibilities are in addition to other job duties, what is the percentage of time dedicated to affiliate activities? **N/A**

Training and Activity Participation

1. 2024 Training (Check all that apply):

KTB Annual Virtual Conference (12+ hours) – Board Chair

1 KTB Regional Training (4+ hours) – Exec. Director

i. Waco

ii. Lufkin

iii. Amarillo

iv. Lake Jackson

KTB Webinars (1-3 hours)

KTB Webinars (4-7 hours)

KTB Webinars (8-9 hours)

KTB Webinars (10+ hours)

Did not attend any training in 2024

Attended training offered by another agency

i. List the trainings and hours attended

- **Beautify Texas Awards Info Session - 1**
- **KTB Keys to Grant Writing Success - 1**
- **Green Futures: Empowering Communities through Collaborative Partnerships - 1**
- **The Governor's Community Achievement Award: Funding Award for Landscaping and Community Recognition - 1**
- **How to Report Your Fall Sweep Data - 1**
- **New Affiliate Coordinator – 1**
- **Mobilizing Household Participation in the Circular Economy - 1**
- **Let's Get Ready for Fall Sweep – 1 Using the New TX Litter Database – 1**
- **Confronted with Hard To Recycle Items? TerraCycle Can Help! – 1**
- **GCAA Insights: FAQs and Expert Answers - 1**

2. Please list an action item or takeaway that was a result of attending a KTB training. For example: I

Applied for the GCAA for the first time; Partnered with a suggested organization for the DMWTTTO/GAC;

Implemented a new volunteer recruiting method; Began using new marketing tools)

- Made the initial steps to order and implement the use of KRB branded promotional items to give to volunteers; initiated plans and contacts to host a meet-and-greet with Master

Gardener speakers, in hopes of attracting community interest in KRB and environmental awareness

- I applied for the GCAA (first-time as a new Exec. Director); applied for the Dow Promise Grant (first time); submitted two (2) applications for the Beautify Texas Awards
- Made contact with the local school district volunteer coordinator inviting high school students needing volunteer hours to join in KRB events and work days.

3. Please check all events your affiliate participated in during 2024.

- America Recycles Day
- Arbor Day
- Don't mess with Texas Trash-Off
- E-Waste Collection
- Fall Sweep
- Great American Cleanup
- Household Hazardous Waste Collection
- Keep Texas Waterways Clean Program
- Pharmaceutical Take Back
- Texas Recycles Day
- Texas Arbor Day
- Other
- None of the Above

Other (participation in a festival, general cleanup, etc.)

i. List the activity – National Night Out, Strawberry Jamboree, Trunk or Treat

4. Did your affiliate provide any online/virtual training, education or activities? If so, please explain what you did, your target audience, and how it was received.

1. April 22, Earth Day – On-site, we visited two elementary classrooms and discussed recycling and composting. We demonstrated what could and couldn't be recycled and composted. We had several bins labeled for each category – “Could” and “Could Not”. We had a box of items filled with various items and dumped them on the floor. We then had the children pick the items up and place them in the appropriate bin and explain why that bin was chosen. We interacted with approximately 30 students, 4 teachers and 2 teacher assistants.
2. Via our Facebook page, we provide Master Gardener videos on planting native wildflowers, what can and cannot be recycled, How to Help Beneficial Bugs in Winter, December gardening tips, How to Protect Your Plants throughout the Winter, How and when to plant Bluebonnet seeds, Basics of Fall Composting, etc.

5. Did your community complete a litter audit or community appearance/litter survey in 2024? If so, please share your findings with us. Be sure all litter audit data is input into the Texas Litter Database.

Upload the survey

Outreach Demographics

1. In 2024 has your affiliate led presentations or activities to your general community? [Yes](#)

If so, please describe the events and total number of people reached through affiliate-led

1. presentations/activities. [Via our Facebook page, we provide Master Gardener videos on planting native wildflowers, what can and cannot be recycled, How to Help Beneficial Bugs in Winter, December gardening tips, How to Protect Your Plants throughout the Winter, How and when to plant Bluebonnet seeds, Basics of Fall Composting, etc. We have 1,200 followers.](#)

2. In 2024 has your affiliate led presentations or activities to youth specifically? [Yes](#)

a. If so, please describe the events and the total number of youths reached through affiliate-led

presentations/activities.

1. [April 22, Earth Day – On-site, we visited two elementary classrooms and discussed recycling and composting. We demonstrated what could and couldn't be recycled and composted. We had several bins labeled for each category – “Could” and “Could Not”. We had a box of items filled with various items and dumped them on the floor. We then had the children pick the items up and place them in the appropriate bin and explain why that bin was chosen. We interacted with approximately 30 students, 4 teachers and 2 teacher assistants.](#)

2. October 1, National Night Out – KRB had a table set up and distributed beautification, recycling, litter prevention and fire prevention literature all in a format targeting youth.

Approximately 200 youth attended the event.

3. Does your affiliate sponsor or work with a Youth Advisory Council? **No**

a. If so, please describe the participant's age range and activities they participate in related to your

affiliate. Please include a link to a web page or any information about your program. **N/A**

4. What percentage of your community's population is low-income/disabled/vulnerable? Do you

implement programs or activities that serve your community's low-income/disabled/vulnerable

populations? If so, please explain briefly.

We maintain a very productive Community Garden. It is widely utilized and volunteers are very committed. According to the 2020 Federal census, Richwood's population was 4,781 of which 52.69% is Black/Native American/Asian/Pacific Islander/Mixed-Other. From this same census year, the per capita income of Richwood was \$19,181, with approx. 10.5% of the population below the poverty line. Teaching the youth of today how to grow their vegetables and supplying fresh produce to the impoverished and under-served population will be life-changing not only for these children and the present population of Richwood but also provides gardening knowledge and skills to carry forward into their adult life. We hosted and invited children to participate in growing and forming "Pizza Towers". In them, children planted the vegetables and herbs used to make pizza. Additionally, we

had children paint their artwork on cement planters which are utilized and on display in the Garden.

5. Does your affiliate serve populations where English is their second language? English is the primary language in our community.

a. If so, do you provide them with materials and resources in their preferred language? Please

identify the language(s) and share which translated materials you provide. Please include a link

to any web page or materials related to this initiative. N/A

Program Initiatives

1. What program or project has your organization worked on that you are most proud of in the past year

(Jan 2024-December 2024)? Examples include mural projects, veteran housing projects, school gardens,

recycled art contests, etc.

In addition to the Community Garden projects, we participated in the NexTrex Recycling Challenge. Our challenge was to collect and recycle 1,000 lbs. of soft plastic within 365 days to receive a park bench made from recycled soft plastics. The entire residential and business community participated and we met this challenge in 4.5 months.

2. What steps, if any, have you taken towards having a more diverse and inclusive organization? Those

could be through organizational policy changes, volunteer best practices, marketing plans, board

recruitment, etc. Please share the successes of your efforts (i.e. increased outreach to underserved

communities, translation materials provided). We practice no bias by preferencing any group. Everyone is equally invited and encouraged to participate with KRB regardless of race, creed, national origin, disability, or language – making KRB truly an equal opportunity organization.

3. What is a program or project that you need further funding to initiate in your community? Please describe the program or project (ex. community gardens, recycling initiatives, public art installations.)

The addition of a Children's Garden and additions/replacements to the present Richwood Community Garden would positively impact Richwood by yielding abundantly more produce than what is currently offered free to its residents, teach children how to grow, care for, and plant vegetables, and provide the children an artistic expression by beautifying the Richwood Community Garden.

There are ten (10) current raised garden beds that need replacement and four (4) additional beds for the Children's Garden. There is a need for additional rain barrels and hoses. Increasing the provision of fresh and organic vegetables to the residents of this community is of utmost importance since there are no grocery stores in the City of Richwood. According to the 2020 Federal census, Richwood's population was 4,781 of which 52.69% is Black/Native American/Asian/Pacific Islander/Mixed-Other. From this same census year, the per capita income of Richwood was \$19,181, with approx. 10.5% of the population below the poverty line. Teaching the youth of today how to grow their vegetables and supplying fresh produce to the impoverished

and under-served population will be life-changing not only for these children and the present population of Richwood but also would provide gardening knowledge and skills to carry forward into their adult life.

The Gazebo within the Community Garden, which is a popular site for family photo opportunities, as well as the Storage shed ("The Shed") needs paint and repairs. Currently, we have no office equipment (cabinet) to organize or store our tools and vegetable containers). Shade cloth and garden bed covers would protect the vegetables from the extreme weather conditions we experience; thus, extending the growing season and increasing the volume of vegetables for the community to enjoy. Fruit trees would be an additional source of nutrition as well as beauty and shade for the Children's Gardens and current Community Garden.

3. Please use this space to share anything else you would like KTB to know.

In 2025, our focus is recruitment of volunteers and Board members. As of December 31, we only had 3 board members including myself – and I am not a voting member. Publicizing a KRB QR code to volunteer with KRB this year via the water bill distribution and the KRB Facebook page, we have increased the number of people interested in helping from 1 to 6. We have great plans which would enrich the Community, educate our youth on being good stewards of our planet, and unify and serve the community – but we need workers. It has been confirmed that the agriculture classes from our local high school will volunteer in 2025. Additionally, we voted that everyone who volunteers for a workday or project will receive a KRB T-shirt and/or KRB branded item. We have scheduled our first community meet-

and-greet and Master Gardener informational session in March 22, which addresses spring flowers and lawn maintenance. We will have refreshments and door prizes to encourage KRB participation and awareness.

Star Questions for Silver or Gold Star Credit

All questions in ONE topic area must be answered fully to receive credit.

1. Choose one topic area from the following:

Evaluating Your Impact

Youth Engagement

Recycling

Evaluating Your Impact (3-4 questions)

1. How do you measure the impact of the work being done by your organization? What are the key metrics you track? What tools do you use to monitor your data? How frequently do you review data and make comparisons to previous periods? Does prior data inform your goal setting?

2. Describe the ways you utilize the Texas Litter Database (including but not limited to: fostering volunteerism and civic engagement, tracking litter trends in your community, working with local government to drive resource allocation, identifying infrastructure needs, etc). How do you leverage litter cleanup data locally while contributing to public data?

3. How do you communicate your impact to key constituencies like volunteers, donors, city officials, etc.?

How do you utilize data to tell the story of your work?

Youth Engagement:

1. Describe the youth engagement programs that your community offered throughout this past year. How

does your organization educate the youth of different ages and grade levels? What curriculums do you

utilize, if any? Please include any links to program pages.

2. How does your organization gather data and evaluate the success of your youth programs? What

changes do you plan to implement, or what successes have you experienced based on this data?

3. Describe your method for recruiting youth for your programming. How do you ensure you are

welcoming youth of all backgrounds?

4. How have you funded your youth programs (i.e. are you utilizing grant funding or other sources)? What

are the priorities that need to be funded for your programming?

Recycling:

1. Describe your current recycling program in your community. Do you have a curbside recycling service

and/or a local drop-off location? Do multi-family, apartments, and/or businesses have access to

recycling? What items are accepted? Who manages your recycling program (city, county, volunteers,

other)?

2. Describe your current education and outreach strategy. How are you raising awareness of recycling

access in your community? How are you educating on what items are accepted?

3. What is the biggest challenge your recycling program is experiencing? (Contamination, infrastructure

needs, volume, market values, staffing concerns, etc.)

4. What does your recycling program need to improve or overcome current challenges? What new

processing equipment or educational resources do you need to improve efficiency, increase

participation or reduce contamination?

Supporting Documents

1. Gold Star Documents: Upload a Letter of Support

Comments & Certification

1. Comments

2. Certify all information provided to be true and accurate, and all reported events and activities occurred

from January 1, 2024 – December 31, 2024.