

EOYFT: Empowering Our Youth For Tomorrow by STREAMS

EOYFT Overview

EOYFT

Organizational context: EOYFT (Empowering Our Youth For Tomorrow) — CalTekNet Level 5 Collaboration partner. Shared Odoo 19 CE on shec.us with GLHouse. Kenneth Wyrick is technology partner. This section covers board recruitment, CP narrative tied to budget, and the eoyft.org web platform.

Board Recruitment — eoyft.org/jobs

1. [Job description](#),
2. [skills matrix](#),
3. [recruitment pipeline](#),
4. [interview process](#),
5. [onboarding](#).

CP Narrative — Board + Budget

[CP proposal narrative tied to](#)

1. [budget](#).
2. [EOYFT program descriptions](#),
3. [theory of change](#).

Slides Platform — eoyft.org/slides

1. [LibreOffice Impress / Reveal.js](#)
2. [slides served from eoyft.org](#).
3. [Melanie Smith video index](#).

CP Application Survey

1. [Odoo Survey module tracking](#)
2. [the CP proposal process](#).
3. [Questions mapped to CP application sections](#).

Scrummies — CTN Card Game

[Scrabble-Rummy hybrid for CTN methods and system-centric scrum facilitation](#).

Empowering Our Youth for Tomorrow

EIN: 56-2321350 | Los Angeles, California, United StatesPublication 78 Data

Organizations eligible to receive tax-deductible charitable contributions. Users may rely on this list in determining deductibility of their contributions.

On Publication 78 Data List: Yes

Deductibility Code: PC

Auto-Revocation List

Organizations whose federal tax exempt status was automatically revoked for not filing a Form 990-series return or notice for three consecutive years. Important note: Just because an organization appears on this list, it does not mean the organization is currently revoked, as they may have been reinstated.

Exemption Type: 501(c)(3)

Exemption Reinstatement Date: 05-15-2010

Revocation Date: 05-15-2010

Revocation Posting Date: 06-09-2011

Determination Letter

A favorable determination letter is issued by the IRS if an organization meets the requirements for tax-exempt status under the Code section the organization applied.

Final Letter(s)

FinalLetter_56-2321350_EMPOWERINGOURYOUTHFORTOMORROW_08272012_01.tif

Form 990-N (e-Postcard)

Organizations who have filed a 990-N (e-Postcard) annual electronic notice. Most small organizations that receive less than \$50,000 fall into this category.

Tax Year 2025 Form 990-N (e-Postcard)

Tax Year 2024 Form 990-N (e-Postcard)

Tax Year 2023 Form 990-N (e-Postcard)

Tax Year 2022 Form 990-N (e-Postcard)

Tax Year 2021 Form 990-N (e-Postcard)

Tax Year 2020 Form 990-N (e-Postcard)

Tax Year 2018 Form 990-N (e-Postcard)

Tax Year 2017 Form 990-N (e-Postcard)

Tax Year 2016 Form 990-N (e-Postcard)

Tax Year 2015 Form 990-N (e-Postcard)

Tax Year 2013 Form 990-N (e-Postcard)

Board

Board Recruitment Overview

EOYFT

Organizational structure Development System: EOYFT — Empowering Our Youth For Tomorrow | eoyft.org | Los Angeles | CP fiscal sponsorship (Model C) | Technology partner: CalTekNet

Board recruitment for EOYFT serves two purposes: strengthening the organization's governance for CP compliance, and building the advisory network needed for the Level 4→5 collaboration path.

Board of Directors

Members

1. Role definition,
2. term,
3. time commitment,
4. responsibilities,
5. expectations.

Skills Matrix

1. What skills the board needs.
2. Gap analysis against current composition.

Recruitment Pipeline

1. Where to find candidates.
2. Outreach via eoyft.org/jobs,
3. LinkedIn,
4. Quad NC events.

Interview Process

1. Questions,
2. evaluation rubric,
3. reference check,
4. vote procedure.

Board Onboarding

1. Orientation packet,

2. [Odoo access](#),
3. [eXeLearning](#)
4. [board training module](#).

Memembers

Board Member Profile

EOYFT

Board Member — Position Description

Organization: EOYFT (Education of Youth for the Future Today)

Apply at: eoyft.org/jobs

Term: 2 years, renewable

Time commitment: 4–6 hours/month (monthly meeting + committee work)

Compensation: Volunteer (eligible for TimeBank credits via ASNTB)

Role Summary

EOYFT board members provide strategic governance, community connections, and fiduciary oversight for a Boyle Heights-based youth education nonprofit operating under Community Partners fiscal sponsorship. The board supports the organization's mission to advance educational equity through technology and community-driven programs.

Responsibilities

- Attend monthly board meetings (in-person or via video) and annual retreat
- Serve on at least one committee: Finance, Programs, Technology, or Outreach
- Review and approve annual budget and quarterly financial reports
- Support Community Partners reporting requirements (quarterly progress reports)
- Ambassador role — introduce EOYFT to potential partners, funders, and participants
- Participate in annual board self-evaluation
- Support annual fund through personal giving and peer fundraising

What EOYFT Provides to Board Members

- Odoo 19 CE access — board portal for documents, meetings, financials
- eXeLearning board orientation module on exe.caltek.net
- TimeBank credits for board service (ASNTB member orgs)
- Community connections across Quad NC neighborhood councils
- Leadership development through CTN/CTSI network

Skills Matrix

Board Skills Matrix

EOYFT needs a 7-member board for CP compliance. Current: 2 members. Recruiting 5 additional members with the following skill sets prioritized:

Skill Area	Priority	Why EOYFT Needs It	Ideal Background
Legal / Nonprofit Law	Critical	CP compliance, contracts, MOU review, 501(c)3 governance	Attorney, paralegal, legal aid
Finance / Accounting	Critical	Budget approval, financial oversight, CP quarterly reports, audit readiness	CPA, bookkeeper, CFO, nonprofit finance
Education / Youth Programs	Critical	Program design credibility, LAUSD relationships, curriculum review	Teacher, principal, counselor, youth worker
Community Organizing	High	Boyle Heights/South Central networks, Quad NC connections, constituent voice	Neighborhood council member, community organizer
Technology	High	Oversee CTN tech partnership, Odoo governance, data policy	IT professional, developer, digital equity practitioner
Fundraising / Development	High	Grant writing support, donor relationships, CP proposal narrative	Development director, grant writer, major gifts
Marketing / Communications	Medium	Website, social media, eoyft.org/slides content, AzuraCast community radio	Designer, journalist, comms professional

Diversity Requirements (CP Compliance)

- Minimum 3 community members served by EOYFT programs on the board
- At least 51% Boyle Heights / South LA / Greater LA residents
- At least one youth board member (16–24) or youth advisor
- Board reflects demographic composition of community served

Recruitment Pipeline

Recruitment Pipeline

Where to Find Board Candidates

- 1. eoyft.org/jobs (primary)** Post board member description at eoyft.org/jobs. Link from Odoo website module. Track applicants as CRM leads in Odoo. Stage = board pipeline stage.
- 2. Boyle Heights Neighborhood Council** BHNC monthly meetings — Kenneth co-founded, has standing. Announce board recruitment. Target: NC members with legal, finance, or education backgrounds.
- 3. ASNTB TimeBank** TimeBank members are already EOYFT-adjacent. Board service = time credit

- earner. Post in TimeBank newsletter and at monthly time exchange meetings.
- 4. LAUSD Network** Roosevelt High School contacts via Candy Tanamachi (Tutortronics). Teachers, counselors, administrators aligned with youth education mission.
- 5. Community Partners Network** CP has relationships with other fiscally-sponsored projects. Ask CP program officer for warm introductions to board candidates from their network.
- 6. LinkedIn** Post board position. Target: Boyle Heights, East LA, professionals with nonprofit board experience. Use Odoo CRM to track LinkedIn outreach pipeline.

Odoo CRM Pipeline for Board Recruitment

CRM Stage	Action	Odoo activity
Identified	Add to CRM as lead. Tag: board-candidate	Create contact, assign to Kenneth
Contacted	Initial outreach email/phone	Log activity in Odoo. Schedule follow-up.
Interested	Send board member description	Email template from Odoo. Attach JD PDF.
Interview	30-min video call	Calendar event in Odoo. Send interview questions.
Scheduled		
Recommended	Board vote at next meeting	Create meeting agenda item in Odoo.
Elected	Send welcome + onboarding packet	Convert lead to partner. Tag: board-member. Grant Odoo access.

Recruitment Letters – 2-Week Sprint

Board Recruitment Letters + Timeline

BOARD EOYFT

Three recruitment letters for a **2-week board recruitment sprint**. Customize with candidate name and role before sending. Track responses in Odoo CRM → Board Recruitment pipeline.

2-Week Timeline

- Week 1, Day 1 (July 20, 2026) – Send Letter 1** Initial outreach to all identified candidates. Post on eoyft.org/jobs and LinkedIn.
- Week 1, Day 3-5 (July 24) – Follow-up calls** Personal phone call to each candidate. Log contact in Odoo CRM activity.
- Week 2, Day 1 (July 27) – Send Letter 2** Send to interested candidates who haven't responded. Formal invitation to interview.
- Week 2, Day 3 (July 29) – Interviews** 30-minute video calls with interested candidates. Use Odoo Calendar to schedule.
- Week 2, Day 5 (July 31) – Board vote** Emergency board meeting or email vote to elect qualified candidates. Majority vote required per bylaws.

Letter 1 – Initial Outreach

EOYFT – Empowering Our Youth For Tomorrow

Under fiscal sponsorship of Community Partners

Dear [Candidate Name],

I am reaching out on behalf of **EOYFT — Empowering Our Youth For Tomorrow**, a community-based youth education organization rooted in Boyle Heights, Los Angeles. EOYFT operates under fiscal sponsorship of Community Partners and partners with CalTekNet to deliver STREAMS education — integrating Science, Technology, Engineering, Arts, Mathematics, and Social Studies — aligned with California Career Technical Education pathways.

We are currently recruiting community leaders to serve on our Board of Directors. Based on your background in **[relevant field]** and your connection to the Boyle Heights / Los Angeles community, we believe you would be an outstanding addition to our board.

EOYFT board members provide strategic governance, community connections, and fiduciary oversight for our programs. We are specifically seeking a **[role: e.g., Board Treasurer / Legal Advisor / Education Program Member]**. This is a 2-year volunteer position with a time commitment of approximately 4–6 hours per month.

What makes EOYFT distinctive:

- STREAMS curriculum aligned with California CTE pathways — youth earn pathway completion credit
- Entrepreneurship thread — youth launch micro-enterprises using open-source technology tools
- CalTekNet technology partnership — Odoo 19 CE, IIAB offline learning, eXeLearning courseware
- TimeBank partnership — board service earns time credits via ASNTB
- Community Partners fiscal sponsorship — institutional backbone and grant credibility

I would love to schedule a brief 30-minute conversation to tell you more about EOYFT and answer any questions you may have about board service.

Please reply to this email or complete our board interest form at eoyft.org/surveys by **July 24**.

With appreciation,

Kenneth Wyrick

Technology Partner & Founding Member, EOYFT

Founder & Project Director, CalTekNet

kenneth@caltek.net | eoyft.org

Letter 2 — Formal Invitation to Interview

EOYFT — Empowering Our Youth For Tomorrow

Boyle Heights, Los Angeles, CA | eoyft.org

Dear [Candidate Name],

Thank you for your interest in serving on the EOYFT Board of Directors. We are pleased to formally invite you to a **30-minute board candidate interview** with our current board leadership.

The interview will cover:

- EOYFT's mission, programs, and STREAMS curriculum framework
- Board role expectations for the **[position]** seat
- Your relevant experience and vision for the role
- Questions from you about EOYFT governance and board culture

Interview scheduling: Please select a time at eoyft.org [Odoo Calendar link] or reply with your availability during the week of **July 27**.

Before the interview, we encourage you to:

- Review the board member position description at eoyft.org/jobs
- Complete the board application survey at eoyft.org/surveys
- Visit eoyft.org to learn about our programs

We look forward to speaking with you. EOYFT's board plays a critical role in advancing educational equity and economic opportunity for youth in Boyle Heights and across Los Angeles.

Warmly,

[Board Chair Name]

Board Chair, EOYFT

board@eoyft.org | eoyft.org

Letter 3 — Election Notice & Welcome

EOYFT — Empowering Our Youth For Tomorrow

Boyle Heights, Los Angeles, CA | eoyft.org

Dear [New Board Member Name],

On behalf of the EOYFT Board of Directors, I am delighted to inform you that at our board meeting on **July 31**, you were **unanimously elected** to serve as **[role: e.g., Board Treasurer]** of EOYFT — Empowering Our Youth For Tomorrow.

Your term begins immediately and runs through **[end date — 2 years]**, with the option for renewal. Welcome to the EOYFT board.

Your first steps (this week):

1. Sign and return the enclosed Board Member Agreement and Conflict of Interest Policy
2. Complete your Odoo board portal access setup — instructions at eoyft.org/admin/board-portal
3. Complete the eXeLearning Board Orientation module at eoyft.org/training (30 minutes)
4. Add the monthly board meeting to your calendar — [3rd Wednesday, 6:00 PM, via Zoom and in-person at Boyle Heights location]
5. Register with ASNTB TimeBank to begin earning time credits for board service: bhtimebank.org

Your first board meeting as a member will be on **[next meeting date]**. The agenda, financial reports, and board packet will be available in your Odoo board portal at least 3 days in advance.

We are grateful for your commitment to EOYFT and to the youth of Boyle Heights. Together, we are building the community technology infrastructure that will empower the next generation of

entrepreneurs, civic leaders, and changemakers.

With gratitude and excitement,

[Board Chair Name]

Board Chair, EOYFT

board@eoyft.org | eoyft.org

CP Application Survey

CP Application Survey

CP Application Process Survey – Odoo Survey Module

This survey tracks EOYFT's progress through the CP application process. Build it in Odoo → Survey → New Survey. Share link at eoyft.org/cp-survey or embed on the website via Website iFrame module.

Survey Sections (map to CP application sections)

CP Application Section	Survey Question	Odoo field type
Organization Overview	What is EOYFT's primary program focus this grant cycle?	Multiple choice
Board Governance	How many board members does EOYFT currently have?	Numerical
Board Governance	Which board skill areas need to be filled? (select all that apply)	Checkboxes (skills matrix)
Financial Management	Is the annual budget reviewed and approved by the board?	Yes/No
Financial Management	What is the current fiscal year budget total?	Numerical
Program Description	How many youth participants does EOYFT serve annually?	Numerical
Program Description	Which program streams are active this cycle?	Checkboxes
Evaluation	What data collection methods are in place?	Text area
CP Narrative Status	Which narrative sections are complete?	Checkboxes
Submission Readiness	Target submission deadline?	Date (Feb/May/Aug/Nov)

Odoo Setup Steps

1. Create the survey Odoo → Surveys → New → Title: "EOYFT CP Application Readiness Check" Set: Share mode = Public link | Results = Always visible to user

2. Add to eoyft.org Website → New Page → /cp-survey → drag in Survey block → select this survey

3. Track results Surveys → Results → filter by survey → export to CSV for CP report

STREAMS – Learning Thread & CTE Pathways

STREAMS Learning Thread

STREAMS stands for **S**cience, **T**echnology, **R**eadings/wRiting, **E**ngineering, **A**rts, **M**athematics, and **S**ocial Studies – EOYFT's integrated learning framework connecting youth to California Career Technical Education (CTE) pathways with an entrepreneurship thread throughout.

California CTE Alignment

California's CTE is organized into 15 industry sectors. EOYFT's STREAMS curriculum maps to three primary sectors and two secondary sectors, qualifying EOYFT participants for CTE pathway completion credit under Perkins V.

STREAM	CA CTE Sector	CTE Pathway	EOYFT Program
S – Science	Health Science & Medical Technology	Biotechnology / Environmental Science	Hidden Pioneers NASA/Artemis STREAM curriculum
T – Technology	Information & Communication Technologies	Software & Systems Engineering Network Communications	CTN eRider tech training; IIAB offline learning; Odoo skills
R – Reading/wRiting	Arts, Media & Entertainment	Design, Visual & Media Arts Game Design & Interactive Media	AzuraCast community radio; eXeLearning content creation; People's Street Arts Walk
E – Engineering	Engineering & Architecture	Engineering Design Environmental Technology	DroneCap.net inspections; 3D printing (TED ZIM); IoT sensors on IIAB Pi
A – Arts	Arts, Media & Entertainment	Performing Arts / Visual Arts	ATD media production; photobooth; People's Street Arts Walk (Leimert Park)
M – Mathematics	Business & Finance	Entrepreneurship & Business Accounting & Finance	Ma'at Mathematics program; Odoo accounting for youth; TimeBank economics
S – Social Studies	Public Services	Community & Human Services Government & Public Administration	Boyle Heights Neighborhood Council civic participation; TimeBank community economics

Entrepreneurship Thread – Across All STREAMS

California's Business & Marketing CTE sector includes an **Entrepreneurship pathway** that threads through all STREAMS subjects. EOYFT integrates entrepreneurship at every level:

CTE Entrepreneurship Pathway – EOYFT Integration

Foundation courses (MS/HS): Introduction to Business, Financial Literacy

Concentration courses: Entrepreneurship, Digital Marketing, Small Business Management

Capstone: Youth Business Launch – participants develop a micro-enterprise using CTN tools (Odoo website, eXeLearning courseware, TimeBank marketplace)

CA CTE: Business & Marketing – Entrepreneurship Pathway | Perkins V eligible
Technology Entrepreneurship (T-STREAM)

Youth learn to build and operate technology micro-enterprises using open-source tools:

Odoo for CRM and invoicing → IIAB for offline content delivery → eXeLearning for courseware creation
→ AzuraCast for podcast/radio production → DroneCap for aerial inspection services

CA CTE: ICT Sector — Network Communications + Entrepreneurship crossover

Arts Entrepreneurship (A-STREAM)

Community media production as a youth enterprise: Photography (photobooth) → Audio (AzuraCast) → Video (ATD media) → Event production (People's Street Arts Walk) → Digital publishing (eoyft.org/slides)

CA CTE: Arts, Media & Entertainment — Design/Visual Arts + Entrepreneurship

Social Enterprise (S-STREAM Social Studies)

TimeBank as a youth social enterprise: participants earn and spend time credits, learn community economics, and connect to neighborhood council civic participation. Tracks to CP narrative: community benefit, participant outcomes, evaluation data.

CA CTE: Public Services — Community & Human Services Pathway

CTE + CP Narrative & Budget

CTE CP EOYFT

California CTE alignment strengthens the EOYFT Community Partners narrative by connecting programs to state-funded pathways, Perkins V eligibility, and workforce outcome metrics that CP and government funders value.

CP Narrative — STREAMS + CTE Language

Use this language in the CP proposal narrative Program Description section. Replace placeholder text with EOYFT-specific data before submission.

Program Description (CP narrative language):

EOYFT's STREAMS curriculum integrates California Career Technical Education pathways with community-based learning across Boyle Heights and the Quad NC neighborhoods of Los Angeles. Participants in the STREAMS program complete coursework aligned with California CTE industry sectors — including Information & Communication Technologies, Business & Finance (Entrepreneurship), Arts Media & Entertainment, and Public Services — qualifying for CTE pathway completion credit under the federal Perkins V Act.

The program's Entrepreneurship thread enables youth participants to launch micro-enterprises using open-source technology tools provided by CalTekNet: Odoo 19 CE for business management,

eXeLearning for content creation, IIAB for offline knowledge access, and AzuraCast for community media production. Participants gain industry-recognized skills in digital technology, creative media, civic engagement, and business operations — preparing them for postsecondary education and careers in high-demand sectors while remaining rooted in their own communities.

CP Budget — CTE + STREAMS Budget Lines

Budget Line	STREAMS Connection	CTE Sector	Amount Source	
STREAMS Coordinator (part-time)	Manages all 7 STREAMS + CTE pathway tracking	All sectors	\$24,000	Grant request
Technology infrastructure (IIAB nodes)	T-STREAM offline content delivery	ICT	\$4,800	In-kind CTN
Entrepreneurship micro-grants (youth)	M-STREAM business launch fund	Business & Finance	\$5,000	Grant request
Arts media equipment	A-STREAM photobooth + audio production	Arts, Media & Entertainment	\$3,200	Grant request
DroneCap training materials	E-STREAM engineering / inspection skills	Engineering & Architecture	\$2,400	In-kind DroneCap
Odoo business management training	M-STREAM accounting + entrepreneurship	Business & Finance	\$3,600	In-kind CTN
eXeLearning courseware development	R-STREAM content creation / digital literacy	Arts, Media & Entertainment	\$4,800	In-kind CTN
TimeBank coordinator stipend	S-STREAM social enterprise + civic participation	Public Services	\$6,000	Grant request
CP administration (10%)	Fiscal sponsorship fee	—	\$4,900	Deducted from grant
Total in-kind (CTN + DroneCap): \$15,600				
Total grant request: ~\$49,000				
Total program budget: ~\$58,700				

CTE Funding Alignment — Additional Revenue Sources			
Funding Source	Amount range	STREAMS alignment	Notes
CA CTE Incentive Grant (CTEIG)	\$150K–\$300K statewide pool	All STREAMS — multi-sector pathway	Apply through LAUSD partnership; EOYFT as community partner org
Perkins V Local Allocation	Per-LEA allocation	T-STREAM, M-STREAM, E-STREAM	Requires LAUSD or charter school as lead applicant
Golden State Pathways	Competitive grants	Technology + Entrepreneurship	High-wage, high-skill, high-growth pathways — CTN tech qualifies
LA County Workforce Development Board	\$25K–\$100K	M-STREAM entrepreneurship + T-STREAM	Youth workforce development — 16-24 year olds

Slides — eoyft.org/slides

Slides Platform Overview

EOYFT eoyft.org/slides — presentation platform for EOYFT programs, board meetings, and community
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education. Served via LibreOffice Impress exports or Reveal.js hosted on the EOYFT Odoo website.

Sub-pages

Slides Setup — eoyft.org/slides Technical setup: LibreOffice → HTML export → Odoo Website page at /slides.
Amber Melanie Smith — Video Index 350+ nonprofit videos indexed by topic. CTN curriculum application per video.
AMS × CTN Topics Video topics mapped to CTN methods: eRider SWOT, scrummies, system-centric scrum.

Amber Melanie Smith — Video Index

Video Index

AMS **EOYFT**

Amber Melanie Smith — founder of Activate Good, social impact YouTuber, founder of ChangeKit LLC. 85,000+ subscribers, 350+ free nonprofit videos. Channel: youtube.com/@AmberMelanieSmith
Website: ambermelaniesmith.com

These videos form the EOYFT board orientation curriculum and the CTN eRider training foundation. Embed key videos on eoyft.org/slides via **external-website** iDevice (HTTP OK on iiab.localhost; HTTPS required on eoyft.org).

Board Governance

[How to Recruit Strong Board Members](#)

Board member profile, skills matrix, outreach strategy, interview process

CTN application: EOYFT board recruitment pipeline; embed on eoyft.org/jobs

[Board Member Roles and Responsibilities](#)

Legal duties, fiduciary responsibility, meeting attendance, fundraising

CTN application: EOYFT board orientation module in eXeLearning

[How to Run an Effective Nonprofit Board Meeting](#)

Agenda structure, consent calendar, Robert's Rules, board culture

CTN application: EOYFT monthly board meeting template in Odoo Calendar

Fundraising & Grants

[5 Funding Streams for Nonprofits](#)

Grants, individual donors, earned income, corporate sponsors, government contracts

CTN application: EOYFT CP budget narrative — diversified revenue model

[How to Write a Grant Proposal](#)

Needs statement, goals, objectives, evaluation, budget justification

CTN application: CP narrative template — maps directly to CP application sections

[Nonprofit Budget Basics](#)

Income statement, balance sheet, cash flow, budget vs actual

CTN application: Odoo account_financial_report + report_xlsx for board financial packets

Nonprofit Startup & Structure

How to Start a Nonprofit (Step by Step)

Mission, articles of incorporation, bylaws, IRS Form 1023, CP fiscal sponsorship alternative

CTN application: eRider SWOT — org readiness assessment for CP vs direct 501(c)3

Fiscal Sponsorship vs Starting Your Own Nonprofit

Model A vs Model C, pros/cons, when to choose each

CTN application: CP intake session — helps orgs decide between fiscal sponsorship and direct incorporation

Building Nonprofit Infrastructure

Systems, processes, technology, policies — what "infrastructure" means for a small nonprofit

CTN application: CTN eRider tech assessment — Odoo, IIAB, eXeLearning as infrastructure

Community & Partnerships

How to Build Nonprofit Partnerships

Finding partners, MOU structure, managing the relationship, shared resources

CTN application: FT 5 Levels — partnership progression from networking to collaboration

Volunteer Recruitment and Management

Where to find volunteers, onboarding, retention, recognition

CTN application: ASNTB TimeBank — volunteers earn time credits; track in Odoo HR

Creating a Theory of Change

Inputs, activities, outputs, outcomes, impact — building the logic model

CTN application: EOYFT CP narrative Theory of Change section; maps to Odoo Survey outcomes tracking

AMS × CTN Topics + Scrummies

AMS × CTN Topics

AMS CTN

Amber Melanie Smith Videos × CTN Methods

How AMS video topics map to CTN curriculum modules, system-centric scrums, and scrummies.

AMS Topic	CTN Method	Scrummies Card	eXeLearning iDevice
Board recruitment	eRider intake → CRM pipeline	GOVERN — board skills card	checklist iDevice (board skills matrix)
5 Funding Streams	CP Model A/C decision tree	FUND — revenue stream cards	classify iDevice (drag revenue to model)
Grant writing	CP narrative template + budget alignment	GRANT — sections of a proposal	form iDevice (fill-in narrative sections)
Fiscal sponsorship	CP Model C intake session	SPONSOR — model comparison card	trueorfalse iDevice (Model A vs C)
Volunteer management	TimeBank skills exchange	EXCHANGE — time credit cards	relate iDevice (skill to time credit)
Nonprofit infrastructure	CTN tech stack deployment	BUILD — Odoo + IIAB + eXe cards	scrambled-list iDevice (install order)
Partnerships	FT 5 Levels of Affiliation	COLLAB — level progression cards	classify iDevice (drag org to level)
Theory of Change	SWOT → CP narrative logic model	IMPACT — inputs/ outputs/outcomes	relate iDevice (connect inputs to outcomes)

Scrummies — CTN Card Game

Scrummies is the CTN facilitation card game — part Scrabble (word/concept building), part Rummy (set collection and sequence building). Cards are used in system-centric scrum sessions, eRider SWOT facilitation, and board governance workshops.

Card Suits (matched to CTN domains)

Suit	Domain	Card examples
GOVERN ♦	Board governance	QUORUM, BYLAW, FIDUCIARY, COMMITTEE, TERM LIMIT, CONFLICT OF INTEREST
FUND ♠	Revenue streams	GRANT, DONOR, EARNED INCOME, IN-KIND, CORPORATE, GOVERNMENT
BUILD ♣	Technology infrastructure	ODOO, IIAB, EXE, SWARM, PORTAINER, TUNNEL, POSTGRES
COLLAB ♥	Collaboration (FT levels)	NETWORK, COOPERATE, COORDINATE, COALITION, COLLABORATE

How to Play (scrum edition)

1. Deal 7 cards per player (or team in scrum setting)
2. Each round: place a card on the sprint board face-up and explain its application to the current org challenge
3. Score points for: valid explanation (2pts), connecting to another card already played (3pts), completing a set of 3 same-suit cards (5pts — a "scrummy")
4. Wild card = SWOT — can substitute for any card but requires the player to complete a SWOT statement for the org
5. Sprint ends when any player empties their hand or the deck runs out
6. Winning set = highest score + at least one scrummy (complete set)

System-Centric Scrum Integration

Use scrummies as the sprint planning tool for CTN eRider sessions:

- **Sprint review:** each team lays down cards representing completed work
- **Retrospective:** draw 2 cards each — discuss what fits the current sprint vs next
- **Backlog grooming:** organize cards into suits to prioritize by domain
- **Standup:** each person plays one card = what they worked on yesterday

501(c)3 Administration — Membership & Governance

501(c)3 Administration via Membership

EOYFT 501(c)3

This section covers the administrative structure for operating EOYFT as a member-governed 501(c)3 organization under Community Partners fiscal sponsorship. **Louis Harris** is the designated contact for providing bylaws, articles of incorporation, and related governance documents.

Documents Required from Louis Harris

Action item for Louis Harris: Please provide the following documents to Kenneth Wyrick (kenneth@caltek.net) by **[date to be set]**. These are required for CP compliance and for publishing the EOYFT governance structure at eoyft.org/admin.

Document	Purpose	Status	Where Published
Articles of Incorporation	Establishes EOYFT as a California nonprofit public benefit corporation	△ Requested from Louis Harris	eoyft.org/admin/articles
Bylaws (current version)	Governs board composition, officers, meetings, voting, committees	△ Requested from Louis Harris	eoyft.org/admin/bylaws
IRS Determination Letter (501(c)3)	Proof of tax-exempt status for donors and funders	△ Requested from Louis Harris	eoyft.org/admin/tax-exempt
CP Fiscal Sponsorship Agreement	Defines EOYFT's relationship with Community Partners (Model C)	△ Requested from Louis Harris or CP	Internal only — board members
Current Board List (names + terms)	Required for CP reporting and governance transparency	△ Requested from Louis Harris	eoyft.org/board
Conflict of Interest Policy	Required by IRS for all 501(c)3 organizations	△ Requested or draft needed	eoyft.org/admin/policies
Whistleblower Policy	Best practice; required by some funders	△ Draft needed	eoyft.org/admin/policies
Document Retention Policy	Required for IRS compliance	△ Draft needed	eoyft.org/admin/policies
EIN (Employer Identification Number)	Tax ID — needed for Odoo accounting, bank accounts, grants	△ Confirm with Louis Harris	Internal — treasurer only
Most recent Form 990 or 990-N	Annual IRS filing — public record	△ Requested from Louis Harris	eoyft.org/admin/990

Membership Structure for eoyft.org

EOYFT operates as a **member-governed organization** with three tiers:

Tier	Who	Rights	Odoo role
Board Members	7 elected directors (currently recruiting 5)	Voting, governance, financial oversight	Internal User (full access)
Program Members	EOYFT program participants, alumni, volunteers	Advisory, event participation, newsletter	Portal User (limited)
Community Members	Quad NC community supporters	Newsletter, event notification, annual meeting	Contact (no login)

eoyft.org/admin — Page Structure

URL	Content	Access
/admin	Administration home — links to all governance documents	Public
/admin/bylaws	Current bylaws (PDF + HTML)	Public
/admin/articles	Articles of Incorporation (PDF)	Public
/admin/tax-exempt	IRS Determination Letter	Public
/admin/990	Form 990 filings	Public
/admin/policies	COI, Whistleblower, Document Retention	Public
/admin/board-portal	Board minutes, financials, agendas (Odoo login required)	Board members only
/admin/members	Member directory and program records (Odoo portal)	Members (portal login)

Odoo Setup for Membership Administration

- 1. Enable Members module** Odoo → Apps → search "Members" → Install
This creates /members pages on eoyft.org automatically via Website integration.
- 2. Create membership tiers** Members → Configuration → Membership Products
Create: Board Member (free), Program Member (free), Community Member (free)
- 3. Link governance docs to website** Website → New Page → /admin
Upload PDFs via Attachments. Link each doc from the /admin index page.
- 4. Configure board portal** Settings → Users → each board member → assign Internal User
Documents folder: Board → shared with all board members

Organizational Readiness & Solvency

Solvency Checklist + Immediate Actions

EOYFT 501(c)3

Checklist for establishing EOYFT as a solvent, efficiently managed organization ready for Community Partners fiscal sponsorship compliance, funder due diligence, and public accountability via eoyft.org/admin.

Organizational Readiness — Master Checklist

Category	Item	Source	Status
Legal Foundation	Articles of Incorporation (CA)	Louis Harris	⚠ Requested
	Bylaws (current, board-approved version)	Louis Harris	⚠ Requested
	IRS 501(c)3 Determination Letter	Louis Harris / IRS	⚠ Requested
	EIN confirmed	Louis Harris	⚠ Confirm
Governance	Board of 7 elected directors	Current recruitment	⚠ 5 seats open
	Officers elected (Chair, Vice Chair, Treasurer, Secretary)	Board vote	⚠ Pending board
	Conflict of Interest Policy signed by all board members	Draft + Louis Harris review	⚠ Draft needed
	Board meeting minutes from last 12 months	Louis Harris / Secretary	⚠ Requested
Financial	Bank account in EOYFT name (or CP managed)	CP or EOYFT board	⚠ Confirm
	Annual budget approved by board	Treasurer + board	⚠ Pending treasurer
	Most recent Form 990 or 990-N filed	Louis Harris / CP	⚠ Requested
	Odoo accounting configured for EOYFT	CTN / Kenneth	✓ Live on shec.us
Programs	STREAMS curriculum documented	This elpx + eXeLearning	✓ In progress
	CTE pathway alignment documented	This elpx	✓ Documented
	Participant outcome tracking in Odoo	CTN / Kenneth	⚠ Configure Survey module
Technology	eoyft.org website live with /jobs, /surveys, /admin	CTN Odoo website module	⚠ /jobs pending jobs import
	Odoo 19 CE configured (shec.us)	CTN / Kenneth	✓ Live
	Board portal (Odoo Documents)	CTN / Kenneth	⚠ Configure Documents module
CP	CP fiscal sponsorship agreement signed	Louis Harris / CP	⚠ Requested
Compliance	CP quarterly report template set up in Odoo	CTN / Treasurer	⚠ After treasurer elected

Immediate Actions (next 2 weeks)

Kenneth → Louis Harris (this week) Email Louis Harris requesting: Articles, Bylaws, IRS Letter, EIN, 990, board minutes, CP agreement. Set deadline: [date]. Offer to scan/digitize if physical documents only.

Kenneth → Board Recruitment (this week) Send Letter 1 to all identified candidates. Post on eoyft.org/jobs, LinkedIn, BHNC. Log all candidates in Odoo CRM → Board Recruitment pipeline.

Kenneth → Odoo (this week) Enable Recruitment module on 19.caltek.net/eoyft database. Import eoyft-board-positions.csv. Enable Members module. Configure /jobs and /surveys pages on eoyft.org.

Board (Week 2) Interview candidates via video. Emergency board vote to elect new members. Send Letter 3 to elected members. First full board meeting: approve budget, elect officers, sign COI policies.

