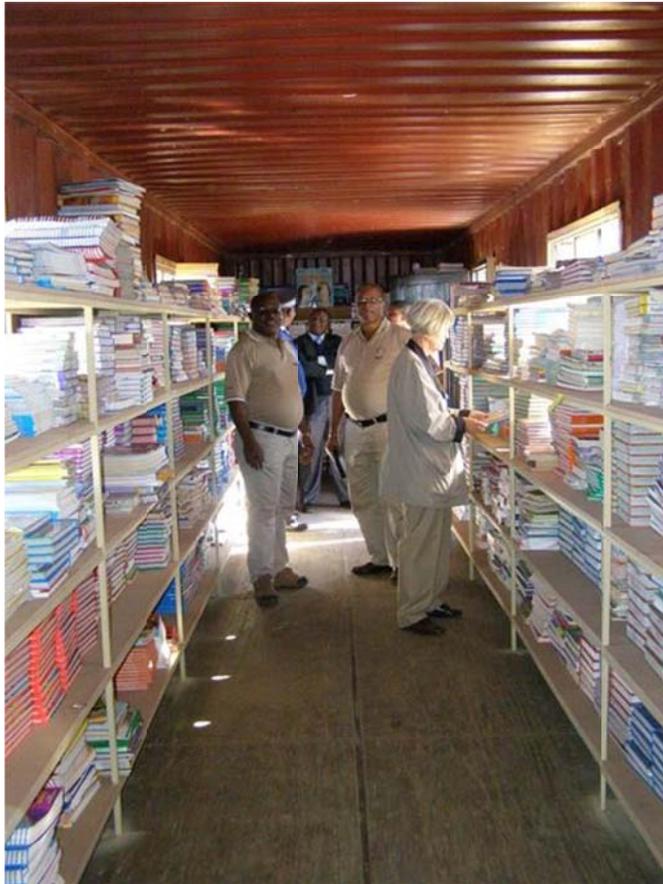


2014

The Annual Report



The Second Wind Foundation

Annual Report for 2014
The Second Wind Foundation

This report is organized into five sections. The first section is an overview of the 2014 year. The second section describes the collection network in the USA and Canada. The Third section describes the distribution network overseas and the cooperative ventures and challenges there. The forth section describes the bicycle project and what we hope to achieve with it. The last section summarizes the previous four sections.

Section 1 – The Overview

This has been the most successful year yet for the Second Wind Foundation and the Rotary Books for the World project. A total of 41 forty foot containers have been sent to six different countries. We have focused on the distributors which have traditionally pushed the most books out into the communities they serve. The countries are South Africa, Guyana, Pakistan, Swaziland, Panama, and Cameroon. Each country will be detailed in Section 3.

The 41 containers total about 1.7 million pounds of books where the average weight of a book is a pound or about 1140 pallets. We got a slow start this year doing only ten containers in the first six months. The balance of the containers was in the second half of the year. There was a reason for the lack of balance in 2014. The schools all over the USA replaced their math and science books with new books over the summer in the USA. Therefore, we spent the second six months responding to Rotary Clubs and schools who wanted to send their math and science books to the developing world. Fourteen of the containers were sent in December of 2014.

Financially, it took a lot of funds for the operation of a project of this magnitude. We spent about \$350,000 on the project. While the raise in the stock market accounted for much of our success, we should note that the increase in prices for shipping was also significant. The cost of shipping rose at year's end even though the cost of oil sharply declined due primary to the true rate of inflation as opposed to the US Government's calculation. The Foundation started 2014 with total assets worth \$1,046,042 and sold 2000 shares of Johnson and Johnson during the year to fund our expenses. The foundation ended the year with total assets of \$984,270.

Operationally, there were several changes this year. Fortunately for the project there started to be some standardization of packaging and of typing of books at various locals. Our distributors, faced with the influx of library books last year when no textbooks were adopted, choose to start requesting specific type of books. To accommodate the rest of the operation adopted the New York and Wisconsin marking of the types of books in each pallet.

Finally, we were forced this year to make a video of how to make a pallet. Many pallets come in from the schools with the pallets misshapen and with stuff piled on top of the pallet. Wisconsin took the duty of making the video which we are still working to make it useable for all sites. It involves the use of like box sizes, rubber mats for the pallets and standardized building procedures. Our challenge is to have the technique which is excellent and produces a desirable pallet used by all the volunteers we have in the program.

While the packing center in Houston started last year, it didn't fully get into operation until this year and it was very necessary. Many of the school districts' packing have been redirected to the packing center in Houston which is operated by the Interact clubs and Rotarians mostly from District 5890 but not exclusively. A relationship has been forged with other NGOs in the Houston to receive their rejected books which strengthens the library building process in a year when textbooks were king. Volunteers put in at least 1100 hours in sorting and repacking books from Rotary Districts 5840, 5890, 5910, and 5930.

Lastly, a significant effort was launched at the Sydney RI Convention to get new distribution centers into the project. The expansion effort has met with only limited success as of this date but the effort is still young by project standards. So far the only new shipments have been to Cameroon which was initiated two years ago by a Peace Corp volunteer, and to Panama which came out of a personal visit last year to the Zone Institute. Houston is in a zone teamed with Central America.

We are looking for ways to serve the following countries but problems continue to be present for the distribution of books. For the Democratic Republic of the Congo and Uganda the shipping company will not go inland so far so we have not found a viable logistical path to serve them without bribing the Port of Mombasa which the shipping lines want us to do. We have MOUs agreed with a D.R. Congo and Uganda Rotary Club. So far the Rotary Clubs in the following countries have not shown an interest: 1) Philippines, 2) Jamaica, and 3) Botswana. We have had discussions with Rotary Clubs in Colombia and Granada but the clubs were too small and new to mount a book distribution project. However, the Colombia club has come back to us and wishes to continue. Discussions with Papua New Guinea broke down when we realized that the roads to the capital city would not support a 40' container at about 70,000 pounds gross weight. We have a past RI President, Kalyan Banerjee, looking to see how we can restart our relationships with Indian Rotary Clubs. We have been contacted by the Rotary Club in Bhutan and the clubs in Bangladesh but nothing has come of them yet. We had good discussions with the Egyptians in Sydney but they have not answered email since then. The political situation may be affecting our ability to communicate.

Ghana chose to link up with an East Coast Rotary Club for a cheaper arrangement and dropped funding for Second Wind shipments. We suspect the East Coast clubs paid all the expenses leaving “no skin in the game” for the Ghana clubs. We have found the “no skin in the game” approach not to be a viable approach plus we wish to offer a hand up not a hand out.

Section 2 – The Collection Network

The books we received came primarily from Texas and Wisconsin but in fact come from all over the USA. People mailed books to us in small quantities and school districts donated their books to us. Texas Rotarians were particularly good this year because our Vice Chairman, Chuck Mason and Becky presented the project to the spouse’s sessions of the Lonestar Presidents Elect Training Session which included most of Texas plus two districts in Oklahoma. For the first time ever, we got books from the Houston Independent School District which is one of the largest school districts in the USA.

December 2014 presented a surprise for us. An eighteen wheeler from Wisconsin was rejected by Exel. Wisconsin loads had always been perfect upon receipt. When Exel was contacted to determine the cause, we found out that the host for the warehouse, Dow Chemical, had produced over fifty truckloads of product that week and they needed the space in the warehouse. Since Dow produces revenue and we don’t Exel had no choice but to go with the money. A few years back we had had to scramble for storage as the project got larger which brought Dunavant, Inc. into our donors as they started to take loaded containers from Exel. This month there were fourteen containers at Dunavant which was four over quota.

150 pallets had been stored in three trailers at Exel because they were so poorly wrapped that they could not be stored on the racks. They were from Gilmer, TX. and Vidor, TX. They were stored there until they could be rewrapped by the Pasadena, TX. facility to go to Exel by our request. Wisconsin was requested to provide a video of how to wrap a pallet. That video is being edited now and should be available for 2015.

The outcome of this saga was great. Another warehouse agreed to temporarily host the project. Gulf Winds, International had given a program to the Seabrook Rotary Club so we turned to them. They agreed so the crisis was handled in about 16 hours while the driver waited. It was a blessing for the project because we were asked to reduce our inventory. Rather than shuffle the inventory around the warehouses, we decide to ask our distributors to take some advance loads for 2015 and they did. Pakistan took four containers. Johannesburg took five containers. Guyana took six containers. Capetown took 2 containers. Swaziland took one container which included a bunch of school desks and chairs.

The following paragraphs each describe one of our locations, affiliates, and activities during 2014.

Collection Sites

Nebraska is a new site this year. Barbara and Charlie visited Bill Ballou early in the year and gave programs at three Rotary Clubs and an interview to the local radio station all set up by Bill. They are about ready to send their first container's worth of books to Houston but the people of western Nebraska are generous but it takes about three years for the word to really get out that Rotary will redistribute books to developing countries for free and that long to develop the infrastructure to support the program.

New York (CNY)

Rotarian CNY (Central New York) Books for the World is a collaborative effort between Rotary Clubs, affiliated youth clubs, other community and service organizations and The Second Wind Foundation. Together, they provide K - 6th grade picture/story and K - 12th grade textbooks to needed regions of the world to create opportunities for a better way of life. CNY BFTW also takes other Library and professional books, if funding and space is available.



Rotarian CNY Books for the World was established in in 2008, in District 7150, with two purposes in mind. (1) To glean gently used children's early reader, and textbooks to be redistributed to children in need of these materials in under developed regions of the world, and (2) To create a sustainable, international literacy project the Rotary Clubs could accomplish within their home communities. These projects include the planning, resourcing and funding, sorting, packing and preparing them for transcontinental shipment, at minimum a full pallet of books (24 cartons). They are encouraged to work with neighboring clubs, when possible. The single district project quickly spread across 5 Rotary Districts to include over 90 Rotary Club and community organizations. It includes the entire Central New York region from the Canadian border down to the Pennsylvania border. We have recently split off D7120 (Rochester region) as a separate entity, as WNY-BFTW, management and funding purposes.

The CNY BFTW organization has a steering committee of Rotarians and professionals, from across our operating region that meets six times per year. This committee provides project guidance, general book types and descriptions, packing specifications and transportation to a central marshaling warehouse to the Rotary Club. The Rotary club(s) buy at cost all the required packaging materials and bears the expense of transportation to the CNY-BFTW Warehouse and on to the Rotarian-BFTW warehouse facilities in La Porte, Texas. This rate is currently set at \$225 per pallet load. Fund balances have

been used for occasional unfunded projects and a cash distribution to The Second Wind Foundation.



CNY BFTW Maintains an up to date website with full project historical and how-to information and links to many other related websites. This site also includes a downloadable pdf presentation file that is used for club and other BFTW informational events. This site is located at:

<http://cnybooksfortheworld.org/>.

Additionally, an active Facebook is maintained to keep our current and prospective participants up to date. Its URL is:

<https://www.facebook.com/groups/132237606878654/>

The organization has initiated and completed two RF Matching Grants to fund shipments from Texas to Johannesburg and Cape Town South Africa, as well as donating excess cash reserved to the Second Wind Foundation.

New York (WNY)

After sending two semis to Houston in July and August of this year, WNY (Western New York) BFTW continued to develop its program, getting books from multiple areas of our district. We have 69 clubs in District 7120 and almost half of them have been involved in either locating or palletizing books or in financing and sponsoring pallets from other areas. It is a continuing problem, as books from the Rochester City School District (RCSD) can easily fill two semis by themselves but without real financial support. It has been a balancing act to finance the packaging and shipment of their books, but our new board of directors is working to resolve this problem.

Our board is currently evaluating whether to fund our shipments through the Second Wind Foundation. We do want to continue to make this a project that our Rotary Clubs can get involved with. In that light, we have struck a new agreement with the RCSD, assuring them manpower from multiple clubs to sort through and palletize their books on a timely basis plus adequate financial resources to ship to Houston as soon as we've reached 26 pallets. With the pallets we have out in the hinterlands plus the ones already in storage at the RCSD, we could easily be shipping again by the middle of February.

All told, as opposed to our situation a year ago, we have more people involved in the project and with growing support at the district level for this project. We are attempting to broaden the program throughout our district and, at the same time, we are looking for monetary support from area foundations. The good news is that the program continues

to grow in our area. Our challenge is to keep up with that growth by developing resources to manage our area. Regional transportation, adequate manpower, sufficient financial resources and continued penetration of our region will be required going forward.

Oregon

Beaverton, Oregon has shipped from the West Coast to sites like the Philippine, Uganda, Kenya, and Ghana for some time. For a number of years they have had an agreement with a book reseller to take all the books that did not sell. Unfortunately the reseller's warehouse was where they stored their books. They no longer have a relationship with that reseller and are looking for a warehouse and source for their books. Oregon is searching for funding as we all are. In the past they have shipped using a USAID program which limited them to three shipments per grant and one grant per year (I think) but that program has gone away under the current administration.

Texas (BFW)



The Pasadena, Texas warehouse for boxed books really got into operation in 2014. The pictures above are of the warehouse in January 2014 (on the left) and October 2014 (on the right). Books are palletized at this warehouse by Interactors who have taken the project on as their international project. Palletizing is held once a month on Saturday morning and yield anywhere from 10 to 20 pallets. Each Interact Club declares its participation on the Wall of Fame so that the Club can be recognized for its endeavors. The Interactors and Rotarians have volunteered over 1100 volunteer hours at the Pasadena facility. Texas has stopped volunteers working at Exel because of the limited access and to limit Exel's liability to OSHA regulations. Pallets which are made by the school district which do not meet minimum standards are off loaded and reworked in Pasadena. By reworking them we retain the books plus keep our commitment for safety to Exel. The storage in Exel is in racks that extend up to sixty feet in the air.



Think what a hazard it would be to have a pallet of books break sixty feet in the air.

Wisconsin

The Wisconsin Operation completed another very successful year in 2014. The program is well known to schools and libraries across Wisconsin, and because of this, for the second consecutive year, they have shipped a total of ten semi-truck loads of books to Houston. Book donations increased about 7% for the year despite the fact that they were forced to move their book processing operation twice within a six-week period in June and July. They now occupy about 6,000 square feet of very functional warehouse space donated to them by Madison College, a local technical college having a 40,000 plus student enrollment.

Non-Rotary participants, including corporate and university student volunteer groups, continue to represent the core book processing cadre. Just over one-thousand participants were actively involved during the year which represents an increase of 40% over 2013.

One very significant achievement was the shipment of their 2-millionth pound of books since program inception in 2005. This event was covered by three local TV stations and was attended by more than 50 friends and Rotarians. Another was having Thom Weiss assume the position of program coordinator in July which adds to the viability of the Wisconsin Operation for years to come. Carol and Bod Dombroski will continue to be active participants working in a support role. Please see the you tube video of how to make a pallet on <http://youtu.be/tgEWcKgLYwA>. Anti-skid paper is available at the Uline website, http://www.uline.com/BL_1857/Anti-Slip-Pallet-Paper.



**Sign on New Warehouse Highlights
Rotary and Books for the World**

Nebraska



We started operation in Kearney, Nebraska this year. PDG Bill Ballou is organizing the effort and has been using his book store as a base for the operation which has now grown to a storage unit much the same way the Texas program did years ago. They have

yet to send their first truck or intermodal worth of books but are getting close. They are trying to tag onto our charitable rates with Southern Pacific Railroad which is headquartered in Omaha, Nebraska.

Washington State

Over past few years we have received books from District 5030 (Seattle). Their donations have been less than a container load but significant in the distance the books travel to get to us. We tried to hook them up with Oregon thinking the costs would be less but at that time Oregon was out of funds and still trying to fund their own operation.

Smaller Sites

Many other donations are happening on a multiyear basis. The Rotary Club of Warrenton, Missouri comes every year with multiple pickups but they came in 2014 with a box truck load of boxed books. The library and school in Houma, Louisiana sent books they had no housing for after Hurricane Katrina and has sent books ever since then. We get boxes sent through on Walmart trucks, in the US Mail, and the package services from around the country.

Section 3 – The Distribution Network

This was a banner year with 41 40' containers going out to eight distributors. We sent ten containers to Johannesburg, eleven containers to Guyana, and seven containers to Pakistan. Plus we visited Johannesburg and Manzini in Swaziland this year on the way home from the RI Convention where Books for the World had a booth in the House of Friendship.

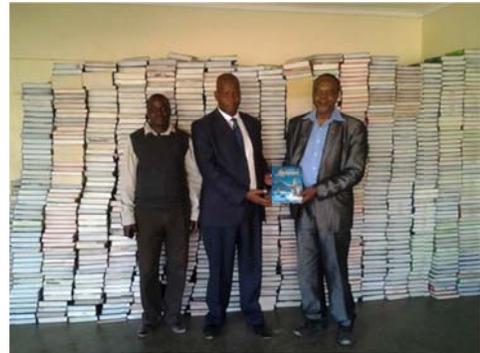
Johannesburg



Johannesburg got more expensive for us this year because of a shift in the logistics of the program and a change in the management. PDG Shirley Downie became the overall manager of the district facility. We decided to ship to the Port of Johannesburg for clearing customs because of the rate of graft required by the customs people in Durban. With the deep water port coming on line in Port Elizabeth, Durban has started to lose some of its volume resulting in the Durban customs officials trying to get more money from each shipment. We have made two shipments this year. The first shipment was seven containers in

midyear and the final shipment was five containers in December. We were doing multi-container shipments because the price per container is lower.

Johannesburg has done a beautiful job of reorganizing the center this year. Barb and I visited it in June of this year. We have verified that they are placing all of the books and sorting and categorizing the books as they come in. The University of Limpopo come and got a large number of pallets for the school and the surrounding schools while we were there. This was significant because the Department of Education had failed to deliver the books allocated to the Limpopo schools earlier in the year which had been a large scandal in South Africa.



Capetown

We have experienced a misunderstanding with the Rotary Club of the Newlands in Capetown. By their reports they have been placing only one book in four. The problem came from a misunderstanding. The Rotary Club was only interested in helping schools with textbooks. Last year no textbooks came out-of-adoption so we switched our focus to building village libraries from the books donated which meant we shipped Capetown library books. We are in the process of determining whether they gave the books they didn't want to another charity or put them in the trash. Depending on the outcome, we will either narrow our scope of sending books to textbooks or the Rotary Club of the Newland will widen their scope to include village libraries.

To our disappointment, our other outlet in Capetown in Elsie's River has been dormant. We still feel that this program which is not tied to a Rotary Club could reach many of our target groups but are focusing on family health issues. The Rotary Club of the Newlands and this activity are not cooperating with each other which is a product of Apartheid history.

Pakistan



Pakistan has been our greatest challenge this year because of the need to support our Rotarians and the need for books and literacy within the country. We have shipped seven containers but have five more containers to ship to Islamabad early next year. The carnage caused by the Taliban to the school in December pointed out how important education is in Pakistan.

Seven of the kids who were killed were from Rotarian families. Our prayers go with them.

PDG Muhammad Faiz Kidwai of Karachi has organized the 160 Rotary clubs in Pakistan in to an army for literacy. They are cooperating with Cristal Montanez Baylor of Hashoo Foundation USA to address the needs for Pakistani youth to have books to read and study from. We are now shipping to Karachi in the south, Lahore in the east, and Islamabad in the west and north. Please support our partners in Pakistan. We appear to be able to get book containers in to the country.

It is noteworthy that the Islamabad area Rotarians are using the containers, when empty, to build a multiple container hospital complex where the children, men, and women can be treated in separate buildings as their culture would require. Administrative units are also being provided.

The Islamabad area Rotarians distributed 103,873 books in 2014. These books were primarily from containers 3 and 4 that we sent them.

Panama



Panama was one of our new acquisitions this year. We are shipping to the Rotary Club of Panama (City) North. This happened at our Zone Institute 2013 when Panama was represented by Allen Sellers , an old friend. The Panamanian Rotarians are educating the kids of the panama mountain tribes and of the islands like San Blas. We shipped our first container in November and it arrived within a day of its departure. Needless the say it was the cheapest shipment we have made to date.

Cameroon

This shipment is the result of the US Peace Corps. It has been shipped but not received yet. The shipment is to the Rotary Club of Bamenda, Cameroon. It is our first attempt to send to a Central African country wehere we know no one. The results of the shipment should be interesting. They need books badly according to the now returned Peace Corps volunteer.

Democratic Republic of the Congo.

We have an MOU signed with the Rotary Club of Bakuva, DRC. A member of the club came to Barb and I at the D9400 district conference and requested books for his club. The problem is how to get them to the club without help from a club in Dar es Salaam, Tanzania where the ship docks. (Bakuva is on eastern edge of the DRC.) To date we have not gotten a sure way to send a container to this club that doesn't involve bribery. However, we may have a club in Dar es Salaam which will undertake the task.

Lebanon

This year we have not sent any books to Lebanon nor have we gotten a report of the container we send in 2013. We have not been surprised by the lack of information because Tripoli, Lebanon has been on the edge of the Syria conflict and has taken many refugees.

Egypt

Rotarians from Egypt had a booth in Sydney and expressed that they wanted books for both the Rotary Clubs in Cairo and Alexandria but have not yet responded to the MOU send them. Their support for the Palestinians and the Arab Spring political reversals may have dampened appetites for USA books. We will keep them on our radar as a potential distributor.

India

The Rotary Club in Chennai was going to take another container this year but the club who was going to receive the container to convert into a village library cancelled on them so we did not send another container. Indian Rotary is into a big push on literacy this year and PRIP Kalan Banerjee is working on getting us back into India but graft at customs remains a hindrance.

Bhutan

We have had a request from the only Rotary Club in Bhutan (located between India and China) for books. We think the request is the result of the Sydney convention and the Rotary Clubs in Nepal who were near the Books for the World booth. So far we have not sent a container because of the complexities of the inland transportation and finding an agent to receive the container. When we receive answers to these questions from the receiving Rotary Club we will consider the answer.

Colombia

The club of Columbia signed the MOU and have tried to raise funds to import books to Columbia. They were most enthusiastic but as they understood the costs of customs and the amount of paperwork involved in the project their excitement went away when they had legal troubles with their first youth exchange this year. The problem took the money that they had set aside for their library. We would like to send books but perhaps need a stronger club to sponsor the project. They have asked if they could restart the process in 2015. We have answered yes.

Nepal

Once again Nepal was across from the Books for the World booth in Sydney but they have not understood the nature of books we have. They keep trying to order from us like we were Evanston headquarters. Hopefully we have convinced them of what they would get from us. We do not take this as a serious contact.

Uganda

However, Uganda is a serious contact and is asking for many books. They are one of the largest Rotary organizations in Africa. Our problem is the bribery in the customs house in Mombasa, Kenya which is their closest port. We are not sure that Mombasa won't detain the container in Mombasa and solicit funds from us even though the container is scheduled to clear customs in Kampala, Uganda and go in bond (sealed) across Kenya. We are investigating going through Dar es Salaam, Tanzania but the cost is significantly higher.

Kenya

We still hope to find a way to get books into Kenya who needs them so badly. We know the current DG and he knows us but refuses to answer emails dealing with the corruption in the Port of Mombasa. We don't know what to do other than write Kenya off. We are advised that even though we have customs official here watch us load a container and certify its contents then seal the container when the container reaches Mombasa the customs officials will require "duty" paid for items they list but are not certified by US Customs as being in the container. This fits our experience. The one container we sent and paid two rounds of bribes was found in the customs yard with the original seal intact by a person we send to view the items which customs sent us photos of when requiring bribes.

Argentina

While hosted at McLean's warehouse we sent containers of books to Argentina. We have not sent books since we have been hosted at Exel. We would like to send more books to Argentina. Our Director, Angie Jimenez is the secret to Argentina as he was born in Argentina. Angie is active with us again as his treatments at M D Anderson are routine now.

Brazil

For years we have tried to get an arrangement to ship English language books to Brazil and Brazil to ship Portuguese language books to Mozambique but nothing has developed from our initiatives yet.

Section 4 – Bicycles

Yes we still have bicycle parts. Some parts have gone to the Harris County Sheriff's jail, some to the Carol Vance Unit of the Texas Department of Corrections, and some to the Department of Corrections in Swaziland who has a MOU with the Rotary Club of Manzini, Swaziland to rework the bikes to near new for needy kids in Swaziland. The local bikes are given away at Christmas at the George R. Brown Convention Center. Second Wind has been thanked for storing and giving the parts to make the bikes whole again.

As part of the bike initiative the following summary of the 2014 activity is as follows:

191 bikes came through The Carol Vance Unit this year.

50 of those were given to Sean Rose and handed out to kids in one of the Houston wards downtown.



At the George R Brown Convention Center on Christmas Eve we gave away 198 bikes as follows:

- 1) 141 used and refurbished bikes through the Vance Unit.
- 2) 29 mostly new bikes donated by the management and staff at David Taylor Cadillac/GMC, Houston.
- 3) 28 new bikes and helmets donated by Walmart Co.

Through this project we do give back to our communities

Our challenge is a work party and transport for the bike frames located in Livingstone, Texas which will meet the needs of Swaziland. We need a work party in Livingstone.

Section 5 – Summary

Our problems for the year came in December when Exel was forced to refuse a Wisconsin shipment because they did not have enough room. Dow Chemical (the rent paying contractor for the warehouse) had a yearend push to get product in the warehouse which was unusual. On top of this problem was improperly prepared loads from Pearland, Gilmer, and Vidor. The Pearland load was reworked in Pasadena but the Gilmer and Vidor loads were stored in rented trailers to be rework as time and space permitted. Consequently to make space in Exel we sent 16 containers in December. These containers went to Guyana, Johannesburg, Pakistan, and Swaziland. They cost a total of \$83,000 which will be used in 2015 but we will need to monitor their usage and make sure they are not dumped.

On top of the Exel problem Dunavant noticed that we have 14 containers stored there. We had originally told them we would have no more than ten loaded containers stored in their yard. They were in an expansion mode and we got a call. We were able to work through the problems with help of our distributors, Gulf Winds International who stored and loaded the Wisconsin load, Exel, and Dunavant. We brought the Dunavant inventory down to seven loaded containers. We brought the Exel inventory down under 200 pallets in storage plus three trailers loaded with the Gilmer and Vidor loads. But sending the books to our distributors' means they are stocked for the first half of 2015. It also means that we spent \$350,000 in 2014 but will see the benefit in 2015.

We will need to concentrate on fund raising in 2015. There are many sources for funding which have not been tapped yet. Among the group is a request for a Global Grant from the Rotary Foundation for \$200,000. We are working on becoming an authorized charity for Amazon purchases which means each purchase tagged for us would accrue a small portion for Second Wind. American Express has a similar program. We should not forget our private donor and Rotary Clubs and District which have kept us alive for 15 year now.

Please give all who have helped a hand because we have sent out 1.6 million pounds of books which probably means for \$350,000 we have produced about \$16 million of relief in the form of educational materials for the developing world.

Attachment 1 – The Current Memorandum of Understanding (MOU)

Memorandum of Understanding
Between
The Second Wind Foundation
and

This memorandum of understanding is to define the relationships, duties, and covenants made between these two parties. The Second Wind Foundation, hereafter called Second Wind, has the administrative and financial responsibility for the Rotary Books for the World program. Under this program books, educational materials, and other material are donated without charge and shipped to participating parties at various locations in the world under the restrictions and agreements provided herein. _____, hereafter referred to as the Distributor, agrees to distribute the donated books, educational materials, and other materials to the needy in _____ without charge for any material.

No guarantees are made regarding the condition or content of the material provided. This is a charity donation by USA and Canadian citizens to aid literacy efforts in _____. Second Wind and Rotary Books for the World is the network by which these donations are transferred from the donors to the clients of the Distributor. The Distributor receives the donations and provides a network to distribute the donations to the needy.

What Second Wind will provide:

- Books palletized and unsorted
- School furniture
- Computers
- Educational Materials
- Medical Supplies
- Other items as mutually agreed
- Shipping from the USA to the shores of _____.
- Shipper-owned containers

What Second Wind requires:

- Customs clearing in _____ by the Distributor or their agent
- Transport from the landing of the containers in _____ to the Distributor's facility
- A receiving inspection including the condition of the container and the cargo plus a pallet count, inventory of any other items, and recognition of any special labels or designated material. This report is due within thirty days (30) of the receipt of the container at the Distributors facility.
- Qualification of the needy.
- Unpacking the books and other materials.
- Displaying the material for pick up by the clients.
- Signing out the books and material to the clients.

- A monthly distribution report.
- A follow-up with the clients within ninety days to determine usage and effectiveness.
- A report on the difference the donation has made within six months and repeated annually.
- The affixing of a donor logo, name, or other recognition as the donor wishes to a container.
- Informing the clients of the source of the books and materials.
- A completely transparent financial disclosure within three months of the end of each financial year or upon submissions to the appropriate taxing authorities. For Second Wind, this requirement will be satisfied by an IRS Form 990.

What Distributor will responsible for:

- Those items listed under "What Second Wind requires".
- Raise sufficient funds to operate the Distributor's facility and to pay any cost with clearing the cargo and transporting it to the Distributors facility.
- Provide the shipper-owned containers to Rotary Clubs or other appropriate parties for community service projects without charge. However, containers provided to other NGOs can be with charge provided that both the distributor and Second Wind agree to do so.
- Provide all books, materials, and other donations to the client without charge.
- Collection of any charges for transport from the Distributors facilities to the clients facilities.
- Publicity both local and international for the accomplishment of this effort.

What Distributor requires:

- A regular supply of books and other materials.
- Those items listed under "What Second Wind will supply".
- The clients provide transport from the Distributors facilities to the clients' facilities.

Second Wind and the Distributor agree that they will operate with the commitments listed above. Exceptions are made for force majeure. Either party may cancel this agreement with sixty (60) days written notice to the other party.

Each party shall hold each other harmless in any actions connected with this agreement (MOU). Each party agrees to aggressively defend the other should there be a claim against either party.

All notifications should be provided in writing to the parties as listed below.

The Second Wind Foundation
 4601 Hamblen Ct.
 Seabrook, Texas 77586
 USA

All changes to these notification addresses must be made in writing to the other party.

This agreement may be changed by either party submitting a written proposal to the other. The agreement will be modified only when both parties have agreed in writing to the proposed change. After agreement is reached then a revised agreement (MOU) will be published for final signature by the proposing party.

The term of this agreement is for three years (3) start from the date below. It is automatically renewed unless one party submits a written notice of cancellation sixty (60) days in advance of its termination.

Any dispute arising under this agreement shall be resolved by arbitration. Each party shall name one arbiter. The arbiters will name a third that is mutually agreeable to them. The three arbiters will name the time, place, and agenda for any hearing on the issue. Electronic hearings are permitted.

This Memorandum of Understanding represents the complete agreement between the two parties. Any changes not made in accordance with this document shall be considered void.

This agreement is effective on the ____ day of _____, 201___. The following officers certify that they have been authorized by their organization to sign this agreement for their organization.

Charles E. Clemmons
Chairman
The Second Wind Foundation

Attachment 2 – Board of Directors – 2014

PDG Charlie Clemmons – President

4601 Hamblen Ct.

Seabrook, TX. 77586

Home: 281-474-2260

Fax: 281-474-1492

Mobile: 281-630-4899

E-Mail: c.clemmons@att.net

PDG Chuck Mason – Vice President

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Work: 409-842-4455

Fax: 409-842-4586

Email: chuck@masonconstruction.net

PDG Emken Linton – 2nd Vice President

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Work: 409-945-4444

Home: 409-945-2048

Fax: 409-945-0762

Cell: 409-739-2585

Email: elinton@wt.net

Rev. Barbara Clemmons – Secretary

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Mr. Jerry Larsen - Treasurer
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Mr. Aaron Clemmons – Assistant Treasurer
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Home: 281-648-8065
Cell: 281-610-0664
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Mr. Angie Jimenez – Chief Operating Officer
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Mr. Peary Perry – Assistant Operating Officer
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Email: pperry@pearyperry.com

PDG Roger McCabe – Counsel
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Mr. Bob Robinson – Maintenance
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Mr. Peter Clemmons - Trustee
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Cell: 281-610-0700
Home: 281-585-5110
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Mr. Terry Ziegler – Palletizing
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Houston, TX 77021-5099
Work: 713. 748.1730
Home: 713.667.6373
Cell: 713.825.1176
Fax: 713.748.2605
Email: Bigzlumber@aol.com

Attachment 3 – List of Countries Served

Afghanistan
Argentina
Cameroon
Ecuador
Ghana
Guyana
India
Kenya
Lebanon
Malawi
Namibia
Nicaragua
Panama
Pakistan
Republic of South Africa
Swaziland
Zambia
Zimbabwe

List of Countries of Interest

Bangladesh
Bhutan (MOU)
Colombia (MOU)
Democratic Republic of the Congo (MOU)
Egypt
Ethiopia
Fiji
Granada (MOU)
Honduras
Jamaica
Nigeria
Philippines
Nepal
Romania
Rwanda
Tanzania
Turkey
Uganda (MOU)
Vanuatu (MOU old)