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January 2009

Dear Nonprofit or Community Service Organization:

On Thursday, March 5, 2009, The Bell Tower Foundation and its community partners invite you to participate in a regional community needs assessment summit being sponsored by the County of Orange and held in collaboration with the City of Rancho Santa Margarita. This initiative is called the Southeast Orange County Nonprofit Summit and Community Service Expo.

The Summit will be held at the Bell Tower Regional Community Center (in Civic Plaza) from 2:00 pm until 5:00 pm followed by the Community Service Expo from 5:00 pm until 7:30 pm.

The purposes of the Summit and Expo are:

- To collectively, as a group of nonprofits (NPOs) and community service organizations (CSOs), conduct a community needs assessment enumerating which cultural, recreational, human service and community service needs are/are not being met in southeast Orange County
- To provide an opportunity for the general public to participate in the community needs assessment
- To gain an understanding of which NPOs and CSOs are serving southeast Orange County (and which are needed based on the results of the assessment)
- To open a dialogue among the NPOs and CSOs to strengthen our community, provide opportunities for collaboration and to avoid duplication of services
- To directly introduce the various NPOs and CSOs to each other and the community-at-large to encourage the general public to help organizations serving our region meet the community's needs
- To encourage the community-at-large to participate in volunteerism and philanthropy with these NPOs and CSOs to meet our communities needs as defined by the assessment
- To compile information for a comprehensive on-line directory of all NPOs and CSOs serving southeast Orange County by using data obtained from the NPOs, CSOs and community-at-large participating in the Summit and Expo

For the event, your organization will be provided: one 7' table and two chairs. You may bring your own table linen or ask that The Bell Tower Foundation provide one for you in the space provided on the "General Information Questionnaire." You may also indicate if you will need electricity (limited availability).

We ask that you arrive at the community center between 12:00 pm and 1:00 pm in order to set up your display materials and get ready to participate in the Summit. Lunch will not be provided, but you will have access to water and some light snacks throughout the event.

Within this packet, you will find a "General Information Questionnaire" which is a preliminary step in participating in the Summit and Expo. Please fill out the questionnaire as completely and as detailed as possible. The questionnaire should be returned to the Foundation by 02/10/09. Information from this questionnaire may be used in preparing the community needs assessment as well as the "On-line Resource Guide" which will be made available to the general public.

Once your "General Information Questionnaire" is received, The Bell Tower Foundation will contact you to confirm your participation and answer any remaining questions you may have. Once your participation is confirmed, you will receive the Summit and Expo packet electronically.

In an effort to be as inclusive as possible, if you are aware of any NPOs or CSOs who have not been invited to participate in this summit and expo, please feel free to direct them to the Bell Tower Foundation. If you have questions or comments regarding any aspect of the Summit or Expo, please do not hesitate to contact me at 949.216.9700 extension 1253 or me via e-mail at nicka@belltowerfoundation.org.

Sincerely,



James C. Bastian, Jr., Chairman
Southeast OC Nonprofit & Community Services
Summit and Expo



Nick Alivojvodic
Executive Director
The Bell Tower Foundation