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Form **990**

Department of the Treasury
Internal Revenue Service

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

OMB No 1545-0047

2011

Open to Public Inspection

A For the 2011 calendar year, or tax year beginning January 1, 2011, and ending December 31, 20 11

B Check if applicable
- ☐ Address change
- ☐ Name change
- ☐ Initial return
- ☐ Terminated
- ☐ Amended return
- ☐ Application pending

C Name of organization: **Harvest House Outreach, Inc**

Doing Business As: **Harvest House**

Number and street (or P O box if mail is not delivered to street address): **1439 E 71st Street** Room/suite:

City or town, state or country, and ZIP + 4: **Tulsa, OK 74136**

D Employer identification number: **20-3781764**

E Telephone number: **9184925511**

G Gross receipts $

F Name and address of principal officer: **Marlene Cunningham**
6030 E 104th St., Tulsa, OK 74137

H(a) Is this a group return for affiliates? ☐ Yes ☑ No

H(b) Are all affiliates included? ☐ Yes ☐ No
If "No," attach a list (see instructions)

I Tax-exempt status ☑ 501(c)(3) ☐ 501(c) ( ) ◄ (insert no) ☐ 4947(a)(1) or ☐ 527

J Website: ▶ **www.tulsaharvesthouse.org**

H(c) Group exemption number ▶

K Form of organization ☑ Corporation ☐ Trust ☐ Association ☐ Other ▶ **L** Year of formation **2005** **M** State of legal domicile **OK**

Part I Summary

Activities & Governance

1 Briefly describe the organization's mission or most significant activities: **Our mission is to serve the poor and needy in the Tulsa community by attempting to meet some of their most pressing pysical, social and spiritual needs in a manner that preserves their dignity and affirms their self-worth. Our clients receive assistance in the areas of food, clothing, household items, including transportation and utility assistance. We are a totally volunteer run organization to maximize our client services.**

2 Check this box ▶☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	10
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	7
5	Total number of individuals employed in calendar year 2011 (Part V, line 2a)	5	
6	Total number of volunteers (estimate if necessary)	6	35
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	
b	Net unrelated business taxable income from Form 990-T, line 34	7b	

			Prior Year	Current Year
Revenue	8	Contributions and grants (Part VIII, line 1h)	87,489	114,252
	9	Program service revenue (Part VIII, line 2g)	0	0
	10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	0	0
	11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	0	0
	12	Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)	87,489	114,252
Expenses	13	Grants and similar amounts paid (Part IX, column (A), lines 1–3)	53,058	58,667
	14	Benefits paid to or for members (Part IX, column (A), line 4)	0	0
	15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)	0	0
	16a	Professional fundraising fees (Part IX, column (A), line 11e)	0	0
	b	Total fundraising expenses (Part IX, column (D), line 25) ▶		
	17	Other expenses (Part IX, column (A), lines 11a–11d, 11f–24e)	7,055	24,851
	18	Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)	60,113	83,518
	19	Revenue less expenses. Subtract line 18 from line 12	27,375	30,734

			Beginning of Current Year	End of Year
Net Assets or Fund Balances	20	Total assets (Part X, line 16)	32,173	62,907
	21	Total liabilities (Part X, line 26)	0	0
	22	Net assets or fund balances. Subtract line 21 from line 20	32,173	62,907

RECEIVED
A022 OCT 1 5 2012 IRS-OSC
OGDEN, UT

Part II Signature Block

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

Sign Here

Marlene Cunningham
Signature of officer Date

Ex. Director Marlene Cunningham
Type or print name and title

Paid Preparer Use Only

Print/Type preparer's name	Preparer's signature	Date	Check ☐ if self-employed	PTIN

Firm's name ▶ Firm's EIN ▶
Firm's address ▶ Phone no

May the IRS discuss this return with the preparer shown above? (see instructions) ☐ Yes ☐ No

SCANNED NOV 01 2012

For Paperwork Reduction Act Notice, see the separate instructions. Cat No 11282Y Form **990** (2011)

P 15

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response to any question in this Part III . . . ☑

1 Briefly describe the organization's mission:

Delivering a harvest of services with dignity to our less fortunate neighbors.

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? . . . ☐ Yes ☑ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? . . . ☐ Yes ☑ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 30,999 including grants of $ 17,567) (Revenue $ 0)

Food: for Families - Clients with Wednesday appointments are presented a menu of grocery items available that day, including fresh meats, fresh fruits and vegetables, and varying grocery items they can select from to meet their family's nutrition and needs tastes. Harvest House will scale the quantities of each food group to the size of the household, endeavouring to provide four days worth of healthy, nutritious food for the household. The food will be bagged and ready for delivery to the client's automobile at the end of the client's appointment. If a client comes in any day without an appointment Harvest House will give them emergency bags of groceries composed of non-perishable items plus any extras available, scaled to the family size.

Food is distributed and stored in donated facilities. Harvest House benefits from 6,000 sqft of donated space. This non-cash donation is worth about $45,000 each year. Outcomes - Harvest House delivered groceries to 1,750 households in 2011. These households are comprised of over 4,200 individuals, with about 1,500 children, and over 550 elderly among them. Over 4,700 grocery bags full of healthy, nutritious food was placed into the pantries of our poorest Tulsa neighbors. Each Wednesday we have several varieties of fresh produce, fresh bread and lots of frozen meats and vegetables to ensure a healthy variety of foods for the menu. We expect to achieve another 14% growth in outcomes for this program in 2012.

4b (Code:) (Expenses $ 30,964 including grants of $ 30,964) (Revenue $ 0)

Clothing and Household Goods - Harvest House receives donations of clothing and household items from various sources. Occasionally a retailer will donate a large amount of new clothing. These items are carefully sorted and only high quality gently used or new items will be cleaned, sorted and placed on clothing racks organized by season, style, garment type, color and size. These items are displayed to enable our clients to have a quality shopping experience selecting the items that are needed by their household members. We endeavor to give the client a shopping experience equivalent to any nice second-hand clothing store. Clients generally take home one shopping bag of clothing items per household member and another bag of household goods, but extenuating circumstances are taken into consideration as needs are addressed.

Outcomes - Not every client presents a need for clothing, but over 90% elect to shop in this department as part of their appointment. On average we see about ten items of clothing selected for each client visit, so we expect to give over 20,000 clothing items to our needy clients in 2012. This clothing originates from one of the churches in the area or the community. Occasionally a retailer will donate out of season clothing. We purchase items of clothing our clients need the most but seem never to be donated, such as underwear and socks or adult diapers.

4c (Code:) (Expenses $ 9,354 including grants of $ 9,354) (Revenue $ 0)

Utilities - Our clients are often forced to choose between food for their families, clothes for the household and paying for utilities. With Oklahoma's extreme weather conditions in both winter and summer, heat and electricity are vital for comfort, but can become a life support issue, especially if young children or elderly family members are in the household. Harvest House can contribute limited financial assistance in the form of utility bill payments on behalf of our clients if their utilities are about to be disconnected. Although we cannot pay the entire bill in most cases, the payments we make usually result in gaining another month for the client to make the full payment and have continued utility service. We believe this is a vital program that we would like to expand further in 2011 and beyond.

Outcomes - In 2011 we assisted almost 400 client households with their utility bills for service that was about to be cut off. Loss of heating in winter or electricity in summer can be life-threatening to the elderly, the infirmed or infants. And most of our client households include one or more of these categories of individuals. Although we only have funds to pay $25 of the client's bill, we know all the other agencies that will assist on utility bills and we direct or refer our clients accordingly so they can get the balance of the bill paid.

4d Other program services (Describe in Schedule O.)
(Expenses $ 781 including grants of $ 781) (Revenue $ 0)

4e **Total program service expenses** ▶ 82,918.24

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	✓	
2	Is the organization required to complete *Schedule B, Schedule of Contributors* (see instructions)?	2		✓
3	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*	3		✓
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		✓
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? *If "Yes," complete Schedule C, Part III*	5		✓
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		✓
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		✓
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		✓
9	Did the organization report an amount in Part X, line 21; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		✓
10	Did the organization, directly or through a related organization, hold assets in temporarily restricted endowments, permanent endowments, or quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		✓
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D. Part VI*	11a	✓	
b	Did the organization report an amount for investments—other securities in Part X, line 12 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		✓
c	Did the organization report an amount for investments—program related in Part X, line 13 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		✓
d	Did the organization report an amount for other assets in Part X, line 15 that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		✓
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e		✓
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f		✓
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI, XII, and XIII*	12a		✓
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI, XII, and XIII is optional*	12b		✓
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		✓
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		✓
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV.*	14b		✓
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or assistance to any organization or entity located outside the United States? *If "Yes," complete Schedule F, Parts II and IV*	15		✓
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or assistance to individuals located outside the United States? *If "Yes," complete Schedule F, Parts III and IV*	16		✓
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I (see instructions)*	17		✓
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		✓
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		✓
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		✓
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
21	Did the organization report more than $5,000 of grants and other assistance to any government or organization in the United States on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		✓
22	Did the organization report more than $5,000 of grants and other assistance to individuals in the United States on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22	✓	
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23		✓
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25*	24a		✓
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		✓
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		✓
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		✓
25a	**Section 501(c)(3) and 501(c)(4) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		✓
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		✓
26	Was a loan to or by a current or former officer, director, trustee, key employee, highly compensated employee, or disqualified person outstanding as of the end of the organization's tax year? *If "Yes," complete Schedule L, Part II*	26		✓
27	Did the organization provide a grant or other assistance to an officer, director, trustee, key employee, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		✓
28	Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28a		✓
b	A family member of a current or former officer, director, trustee, or key employee? *If "Yes," complete Schedule L, Part IV*	28b		✓
c	An entity of which a current or former officer, director, trustee, or key employee (or a family member thereof) was an officer, director, trustee, or direct or indirect owner? *If "Yes," complete Schedule L, Part IV*	28c		✓
29	Did the organization receive more than $25,000 in non-cash contributions? *If "Yes," complete Schedule M*	29	✓	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		✓
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		✓
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		✓
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		✓
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Parts II, III, IV, and V, line 1*	34		✓
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		✓
b	Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		✓
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		✓
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		✓
38	Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11 and 19? **Note.** All Form 990 filers are required to complete Schedule O	38	✓	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response to any question in this Part V . . . ☐

				Yes	No
1a	Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable	1a			
b	Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable	1b			
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?		1c	✓	
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return	2a			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?		2b		
	Note. If the sum of lines 1a and 2a is greater than 250, you may be required to *e-file* (see instructions)				
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?		3a		✓
b	If "Yes," has it filed a Form 990-T for this year? *If "No," provide an explanation in Schedule O*		3b		
4a	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)?		4a		✓
b	If "Yes," enter the name of the foreign country: ▶ See instructions for filing requirements for Form TD F 90-22.1, Report of Foreign Bank and Financial Accounts.				
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		5a		✓
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		5b		✓
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible?		6a		✓
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		6b		
7	**Organizations that may receive deductible contributions under section 170(c).**				
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?		7a		✓
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?		7b		
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		7c		✓
d	If "Yes," indicate the number of Forms 8282 filed during the year	7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		7e		✓
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		7f		✓
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		7h		
8	**Sponsoring organizations maintaining donor advised funds and section 509(a)(3) supporting organizations.** Did the supporting organization, or a donor advised fund maintained by a sponsoring organization, have excess business holdings at any time during the year?		8		
9	**Sponsoring organizations maintaining donor advised funds.**				
a	Did the organization make any taxable distributions under section 4966?		9a		
b	Did the organization make a distribution to a donor, donor advisor, or related person?		9b		
10	**Section 501(c)(7) organizations.** Enter:				
a	Initiation fees and capital contributions included on Part VIII, line 12	10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities	10b			
11	**Section 501(c)(12) organizations.** Enter:				
a	Gross income from members or shareholders	11a			
b	Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.)	11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?		12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year	12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**				
a	Is the organization licensed to issue qualified health plans in more than one state?		13a		
	Note. See the instructions for additional information the organization must report on Schedule O.				
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans	13b			
c	Enter the amount of reserves on hand	13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?		14a		✓
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation in Schedule O*		14b		

Part VI **Governance, Management, and Disclosure** *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes in Schedule O. See instructions.*

Check if Schedule O contains a response to any question in this Part VI . . . . ☑

Section A. Governing Body and Management

			Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year . . **1a** If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain in Schedule O.			
b	Enter the number of voting members included in line 1a, above, who are independent . **1b**			
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2	✓	
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, or trustees, or key employees to a management company or other person?	3		✓
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4	✓	
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5		✓
6	Did the organization have members or stockholders?	6		✓
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a		✓
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b		✓
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a	The governing body?	8a	✓	
b	Each committee with authority to act on behalf of the governing body?	8b	✓	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses in Schedule O*	9		✓

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		✓
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	✓	
b	Describe in Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	✓	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	✓	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe in Schedule O how this was done*	12c		✓
13	Did the organization have a written whistleblower policy?	13		✓
14	Did the organization have a written document retention and destruction policy?	14	✓	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a		✓
b	Other officers or key employees of the organization If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions).	15b		✓
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		✓
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed ▶

18 Section 6104 requires an organization to make its Forms 1023 (or 1024 if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☑ Own website ☑ Another's website ☑ Upon request

19 Describe in Schedule O whether (and if so, how), the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, physical address, and telephone number of the person who possesses the books and records of the organization: ▶ Christopher W. Tham, 1439 East 71st Street, Tulsa, OK 74136 (918)492-5511

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response to any question in this Part VII . . . . ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (Box 5 of Form W-2 and/or Box 7 of Form 1099-MISC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

List persons in the following order: individual trustees or directors; institutional trustees; officers; key employees; highest compensated employees; and former such persons.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and Title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
(1) Linda Budd President	1	✓		✓				0	0	0
(2) Marlene Cunningham VP of Operations	12	✓		✓				0	0	0
(3) Phil Cunningham VP of Development	20	✓		✓				0	0	0
(4) Christopher Tham Treasurer & Secretary	4	✓		✓				0	0	0
(5) Beverly Allen	1	✓						0	0	0
(6) Joel Budd	4	✓						0	0	0
(7) Chris Busch	1	✓						0	0	0
(8) David Paulson	1	✓						0	0	0
(9) Gordon Robinson	1	✓						0	0	0
(10) Virginia Runnels	4	✓						0	0	0
(11)										
(12)										
(13)										
(14)										

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (describe hours for related organizations in Schedule O)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee): Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former	(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
(15)										
(16)										
(17)										
(18)										
(19)										
(20)										
(21)										
(22)										
(23)										
(24)										
(25)										

		(D)	(E)	(F)
1b	**Sub-total** ▶	0	0	0
c	**Total from continuation sheets to Part VII, Section A** ▶	0	0	0
d	**Total (add lines 1b and 1c)** ▶	0	0	0

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization ▶

			Yes	No
3	Did the organization list any **former** officer, director, or trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		✓
4	For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4		✓
5	Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		✓

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization ▶ N/A

Part VIII Statement of Revenue

			(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512, 513, or 514
Contributions, Gifts, Grants and Other Similar Amounts						
1a	Federated campaigns	1a				
b	Membership dues	1b				
c	Fundraising events	1c				
d	Related organizations	1d				
e	Government grants (contributions)	1e				
f	All other contributions, gifts, grants, and similar amounts not included above	1f 114,252				
g	Noncash contributions included in lines 1a-1f: $	30000				
h	**Total.** Add lines 1a–1f ▶		114,252			
Program Service Revenue		Business Code				
2a						
b						
c						
d						
e						
f	All other program service revenue					
g	**Total.** Add lines 2a–2f ▶		0			
Other Revenue						
3	Investment income (including dividends, interest, and other similar amounts) ▶					
4	Income from investment of tax-exempt bond proceeds ▶					
5	Royalties ▶					
		(i) Real / (ii) Personal				
6a	Gross rents					
b	Less. rental expenses					
c	Rental income or (loss)					
d	Net rental income or (loss) ▶					
7a	Gross amount from sales of assets other than inventory	(i) Securities / (ii) Other				
b	Less: cost or other basis and sales expenses					
c	Gain or (loss)					
d	Net gain or (loss) ▶					
8a	Gross income from fundraising events (not including $ ____ of contributions reported on line 1c). See Part IV, line 18	a				
b	Less: direct expenses	b				
c	Net income or (loss) from fundraising events ▶					
9a	Gross income from gaming activities. See Part IV, line 19	a				
b	Less: direct expenses	b				
c	Net income or (loss) from gaming activities ▶					
10a	Gross sales of inventory, less returns and allowances	a				
b	Less: cost of goods sold	b				
c	Net income or (loss) from sales of inventory ▶		0			
	Miscellaneous Revenue	Business Code				
11a						
b						
c						
d	All other revenue					
e	**Total.** Add lines 11a–11d ▶		0			
12	**Total revenue.** See instructions. ▶		114,252	0	0	0

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A) but are not required to complete columns (B), (C), and (D).

Check if Schedule O contains a response to any question in this Part IX . . . . ☐

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1 Grants and other assistance to governments and organizations in the United States. See Part IV, line 21				
2 Grants and other assistance to individuals in the United States. See Part IV, line 22 . . .	58,667	58,667		
3 Grants and other assistance to governments, organizations, and individuals outside the United States. See Part IV, lines 15 and 16 . .				
4 Benefits paid to or for members				
5 Compensation of current officers, directors, trustees, and key employees				
6 Compensation not included above, to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) . .				
7 Other salaries and wages				
8 Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)				
9 Other employee benefits				
10 Payroll taxes				
11 Fees for services (non-employees):				
a Management				
b Legal				
c Accounting				
d Lobbying				
e Professional fundraising services. See Part IV, line 17				
f Investment management fees				
g Other				
12 Advertising and promotion				
13 Office expenses	3,705	2,851	854	
14 Information technology				
15 Royalties				
16 Occupancy				
17 Travel				
18 Payments of travel or entertainment expenses for any federal, state, or local public officials				
19 Conferences, conventions, and meetings .				
20 Interest				
21 Payments to affiliates				
22 Depreciation, depletion, and amortization .	5,676	5,676		
23 Insurance	2,610	2,610		
24 Other expenses. Itemize expenses not covered above. (List miscellaneous expenses in line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
a Equipment Rental & Maintenance	2,860	2,860		
b Client Scheduling and Screening	10,000	10,000		
c				
d				
e All other expenses				
25 **Total functional expenses.** Add lines 1 through 24e	83,518	23,997	854	
26 **Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ▶ ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

			(A) Beginning of year		(B) End of year
Assets	1	Cash—non-interest-bearing	4,350	1	36,540
	2	Savings and temporary cash investments		2	
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net		4	
	5	Receivables from current and former officers, directors, trustees, key employees, and highest compensated employees. Complete Part II of Schedule L		5	
	6	Receivables from other disqualified persons (as defined under section 4958(f)(1)), persons described in section 4958(c)(3)(B), and contributing employers and sponsoring organizations of section 501(c)(9) voluntary employees' beneficiary organizations (see instructions)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use		8	
	9	Prepaid expenses and deferred charges		9	
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a 34,640			
	b	Less: accumulated depreciation — 10b 8,272	27,823	10c	26,368
	11	Investments—publicly traded securities		11	
	12	Investments—other securities. See Part IV, line 11		12	
	13	Investments—program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 34)	32,173	16	62,907
Liabilities	17	Accounts payable and accrued expenses		17	
	18	Grants payable		18	
	19	Deferred revenue		19	
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Payables to current and former officers, directors, trustees, key employees, highest compensated employees, and disqualified persons. Complete Part II of Schedule L		22	
	23	Secured mortgages and notes payable to unrelated third parties		23	
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D		25	
	26	**Total liabilities.** Add lines 17 through 25		26	
Net Assets or Fund Balances		**Organizations that follow SFAS 117, check here ▶ ☑ and complete lines 27 through 29, and lines 33 and 34.**			
	27	Unrestricted net assets		27	
	28	Temporarily restricted net assets	32,173	28	62,907
	29	Permanently restricted net assets		29	
		Organizations that do not follow SFAS 117, check here ▶ ☐ and complete lines 30 through 34.			
	30	Capital stock or trust principal, or current funds		30	
	31	Paid-in or capital surplus, or land, building, or equipment fund		31	
	32	Retained earnings, endowment, accumulated income, or other funds		32	
	33	Total net assets or fund balances		33	
	34	Total liabilities and net assets/fund balances		34	

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response to any question in this Part XI . . . . ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	114,252
2	Total expenses (must equal Part IX, column (A), line 25)	2	83,518
3	Revenue less expenses. Subtract line 2 from line 1	3	30,734
4	Net assets or fund balances at beginning of year (must equal Part X, line 33, column (A))	4	32,173
5	Other changes in net assets or fund balances (explain in Schedule O)	5	0
6	Net assets or fund balances at end of year. Combine lines 3, 4, and 5 (must equal Part X, line 33, column (B))	6	62,907

Part XII Financial Statements and Reporting

Check if Schedule O contains a response to any question in this Part XII . . . . ☐

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☑ Accrual ☐ Other If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant?	2a		✓
b	Were the organization's financial statements audited by an independent accountant?	2b		✓
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant?	2c		
	If the organization changed either its oversight process or selection process during the tax year, explain in Schedule O.			
d	If "Yes" to line 2a or 2b, check a box below to indicate whether the financial statements for the year were issued on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis			
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133?	3a		✓
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why in Schedule O and describe any steps taken to undergo such audits	3b		

SCHEDULE A (Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.

▶ Attach to Form 990 or Form 990-EZ. ▶ See separate instructions.

OMB No 1545-0047

2011

Open to Public Inspection

Name of the organization
Harvest House Outreach, Inc

Employer identification number
20-3781764

Part I **Reason for Public Charity Status** (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 11, check only one box.)

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).**

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).**

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?

		Yes	No
(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 supported organization?	11g(i)		
(ii) A family member of a person described in (i) above?	11g(ii)		
(iii) A 35% controlled entity of a person described in (i) or (ii) above?	11g(iii)		

h Provide the following information about the supported organization(s).

(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	
(A)									
(B)									
(C)									
(D)									
(E)									
Total									

Part II **Support Schedule for Organizations Described in Sections 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 or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")			10,116	87,489	114,252	211,857
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 lines 1 through 3			10,116	87,489	114,252	211,857
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
7 Amounts from line 4			10,116	87,489	114,252	211,857
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
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						211,857

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 section 501(c)(3) organization, check this box and **stop here** . . . ▶ ☑

Section C. Computation of Public Support Percentage

14 Public support percentage for 2011 (line 6, column (f) divided by line 11, column (f)) . . . 14 %

15 Public support percentage from 2010 Schedule A, Part II, line 14 . . . 15 %

16a **33 1/3% support test—2011.** 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% support test—2010.** If the organization did not check a 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—2011.** 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—2010.** 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 a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions . . . ▶ ☐

Part III **Support Schedule for Organizations Described in Section 509(a)(2)**
(Complete only if you checked the box on line 9 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in) ▶	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in) ▶	(a) 2007	(b) 2008	(c) 2009	(d) 2010	(e) 2011	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part IV.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First five years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ▶ ☐

Section C. Computation of Public Support Percentage

15	Public support percentage for 2011 (line 8, column (f) divided by line 13, column (f))	15	%
16	Public support percentage from 2010 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17	Investment income percentage for **2011** (line 10c, column (f) divided by line 13, column (f))	17	%
18	Investment income percentage from **2010** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests—2011.** 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 ▶ ☐

b **33 1/3% support tests—2010.** 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 ▶ ☐

20 **Private 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 explanations required by Part II, line 10; Part II, line 17a or 17b; and Part III, line 12. Also complete this part for any additional information. (See instructions).

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

▶ Complete if the organization answered "Yes," to Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
▶ Attach to Form 990. ▶ See separate instructions.

OMB No 1545-0047

2011

Open to Public Inspection

Name of the organization: Harvest House Outreach, Inc

Employer identification number: 20-3781764

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" to Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate contributions to (during year)		
3	Aggregate grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? . . . . . . ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? . . . . . . ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" to Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).

☐ Preservation of land for public use (e.g., recreation or education) ☐ Preservation of an historically important land area
☐ Protection of natural habitat ☐ Preservation of a certified historic structure
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

			Held at the End of the Tax Year
a	Total number of conservation easements	2a	
b	Total acreage restricted by conservation easements	2b	
c	Number of conservation easements on a certified historic structure included in (a)	2c	
d	Number of conservation easements included in (c) acquired after 8/17/06, and not on a historic structure listed in the National Register	2d	

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ ______

4 Number of states where property subject to conservation easement is located ▶ ______

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? . . . . . . ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, and enforcing conservation easements during the year ▶ ______

7 Amount of expenses incurred in monitoring, inspecting, and enforcing conservation easements during the year ▶ $ ______

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? . . . . . . ☐ Yes ☐ No

9 In Part XIV, describe how the organization reports conservation easements in its revenue and expense statement, and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets. Complete if the organization answered "Yes" to Form 990, Part IV, line 8.

1a If the organization elected, as permitted under SFAS 116 (ASC 958), not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide, in Part XIV, the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under SFAS 116 (ASC 958), to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenues included in Form 990, Part VIII, line 1 . . . . . . ▶ $ ______
(ii) Assets included in Form 990, Part X . . . . . . ▶ $ ______

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under SFAS 116 (ASC 958) relating to these items:

a Revenues included in Form 990, Part VIII, line 1 . . . . . . ▶ $ ______
b Assets included in Form 990, Part X . . . . . . ▶ $ ______

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that are a significant use of its collection items (check all that apply):

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange programs
e ☐ Other ____________

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIV.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? . . ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements. Complete if the organization answered "Yes" to Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV and complete the following table:

			Amount
c	Beginning balance	1c	
d	Additions during the year	1d	
e	Distributions during the year	1e	
f	Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIV.

Part V Endowment Funds. Complete if the organization answered "Yes" to Form 990, Part IV, line 10.

		(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a	Beginning of year balance					
b	Contributions					
c	Net investment earnings, gains, and losses					
d	Grants or scholarships					
e	Other expenditures for facilities and programs					
f	Administrative expenses					
g	End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment ▶ ________%

b Permanent endowment ▶ ________%

c Temporarily restricted endowment ▶ ________%

The percentages in lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

			Yes	No
	(i) unrelated organizations	3a(i)		
	(ii) related organizations	3a(ii)		
b	If "Yes" to 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIV the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment. See Form 990, Part X, line 10.

	Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a	Land				
b	Buildings				
c	Leasehold improvements				
d	Equipment		34,640	8,272	26,368
e	Other				

Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, column (B), line 10(c).)* ▶ 26,368

Part VII Investments—Other Securities. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely-held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
(I)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 12.)* ▶		

Part VIII Investments—Program Related. See Form 990, Part X, line 13.

(a) Description of investment type	(b) Book value	(c) Method of valuation Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
(10)		
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 13.)* ▶		

Part IX Other Assets. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 15.)* ▶	

Part X Other Liabilities. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
(10)	
(11)	
Total. *(Column (b) must equal Form 990, Part X, col. (B) line 25.)* ▶	

2. FIN 48 (ASC 740) Footnote. In Part XIV, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FIN 48 (ASC 740).

Part XI Reconciliation of Change in Net Assets from Form 990 to Audited Financial Statements

1	Total revenue (Form 990, Part VIII, column (A), line 12)	1	
2	Total expenses (Form 990, Part IX, column (A), line 25)	2	
3	Excess or (deficit) for the year. Subtract line 2 from line 1	3	
4	Net unrealized gains (losses) on investments	4	
5	Donated services and use of facilities	5	
6	Investment expenses	6	
7	Prior period adjustments	7	
8	Other (Describe in Part XIV.)	8	
9	Total adjustments (net). Add lines 4 through 8	9	
10	Excess or (deficit) for the year per audited financial statements. Combine lines 3 and 9	10	

Part XII Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

1	Total revenue, gains, and other support per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIV.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part VIII, line 12, but not on line **1**:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIV.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	

Part XIII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

1	Total expenses and losses per audited financial statements			1	
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIV.)	2d			
e	Add lines **2a** through **2d**			2e	
3	Subtract line **2e** from line **1**			3	
4	Amounts included on Form 990, Part IX, line 25, but not on line **1:**				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIV.)	4b			
c	Add lines **4a** and **4b**			4c	
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	

Part XIV Supplemental Information

Complete this part to provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, line 8; Part XII, lines 2d and 4b; and Part XIII, lines 2d and 4b. Also complete this part to provide any additional information.

Part XIV Supplemental Information *(continued)*

SCHEDULE I
(Form 990)

Department of the Treasury
Internal Revenue Service

Grants and Other Assistance to Organizations, Governments, and Individuals in the United States

Complete if the organization answered "Yes" to Form 990, Part IV, line 21 or 22.
▶ Attach to Form 990.

OMB No. 1545-0047
2011
Open to Public Inspection

Name of the organization

Employer identification number

Part I General Information on Grants and Assistance

1 Does the organization maintain records to substantiate the amount of the grants or assistance, the grantees' eligibility for the grants or assistance, and the selection criteria used to award the grants or assistance? ☐ Yes ☐ No

2 Describe in Part IV the organization's procedures for monitoring the use of grant funds in the United States.

Part II Grants and Other Assistance to Governments and Organizations in the United States.

Complete if the organization answered "Yes" to Form 990, Part IV, line 21, for any recipient that received more than $5,000. Check this box if no one recipient received more than $5,000. Part II can be duplicated if additional space is needed ▶ ☑

1 (a) Name and address of organization or government	(b) EIN	(c) IRC section if applicable	(d) Amount of cash grant	(e) Amount of non-cash assistance	(f) Method of valuation (book, FMV, appraisal, other)	(g) Description of non-cash assistance	(h) Purpose of grant or assistance
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							
(9)							
(10)							
(11)							
(12)							

2 Enter total number of section 501(c)(3) and government organizations listed in the line 1 table ▶

3 Enter total number of other organizations listed in the line 1 table ▶

Part III **Grants and Other Assistance to Individuals in the United States.** Complete if the organization answered "Yes" to Form 990, Part IV, line 22.
Part III can be duplicated if additional space is needed.

(a) Type of grant or assistance	(b) Number of recipients	(c) Amount of cash grant	(d) Amount of non-cash assistance	(e) Method of valuation (book, FMV, appraisal, other)	(f) Description of non-cash assistance
1 Direct Assistance to clients	4,103	9,354	49,313	58,667	Food, Clothing, Medicine
2					
3					
4					
5					
6					
7					

Part IV **Supplemental Information.** Complete this part to provide the information required in Part I, line 2, and any other additional information.

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

▶ Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
▶ Attach to Form 990.

OMB No 1545-0047

2011

Open To Public Inspection

Name of the organization | **Employer identification number**

Part I **Types of Property**

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art—Works of art				
2	Art—Historical treasures				
3	Art—Fractional interests				
4	Books and publications				
5	Clothing and household goods	✓		30,000	FMV
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities—Publicly traded				
10	Securities—Closely held stock				
11	Securities—Partnership, LLC, or trust interests				
12	Securities—Miscellaneous				
13	Qualified conservation contribution—Historic structures				
14	Qualified conservation contribution—Other				
15	Real estate—Residential				
16	Real estate—Commercial				
17	Real estate—Other				
18	Collectibles				
19	Food inventory				
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other ▶ ( )				
26	Other ▶ ( )				
27	Other ▶ ( )				
28	Other ▶ ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part IV, Donee Acknowledgement . . . . . | 29 |

			Yes	No
30a	During the year, did the organization receive by contribution any property reported in Part I, lines 1–28 that it must hold for at least three years from the date of the initial contribution, and which is not required to be used for exempt purposes for the entire holding period?	30a		✓
b	If "Yes," describe the arrangement in Part II.			
31	Does the organization have a gift acceptance policy that requires the review of any non-standard contributions?	31		✓
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		✓
b	If "Yes," describe in Part II.			
33	If the organization did not report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

Part II **Supplemental Information.** Complete this part to provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O
(Form 990 or 990-EZ)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

OMB No 1545-0047

2011

Open to Public Inspection

Name of the organization	Employer identification number
Harvest House Outreach, Inc	20-3781764

Form 990 Part III Q4d - Transportation Assistance Program - When a client has a confirmed job interview or medical appointment, but does not have the means to transport himself to and from that appointment, Harvest House will give the client bux tokens (or sometimes a gasoline card from Quik Trip) to enable him to be present of that appointment. Since we have very limited financial resources, we must make phone calls to verify these appointments before this assistance is delivered. Wed do not advertise or promote this program, but when an interviewer becomes aware of these circumstances we can offer this help to our client. This is another worthy program that should be expanded with more financial resource availability.

Outcomes - We assisted about 225 clients with transportation needs in 2011. For those without access to automobiles who have no other means of transportation but who have documented doctor's appointments or job interviews we provide bus tokens. If they have access to an automobile but cannot get to these appointments due to a lack of funds for gasoline we give a gas card from Quik Trip.

Infant Services Program - Infant Services will provide infant formula, baby and toddler food, diapers, blankets, clothing and basic necessities for infants and toddlers from newborn to age three. Based on availability of items, we plan to provide a week's supply of diapers, two cans of formula, a pack of baby or toddler food, several seasonal items of clothings, bottles, a pack of wipes, a sleeper, socks, blanket or other miscellaneous items, as well as a toy and perhaps a children's book. Appointments will be required, and we will take referrals from other agencies. The child must be present to receive services. We will require at least four months between appointments and limit the total appointments to six per child before their fourth birthday.

Outcomes - We are estimating our outcome for 2012 to be over 500 children directly served. Since, on average, 39% of our individual household members are under 18 years of age, we have been delivering similar services to a good number of children for several years. We estimate as many as 250 children have been served with many of these same services by Harvest House in 2011. Now we will have a specific focus on this segment of our clients and we will purchase adequate supplies to ensure we are able to serve all those who make appointments. So we expect to double the number of infants served in the first year.

Christmas At Harvest House Program - This is a program we have never communicated to the public but has become a tradition of our agency. Throughout the year the volunteers in the Clothing and Household Goods Department look for special bargains at local retailers and make personal purchases of gift items that are stored for the holiday season. Sometimes donated items are new of like new that are also appropriate for gifts. Beginning after Thanksgiving the program operates every week until Christmas. Each client coming into Harvest

Name of the organization: Harvest House Outreach, Inc

Employer identification number: 20-3781764

House by appointment goes to the gift table and is given the opportunity to select one gift for themselves and one gift to give to another person. These gifts are then wrapped and sent home along with the food and clothing they came for that day.

Outcomes - Every year we give about 400 gifts to our clients and their families during the holiday season. Since this is not advertised or promoted in any way it is almost always a surprise gift that really touches the recipient in a special way.

Emergency Food Program - We much prefer to serve our clients by appointment on Wednesdays to enable us to deliver services from all of our programs for the household. But circumstances in the clients lives do not always permit this scheduling. If a client walks into Harvest House without an appointment and the household is lacking food, Harvest House will give them one or more (depending on household size) bags of non-perishable food items to tide them over until additional food sources can assist the household. These bags are full of nourishing food that is shelf stable, and we will add bread, maybe a frozen item or so and any fresh fruits or vegetables we have in our refrigerators. Nobody should ever leave Harvest House hungry.

Outcomes - Although we try to serve our clients by appointment, there are walk-ins every week needing food without appointments. Since operate all of our programs on Wednesday, any walk-in on the other days of the week will be served by the Emergency Food Program. We estimate about 500 households were served by the emergency food program in 2011 and a similar or slightly larger outcome will be achieved during 2012.

Form 990 Part XII Q1 - Harvest House is using the accrual accounting method

Form 990 Part VI Section A Q2 - Philip Cunningham and Marlene Cunningham are married. Joel Budd and Linda Budd are married.

Form 990 Part VI Section A Q4 - The articles of incorporation and bylaws were updated as attached.

Form 990 Part VI Section B Q11b - The 990 is reviewed in the quarterly board meeting before submission.

Form 990 Part VI Section C Q19 - Harvest House makes governing documents, conflict of interest policy, and financial statements available upon request.

Harvest House Outreach, Inc.
Profit & Loss
January through December 2011

			Jan - Dec 11
Ordinary Income/Expense			
Income			
43300 · Direct Public Grants			
43330 · Foundation and Business Grants			
43331 · Unrestricted Grants		33,734 00	
43332 · Restricted Grants		35,143 03	
Total 43330 · Foundation and Business Grants			68,877 03
Total 43300 · Direct Public Grants			68,877 03
43400 · Direct Public Support			
43430 · Donation of Facility Usage			45,000 00
43450 · Individual Cash Contributions			
43451 · Unrestricted Individ. Donations		8,100 00	
43450 · Individual Cash Contributions - Other		7,274 93	
Total 43450 · Individual Cash Contributions			15,374 93
43455 · Individual Non-Cash Contrib.			
43456 · Non-Cash Clothing Donations		30,000 00	
Total 43455 · Individual Non-Cash Contrib.			30,000 00
Total 43400 · Direct Public Support			90,374 93
46400 · Other Types of Income			
46430 · Miscellaneous Revenue			0 27
Total 46400 · Other Types of Income			0 27
Total Income			159,252 23
Expense			
60300 · Assistance to Clients			
60340 · Specific Assist to Individuals			
60342 · Clothing Assistance - New items		30,964 26	
60345 · Food & Grocery Assistance		17,567 20	
60355 · Other Program Assistance			
60356 · Medical Assistance	36.62		
60357 · Other Assistance	174 84		
60358 · Transportation Assistance	570 00		
Total 60355 · Other Program Assistance		781 46	
60365 · Utility Assistance			
60366 · Gas Assistance	1,550 99		
60367 · Electric Assistance	6,604 99		
60368 · Other Utility Assistance	115 81		
60369 · Water Assistance	1,082 08		
Total 60365 · Utility Assistance		9,353 87	
Total 60340 · Specific Assist to Individuals			58,666 79
Total 60300 · Assistance to Clients			58,666 79
60900 · Business Expenses			
60920 · Business Registration Fees			15 00
Total 60900 · Business Expenses			15 00
62100 · Contract Services			
62150 · Outside Contract Services			295 00
62100 · Contract Services - Other			270 00
Total 62100 · Contract Services			565 00
62800 · Facilities and Equipment			
62801 · Automobile Insurance			1,338 00
62802 · Automobile - Gas & Maintenance			360 44
62810 · Depr and Amort - Allowable			5,675 72
62830 · Donated Facility Usage Expense			45,000 00
62870 · Property Insurance			1,272 08
62800 · Facilities and Equipment - Other			1,935 00
Total 62800 · Facilities and Equipment			55,581 24

Harvest House Outreach, Inc.
Profit & Loss
January through December 2011

	Jan - Dec 11
65000 · Operations	
65020 · Postage, Mailing Service	52 80
65030 · Printing and Copying	584 65
65040 · Maintenance Supplies	2,850 90
65000 · Operations - Other	10,030 00
Total 65000 · Operations	13,518 35
65100 · Other Types of Expenses	
65160 · Other Costs	32 84
65170 · Staff Development	138 67
Total 65100 · Other Types of Expenses	171 51
Total Expense	128,517 89
Net Ordinary Income	30,734 34
Net Income	30,734.34

Harvest House Outreach, Inc.
A Nonprofit Corporation

ARTICLES OF INCORPORATION

ARTICLE I

OFFICES

1.1 ***Principal Office.*** The principal office of the corporation, hereinafter referred to as the "Corporation", shall be located at the address of the registered agent set forth in the Certificate of Incorporation. The Corporation may have such other offices, either within or without the state of incorporation, as the Board of Trustees may determine from time to time.

1.2 ***Registered Office and Registered Agent.*** The corporation shall have and continuously maintain in the State of Oklahoma a registered office, and a registered agent whose office is identical with such registered office, as required by the laws of the State of Oklahoma. The registered office may be, but need not be, identical with the principal office of the corporation in the State of Oklahoma, and the address of the registered office may be changed from time to time by the Board of Trustees.

ARTICLE II

MEMBERSHIP

The corporation shall have no members.

ARTICLE III

BOARD OF TRUSTEES

3.1. ***General Powers.*** The affairs of the Corporation shall be managed by its Board of Trustees. Trustees need not be residents of Oklahoma.

3.2. ***Number, Term, and Qualifications.*** The number of Trustees shall be no less than eight (8) and shall have no maximum number. Each Trustee shall hold office for a term of two years, until he resigns or a majority of the Trustees asks for his resignation, at which time a new Trustee will be elected by a quorum of the Trustees. There will be a 4 term limit.

3.3 ***Regular Meetings.*** A regular annual meeting of the Board of Trustees shall be held without other notice than this bylaw. The Board of Trustees may provide by resolution the time and place, either within or without the State of Oklahoma for the holding of additional regular meetings of the Board without other notice than such resolution. The order of business at the annual meeting shall be as follows:

3.3.1 Roll call

3.3.2 Reading of notice of meeting and proof of mailing

3.3.3. Reading of minutes of last preceding meeting

3.3.4 Report of Chairman and of President

3.3.5 Report of Secretary

3.3.6 Report of Treasurer

3.3.7 Election of Trustees

3.3.8 Transaction of other business mentioned in the notice

3.3.9 Adjournment

except the Trustees may consider and act upon such other business as is presented by the Trustees at the meeting

3.4 ***Special Meetings.*** Special meetings of the Board of Trustees may be called by or at the request of the President or any two Trustees. The person or persons authorized to call special meetings of the Board may fix any place, either within or without the State of Oklahoma, as the place for holding any special meetings of the Board called by them.

3.5. ***Notice of Meetings.*** Notice of any special meeting shall be given at least two (2) days prior to such meeting, by written notice delivered personally or sent by mail or telegram to each Trustee at his address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereon prepaid. Any Trustee may waive notice of any meeting. The attendance of a Trustee at any meeting shall constitute a waiver of notice of such meeting. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need by specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

3.6 ***Quorum.*** A majority of the Board of Trustees shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Trustees are present at said meeting, a majority of the Trustees present may adjourn the meeting from time to time without further notice.

3.7 ***Manner of Acting.*** The act of a majority of the Trustees present at a meeting at which a quorum is present shall be the act of the Board of Trustees, unless the act of a greater number is required by law or by these Bylaws.

3.8 ***Vacancies.*** Any vacancy occurring in the Board of Trustees and any directorship to be filled by reason of an increase in the number of Trustees, shall be filled by the Board of Trustees. A Trustee elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

3.9 ***Compensation***. Trustees as such shall not receive any stated salaries for their services, but by resolution of the Board of Trustees a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Trustee from serving the corporation in any other capacity and receiving compensation therefor.

3.10 ***Informal Action by Trustee***. Any action required by law to be taken at a meeting of Trustees, or any action which may be taken at a meeting of Trustees, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the Trustees (all pursuant to 18 O.S. §1073).

ARTICLE IV

OFFICERS

4.1 ***Officers.*** The officers of this Corporation shall be a President, one or more Vice Presidents (the number thereof to be determined by the Board of Trustees), a Secretary, a Treasurer, and such other officers (including a chairman) as may be elected in accordance with the provisions of this Article. The Board of Trustees may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time, by the Board of Trustees. Any two or more offices may be held by the same person, except the offices of President and Secretary.

4.2 ***Election and Term.*** Officers shall be elected annually by the Board of Trustees at the regular annual meeting of the Board of Trustees. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as conveniently may be. New offices may be created and filled at any meeting of the Board of Trustees. Each officer shall hold office until his successor shall have been duly elected and shall have qualified.

4.3 ***Removal.*** Any officer elected or appointed by the Board of Trustees may be removed by the Board of Trustees whenever, in its judgment, the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the officer so removed.

4.4 ***Vacancies.*** A vacancy in any office because of death, resignation, disqualification or otherwise may be filled by the Board of Trustees for the unexpired portion of the term.

4.5 ***President.*** The President shall be the principal executive officer of the Corporation and shall in general supervise and control all the business and affairs of the Corporation. He shall preside at all meetings of the Board of Trustees. He may sign, with the Secretary or any other proper officer of the corporation authorized by the Board of Trustees, any deeds, mortgages, contracts or other instruments which the Board of Trustees has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Trustees or by these Bylaws or by statute to some other officer or agent of the corporation; and in general, he shall perform all the duties commonly incident to the office of President and such other duties as may be prescribed by the Board of Trustees from time to time.

4.6 ***Vice President.*** In the absence of the President, or in the event of his inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice Presidents in order of their election) shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. Any Vice President shall perform such duties as from time to time may be assigned to him by the President or Board of Trustees.

4.7 ***Secretary.*** The Secretary shall keep the minutes of the meetings of the Board of Trustees in one or more books provided for that purpose; give all notices in accordance with the provisions of these Bylaws or as required by law; be custodian of the corporate records and of the seal of the corporation, and affix the corporate seal of the corporation to all documents, the execution of which on behalf of the corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; and in general, perform all duties as from time to time may be assigned to him by the President or by the Board of Trustees.

4.8 ***Treasurer.*** If required by the Board of Trustees, the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Trustees shall determine. He shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for moneys due and payable to the corporation from any source whatsoever, and deposit all such moneys in the name of the Corporation in such banks, trust companies, or other depositories as may be selected in accordance with the provisions of Article VI of these Bylaws; and in general, perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President or Board of Trustees.

4.9 ***Assistant Treasurers and Assistant Secretaries***. If required by the Board of Trustees, the Assistant Treasurers shall give bonds for the faithful discharge of their duties in such sums and with such sureties as the Board of Trustees shall determine. The Assistant Treasurers and Assistant Secretaries in general shall perform such duties as shall be assigned to them by the Treasurer or Secretary or by the President or Board of Trustees.

4.10 ***Chairman.*** The chairman, if elected by the Trustees, shall preside at all meetings of the Trustees, and shall be responsible for such duties as given him by the Trustees.

ARTICLE V

COMMITTEES

5.1 ***Committees of Trustees.*** The Board of Trustees, by resolution adopted by a majority of the Trustees in office, may designate and appoint one or more committees, each of which shall consist of two or more Trustees, which committees, to the extent provided in said resolution shall have and exercise the authority of the Board of Trustees in the management of the corporation.

However, no such committee shall have the authority of the Board of Trustees in reference to amending, altering, or repealing the Bylaws; electing, appointing, or removing any Trustee or officer of the corporation; amending the articles of incorporation; adopting a plan or merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefor; adopting a plan for the distribution of the assets of the corporation; or amending, altering, or repealing any resolution of the Board of Trustees which by its terms provides that it shall not be amended, altered, or repealed by such committee. The designation thereto of authority shall not operate to relieve the Board of Trustees, or any individual Trustee, of any responsibility imposed on it or him by law.

5.2 ***Other Committees.*** Other committees not having and exercising the authority of the Board of Trustees in the management of the corporation may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, the President of the corporation shall appoint the members of each such committee. Any members thereof may be removed by the person or persons authorized to appoint such member whenever in their judgment the best interests of the corporation shall be served by such removal.

5.3 ***Term of Office.*** Each member of a committee shall continue as such until the next annual meeting of the Board of Trustees or until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

5.4 ***Chairman.*** One member of each committee shall be appointed chairman by the person or persons authorized to appoint the members thereof.

5.5 ***Vacancies.*** Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

5.6 ***Quorum.*** Unless otherwise provided in the resolution of the Board of Trustees designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

5.7 ***Rules.*** Each committee may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Board of Trustees.

ARTICLE VI

CONTRACTS, POWERS, CHECKS, DEPOSITS, AND FUNDS

6.1 ***Contracts.*** The Board of Trustees may authorize any officer or officers, agent or agents of the corporation, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances.

6.2 ***Checks and Drafts***. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Trustees. In the absence of such determination by the Board of Trustees, such instruments shall be signed by the Treasurer or the President of the corporation. Disbursement checks only require the signature of one person authorized by the board unless the amount is over $500 in which case they will require the signatures of two persons authorized by the board.

6.3 ***Deposits***. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Trustees may select.

6.4 ***Gifts***. The Board of Trustees may accept on behalf of the corporation any contribution, gift, bequest or devise for the general purposes or for any special purpose of the corporation.

6.5 ***Powers.*** The Corporation shall possess all powers permitted to it by law, which are not in derogation of its not-for-profit purpose or restrictions applicable because of its classification as a tax exempt organization under the Internal Revenue Code of 1986, and shall be permitted to take any action in furtherance of its corporate purposes, which are not prohibited by law.

ARTICLE VII

BOOKS AND RECORDS

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Board of Trustees and committees having any of the authority of the Board of Trustees. All books and records of the corporation may be inspected by any Trustee or officer or their attorney for any proper purpose at any reasonable time.

ARTICLE VIII

FISCAL YEAR

The fiscal year for the corporation shall begin on the first day of January and end on the last day in December in each year.

ARTICLE IX

WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Oklahoma General Corporations Act or under the provisions of the Certificate of Incorporation or the Bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE X

AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the Trustees present at any regular meeting or at any special meeting, if at least two days' written notice is given of an intention to alter, amend or repeal these Bylaws or to adopt new Bylaws at such meeting; or if written consent to such action is taken pursuant to Article IV hereof.

Adopted this 27th day of January, 2011.

____
Linda Budd
President

ATTEST:

____
Christopher Tham
Secretary

Harvest House Outreach Inc.
Bylaws

Table of Contents

Harvest House Bylaws and Policies

I. Antidiscrimination Policy

It is the policy of Harvest House to employ and promote individuals qualified and/or trainable for positions by virtue of job-related standards of education, experience, and ability (this applies also to those interested in serving in a volunteer capacity). Thus, it is the objective of Harvest House that all actions that relate to employment including recruitment, hiring, training, education, promotion, transfer, termination, compensation, benefits, company-sponsored social and recreational activities, and use of company facilities, shall be administered without regard to race, gender, national origin, age, handicap, ancestry, or status as a Vietnam-era disabled veteran. This policy is consistent with the business objectives and practices of Harvest House and members involved who have knowledge of the matter. The decision of the Vice President of Operations Officer on the matter shall be final.

Nondiscrimination Statement For Those Receiving Services
It is the policy of Harvest House, its employees, and its volunteers to provide information and program services to any and all interested and qualified parties in need of said services without regard to race, color, disability, sexual orientation, age, religion, national origin, handicap or gender.

II. President Job Description

It shall be the duty of the President to preside at all meetings, to guide the board in the enforcement of all policies and regulations relating to Harvest House and to perform all other duties normally incumbent upon such an officer. The President shall appoint all members, including the chair of each standing committee, if any, and all other committees deemed necessary by the board. The President may serve as an ex-officio member of each committee, but may not vote at the committee level.

III. Duties of the Board of Directors:

Determine the organization's mission and purpose
A statement of mission and purposes should articulate the organization's goals, means, and primary constituents served. It is the board's' responsibility to create the mission statement and review it periodically for accuracy and validity. Each individual board member should fully understand and support it.
Select the executive
Boards must reach consensus on the Vice President of Operations' job description and prayerfully undertake a careful search process to find the most qualified individual available for the position.

Support the executive and review his or her performance
The board should ensure that the Vice President of Operations has the moral and professional character as well as the support he or she needs to further the goals of the organization. The Vice President of Operations, in partnership with the entire board, should decide upon a periodic review of the Vice President of Operations' performance.
Ensure effective organizational planning
As stewards of an organization, boards must actively participate with the staff in an overall planning process and assist in implementing the plan's goals.
Ensure adequate resources
One of the board's foremost responsibilities is to provide adequate resources for the organization to fulfill its mission. The board should work in partnership with the Vice President of Operations and Vice President of Development to raise funds from within the community.
Manage resources effectively
The board, in order to remain accountable to its donors, the public, and to safeguard its tax-exempt status, must assist in developing the annual budget and ensuring that proper financial controls are in place.
Determine, monitor, and strengthen the organization's programs and services
The board's role in this area is to determine which programs are the most consistent with an organization's mission, and to monitor their effectiveness.
Enhance the organization's public standing
An organization's primary link to the community, including constituents, the public, and the media, is the board. Clearly articulating the organization's mission, accomplishments, and goals to the public, as well as garnering support from important members of the community, are important elements of a comprehensive public relations strategy.
Ensure legal and ethical integrity and maintain accountability
The board is ultimately responsible for ensuring adherence to legal standards and ethical norms. Solid personnel policies, grievance procedures, and a clear delegation to the Vice President of Operations of recruiting and managing employees and volunteers will help ensure proper decorum in this area. The board must establish pertinent policies, and adhere to provisions of the organization's bylaws and articles of incorporation.
Recruit and orient new board members and assess board performance
All boards have a responsibility to articulate and make known their needs in terms of member experience, skills, and many other considerations that define a "balanced" board composition. Boards must also orient new board members to their responsibilities and the organization's history, needs, and challenges. By evaluating its performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved.

IV. Individual Board Member Responsibilities

- Attend all board and committee meetings and functions, such as special events
- Be informed about the organization's mission, services, policies, and programs
- Review agenda and supporting materials prior to board and committee meetings
- Serve on committees and offer to take on special assignments

- Make a personal financial contribution to the organization
- Inform others about the organization
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization
- Keep up-to-date on developments in the organization's field
- Follow conflict of interest and confidentiality policies
- Refrain from making special requests of the staff
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements
- Assist the Vice President of Operations in recruiting volunteers to maintain high service levels

Personal characteristics to consider

Ability to:

- listen, analyze, think clearly and creatively, work well with individual people and groups

Willingness to:

- prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself

Willingness to develop certain skills if you do not already possess them, such as to:

- cultivate and solicit funds; cultivate and recruit board members and other volunteers; read and understand financial statements; learn more about the substantive program area of the organization

Possess:

- honesty, sensitivity to and tolerance of differing views; a friendly, responsive, and patient approach, community-building skills; personal integrity; a developed sense of values; concern for your nonprofit's development; a sense of humor

V. Board Treasurer Job Description

RESPONSIBILITIES:

1. Review the monthly computerized financial report, compare expenses with budgets and income, identify and anticipate problem areas and work with committee chairmen and/or board members to correct those problems.
2. Assist board members and committee chairmen with appropriate financial matters.
3. Assist with the development of a balanced budget.
4. Prepare and present appropriate reports.
5. Answer correspondence related to Harvest House financial matters, as appropriate.
6. Assist with the process of any needed audits.
7. Oversee the financial aspects of board decisions.
8. Work to maintain a strong financial position.
9. Work with the board and management to develop a long-term financial strategy.

10. Work with the board and management in assessing the annual financial condition of the organization.
11. Serve an active role in strategic planning.
12. Annually review and revise, as needed, budget preparation materials.
13. Chair the treasurer's advisory committee, if any.

VI. Cash Disbursements

An authorized check signer will make disbursements only upon review and approval of the transaction. This will include review for the existence of proper supporting documentation and evidence of the receipts of the goods and services.

All disbursement checks require the signature of one person authorized by the board unless the amount is over $500.0 in which case the signatures of any two persons authorized by the board are required.

VII. Vice President of Operations Job Description

NATURE OF POSITION:
Serves as Harvest House's Vice President of Operations officer. Reports directly to the board and is ultimately responsible for the operation of all agency programs; the management of all agency fiscal resources; the supervision of all staff; and for the provision of quality services to the community.

RELATIONSHIP TO OTHER ADMINISTRATIVE STAFF:
Directly supervises the activities of the staff (list of positions as determined by the board's approved table of organization). The board's legal counsel and consultants, if any, also report directly to the Vice President of Operations. Final approval for employment, promotion or termination of Harvest House staff or volunteers is the responsibility of the Vice President of Operations within guidelines/policies set by the board.

POSITION DUTIES:
- Plans, develops and supervises programs.
- Evaluates program improvements and recommends policy to the board.
- Undertakes and oversees all employment actions for Harvest House staff within guidelines/policies set by the board.
- Routinely assesses, through formal and informal processes, the needs of low-income persons and in the community.
- Serves as the primary agency planner, setting goals and objectives and developing projections of needs and funding.
- Seeks funding and/or resources from a broad range of sources.

- Develops and maintains records and reports on programs and services provided by the organization.
- Formulates budgets and maintains an accounting system which meets all federal, state, and local compliance standards.
- Prepares and submits regular budget and expenditure reports to the board.
- Establishes and maintains a personnel records system.
- Acts as primary liaison with various governmental entities and community organizations.
- Serves as the chief spokesperson for Harvest House and is responsible for all public relations.
- Performs other duties as directed by the Harvest House board.

VIII. Code of Ethics for the Board

The following code of ethics was adopted by the board and sets forth the standards the board expects from its members.

1. To become familiar with and committed to the major responsibilities of a governing board
    a) Setting mission and purposes
    b) Appointing the Vice President of Operations
    c) Supporting the Vice President of Operations
    d) Monitoring the Vice President of Operations' performance
    e) Assessing Board performance
    f) Insisting on strategic planning
    g) Reviewing educational and public-service programs
    h) Ensuring adequate resources
    i) Ensuring good management
    j) Preserving institutional independence
    k) Relating to the community

2. To support the institution's fund-raising efforts through personal giving in accordance with one's means (to both annual funds and capital drives), and to be willing to share in the solicitation of others.

3. To devote time to learn how the institution functions—its uniqueness, strengths, and needs, its place in the community.

4. To carefully prepare for, regularly attend, and actively participate in board meetings and committee assignments.

5. To accept and abide by the legal and fiscal responsibilities of the board as specified by institutional charter, bylaws, and state statutes and regulations.

6. To vote according to one's individual conviction, to challenge the judgment of others when necessary, yet to be willing to support the decision of the board and work with fellow board members in a spirit of cooperation. To recognize that the President alone speaks for the board.

7. To maintain the confidential nature of board deliberations and to avoid acting as spokesperson for the entire board unless specifically authorized to do so.

8. To understand the role of the board as a policy-making body and to avoid participation in administration policy.

9. To learn and consistently to use designated institutional channels when conducting board business (e.g., responding to staff and volunteer grievances, responding to inquiries concerning the status of a Vice President of Operations search, etc.)

10. To comply with conflict-of-interest policy and disclosure developed by the board.

11. To refrain from actions and involvement that might prove embarrassing to the institution and to resign if such actions or involvement develop.

12. To make judgments always on the basis of what is best for the organization as a whole.

IX. Committee Chair Job Description

RESPONSIBILITIES:

1. At time of appointment, committee chairs will receive direction by the President and regular lines of communication will be established.
2. Annually, the chair will develop a committee-specific action plan implementing the organization's strategic plan and submit it to the board of director's liaison for approval. The action plan delineates goals, objectives, tactics, time frames and costs.
3. The chair will develop a budget to support the committee plan and submit it to the budget and finance committee and subsequently to the board for approval.
4. The chair will submit committee reports when requested by the President, written reports for each board meeting, and a written annual report to be presented to the membership.
5. The chair will send minutes of committee meetings to committee members and distribute to the board, committee chairs as appropriate, and file.
6. Committee chairs may be requested to attend Harvest House board meetings.
7. Following each board meeting, the chair will be sent a copy of the meeting minutes for review and action if required.
8. Committee communications, which will be presented to the membership, will have prior approval of the President or designee.

9. The chair is responsible for the annual evaluation of their committees utilizing the criteria approved by the board. This will include the chair evaluating the committee members and the committee members evaluating the chair.

X. *Conflict-of-Interest Disclosure Statement*

Every member of the Board of Directors will complete, sign and submit a Conflict-of Interest Disclosure Statement to the Chairman of the Board. The Chairman will determine whether there exists a conflict of interest by any board member that would make the member ineligible to serve or continue to serve on the board.

Each member will comply with the following instructions in submitting a Conflict-of-Interest Disclosure Statement:

Please initial in the space at the end of Item A or complete Item B, whichever is appropriate, complete Item C, and sign and date the statement and return it to the President.

Conflict-of-Interest Disclosure Statement

A. I am not aware of any relationship or interest or situation involving my family or myself that might result in, or give the appearance of being, a conflict of interest between such family member or me on one hand and Harvest House on the other.

____
Initials

B. The following are relationships, interests, or situations involving me or a member of my family that I consider might result in or appear to be an actual, apparent or potential conflict of interest between such family members or myself on one hand and Harvest House on the other; ______________________
Initials

For-profit corporate directorships, positions, and employment:

____

Nonprofit trusteeships positions:

____

Memberships in the following organizations:

____

Contracts, business activities, and investments with or in the following organizations:

____

Other relationships and activities:

____

My primary business or occupation at this time:

____

I have read and understand Harvest House's conflict-of-interest policy and agree to be bound by it. I will promptly inform the President of Harvest House of any material change that develops in the information contained in the foregoing statement.

______________________	______________________	______________
Type/print name	Signature	Date

XI. Grievance Policy

PROBLEM RESOLUTION PROCESS
Harvest House employees or volunteers who believe they have been treated unfairly are encouraged to utilize the following problem resolution process:

A. In the event an employee or volunteer believes she or he has been treated unfairly, the employee should discuss the situation with her or his immediate supervisor in an effort to resolve the issue.

B. If a resolution cannot be reached through discussion with the supervisor, the employee should put the complaint in writing to the supervisor who will respond in writing within 10 days.

C. If a resolution still has not been reached, the employee or volunteer should present the written material (his or her complaint and supervisor's response) to the Vice President of Operations within 10 days of receiving the supervisor's response. The employee must notify the supervisor of this action.

D. The Vice President of Operations will respond to both parties within 10 days of receiving the complaint.

E. If the Vice President of Operations cannot resolve the complaint, or if the complaint involves the Vice President of Operations, the employee may present the complaint to the board. The board will review any complaint brought before it and will respond in writing to the parties concerned within 15 days of receiving the complaint. The decisions of the board are final.

F. There will be no retaliation of any kind against an employee or volunteer for bringing up complaints under this procedure.

G. At their own expense, employees or volunteers may seek outside guidance in order to articulate a complaint as clearly as possible.

XII. Nepotism Policy

EMPLOYMENT OF SPOUSES:
With respect to the employment or use as volunteers of relatives, Harvest House reserves the right to:

a. refuse to place one spouse under the direct supervision of the other spouse where such has the potential for creating an adverse effect on supervision, safety, security, or morale

b. refuse to place both spouses in the same department, division, program or facility where such has the potential for creating an adverse effect on supervision, safety, security, morale, or involves potential conflicts of interest

XIII. Document Destruction Policy

Nonprofit organizations should have a written document retention and periodic destruction policy. Policies such as this will eliminate accidental or innocent destruction. In addition, it is important for administrative personnel to know the length of time records should be retained.

The following table provides the minimum requirements.

Type of Document	**Minimum Requirement**
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank Statements and Reconciliations	3 years
Board Meeting Proceedings	Permanently
Client Applications	1 year
Checks	3 years
Contracts (still in effect)	Permanently
Correspondence (general)	2 years
Client Automated Records	7 years
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Depreciation Schedules	Permanently
Duplicate deposit slips	2 years
Employment applications	3 years
Expense Analyses/expense distribution schedules	7 years
Flow Sheets	1 year
Insurance Policies (expired)	3 years
Insurance records, current accident reports, claims, policies, etc.	Permanently
Internal audit reports	3 years
Inventories of products, materials, and supplies	1 year
Minute books, bylaws and charter	Permanently
Payroll records and summaries	7 years
Personnel files (terminated employees)	7 years
Retirement and pension records	Permanently
Tax returns and worksheets	Permanently
Timesheets	7 years
Withholding tax statements	7 years
Year End Financial Statements	Permanently

XIV. Drug Testing Policy

Employees Subject to Testing

Under Harvest House's drug and alcohol testing policy, current and prospective employees and volunteers who work or would work in high-risk or safety-sensitive positions may be asked to submit to drug and alcohol testing.

Safeguards

Harvest House's policy is intended to comply with all state laws governing drug and alcohol testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

Tested Substances

Harvest House's drug and alcohol testing program is limited to testing for alcohol and illegal drugs. Any other substances that may be tested using the same method used to test for controlled substances will not be tested and, if found, will not be reported.

Licensed Laboratories

Any drug and/or alcohol testing required or requested by Harvest House will be conducted by a laboratory licensed by the state. The employee may obtain the name and location of the laboratory that will analyze the employee's test sample 2 hours before the employee is scheduled to be tested.

Notice of Results

If the employee is asked to submit to a drug or alcohol test, Harvest House will notify the employee of the results within "24 hours" after it receives them from the laboratory. To preserve the confidentiality Harvest House strives to maintain, the employee or volunteer will be notified by phone call whether the test was negative or confirmed positive and, if confirmed positive, what the next step is.

Positive Test Results

If the employee receives notice that the volunteer or employee's test results were confirmed positive, the volunteer or employee will be given the opportunity to explain the positive result following the receipt of the test result. In addition, they may have the same sample retested at a laboratory of their choice.

Adverse Employment Action

If there is reason to suspect that the employee is working while under the influence of an illegal drug or alcohol, the employee will be suspended without pay until the results of a drug and alcohol test are made available to Harvest House by the testing laboratory. Where drug or alcohol testing is part of a routine physical or random screening, there will be no adverse employment action taken until the test results are in.

Confidentiality

Harvest House will make every effort to keep the results of drug and alcohol tests confidential. Only persons with a need to know the results will have access to them. The employee or volunteer will be asked for their consent before test results are released to anyone else. Be advised, however, that test results may be used in arbitration, administrative hearings and court cases arising as a result of the drug testing. Also, results will be sent to federal agencies as required by federal law.

Costs

Harvest House will pay the cost of any drug and alcohol testing that it requires or requests employees submit to, including retesting of confirmed positive results. Any additional tests the employee requests will be paid for by the employee or volunteer.

Drug and Alcohol Use at Work Prohibited

Harvest House will not tolerate any use of nonprescription or illegal drugs or alcohol during work hours. If the employee comes to work under the influence of drugs or alcohol or use drugs or alcohol during work time, the employee or volunteer will be sent home without pay.