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[Home](#) > [Outside Agency Funding Request Form](#) > [Webform results](#) > Submission #104

#### Submission information

Form: [Outside Agency Funding Request Form](#) [1]  
Submitted by Visitor (not verified)  
Tue, 08/30/2022 - 1:14pm  
64.251.249.233

#### Agency Contact Information

**Agency Name**

Borland Free Clinic

**Address**

3550 SW Borland Rd

**City**

Tualatin

**State**

OR

**Zip Code**

97062

**Contact Name**

Jordan Skornik

**Contact Telephone Number**

5035507378

**Contact Email Address**

[jordanskornik@borlandclinic.org](mailto:jordanskornik@borlandclinic.org)

#### Agency Request Information

**Request**

2021 funding from The City of Tualatin:

Last year, The City of Tualatin was very generous in granting us \$2,250, earmarked specifically for our volunteer appreciation budget. We used those monies for many things, most notably to host our first-ever Volunteer Appreciation Event. The event, a casual, summer, outdoor get-together, served as a wonderful way for us to show our volunteers how much we value them. We rented the lovely pavilion at Lake Oswego's Foothill Park by the river and, after enjoying some catered sandwiches, some of our Board members served scoops of delicious ice cream generously donated by Cold Stone Creamery of Tualatin. A local musician sang and played guitar and we awarded the Volunteer of the Year with a small, engraved statue. Additional monies from the City of Tualatin Grant were used for monthly appreciation gifts (ranging from edible treats to mini arts and crafts projects), drinks and snacks for volunteers, and a variety of other items (ranging from birthday cards to goodbye gifts as volunteers left for medical school

and other ventures). From the “supplies” category, we bought fleece vests and embroidered the BFC logo on them to create a cohesive and professional uniform for our volunteers. BFC branded lanyards to hold ID badges are also issued to each volunteer, along with individual bins so that they have somewhere to place their personal items during shifts.

This year’s grant request:

We are requesting a one-year, \$4,000 grant award from The City of Tualatin as we continue to grow our volunteer base and plan for extended clinic days/hours. Funds received will be used for two general areas: volunteer skills and training and volunteer appreciation (see the budget attachment for total 2023 planned volunteer program expenses with specific details).

1. Skills & Training: One-time training classes such as BLS (Basic Life Support) and CPR (Cardiopulmonary resuscitation) training so that our volunteers feel confident in providing those services to patients. Many of our medical volunteers are retired or work in a very specific sector and do not regularly use these skills and have requested training. Often their licenses require up-to-date training in these areas, as well. We also believe that many of our non-medical volunteers would appreciate CPR training. For our Spanish Interpreters, we would also like to sponsor medical interpretation training. Medical interpretation brings with it specialized vocabulary and etiquette and we believe that our volunteer interpreters would greatly benefit from such an experience. Ask: \$1,475.00

2. Appreciation: Given the central nature of volunteerism to our clinic, we want to continue to show our volunteers our appreciation. We believe this work is critical and desire to expand on our efforts to date. With the support of the City of Tualatin, our very first appreciation event in 2022 gave us a baseline experience for the value and possibility of what this event could be. In 2023 we would like to enhance this event with better food, venue, and mini gifts so that all of our volunteers walk away with something. We also plan to seek out an additional, smaller team building/enrichment experience for our core volunteers at another time during the year. Ask: \$2,525.00

Total Ask: \$4,000.00

### **What is the Request for?**

As Borland Free Clinic’s volunteer program continues to grow, we want to offer skills training and other enrichment opportunities to retain our existing, valuable volunteers in this competitive volunteer market, in addition to providing a welcoming and positive environment to encourage their continued service and to attract new individuals into service.

Except for five, predominantly part-time administrative employees, Borland Free Clinic relies ENTIRELY on its volunteers for all other positions -- our Physicians, Nurses, Medical Assistants, Scribes, Translators, Front Desk Receptionists, and Janitorial help. Volunteers provide these vital services in their free time, often in addition to their regular employment. In 2021, our volunteers collectively provided 5,600 hours of service (valued at approximately \$150,000), and through July of 2022 that total is over 3,000 hours (valued at roughly \$90,000).

### **Describe the Agency's Mission**

The mission of Borland Free Clinic is “To bring hope and healing to vulnerable people in our community as an expression of Christ’s love.” Respecting and honoring the individuals’ rights and dignity is also an important component of our work.

### **What Group of Citizens in Tualatin Does Your Organization Target?**

A significant portion of our clients live in Tualatin, where 2010 U.S. Census data shows 1 in 10 persons living in poverty. The clinic fills some of the gaping holes in our healthcare system that weigh heavily on the uninsured, underinsured and those in between insurance coverage. Our

patient population consists of homeless individuals, recent immigrant arrivals, people who do not otherwise qualify for Medicaid (OHP), and Medicare patients who do not have adequate insurance coverage.

**What Types of Services will be Provided in the Funding Request Year?**

Borland Free Clinic is a nonprofit, faith-based medical clinic providing primary care to economically disadvantaged, homeless, and low-income individuals. Our services include urgent care, primary care, chronic disease treatment, physical therapy, pre-diabetes/diabetes education, and women's health care. We provide general medical care via appointments as well as on a walk-in basis. In addition, we offer specialty care with the help of mobile visits from providers in vision and mammogram care. Immunizations (flu, COVID, etc.) are also offered regularly and at special clinics.

**How Many Tualatin Residents will be Served?**

Approximately 22% of our 1,100+ patients are residents of Tualatin. It is one of three cities from which the majority of our patients come (the others being Portland and Beaverton). As we expand, we expect this number to continue to increase. We also very often get walk-in patients from our neighboring Tualatin Pantry, Hope's Table, and Hope's Closet nonprofits/ministries.

**What Percentage of Your Program is Dedicated to Service in Tualatin?**

100%

**If You are Requesting Funds from Tualatin and Other Governments in Oregon, Please List Them Here**

N/A

**Agency Organizational / Financial Information****Please Submit Your Budget Information**

[2023\\_city\\_of\\_tualatin\\_budget.pdf](#) [2]

**Please Submit Your Board Information**

[borlandfreeclinic\\_board\\_of\\_directors.pdf](#) [3]

**Please Submit a Copy of Your 501(c)3 cert.**

[bfc\\_exemption\\_letter\\_may\\_2016\\_3.pdf](#) [4]

**Other Attachments**

[borland\\_free\\_clinic\\_2022\\_org\\_budget.pdf](#) [5]

**Source URL:** <https://www.tualatinoregon.gov/node/13520/submission/81658>

**Links**

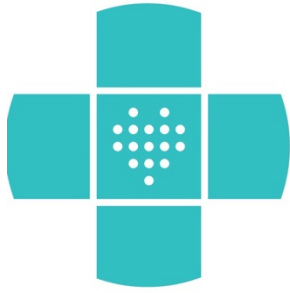
[1] <https://www.tualatinoregon.gov/administration/webforms/outside-agency-funding-request-form>

[2] [https://www.tualatinoregon.gov/system/files/webform/2023\\_city\\_of\\_tualatin\\_budget.pdf](https://www.tualatinoregon.gov/system/files/webform/2023_city_of_tualatin_budget.pdf)

[3] [https://www.tualatinoregon.gov/system/files/webform/borlandfreeclinic\\_board\\_of\\_directors.pdf](https://www.tualatinoregon.gov/system/files/webform/borlandfreeclinic_board_of_directors.pdf)

[4] [https://www.tualatinoregon.gov/system/files/webform/bfc\\_exemption\\_letter\\_may\\_2016\\_3.pdf](https://www.tualatinoregon.gov/system/files/webform/bfc_exemption_letter_may_2016_3.pdf)

[5] [https://www.tualatinoregon.gov/system/files/webform/borland\\_free\\_clinic\\_2022\\_org\\_budget.pdf](https://www.tualatinoregon.gov/system/files/webform/borland_free_clinic_2022_org_budget.pdf)



# BORLAND FREE CLINIC

HOPE + HEALTH + COMMUNITY

August 30, 2022

## **Borland Free Clinic Board Directory**

Don G. Carter

*President*

Partner Emeritus, McEwen Gisvold LLP

Mike W. Garrison, Jr.

*Vice President*

Senior Vice President, Chief Labor/Employment Counsel, Providence St. Joseph Health

Shauna Overman

*Treasurer*

Controller, The Oregon Clinic

Cathi Presjak

*Secretary*

Community Volunteer

David Bartz, Jr.

Chair Emeritus, Schwabe, Williamson & Wyatt

Ted Carlson,

Community Volunteer

Faith Carter

Community Volunteer

John Geffel

Community Volunteer

Sue Neal, RN

Executive Director, Battle Ground HealthCare

Matthew Presjak

Lead Financial Advisor/Managing Principal, Encompass Wealth Advisors

María Reyes  
Director of Development, Oregon Zoo Foundation  
Council Member, City of Tualatin

Jerry W. Robinson  
Vice President and Relationship Manager, KeyBank

**BORLAND FREE CLINIC**

2022 Budget

	<b>2022 Budget</b>
Income	
Donations - Restricted	-
Grants - Behavioral Health	7,000
Grants - City of Tualatin	2,250
Grants - Kaiser Foundation	-
Grants - MCM	2,500
Grants - Murdock	20,500
Grants - Oregon Community Fund	80,000
Grants - Other	25,000
Total for Donations - Restricted	<u><b>137,250</b></u>
Donations - Unrestricted	<u><b>40,000</b></u>
Events-	-
Gala - Paddle Raise	55,000
Gala - Sponsorships	30,000
Gala - Tickets	25,000
Total for Events-	<u><b>110,000</b></u>
Total for Income	<u><b>287,250</b></u>
Other Income	
Interest Income - KeyBank	250
Total for Other Income	<u><b>250</b></u>
Total for Income	<u><b>287,500</b></u>
Expense	
<b>Administrative Expense</b>	
ADMIN - Background Clearance	600
ADMIN - Bookkeeping	5,500
ADMIN - Compliance	150
ADMIN - Consultant/Training/Certifications	1,500
ADMIN - Insurance	2,000
ADMIN - IT Expenses	1,000
ADMIN - Memberships	900
ADMIN - Office Supplies	-
ADMIN - Other Expenses Taxes	250
ADMIN - Payroll	122,046
ADMIN - Payroll Platform (Gusto)	800
ADMIN - Printing	1,000

ADMIN - Recruiting	2,000
ADMIN - Website Redesign	5,000
<b>Total for Administrative Expenses</b>	<b><u>142,746</u></b>
<b>Fundraising Expenses</b>	-
FUND - Advertising and Marketing	2,000
FUND - Credit Card Charges (LGL/Greater Giving)	3,500
FUND - Donor Appreciation	1,500
FUND - Gala	35,000
FUND - Grant Writing	8,500
FUND - Meals with Donors	600
FUND - Office Supplies	100
FUND - Postage	450
FUND - Printing	1,000
FUND - Travel	300
<b>Total for Fundraising Expenses</b>	<b><u>52,950</u></b>
<b>Medical Expenses</b>	-
MED - Behavioral/Addiction Services	3,500
MED - Computers for Clinic	1,500
MED - Dental Clinic	1,500
Med - Facility - Janitorial Expense	3,600
MED - Medical Equipment	3,520
MED - Medical Supplies	5,500
MED - Office Supplies	1,000
MED - Payroll	55,378
MED - Pre-Diabetic Lab Testing	1,000
MED - Printing	1,000
MED - Telephone Expense	400
MED - Vision Clinic	300
<b>Total for Medical Expenses</b>	<b><u>78,198</u></b>
<b>Program Expenses</b>	-
PROG - Annual Celebration	160
PROG - Computer	-
PROG - Prayer Team Supplies	300
PROG - Program Evaluation	2,500
PROG - Training (MUR)	580
PROG - Volunteer Appreciation (City of Tual)	3,500
PROG - Volunteer Membership (NOVAA)	50
PROG - Volunteer Office Supplies	400
PROG - Volunteer Postage	55
PROG - Volunteer Printing	200
PROG - Volunteer Tracking Software	1,200
PROG - Volunteer Training	-
PROG - Volunteer Travel	600
<b>Total for Program Expenses</b>	<b><u>9,545</u></b>

**Total for Expense**

**283,439**

**Total for Profit and Loss**

**4,061**



<b>2023 Planned Volunteer Costs</b>						
<b>Item</b>	<b>Purpose</b>	<b>Link</b>	<b>Price/Unit</b>	<b>Number of Units</b>	<b>Total</b>	<b>Source</b>
<b>Training &amp; Enrichment Activities</b>						
National Certification Prep Course for Medical Interpreters	To better train Spanish Interpreter volunteers in medical interpretation	<a href="https://interpretersassociates.com/education/continuing-education">https://interpretersassociates.com/education/continuing-education</a>	\$155/person	5	\$775.00	City of Tualatin
CPR/AED (or BLS) Training for both medical and non-medical volunteers	To help medical volunteers meet CPR requirement	<a href="https://www.redcross.org/take-a-class/cpr/cpr-training/cpr-for-healthcare-providers">https://www.redcross.org/take-a-class/cpr/cpr-training/cpr-for-healthcare-providers</a>	\$35/person	20	\$700.00	City of Tualatin
<b>Supplies</b>						
Columbia brand, grey, fleece vest to be worn by volunteers as uniforms, with professional embroidery	To supplement our new fleece vest uniform supply, as needed	<a href="https://www.columbia.com/p/mens-steens-mountain-fleece-vest-1639261.html?dwvar=1639261_color=028">https://www.columbia.com/p/mens-steens-mountain-fleece-vest-1639261.html?dwvar=1639261_color=028</a>	approx \$25/vest	10	\$250.00	BFC
Snacks at each clinic (2x/week). Would like to provide healthier snacks than we have in the past.	So that volunteers can grab a snack before, during or after their shift at the clinic. They are often arriving straight from work.		\$5.00	100	\$500.00	BFC
Branded lanyards for ID badges. These are specially-made with our clinic color and name printed on them.	As we add new volunteers, we need a lanyard and badge for each person. To keep them consistent with the ones we now have, this is the quoted price.	<a href="https://www.positivepromotions.com/">https://www.positivepromotions.com/</a>	\$2.00	100	\$200.00	BFC
<b>Appreciation</b>						
Quarterly Appreciation Gifts	Small, individual gifts for each volunteer.		\$5.00	75	\$375.00	BFC
Branded "swag" to give to outstanding volunteers at various times (and also to help promote our clinic to other potential volunteers)	Examples that have occurred in the past: volunteers who stayed an hour or more later than their shifts to help out with walk-in patients or on special vaccination days.		approx. \$7/item	50	\$350.00	BFC
Enrichment and Team-Building experience for all volunteers	Plan at least one, fun, group event, such as paddling with the Tualatin River Keepers	<a href="http://tualatinriverkeepers.org/river-experiences/river-rentals/rood-bridge">http://tualatinriverkeepers.org/river-experiences/river-rentals/rood-bridge</a>	approx. \$35/canoe, kayak, or paddleboard	approx 15 rentals (more than one person per canoe/kayak)	\$525.00	City of Tualatin
Annual Appreciation Event	Having hosted our first event, we know that \$1350 is the least that we can spend for a casual event. We would therefore like to have a larger budget in order to upgrade for the 2023 event.				\$2,000.00	City of Tualatin
					<b>\$5,675.00</b>	
						<b>City of Tualatin Total: \$4,000.00</b>

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

**MAR 21 2016**

Date:

BORLAND FREE CLINIC  
C/O JOHN GEFFEL  
3550 SW BORLAND ROAD  
TUALATIN, OR 97062-6772

Employer Identification Number:  
46-1070038  
DLN:  
17053007329016  
Contact Person:  
MS. LEE ID# 31208  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
May 15, 2015  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar

Letter 947

BORLAND FREE CLINIC

to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in dark ink, appearing to read "J. Cooper", is written above the typed name.

Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements