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Part III Statement of Program Service Accomplishments (See the instructions for Part III)		Expenses (Required for 501(c)(3) and (4) organizations and 4947(a)(1) trusts, optional for others)	
What is the organization's primary exempt purpose? F I R S T I S A C O M M U N I T Y B E N E F I T O R G A N I Z A T I O N (SEE NOTE)			
Describe what was achieved in carrying out the organization's exempt purposes. In a clear and concise manner, describe the services provided, the number of persons benefited, or other relevant information for each program title			
28 COMMUNITY PARENT RESOURCE CENTER PROVIDED ASSISTANCE TO FAMILIES THROUGH WORKSHOPS, ONE ON ONE TRAINING, PHONE CALLS AND ATTENDING TEAM MEETINGS FUNDED BY THE DEPARTMENT OF EDUCATION, THE PROJECT ASSISTED OVER (Grants \$) If this amount includes foreign grants, check here . . . ☐		28a	322,729
29 3,000 FAMILIES FOR MORE INFORMATION, PLEASE SEE ATTACHED THE SUNSHINE PROJECT, A SMART START FUNDED PRESCHOOL INTERVENTION & INCLUSION ACTIVITY ADMINISTERED BY F I R S T WORKED IN 38 CHILD CARE PROGRAMS WITH (Grants \$) If this amount includes foreign grants, check here . . . ☐		29a	
30 135 EARLY CHILDHOOD EDUCATORS 106 CHILDREN WERE REFERRED TO THE SUNSHINE PROJECT BY CHILD CARE PROVIDERS OR FAMILIES DUE TO SOCIAL, EMOTIONAL, AND/OR BEHAVIORAL ISSUES. FOR MORE PROJECTS, SEE ATTACHED (CONTINUED) (Grants \$) If this amount includes foreign grants, check here . . . ☐		30a	
31 Other program services (attach schedule) (Grants \$) If this amount includes foreign grants, check here . . . ☐		31a	
32 Total program service expenses (add lines 28a through 31a)		32	322,729

Part IV List of Officers, Directors, Trustees, and Key Employees. List each one even if not compensated (See the instructions for Part IV)				
(a) Name and address	(b) Title and average hours per week devoted to position	(c) Compensation (If not paid, enter -0-.)	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
See Additional Data Table				

Part VOther Information (Note the statement requirements in the instructions for Part VI.)		Yes	No		
33	Did the organization engage in any activity not previously reported to the IRS? If "Yes," attach a detailed description of each activity	33	No		
34	Were any changes made to the organizing or governing documents but not reported to the IRS? If "Yes," attach a conformed copy of the changes	34	Yes		
35	If the organization had income from business activities, such as those reported on lines 2, 6a, and 7a (among others), but not reported on Form 990-T, attach a statement explaining your reason for not reporting the income on Form 990-T				
a	Did the organization have unrelated business gross income of \$1,000 or more or 6033(e) notice, reporting, and proxy tax requirements?	35a	No		
b	If "Yes," has it filed a tax return on Form 990-T for this year?	35b			
36	Was there a liquidation, dissolution, termination, or substantial contraction during the year? If "Yes," complete applicable parts of Schedule N	36	No		
37a	Enter amount of political expenditures, direct or indirect, as described in the instructions ▶ <table><tr><td>37a</td><td></td></tr></table>	37a			
37a					
b	Did the organization file Form 1120-POL for this year?	37b	No		
38a	Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee or were any such loans made in a prior year and still unpaid at the start of the period covered by this return?	38a	No		
b	If "Yes," complete Schedule L, Part II and enter the total amount involved	38b			
39	501(c)(7) organizations. Enter				
a	Initiation fees and capital contributions included on line 9	39a			
b	Gross receipts, included on line 9, for public use of club facilities	39b			
40a	Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under section 4911 ▶ _____, section 4912 ▶ _____, section 4955 ▶ _____				
b	Section 501(c)(3) and (4) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year or did it become aware of an excess benefit transaction from a prior year? If "Yes," complete Schedule L, Part I.	40b	No		
c	Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958 ▶ _____				
d	Enter amount of tax on line 40c reimbursed by the organization ▶ _____				
e	All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction?	40e	No		
41	List the states with which a copy of this return is filed ▶ _____				
42a	The books are in care of ▶ FIRST _____ Telephone no ▶ (828) 277-1315 PO BOX 802 Located at ▶ ASHEVILLE, NC _____ ZIP + 4 ▶ 28802				
b	At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)? If "Yes," enter the name of the foreign country ▶ _____ See the instructions for exceptions and filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts .	42b	No		
c	At any time during the calendar year, did the organization maintain an office outside of the U S ? If "Yes," enter the name of the foreign country ▶ _____	42c	No		
43	Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 —Check here ▶ ☐ and enter the amount of tax-exempt interest received or accrued during the tax year ▶ <table><tr><td>43</td><td></td></tr></table>	43			
43					
44	Did the organization maintain any donor advised funds? If "Yes", Form 990 must be completed instead of Form 990-EZ.	44	No		
45	Is any related organization a controlled entity of the organization within the meaning of section 512(b)(13)? If "Yes", Form 990 must be completed instead of Form 990-EZ.	45	No		

Part VI

Section 501(c)(3) organizations only. All section 501(c)(3) organizations must answer questions 46-49 and complete the tables for lines 50 and 51.

46	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? If "Yes," complete Schedule C, Part I	Yes	No
47	Did the organization engage in lobbying activities? If "Yes," complete Schedule C, Part II		No
48	Is the organization operating a school as described in section 170(b)(1)(A)(ii)? If "yes," complete Schedule E		No
49a	Did the organization make any transfers to an exempt non-charitable related organization?		No
b	If "Yes," was the related organization(s) a section 527 organization?		
50	Complete this table for the five highest compensated employees (other than officers, directors, trustees, and key employees) who received more than \$100,000 of compensation from the organization. If there are none, enter "None."		

(a) Name and address of each employee paid more than \$100,000	(b) Title and average hours per week devoted to position	(c) Compensation	(d) Contributions to employee benefit plans & deferred compensation	(e) Expense account and other allowances
NONE				
Total number of other employees paid over \$100,000	0			

51	Complete this table for the five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there are none, enter "None."				
(a)	Name and address of each independent contractor paid more than \$100,000	(b)	Type of service	(c)	Compensation
	NONE				
Total number of other independent contractors receiving over \$100,000		0			

Please Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.				
	***** Signature of officer		2010-05-21 Date		
Paid Preparer's Use Only	Preparer's signature STEPHEN CORLISS CPA		Date 2010-06-07	Check if self-employed ☒	Preparer's PTIN (See Gen. Inst. X)
	Firm's name (or yours if self-employed), address, and ZIP + 4 CORLISS & SOLOMON PLLC 242 CHARLOTTE STREET SUITE 1 ASHEVILLE, NC 28801				EIN Phone no. (828) 236-0206
	May the IRS discuss this return with the preparer shown above? See instructions. ☒ Yes ☐ No				

SCHEDULE A

(Form 990 or 990EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

To be completed by all section 501(c)(3) organizations and section 4947(a)(1) nonexempt charitable trusts.
Attach to Form 990 or Form 990-EZ. See separate instructions.

OMB No 1545-0047

2008

Open to Public Inspection

Name of the organization FIRST	Employer identification number 56-2278402
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Part I Reason for Public Charity Status (to be completed by all organizations) (See Instructions)

The organization is not a private foundation because it is (Please check only **one** organization)

1	☐	A church, convention of churches, or association of churches described in Section 170(b)(1)(A)(i).
2	☐	A school described in Section 170(b)(1)(A)(ii). (Attach Schedule E)
3	☐	A hospital or a cooperative hospital service organization described in Section 170(b)(1)(A)(iii). (Attach Schedule H)
4	☐	A medical research organization operated in conjunction with a hospital described in Section 170(b)(1)(A)(iii). Enter the hospital's name, city, and state
5	☐	An organization operated for the benefit of a college or university owned or operated by a governmental unit described in Section 170(b)(1)(A)(iv). (Complete Part II)
6	☐	A federal, state, or local government or governmental unit described in Section 170(b)(1)(A)(v).
7	☒	An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in Section 170(b)(1)(A)(vi) (Complete Part II)
8	☐	A community trust described in Section 170(b)(1)(A)(vi) (Complete Part II)
9	☐	An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions—subject to certain exceptions, and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975 See Section 509(a)(2). (Complete Part III)
10	☐	An organization organized and operated exclusively to test for public safety See Section 509(a)(4). (See instructions)
11	☐	An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2) See Section 509(a)(3). Check the box that describes the type of supporting organization and complete lines 11e through 11h a ☐ Type I b ☐ Type II c ☐ Type III - Functionally Integrated d ☐ Type III - Other
e	☐	By checking this box, I certify that the organization is not controlled directly or indirectly by one or more disqualified persons other than foundation managers and other than one or more publicly supported organizations described in section 509(a)(1) or section 509(a)(2)
f	☐	If the organization received a written determination from the IRS that it is a Type I, Type II or Type III supporting organization, check this box
g	☐	Since August 17, 2006, has the organization accepted any gift or contribution from any of the following persons? (i) a person who directly or indirectly controls, either alone or together with persons described in (ii) and (iii) below, the governing body of the the supported organization? (ii) a family member of a person described in (i) above? (iii) a 35% controlled entity of a person described in (i) or (ii) above?
h	☐	Provide the following information about the organizations the organization supports

	Yes	No
11g(i)		
11g(ii)		
11g(iii)		

(i) Name of Supported Organization	(ii) EIN	(iii) Type of organization (described on lines 1- 9 above or IRC section (See Instructions))	(iv) Is the organization in col (i) listed in your governing document?		(v) Did you notify the organization in col (i) of your support?		(vi) Is the organization in col (i) organized in the U S ?		(vii) Amount of support?
			Yes	No	Yes	No	Yes	No	
Total									

Part II

Support Schedule for Organizations Described in IRC 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)
(Complete only if you checked the box on line 5, 7, or 8 of Part I.)

Public Support						
Calendar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
1 Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants.")	95,691	90,278	196,881	273,001	281,421	937,272
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 Total. Add line 1-3	95,691	90,278	196,881	273,001	281,421	937,272
5 The portion of total contribution by each person (other than a government unit or publicly supported organization) included on line 1 that exceed 2% of the amount shown on line 11, column (f)						
6 Public Support subtract line 5 from line 4						937,272

Total Support						
Calendar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
7 Amounts from line 4	95,691	8	196,881	273,001	281,421	937,272
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources	6	8	12	20	29	75
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
11 Total Support (Add lines 7 through 10)						937,347
12 Gross receipts from related activities, etc (See instructions)					12	
13 First Five Years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a 501(c)(3) organization, check this box and stop here						☐

Computation of Public Support Percentage		
14 Public Support Percentage for 2008 (line 6 column (f) divided by line 11 column (f))	14	99.990 %
15 Public Support Percentage for 2007 Schedule A, Part IV-A, line 26f	15	99.930 %
16a 33 1/3% Test - 2008. If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	☒	
b 33 1/3% Test - 2007. If the organization did not check the box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and stop here. The organization qualifies as a publicly supported organization	☐	
17a 10% Facts and Circumstances Test - 2008. If the organization did not check a box on line 13, 16a, or 16b and line 14 is 10% or more, and if the organization meets the "facts and circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts and circumstances" test The organization qualifies as a publicly supported organization	☐	
b 10% Facts and Circumstances Test - 2007. If the organization did not check a box on line 13, 16a, 16b, or 17a and line 15 is 10% or more, and if the organization meets the "facts and circumstances" test, check this box and stop here. Explain in Part IV how the organization meets the "facts and circumstances" test The organization qualifies as a publicly supported organization	☐	
18 Private Foundation. If the organization did not check the box on line 13, 16a, 16b, 17a or 17b, check this box and see instructions	☐	

Part IIISupport Schedule for Organizations Described in IRC 509(a)(2)
(Complete only if you checked the box on line 9 of Part I.)

Section A. Public Support						
Calendar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
1Gifts, grants, contributions, and membership fees received (Do not include any "unusual grants ")						
2Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3Gross receipts from activities that are not an unrelated trade or business under section 513						
4Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5The value of services or facilities furnished by a governmental unit to the organization without charge						
6Total Add lines 1-5						
7aAmounts included on lines 1, 2, and 3 received from disqualified persons						
bAmounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of 1% of the total of lines 9, 10c, 11, and 12 for the year or \$5,000						
cTotal of lines 7a and 7b						
8Public Support (Subtract line 7c from line 6)						0

Total Support						
Calendar year (or fiscal year beginning in)	(a) 2004	(b) 2005	(c) 2006	(d) 2007	(e) 2008	(f) Total
9Amounts from line 6						
10aGross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
bUnrelated business taxable income (less section 511 taxes) from businesses acquired after 30 June, 1975						
cAdd lines 10a and 10b						
11Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12Other income Do not include gain or loss from the sale of capital assets (Explain in Part IV)						
13Total Support (Add lines 9, 10c, 11 and 12)						0
14First Five Years If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a 501(c)(3) organization, check this box and stop here						

Computation of Public Support Percentage			
15Public Support Percentage for 2008 (line 8 column (f) divided by line 13 column (f))	15	0 %	
16Public Support Percentage for 2007 Schedule A, Part IV -A, line 27g	16		

Computation of Investment Income Percentage			
17Investment Income Percentage for 2008 (line 10c column (f) divided by line 13 column (f))	17	0 %	
18Investment Income Percentage from 2007 Schedule A, Part IV -A, line 27h	18		
19a33 1/3% Tests - 2008. If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization			
b33 1/3% Tests - 2007. If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3% and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization			
20Private Foundation If the organization did not check a box on line 14, 19a or 19b, check this box and see instructions			

Part IV

Supplemental Information. Complete this part to provide the information required by Part II, line 10; Part II, line 17a or 17b, or Part III, line 12. Provide and any other additional information. (see instructions)

Facts and Circumstances Test

Additional Data

Software ID:
Software Version:
EIN: 56-2278402
Name: FIRST

Form 990EZ, Part IV - List of Officers, Directors, Trustees, and Key Employees

(A) Name and address	(B) Title and average hours per week devoted to position	(C) Compensation (If not paid, enter -0-.)	(D) Contributions to employee benefit plans & deferred compensation	(E) Expense account and other allowances
JANET PRICE-FERRELL PO BOX 802 ASHEVILLE,NC 28802	Executive Director 40 00	29,163		
JANISE DONOVAN PO BOX 802 ASHEVILLE,NC 28802	Chair 1 67	0		
RAY HEMACHANDRA PO BOX 802 ASHEVILLE,NC 28802	Vice Chair 0 83	0		
SARAH MAGRUDER-BARNETT PO BOX 802 ASHEVILLE,NC 28802	Treasurer 0 83	0		
ANGIE COVAN PO BOX 802 ASHEVILLE,NC 28802	Board Member 0 83	0		
MARY FORD PO BOX 802 ASHEVILLE,NC 28802	Board Member 0 83	0		
DR LYNNE REED PO BOX 802 ASHEVILLE,NC 28802	Board Member 0 83	0		
RANDY SHAW PO BOX 802 ASHEVILLE,NC 28802	Board Member 0 83	0		

TY 2008 Other Assets Schedule

Name: FIRST
EIN: 56-2278402

Description	Beginning of Year Amount	End of Year Amount
Grant & Accounts Receivable	23,735	3,035

TY 2008 Other Expenses Schedule**Name:** FIRST**EIN:** 56-2278402

Description	Amount
Conferences & Training	20,132
Family Support & Childcare	2,879
Education & Outreach	25,074
Insurance	3,438
Internet & Webpage	2,920
Marketing	1,231
Mileage Reimbursement	3,430
Miscellaneous Expense	1,504
Office Supplies	7,228
Payroll Service Fees	588
Subscriptions & Books	1,166
Telephone	6,377

TY 2008 Other Liabilities Schedule**Name:** FIRST**EIN:** 56-2278402

Description	Beginning of Year Amount	End of Year Amount
Accounts Payable	2,892	426
Payroll Tax Liabilities	5,458	6,124

TY 2008 Other Revenues Schedule

Name: FIRST
EIN: 56-2278402

Description	Amount
Miscellaneous	424

Bylaws of
F.I.R.S.T.
(Families' Information Resource Support and Technology)

Mission Statement

F.I.R.S.T. is a community benefit organization dedicated to providing information, education, support and advocacy to persons with disabilities, their family and the community.

Article I
Name and Offices

Section 1. Name. . The name of the organization is F.I.R.S.T., previously known as Special Needs F.I.R.S.T., Inc.. F.I.R.S.T. is an acronym for Families' Information, Resource Support, and Technology.

Section 2. Offices. The principal Office of F.I.R.S.T. shall be located in Asheville, North Carolina. F.I.R.S.T. may have such offices at other such places, within the State of North Carolina, as the Board of Directors may from time to time determine, or as the affairs of the corporation may require.

Section 3. Registered Office and Registered Agent. F.I.R.S.T. shall have and continuously maintain in the State of North Carolina, a registered office and a registered agent as required by the North Carolina Not for Profit Corporation Act. The registered office may, but need not be, identical with the principal Office of F.I.R.S.T. and the address of the registered office and may be changed from time to time by the Board of Directors.

Article II
Purpose

Section 1. The purpose and object of F.I.R.S.T. is as follows:

- A. Train families to become effective self-advocates through education and advocacy.
- B. Provide information, guidance and unique support to families of children with disabilities as they access services from the wide array of public, private services and resources.
- C. Focus on the family as a whole, rather than isolating the child with a disability recognizing that families need the same supports no matter the age of their child.
- D. Support persons with disabilities to self determine their lives in areas of education, employment, housing and recreation in our community.

Section 2. Said corporation is organized exclusively for charitable and educational purposes to serve families with persons with disabilities.

Section 3. Notwithstanding any other provision of these articles, this corporation will not carry on any other activities not permitted to be carried on by (a) a corporation exempt from Federal Income tax under Section 501(c) (3) of the Code or (b) a corporation, contributions to which are deductible under Section 170(c) (2) of the Code.

Articles III Officers and their Election

Section 1. Officers. The officers shall be Chairman, Vice Chairman, Secretary, Treasurer and other such offices deemed necessary by the Board. The same person may hold any two or more offices except for the Chairman and the Secretary. The Chairman, Vice-Chairman and Secretary and Treasurer will be elected from the membership of the Board of Directors and shall have full voting privileges. All Officers will be elected yearly in the 3rd quarter (July to September) of the calendar year and shall serve until their respective successors are elected and qualified.

Section 2. Compensation. There shall be no paid officers.

Section 3. Vacancies. Whenever any vacancies shall occur in any office by death, resignation, removal or increase in the number of officers of F.I.R.S.T., or otherwise, the same shall be filled by the Board of Directors by a majority of the remaining directors, though less than a quorum. The Officer so elected shall hold office to fill out the term until his/her successor is chosen and qualified.

Section 4. Duties.

- A. The Chairman shall preside at all Member meetings and Board of Directors meetings. The Chairman may serve as ex-officio member of all committees except the Nominating Committee.
- B. The Vice Chairman shall perform the duties of the Chairman in his/her absence and shall perform such duties as are from time to time assigned to him/her by the Board.
- C. The Secretary shall have custody of and maintain the corporate seal and all the corporate records except the financial funds and financial records. The Secretary shall supply to members of the Board of Directors copies of the minutes of meetings within three (3) weeks and shall perform such duties as are from time to time assigned to him/her by the Board.
- D. The Treasurer shall have custody of and maintain all of the corporation's financial funds and records and shall have a current financial report available at every Board of Directors meeting. He/she shall perform such duties as are from time to time assigned to him/her by the Board. It shall be the responsibility of the Treasurer to prepare the following not later than four (4)

months after the close of each fiscal year and supply such to Board of Directors and Officers of F.I.R.S.T.:

- a. A balance sheet showing in reasonable detail and financial condition of the Corporation as of the close of its fiscal year.
- b. A profit and loss statement showing the results of its operation including all active projects during its fiscal year.

The Treasurer may, with Board's approval work with a Finance Committee. The Treasurer shall be bonded or insured when the actual budget income exceeds \$50,000.

Section 5. Removal. The Board of Directors may remove any Officer elected or appointed by the Board. Whenever, in its judgment the best interests of the F.I.R.S.T. will be served thereby. Removal shall be without prejudice to the contract rights, if any, of the person removed. The Board of Directors may suspend or expel any director upon evidence of material violation of the charter or bylaws, public laws, regulations, or practices of the corporation. Election or appointment of an Officer shall not in or of itself create any contract rights between the Corporation and such Officer.

Section 6. Execution of Corporate. All checks and drafts on, and withdrawals from, the F.I.R.S.T. accounts with banks or other financial institutions, and all bills of exchange, notes and other instruments for the payment of money, drawn, made, endorsed, or accepted by F.I.R.S.T (the "Corporate Instruments"), may be executed on behalf of the F.I.R.S.T. by the Chairman, Treasurer, Executive Director and other person given said power by the Board.

Section 7. Conflict of Interest. The purpose of the conflicts of interest policy is to protect F.I.R.S.T.'s interest when it is contemplating entering in a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Procedures include:

A. Duty to Disclose.

In connection with any actual or possible conflicts or interest, an interested person must disclose the existence of his or her financial interest and all material facts to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement.

B. Determining Whether a Conflict of Interest Exists.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, s/he shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

C. Procedures for Addressing the Conflict of Interest.

After exercising due diligence, the board or committee shall determine whether F.I.R.S.T. can obtain with reasonable efforts a more advantageous transaction or arrangement for a person or entity that would not give rise to a conflict of interest.

Violations of the Conflicts of Interest Policy

If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of such belief and afford the member an opportunity to explain. If, after hearing the response of the member and making such investigation as warranted by the situation, and the board or committee determines that the member has in fact failed to disclose an actual or possible conflict or interest, the board shall take appropriate disciplinary and corrective action as needed to protect the best interest of F.I.R.S.T.

Annual Statements

Each board or committee member with board delegated powers shall annually sign a statement which affirms that they have:

- A. Received a copy of the conflicts of interest policy,
- B. Read and understand the policy,
- C. Agreed to comply with the policy, and
- D. Understand that F.I.R.S.T. is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax exempt purposes.

Article IV

Directors

Section 1. Powers. The Board of Directors shall:

- A. Transact the business of F.I.R.S.T.
- B. Approve the budget upon recommendations of the Treasurer or Executive Director.
- C. Approve all fund-raising campaigns for any project or need.
- D. Employ the Executive Director, if deemed necessary.

Section 2. Number, Tenure, Qualification and Resignation of Directors.

- A. **Number.** The number of Directors of F.I.R.S.T. shall not be less than (8) eight nor more than 14 fourteen as determined by resolution of the Board of Directors from time to time adopted. No less than 51 percent of the Board of Directors will be a parent of children with disabilities up to age 26.

- B. Tenure. Each Board Director shall serve for a minimum term of 2 year. A Director may serve as many terms up to 3 consecutive terms. The terms of the members of the Board of Directors shall be staggered so that during each year no more than approximately one third of terms of the board members then in office shall expire. Upon a board member completing their third consecutive term, s/he shall be ineligible for immediate re-election for a period of one (1) year. After such period of ineligibility ends, the former board member shall again be eligible for election to office.

When a board member fails to complete the term of office to which s/he was elected, the Board of Directors may elect a new member to fill the expired term.

- C. Qualifications. Directors should represent but not be limited to the following categories, a parent or caregiver of a child age birth to 26 with disabilities, an individual with disabilities, an individual certified to work in the fields of special education, related services, and early intervention, or an individual who through personal experience or interest in Mission of the F.I.R.S.T. organization wishes to work on behalf of the organization in a volunteer board capacity.
- D. Resignation. Any Director may resign at any time by filing a written resignation with the Chairman. Should such resignation occur before the end of the board member's term the board may elect another person to fill the expired term.

Section 3. Duties of Directors. All members of the Board of Directors should attend meetings regularly; arrive on time for all Board of Directors and committee meeting; actively participate in meetings by reading the minutes prior to the meeting and understanding matters to be considered; keep informed of F.I.R.S.T. purpose, plans and progress; remember the rights of other members to express their opinions', consider all information and arguments before voting' remembering the parents he/she represents; debate the issues, not person and accept and support any final decisions of the Board of Directors.

Article V **Meetings**

Section 2. Meetings

- A. Board Meetings. F.I.R.S.T. board of directors shall hold their meetings quarterly at such time and place as determined by the Board of Directors.
- B. Special Meeting. Special meetings of the membership may be called by the Chairman of the Board of Directors, twenty-five percent of the current number serving on the Board, or by any Project Director or Executive Director.
- C. Notice of Meeting and Content. Each member shall receive written notice at least two days before the meeting; give notice thereof by any means of communication of each meeting special meeting stating the time, place, and agenda to be considered. A member may waive

notice of such meeting, and the business or purpose of such meeting need not be specified in the waiver.

- D. Quorum and Vote. 51% of the number of board members will constitute a quorum necessary to conduct F.I.R.S.T. business. An act of the majority of at a meeting shall be the considered the action of the board.
- E. Informal Action by Directors and Attendance by Telephone or Wireless Communications: Action taken by a majority of the Directors without a meeting is nevertheless Board action if written consent to the action in question is signed by all the directors and filed with the minutes of the proceedings of the Board, whether done before or after the action taken.

Article VI Committees

Section 1. Committees of the Board. The following committees shall be Standing Committees of the Board of F.I.R.S.T.:

- a. The Executive Committee which consists of the Chairman, Vice-Chairman, Secretary and Treasurer.
- b. The Budget and Audit Committee which shall consist of the Treasurer and at least 1 other board member
- c. The Nominating committee which shall consist of at least 2 board members, excluding the Chairman

Section 2. Authority of Committees.

Each Committee shall have all the authority as provided herein or as provided by the resolution of the Board. However, no Committee shall have the authority to:

- A. Approve or recommend actions or proposals to the Members.
- B. Fill vacancies on the Board of Directors or fill vacancies among the Officers.
- C. Amend the Articles of Incorporation or these Bylaws.

The Board of Directors or the Chairman may designate one or more persons as alternate members of any such Committee, who may replace any absent member of members at any meeting of such Committee, provided the Board of Directors has approved such alternate member.

Section 2. Executive Committee. The Executive Committee is made up of the officers of the Board of Directors to make a total of four (4) members.

Section 3. Standing Committees. Both a Finance and Planning Committee will have a Board Member as chairperson.

Article VII Parliamentary Authority

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" shall govern this organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws.

Article VIII General Provisions

1. **Management of Corporate Funds.** No funds received by donation, bequest or any other means shall be diverted from the use to which they may be assigned by the donor, testator or testatrix, unless said use is contrary to or in conflict with the purposes of the corporation, and no funds shall be used for any purpose other than to effect the purposes of the corporation.
2. **Exempt Activities.** Notwithstanding any other provision of these bylaws, no member, director, officer, employee or representative of this corporation shall take any action or carry on any activity by or on behalf of the corporation unless such activity is permitted to be taken or carried on by an organization exempt from Section 502 © (3) of the Internal Revenue Code and its Regulations as they now exist, or as they may hereafter be amended, or by an organization's contributions to which are deductible under Section 170 © (2) or such Code and Regulations as they now exist or as they may hereafter be amended.
3. **Indemnification.** F.I.R.S.T. will maintain Directors and Officers Insurance and Professional Liability for Board and staff protection. Every person who is or shall be or shall have been a director or officer of the corporation and his personal representative shall be indemnified by the corporation against costs and expenses reasonable incurred by or imposed upon him in connection with or resulting from an action, suit or proceeding to which he may be made a party by reason of his being or having been a director or officer of the corporation or any subsidiary or affiliate thereof, except relation to such matters as to which he shall finally be adjudicated in such action, suit or proceeding to have acted negligently, in bad faith, or to have been liable by reason of willful misconduct in the performance of his duty as such director or officer. "Cost and Expenses" shall include, without limiting the generality thereof, attorney's fees, damages and reasonable amounts paid in settlement. The provisions of this Section shall be in addition to any other rights to which any such director or officer shall be otherwise entitled by law.
4. **Fiscal Year.** Unless otherwise ordered by the Board of Directors, the fiscal year shall begin on the first day of October and end the last day of September.
5. **Amendments:** Except as otherwise provided herein or by the laws of North Carolina, these bylaws may be amended or repealed and new laws may be adopted by two-thirds vote of a quorum of the directors at any meeting of the Board of Directors of F.I.R.S.T. as long as ten (10) days prior notice has been given regarding the changes.
6. **Audits:** The accounts of F.I.R.S.T. will be reviewed or audited by an External CPA and the report will be reviewed by the Board. This activity shall occur within 90 days of the close of the fiscal year. **Conflict of Interest Policy-**

F.I.R.S.T. Board Members: Affirmation of Conflict of Interest Policy

As a member of the Board of Directors of F.I.R.S.T., I affirm that I have read and agreed to the Conflict of Interest policy adopted by F.I.R.S.T. I understand that this affirmation is designed to help directors of F.I.R.S.T. identify situations that present conflicts of interest and to provide F.I.R.S.T. with a procedure which, if observed, will allow F.I.R.S.T. to be in compliance with its duly adopted Conflict of Interest Policy

A conflict of interest arises when there is a transaction between F.I.R.S.T. and--

- One of its board member or a member of his or her family; or
- An entity in which a board member or a member of his or her family has a material financial interest or to which such person owes a fiduciary obligation.

For purposes of the conflict of interest policy, a board member's spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, is considered members of the board member's family.

In the event that it is unclear whether a conflict of interest exists, the individual with a potential conflict shall disclose the circumstances below and Board Chairman, shall determine whether there exists a conflict that is subject to this policy.

Prior to board action on a transaction involving a conflict of interest, a person having a conflict of interest shall disclose to the board all material facts related to the conflict. Such disclosure shall be reflected in the board minutes.

A person having a conflict of interest shall not participate in the board's discussion of the matter, except to disclose material facts and to respond to questions relating to the matter. If the matter is to be voted on by the board, the person with the conflict may not vote on the matter and shall not be counted in determining the presence of a quorum for purposes of the vote. A person having a conflict of interest shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting. Such person with a potential conflict of interest shall be required to leave the board meeting during the discussion of and/or vote on the matter.

Each new board member shall be required to review the Conflict of Interest Policy included in the F.I.R.S.T. Bylaws and sign a copy of this Affirmation. The Conflict of Interests Policy also shall be reviewed and the Affirmation signed annually by each board member.

I have read and understand the Conflict of Interest Policy.

☐

I do not have a conflict of interest that I am aware of with regard to my participation on the Board of Directors of F.I.R.S.T.

☐

I may have a conflict of interest with regard to my participation of the Board of F.I.R.S.T. and willingly disclose it for the board's consideration.

Signature of Board Member

Date

Bylaws of F.I.R.S.T.

Projects of F.I.R.S.T.

Community Parent Resource Center (CPRC)

Funded by Department of Education, Office of Special Education Program goal of CPRC is to ensure that underserved families acquire the tools to access better opportunities for their children, with a particular focus on rural and Latino families. F.I.R.S.T. will work directly with families to 1) Train and support parents to participate meaningfully in decisions during IEP and IFSP meetings, 2) Inform families about available early intervention services, research based programs, resources and procedural safeguards under IDEA, 3) Collaborate with family centered organizations in our region to build partnerships to support the parents' efforts to improve educational outcomes for their child, and 4) Work as a liaison between service providers/educators.

Target: Families with children age birth to 26 with emphasis on Latino and rural families in Buncombe, Haywood, Henderson, Madison, Polk, Rutherford, Transylvania and Yancey.

Budget: \$100,000 per year for total of \$300,000. Funding to September 30, 2010

Staff: Parent Advocates: Janet Price-Ferrell, Kristin Holcombe and Theresa Linsley

Workshop Presenter: Tamiko Murray

Support Staff: Wendy Adamson

The SUNSHINE Project

Funded through a contract with Smart Start of Buncombe County as the Preschool Inclusion Intervention works to support and train childcare providers to include children with disabilities in their natural childcare setting.

Target: Childcare Centers in Buncombe County and children ages birth up to Kindergarten age with any suspected disability, at risk or social emotional issues. The SUNSHINE Project focuses on children who are at risk of losing their "spot" in the center. Also provide to centers, Lunch & Learn training in their setting based on Incredible Years Teacher Training Program.

Budget: \$153,000 per year, funding thru June of 2010. This is the end of the 1 year of the funding cycle but State budget can affect the amount of the contract.

Staff: Childcare Consultant Supervisor: Brooks Davis, MA, ITFS

Childcare Consultants: Emily Aderman Bell, Teresa Roberts, COTA

Childcare Educator: Cameron Kempson, M Ed/Maura Davis, Ph D

Administrative: Janet Price-Ferrell

Support: Wendy Adamson

Incredible Years Parenting Class

Funded through a contract with Smart Start of Buncombe County to provide parent training using the Incredible Years Parenting Class. This project is a special project of North Carolina Partnership for Children (umbrella organization of the Smart Starts of NC) and Prevention Abuse NC. F.I.R.S.T. holds two training sessions per fiscal year of grant, one in fall and one in spring. Childcare and dinner are a requirement of the contract.

Targets: any family in Buncombe County who wants to have a better relationship with their child age 3 to 5 and improve their behaviors. This is not for court referred families. Goal of 12 to 16 parents in each session.

Budget: \$23,480 funding thru June of 2010. Not sure about funding for next year, currently NCPC puts in a large percentage of the local budget. State budget can affect the amount of the contract. There is some possible funding for North Carolina Department of Public Health

Staff: Facilitators: Emily Aderman Bell and Tamiko Murray

Head Start Technical Assistance Contract

Project funded by contract with Community Action Opportunities Corporation, the local Head Start agency to provide similar support in Head Start classroom like SUNSHINE Project but more intensive and also in Madison County classrooms. Head Start assigns staff to centers.

Targets: Only Head Start classrooms in Buncombe and Madison County.

Budget: Up to \$17,000 per school year and renewed each year.

Staff: Cameron Kempson, M Ed

P.L.A.Y. Project Home Consultant Program

Description: Our services are available to children as young as 1 year old who fail to meet developmental milestones, have sensory processing difficulties or difficulties with relating and communicating. Although a diagnosis is not required (and often not given before age 3), we often work with families of children with diagnosis such as PDD-nos, Autism Spectrum Disorder, Aspergers and Sensory Processing Disorder. Our focus is on providing families with the knowledge and training necessary to deliver **intensive** intervention based on the Developmental Individual-differences and Relationship based model created by Dr. Stanley Greenspan, MD. Our services for children with Autism Spectrum Disorders are licensed by The

P.L.A.Y. Project. Our program is available to all families with serious concerns about the development of their children regardless of whether the child has a specific diagnosis or not.

Fee for Service: \$440 per visit usually \$4400 per year includes access to online communication management program.

Staff: Brooks Davis, MA, ITFA and Emily Aderman Bell

*they will be certified after being supervised by P.L.A.Y. Project in Michigan.

Support Services/ Case Management

Providing targeted case management for persons with development disabilities eligible for Medicaid. This is a service billable to Western Highlands Network current billable rate is 5 hours at \$70.00 per hour billed in quarter hours.

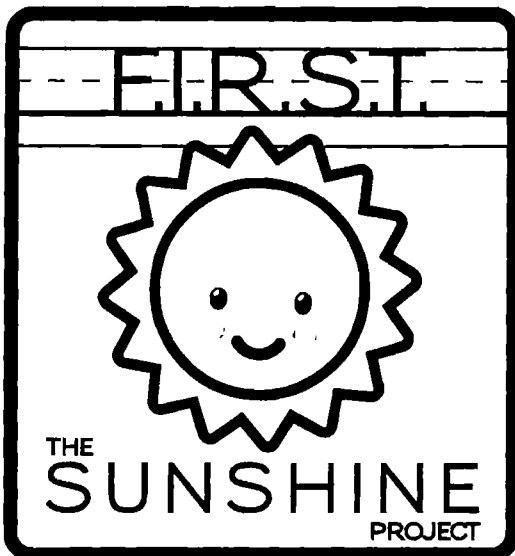
Staff: QP: Mike Brown*

AP: Kristin Holcombe

Translator: Theresa Linsley, Spanish speaking

* Mike Brown resigned to take position with ARC NC started on November 16, 2009. Mike will continue to bill for F.I.R.S.T. until his English speaking clients are transferred, we will split the billable amount as his pay.

Spanish speaking families – Currently F.I.R.S.T. is one of only 2 agencies in WHN that provide TCM for Spanish speaking families. Board needs to look at options to transfer them or continue to serve these families.



In FY 2008 to 2009 The SUNSHINE Project, a Smart Start funded preschool intervention and inclusion activity administered by F.I.R.S.T. worked in 38 child care programs with 135 early childhood educators. 106 children, some at risk for expulsion from child care, were referred to the SUNSHINE Project by child care providers or families due to their social, emotional, behavioral issues.

Through classroom observation, consultation and development of interventions, the SUNSHINE Project's Childcare Consultants supported all 106 children. Every family was involved in services and 51 families received more intensive support. Of the 106 who received services, 105 or 99% successfully maintained their child care placement.



www.firstwnc.org

828.277.1315

How has the SUNSHINE Project Impacted Our Community?

"We read over the materials and have been incorporating many of the tools into our lives away from preschool. It's been a great addition to our reserve of parenting techniques. Thank you again for your time, patience and expertise."

parent of 4 year old referred for behaviors

"As a child care provider that focuses on high quality and children first, we have found the SUNSHINE Project invaluable for many years.....In many cases, the assistance they provide encourages family togetherness and encourages growth in many areas for children and families."

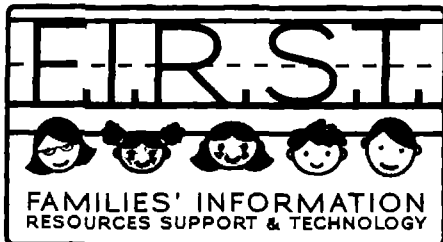
Beth Westmoreland at a 5 star child care center and foster parent of a 3 year old referred for social/emotional issues

"It has been a pleasure collaborating with the SUNSHINE Project. Once a referral is made they are quick to make contact with us and begin classroom observations. The consultants are friendly and knowledgeable about a variety of special needs and local resources.... We look forward to continuing our partnership with them in the future."

Laura Martin at a 5 star child care center

"The SUNSHINE Project was the first agency to take the time to really get to know our daughter ...SUNSHINE staff gave us and the center easy to understand ideas so that we could better support our daughter and the challenges that come with fetal alcohol syndrome."

parent of 3 year old referred for developmental issues



About us

- Train families to become effective self-advocates through education and advocacy.
- Provide information, guidance and unique support to families of children with disabilities as they access services from the wide array of public, private services and resources.
- Focus on the family as a whole, rather than isolating the child with a disability recognizing that families need the same supports no matter the age of their child.
- Support persons with disabilities to self determine their lives in areas of education, employment, housing and recreation in our community.

CONTACT US
www.firstwnc.org
828.277.1315

F.I.R.S.T. is a resource center for families of children with or at risk of disabilities that has been serving families in Western North Carolina since 2002 with over 7,000 contacts with families in the community about special education issues, access to community resources and best practice. Started by a group of parents and professionals with a goal to inform and support families of children with disabilities.

All families qualify for education and training from F.I.R.S.T. but we focus on families with family members with disabilities including developmental delays, physical disabilities, learning disabilities and mental illness. Most of the support to families has been one to one help at the time of crisis or for specific information usually dealing with school issues or accessing community services through state and government agencies.

F.I.R.S.T. services start at birth by supporting and training preschool teachers to include children with disabilities including social/emotional issues in childcare centers through a Smart Start of Buncombe County contract, the SUNSHINE Project. To support children in the school setting, F.I.R.S.T. funded as a Community Parent Resource Center (CPRC), educates and assists parents of children with or at risk and English Language Learners by the US Department of Education, Office of Special Education Programs in western North Carolina counties.

With limited funding for 2008 and 2009 from Western Highlands Network, F.I.R.S.T. ACCESS Project helped families understand how to access public Developmental Disabilities services through individual and group trainings.

With partnerships with Asheville Parks and Recreation and other groups, F.I.R.S.T. is able to offer summer camps for children and youth with a variety of opinions.

By creating collaborations in the community, F.I.R.S.T. looks for projects to fill gaps in the needs of families of persons with disabilities. Services offered in English and Spanish.

F.I.R.S.T.



COMMUNITY
PARENT RESOURCE
CENTER

How has the F.I.R.S.T.
Community Parent
Resource Center
impacted Families in
our Community ?

In FY 2008 to 2009, F.I.R.S.T. Community Parent Resource Center funded by the Department of Education, Office of Special Education Programs provided individual assistance to 1549 families, including attending 97 IEP school team meetings. Parent Advocates worked with 298 Latino families. The issues most commonly addressed with families were about the Special Education process under IDEA law including evaluations for accessing Special Education and discipline issues involving suspensions.

I am so thankful that our family was referred to F.I.R.S.T. through an attorney. We needed the program, but we didn't know what we needed... we just wanted to help our daughter and F.I.R.S.T. helped us figure out what we needed to do and educated us on what the schools should do. Our daughter has been qualified for special education services because of the assistance and help provided by F.I.R.S.T.

Parent of a middle school student

I have been so personally supported by FIRST- not only in the school arena, but emotionally for me to stay strong and focused to meet the needs of my child rather than fall apart and just let time pass. They were very savvy to the particulars of individual schools as well as the process.

Parent of a high school student

F.I.R.S.T.



FAMILIES' INFORMATION
RESOURCES SUPPORT & TECHNOLOGY

I am able to work more closely with the staff. I brag about the F.I.R.S.T. staff that I work with, and recommend them very highly.

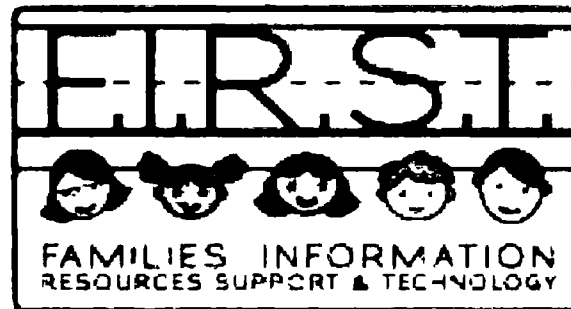
Parent of two elementary school students

The staff was able to stress my son's needs in the school environment. I have able to advocate for my son when problems arose, thank you.

Parent of high school student

www.firstwnc.org

828.277.1315



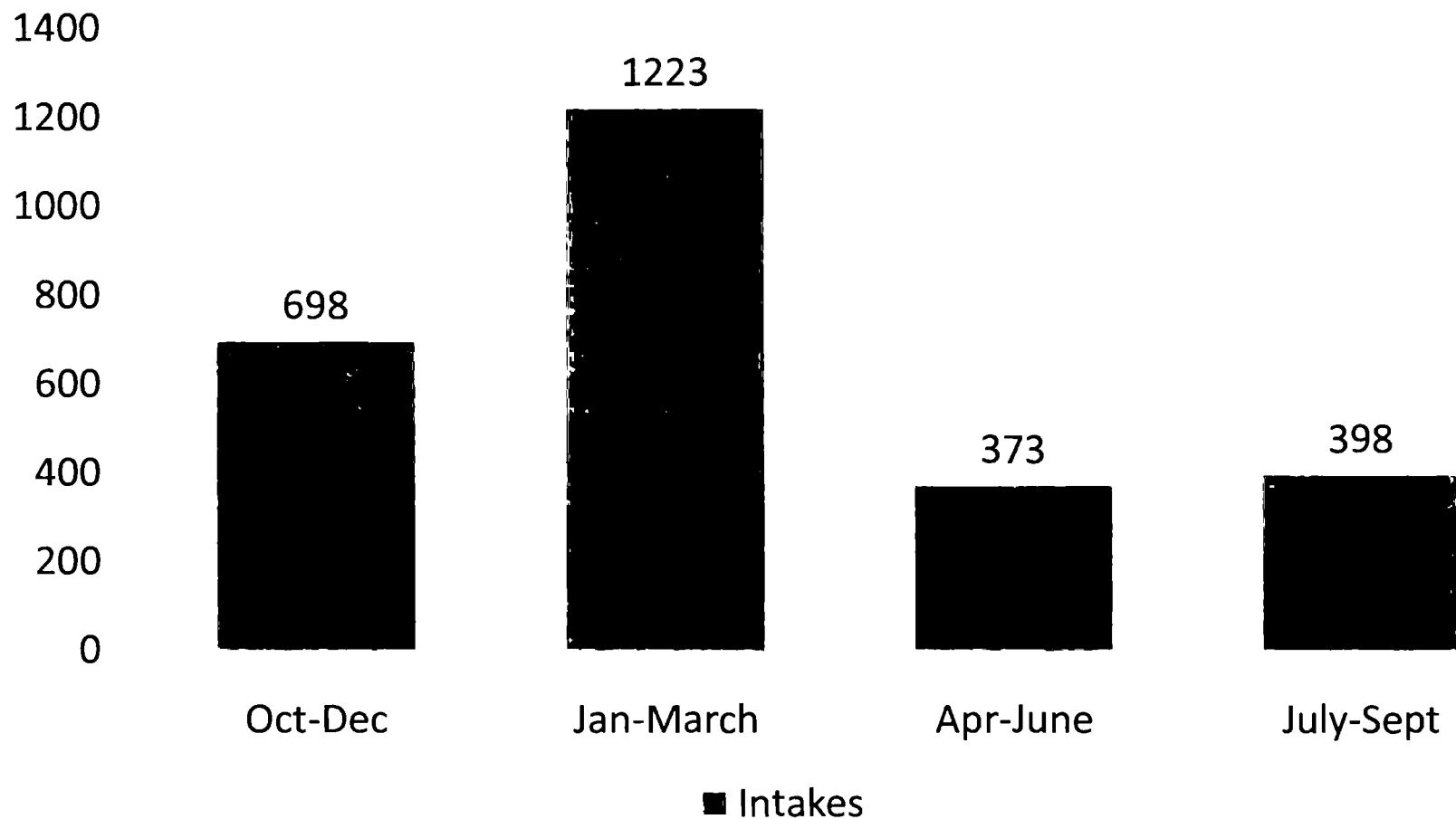
Meeting the Community needs for sons with Disabilities and Persons with Disabilities and related by providing Education and Advocacy to Families

Goals and Performance Measures, of all Projects and Financial Reports

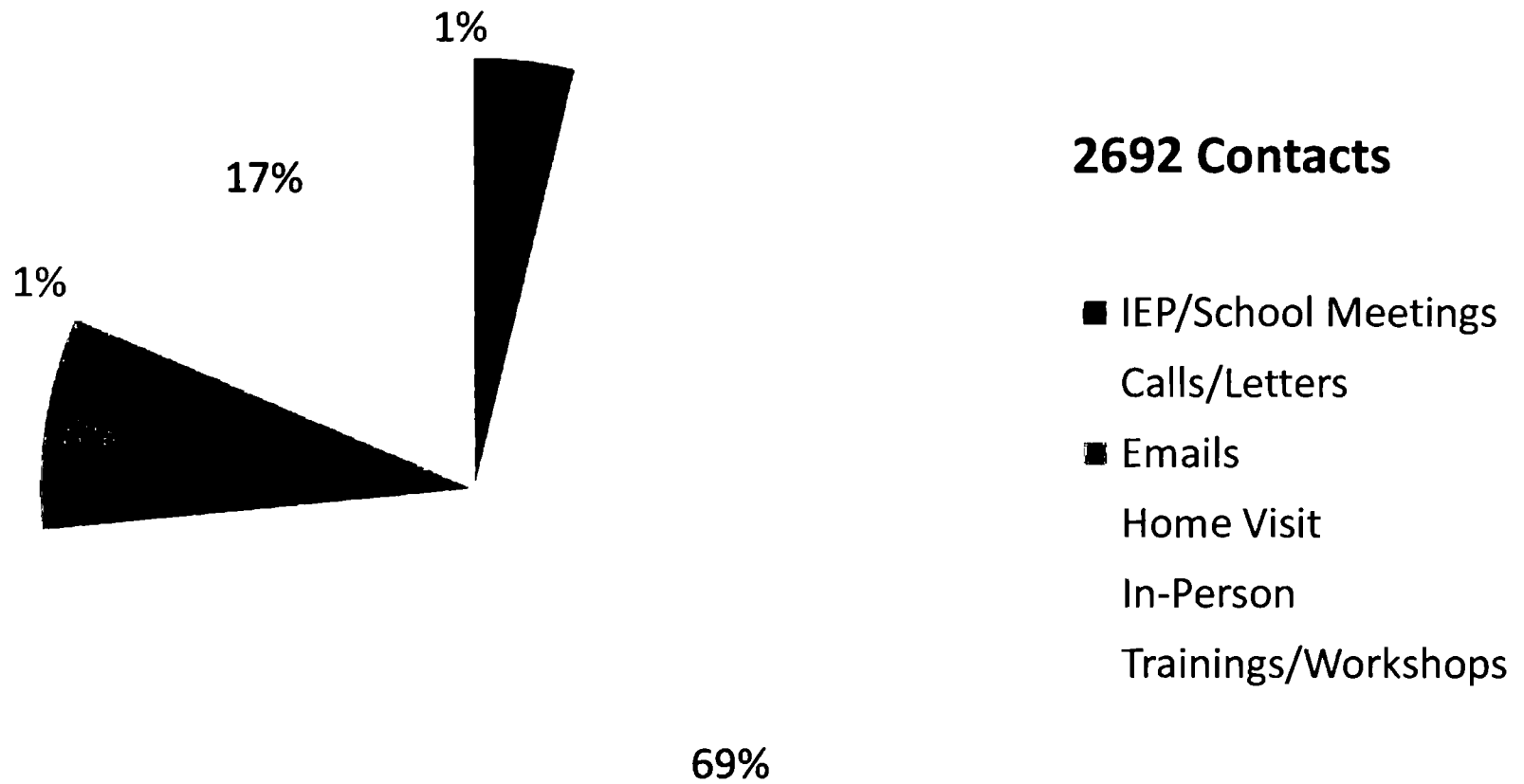
October 1, 2008 to September 30, 2009

Quarterly Intake - All Projects

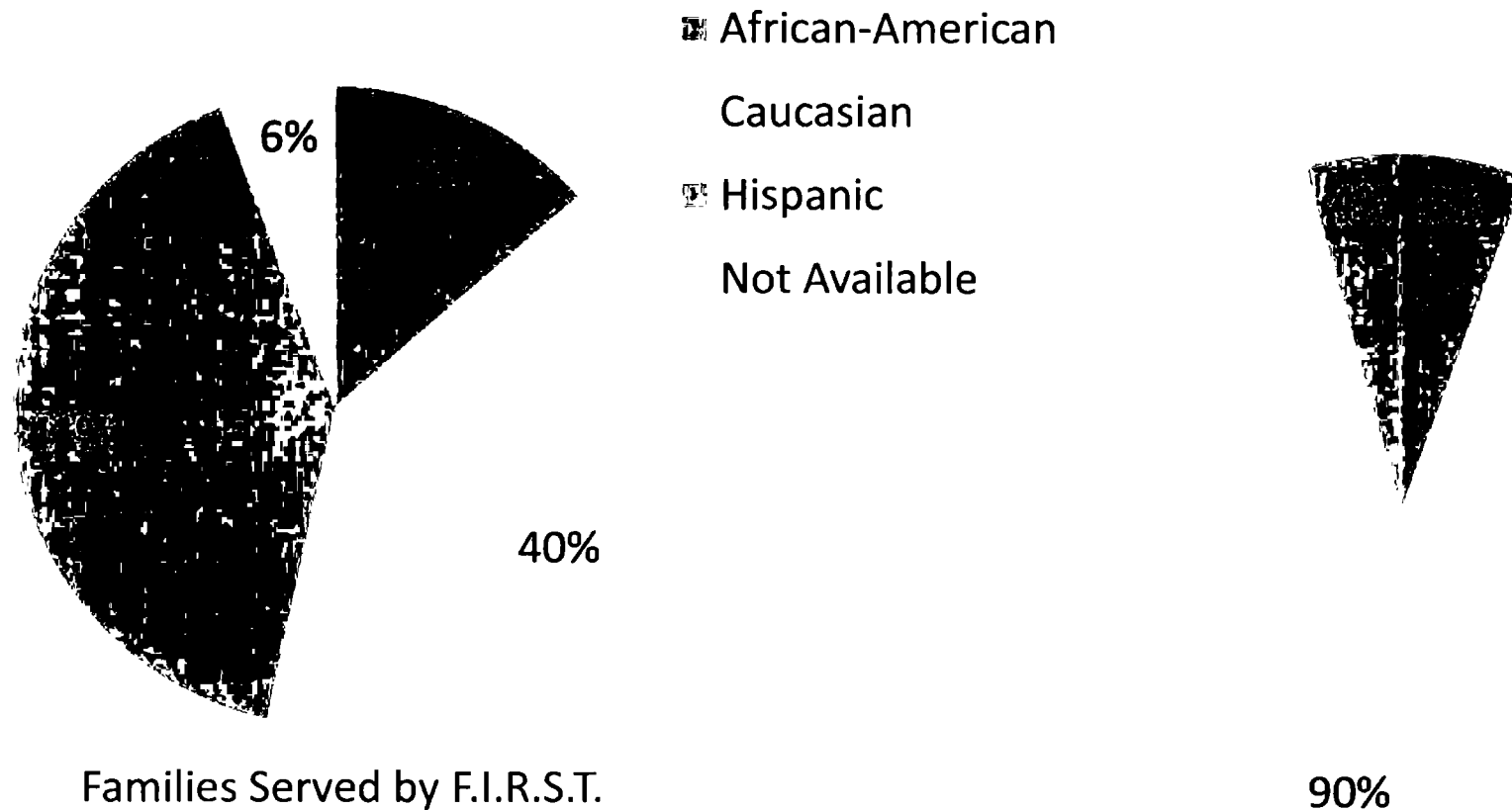
Data collected October 1, 2008 to September 30, 2009



How Contact was Made - All Projects



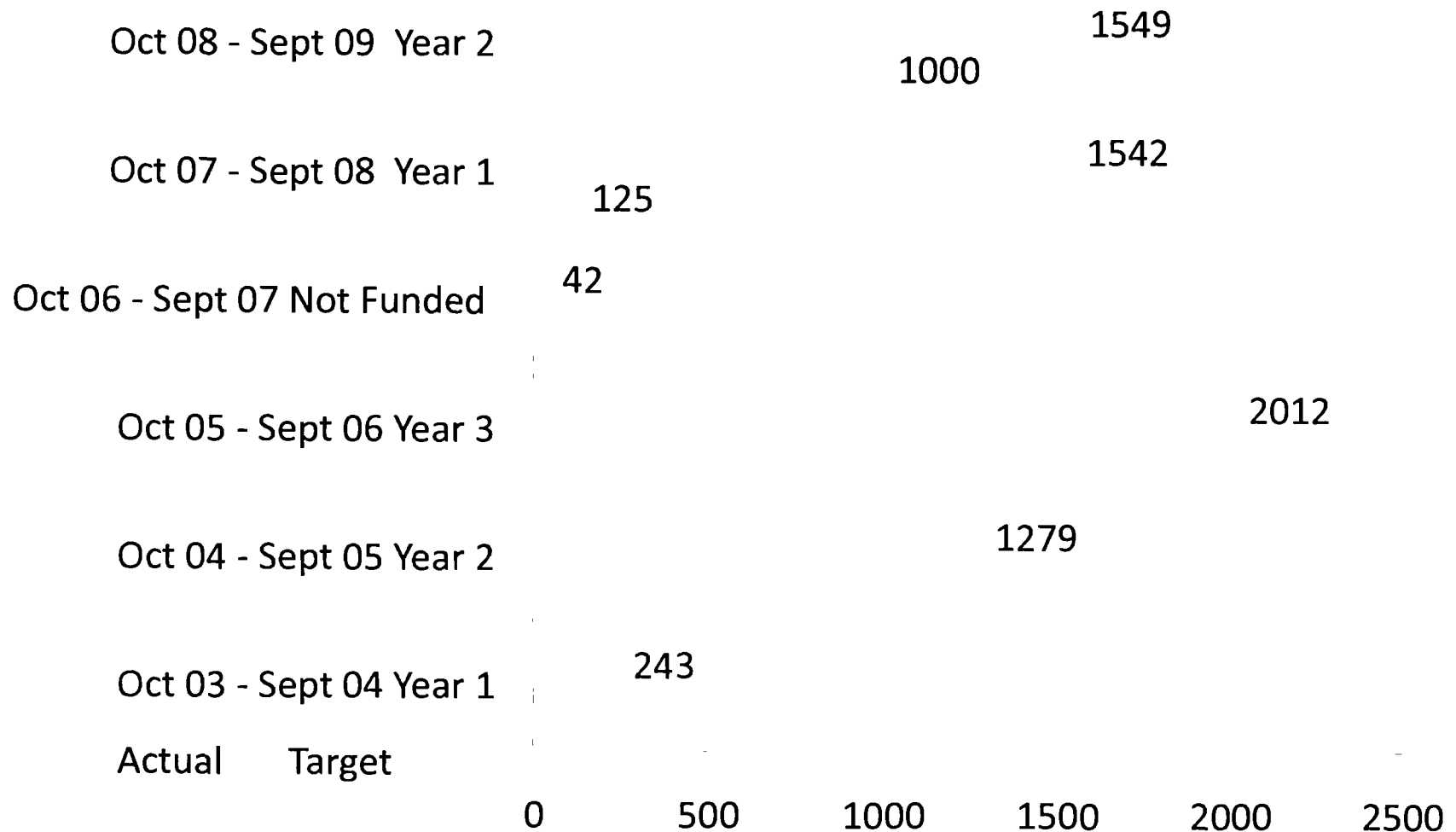
Multicultural Breakdown



CPRC - Individual Assistance to Families

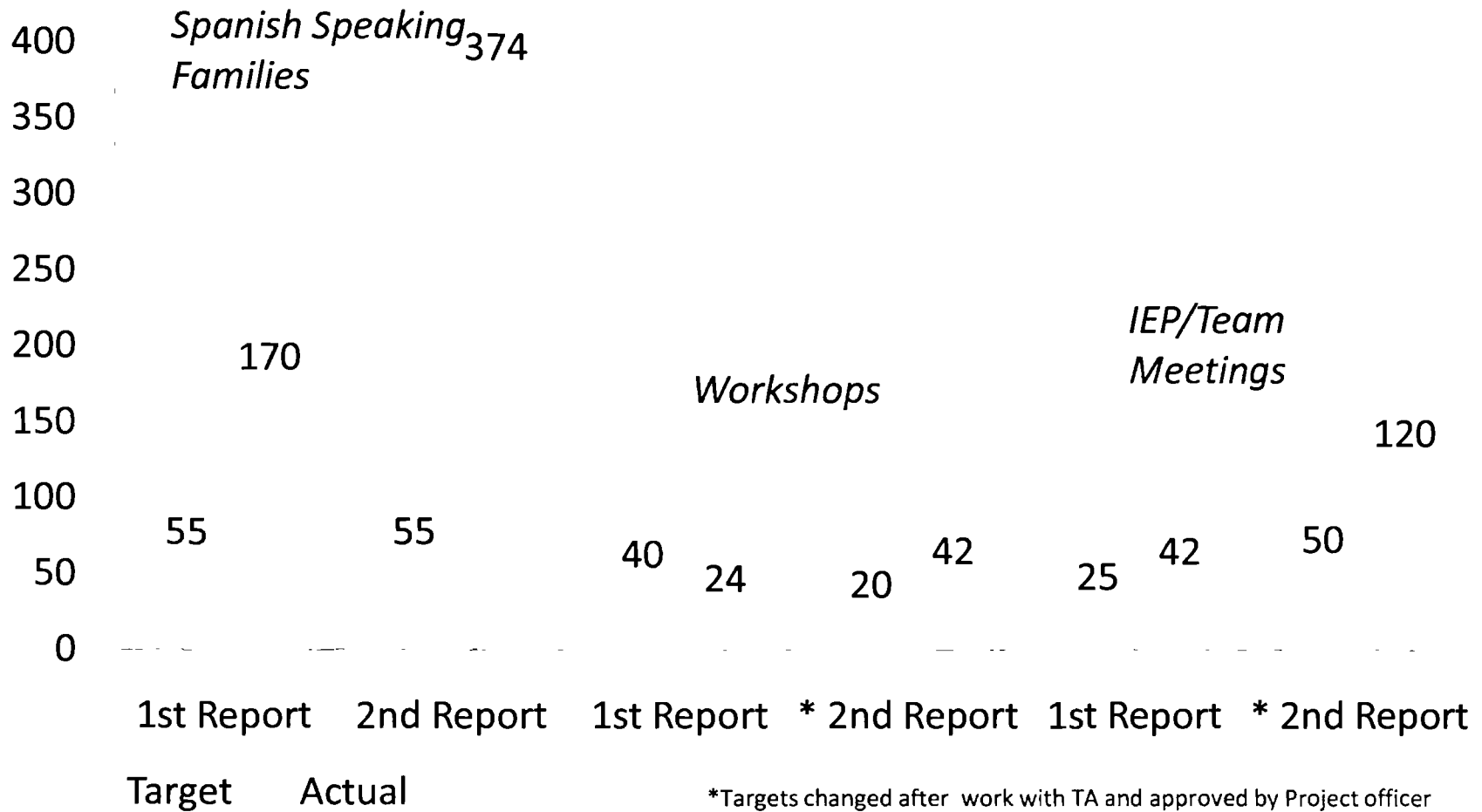
Community Parent Resource Center provides assistance to families through workshops,
one on one training, phone calls and attending team meetings.

changed from 750 to 3000 over 3 year grant in March of 2009

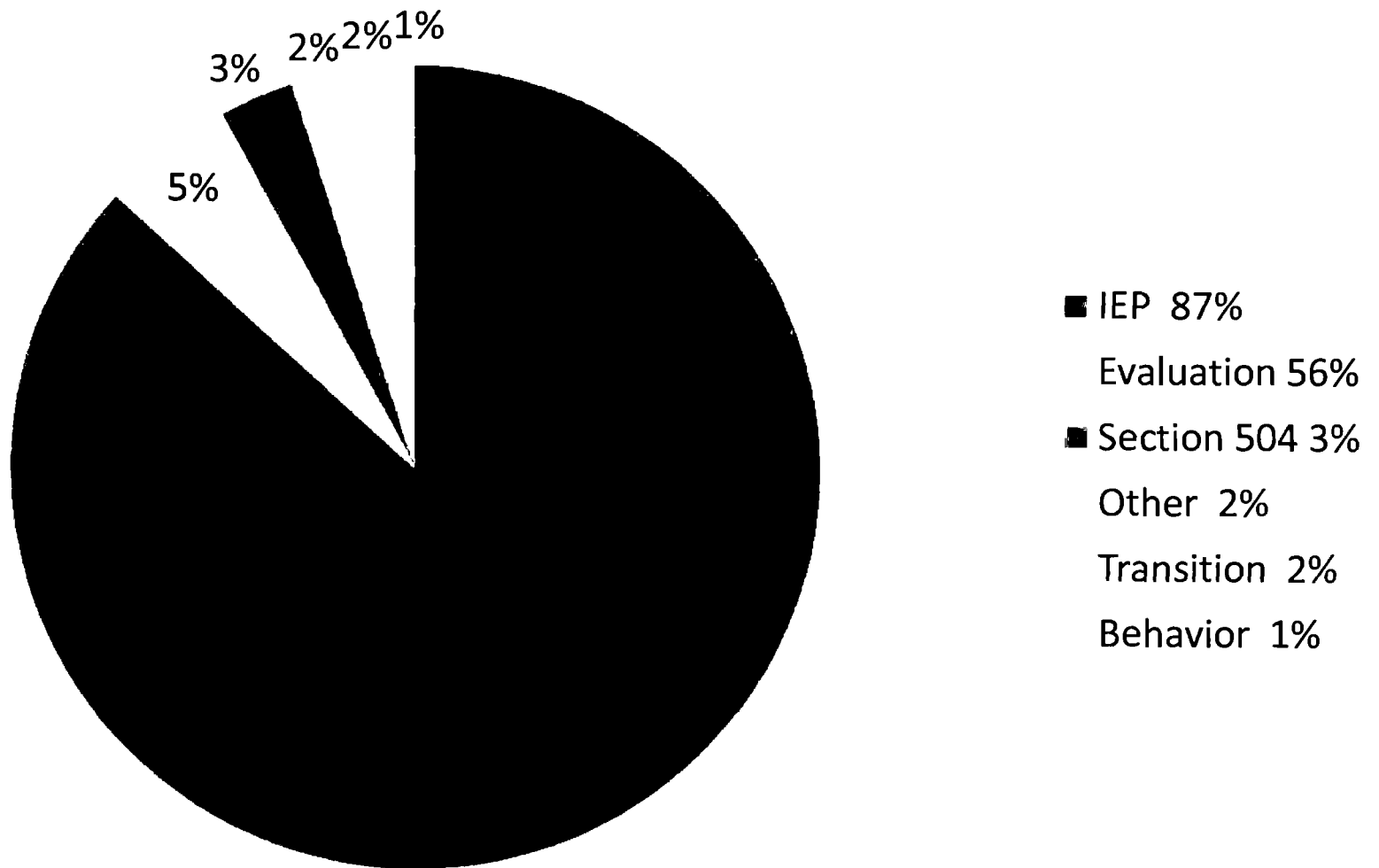


CRPC Performance Measures

1st Report for Oct 07 to March 08, 2nd Report for March 08 to March 09



Categories of Information Requested from Community Parent Resource



The SUNSHINE Project

Number of Children Served

	Actual	Target
July 09-Sept 09 *	25	46 * ¼ of year target of 100 children
July 08-June 08 3rd Year		85 106
July 07-June 08 2nd Year		85 112
Nov 06-June 07 1st Year	60	80

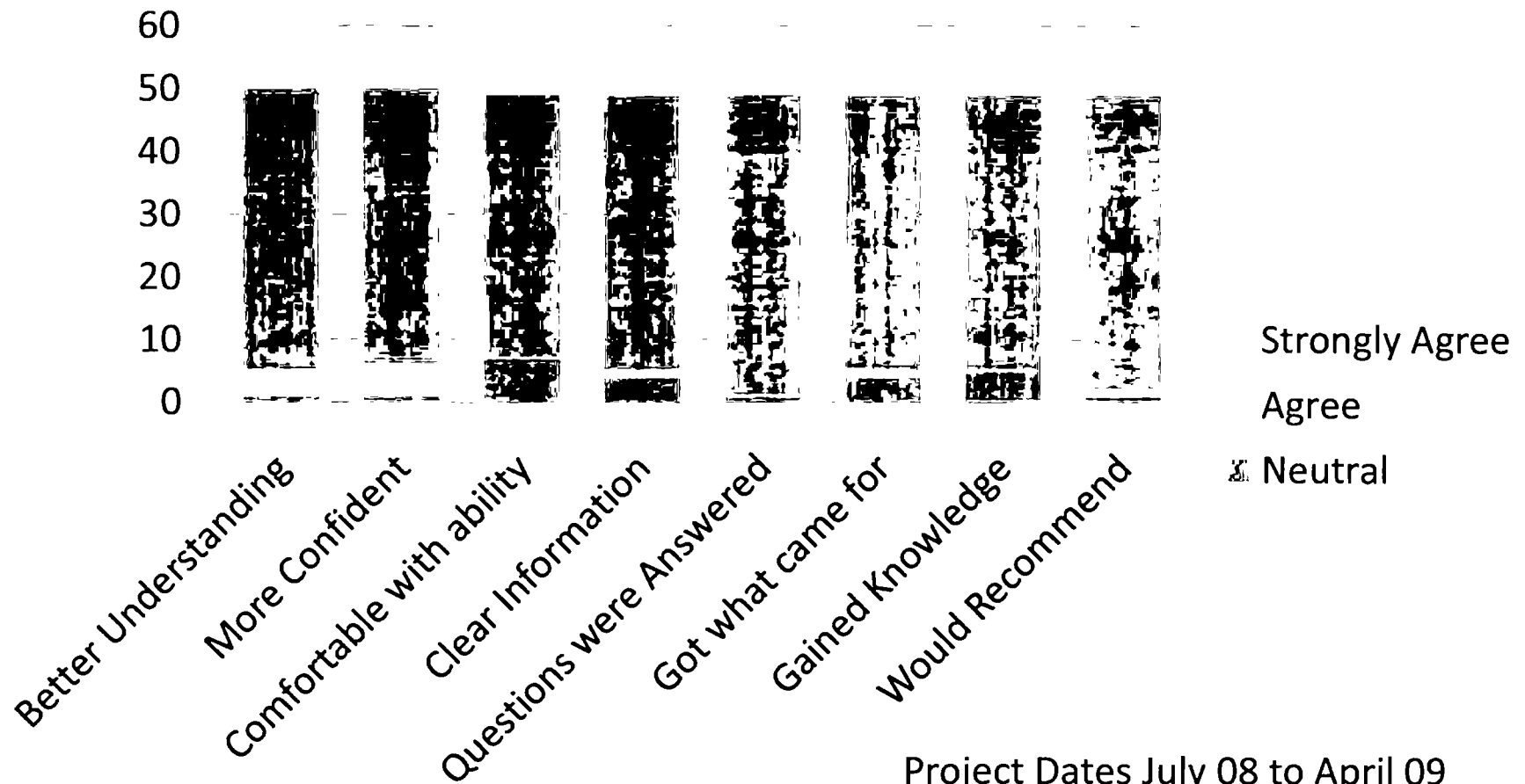
99% of Children remaining in Center for at least 6 months after SUNSHINE Involvement

Actual Target of 95% of children referred

July 08 - June 09	105	
	101	105 of the 106 children = 99%
July 07 - June 08	111	
	107	111 of the 112 children = 99%

ACCESS Contact Survey

48 Family Filled out Surveys



Project Dates July 08 to April 09

F.I.R.S.T. Income 08-09



■ Grant - \$311,968

■ Contracts - \$24,579

■ In Kind - \$21,377

■ Donations* - \$14,855

■ Direct Program Fees - \$5,037

* Donations includes \$12,000 designated to underwrite the costs of training and startup for the P.L.A.Y. Project

F.I.R.S.T. Expenses 08-09

