

# **State GIA Fiscal Year 2025 Grant Application**

Prepared by:  
The Keala Foundation

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GRANT IN AID 2025

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## Application Submittal Checklist

*The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.*

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
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AUTHORIZED SIGNATURE

Sarah L Braunsdorf

PRINT NAME AND TITLE

01/17/2024

DATE





STATE OF HAWAII  
STATE PROCUREMENT OFFICE

**CERTIFICATE OF VENDOR COMPLIANCE**

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

**Vendor Name:** Ultimate Hawaiian Trail Run Foundation Inc

**DBA/Trade Name:** Keala Foundation

**Issue Date:** 07/13/2023

**Status:** Compliant

Hawaii Tax#:

New Hawaii Tax#:

FEIN/SSN#: XX-XXX0755

UI#: No record

DCCA FILE#: 99596

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

**Status Legend:**

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
  - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution...").

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Keala Foundation (Ultimate Hawaiian Trail Run Foundation Inc on original 501c3)

(Typed Name of Individual or Organization)



(Signature)

01/17/2024

(Date)

SarahBraunsdorf

(Typed Name)

Executive Director

(Title)



## Application for Grants Certification

The grant will be used for Public Purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

**(1) The name of the requesting organization or individual;**

Ultimate Hawaiian Trail Run Inc dba Keala Foundation (KF)

**(2) The public purpose for the grant**

To provide a healthy and safe environment to support overall wellness for youth by fighting against the disease of drug and alcohol addiction in Kauai's community.

**(3) The services to be supported by the grant**

Funding from this grant will support free mental and physical health programs along with prevention and early intervention services provided by KF for all youth of Kauai. The KF programs provide free mentorship programs and foster a safe, structured space for children and adolescents to engage in a supportive atmosphere led by trained coaches and sober mentors. Key services include an intentional combination of a fitness program (CrossFit), psychoeducational training (Positive Action), spiritual guidance through 12-step to success (12 steps to recovery), community outreach/service, educational support (i.e. tutoring) and Hawaiian cultural education through 'āina based learning.

**(4) The target group**

Youth residents of Kaua'i who are between the ages of 5-18 years. 85% of our beneficiaries belong to the historically marginalized Native Hawaiian and Pacific Islander groups or come from an economically disadvantaged/ low-income community.

**(5) The cost of the grant and the budget.**

The total budget requested from the State Grant in Aid is \$799,662

## **Application for Grants**

*If any item is not applicable to the request, the applicant should enter “not applicable”.*

### **I. Certification – Please attach immediately after cover page**

#### **1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)**

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

ATTACHED

#### **2. Declaration Statement**

The applicant shall submit a declaration statement affirming its compliance with Section 42F-103, Hawaii Revised Statutes.

ATTACHED

#### **3. Public Purpose**

The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.

ATTACHED

### **II. Background and Summary**

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

#### **1. A brief description of the applicant's background;**

The Keala Foundation (KF) supports the “high risk”, historically marginalized and economically disadvantaged youth on the island of Kauai by providing free functional fitness and mentorship programs to fight against the disease of drug and alcohol addiction in our community. Keala means “the way back,” and it is our purpose to guide youth back to a healthy life, family and themselves by educating them through various efforts so they can make informed choices about their overall health.

The KF founder, Aaron Hoff, is a former drug addict who grew up on Kauai and battled addiction as a young person when he started using drugs recreationally at the age of



10. Addiction soon led to depression and thoughts of suicide, however, as a result of attending an off-island rehab program at the age of 24, along with other life-saving interventions, he is continually overcoming the disease of addiction and has been sober for over 25 years.

As a result of his lived experience, Aaron recognized an opportunity to give back to his community by addressing the lack of mental and physical health resources directly available to the island's youngest residents. With the mission of creating a positive, nurturing support network for adolescents and providing an alternate lifestyle to help turn the tide of substance abuse amongst our youth, KF works to remove all socio-economic barriers allowing them to be successful, contributing members of society. This program is designed to instill hope and develop adolescents' resilient assets, through educating them to make positive choices.

What started as a free youth fitness program in 2016 out of one gym, has now evolved into a nationally recognized youth mentorship organization which runs 4 free programs out of 4 establishments island-wide for youth ages 5 -18 years and positively affects, on average, over 500 young lives a year.

## **2. The goals and objectives related to the request;**

For the past decade, the mental and physical wellbeing of Kauai's youth have been the forefront of our foundation's focus. Our qualified and certified staff provide substance abuse education, peer support groups meetings, outreach, physical fitness, life guidance and positive adult mentorship to our youth through our free daily after-school and out-of-school fitness programs and early intervention camps. This equips and teaches our youth how to avoid a life of dependence and addiction which gives them a fighting chance to avoid a life of dependency and addiction.

As a result of the funding secured from this proposal, our organization will be able to cover a portion of its operating costs including personnel salaries of the operational team that sets the foundation of our work and program facility rental fees around the island. The allocated funds will directly contribute to ensuring that we can recruit, train, and retain top-tier professionals who possess the expertise and passion required to make a lasting impact on the mental and physical well-being of the youth we serve. The rental fees directly support the youth program service locations and will remain a safe, reliable, environment where they can thrive in and know they are loved. The home of our programs are the facilities for us to meet youth where they are at and have a place of retreat to learn, grow, and develop into positive contributing members of our community.

We are also requesting funding to cover the one-time cost of purchasing a 15-passenger vehicle. Acquiring this vehicle will allow us to expand our program's reach into low-income communities and provide transportation services specifically for the youth of Pa'anau Village by addressing the transportation barrier that limits the involvement of these youths in our beneficial programs.

Participation in Keala programs documents youth achieving goals such as:

- Improved attendance and academics in school
- Increased family relations and overall family wellbeing
- Improved thinking skills, reasoning, decision-making, and motivation
- Positive self-concept, good habits, positive social skills
- Improved overall mental and physical health
- Long term avoidance of obesity and disease
- Friendships and mentorships are fostered, community bonds are strengthened, and the participants influence their family members and peers.

### **3. The public purpose and need to be served;**

The staggering numbers of substance abuse, overdoses and suicides in teens is steadily rising, as of 2019, 13% of persons aged 12 years and over in the United States had used illicit substances in the past month. In 2021, more than 106,000 persons in the United States died from drug-involved overdose, more than twice the number of deaths in 2015.<sup>1</sup> Overdoses from all drugs have generally increased in Hawaii over the last five years; 107 drug overdose deaths on Kauai in the decade ending in 2021 were unintentional, except for 20 suicides and five deaths for which the intent could not be determined, according to data analyzed the state Department of Health. On Kauai, fatal overdoses involving methamphetamine outnumbered those involving opioids from 2017 to 2021 by a ratio of 2-to-1, with meth-related overdoses increasing from zero in 2012 to 14 in both 2020 and 2021. With roughly 1 in every 10 middle and high school students in Hawaii reporting a probable substance use disorder indicating a need for treatment.<sup>2</sup> Of these High School youths who reported on Current Alcohol or Marijuana Use in Hawai'i in the past 30 days on County Kaua'i, 38.9% represents the Native Hawaiian ancestry and also ranks the highest of all listed ethnic groups.<sup>3</sup>

The physical and mental health of the minority and marginalized Native Hawaiian youth is of particular concern, given a wide range of factors beyond their control. Such factors including poverty, discrimination, violence, and trauma make these groups more vulnerable and put them at a heightened risk for mental health difficulties later in life,

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<sup>1</sup> <https://www.cdc.gov/nchs/fastats/drug-overdoses.htm>

<sup>2</sup> <https://health.hawaii.gov/wp-content/uploads/2022/01/Kauai-County-Community-Region-Report.pdf>

<sup>3</sup> Hawai'i Health Data Warehouse. (2017) Hawai'i Indicator Based Information System. Retrieved from: [http://ibis.hhdw.org/ibisph-view/query/selection/yrbs/\\_YRBSSelection.html](http://ibis.hhdw.org/ibisph-view/query/selection/yrbs/_YRBSSelection.html)

making them more prone to substance use and other behavioral problems.

The prevalent use of alcohol, opioids and other substances among teens, is causing extraordinary harm to communities all across the state of Hawaii and according to the Hawaii Student Alcohol, Tobacco, and Other Drug Use Survey, Kaua'i County reported higher rates of probable substance use disorder (SUD) and risk positive screens compared to the overall state. Alcohol Use disorder (AUD ) is a concerning individual and public health problem worldwide. AUD confers a prodigious burden of disease, disability, premature mortality, and high economic costs from lost productivity, accidents, violence, incarceration, and increased healthcare utilization.<sup>4</sup>

Families on Kaua'i have little to no on-island options to support their children who are considered "high-risk," or who may be struggling with SUD or mental health issues. They often need to resort to referrals for inpatient treatment on O'ahu or elsewhere and from a financial standpoint, an economically disadvantaged child from a moderate to low-income family cannot even consider this alternative. For the families who may be able to afford this option, their children have been referred to adult treatment programs that are not fit to meet their specific needs, while also potentially exposing them prematurely to inappropriate conversations and unhealthy behaviors by adults. The transition alone for youths being referred outside of Kaua'i county can be traumatic for them seeking treatment away from their families and pose a disconnect in being able to provide youth with comprehensive counseling and support services through group family therapy sessions.

What is unique about the Keala Foundation, is that we are currently the ONLY organization on Kauai that offers a free on-island residential early intervention program as well as free aftercare and prevention programs for youth. The comprehensive on-island programs offered by KF eliminate the unnecessary and stressful component of displacement for teens, especially those who have never left the island or encountered a culture that is unfamiliar to their own.

Along with substance abuse, another major challenge affecting Kauai youth is obesity. Obesity is a result of a mismatch between the environmental conditions we evolved in over the course of the vast majority of our history and the conditions and behaviors of today resulting in Dysevolution. Dysevolution refers to the lifestyle we pass on culturally, to subsequent generations, which are not genetic, yet they are changes in environment and behavior. Hawai'i ranked higher than the United States for those who indicated they did not eat fruit or drink 100% fruit juices during the 7 days before the survey. For physical activity, Hawai'i's YRBS also ranked higher for no participation in at least 60 minutes of physical activity on at least 1 day during the 7 days before the survey, did not attend physical education classes on 1 or more days, and did not play on

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<sup>4</sup> <https://www.cochranelibrary.com/cdsr/doi/10.1002/14651858.CD012880.pub2/full>

at least one sports team.

According to the data analyzed from our participants through surveys, interviews and quarterly assessments, substance abuse and obesity is prevalent in this community for the following reasons:

1. The absence of a positive male influence (father) in the home which can lead to poor decision making due to lack of structure, rules and guidance.
2. The youth lack knowledge and comprehension of the negative effects that drugs and alcohol can have on the body and mind.
3. Aggressive, neglectful and/or traumatic home environments that can lead to insecurity and negative coping skills which ultimately make it difficult to resist peer pressure.
4. History of drug and alcohol use within the family decreases familial support and safe communities.
5. Having little if any access to physical fitness opportunities and/or understanding that fitness and sobriety can lead to better health.

Whether a youth lacks the support or the knowledge, substance abuse and obesity are proven factors to significantly influence negative emotional, social, physical, and mental side-effects.

The KF programs are a response to the lack of safe, meaningful, consistent life experiences for children and adolescents on Kauai. By employing top-tier staff, certified coaches and qualified mentors in a safe and sober environment, we are able to create a safe haven for Kauai's youth through fitness, mentorship, and character-building programs ultimately allowing them to develop a lifestyle free of obesity and substance abuse.

#### **4. Describe the target population to be served;**

With 85% of all our program beneficiaries belonging to Native Hawaiian and Pacific Islander families or coming from an economically disadvantaged (low-moderate income) background, our holistic programs aim to disrupt barriers to social equity and transform generational trauma within the communities that it serves.

KF is dedicated to serving all youth residents of Kaua'i who are between the ages of 5-18 years. Between our intervention and prevention programs, KF currently reaches approximately 500 youths from the town of Kekaha to the village of Anahola. With the proposed addition of our Keala Transportation Program, we aspire to reach an additional 130 youth annually specifically serving the youth residing in the low-moderate income community of Pa'anau Village.

Through our Keala Prevention programs, we offer individual daily classes specifically programmed for Elementary (approximately 5-11 years old) and Middle and High School-aged students (12-18 years).

The Keala to Success: Early Intervention Camp Program (KSEIP) works mainly with the 12-17 year old “high risk” demographic youth with 95% of these program beneficiaries being Native Hawaiian or Pacific Islander. “High risk” is classified as any person experiencing significant problems at home, in school, and in relationships due to substance abuse or other familial related trauma.

We also welcome adults to volunteer, mentor, and provide guidance to all the island's youth, which in turn benefits the adults of our community as well. Our prevention and intervention programs are designed to cater specifically to the unique needs of Kauai's young residents, with the valuable support of adult volunteers who play a crucial role in our mission.

## **5. Describe the geographic coverage**

The Keala Foundation's geographic scope encompasses the entire County of Kauai. Currently, KF operates facilities in Anahola, Lihue, Lawai, Kahili, and Kekaha. We extend our services to youth across the entire island, provided they are willing and able to participate in the KF programs and utilize our facilities. The Keala Curriculum we have online is also available to youth worldwide to be led by a coach and leader to put them through the word of the day and a physical fitness workout.

## **III. Service Summary and Outcomes**

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

### **1. Describe the scope of work, tasks and responsibilities;**

Offered year-round, out-of-school and after-school, Keala Foundation provides a culturally-based, holistic approach to support a youth's overall physical and mental well-being in a safe, sober and healthy environment. We offer 4 multifaceted substance abuse intervention, prevention, and mentorship/community outreach programs to achieve our mission, purpose and goals.

### **Keala Kids**

KF's foundational program, this free youth physical fitness program operates 5 days a week, two times daily out of 4 establishments island-wide. A typical class curriculum

includes a word of the day, group discussion, meditation, structured exercise practices, and community building all led by a certified Level 1 youth CrossFit coach. Composed of elements designed to reduce Exercise Deficit Disorder and poor lifestyle choices: laying foundational movement patterns, providing children with a portion of their prescribed amount of exercise for the week, improving muscular fitness, engineering endless opportunities for success, and discussing roles for food—all while keeping the class and its information fun and engaging.

Research findings have supported the effectiveness of psychosocial and multicomponent modality approaches that include exercise, mindfulness, along with recovery-oriented educational interventions as promising when addressing adolescent physical health, mental health and substance use disorder. It is well known that mental health and physical health are intertwined, and poor mental health can have negative effects on one's physical being.

Keala Kids also serves as the follow-up and aftercare program for all KSEIP intervention camp graduates during Phase 2, as the intentional curriculum taught during classes incorporates the 12-step programming and helps with a seamless reintegration back into the Kauai community. The Keala Kids facilities are the home of which we operate. All kids are welcome, free of charge. Youths come into our doors and leave standing taller, establishing confidence and peace within their body, mind, and spirit all amongst their peers in a healthy environment.

### **Youth Engagement Program (YEP)**

Mentorship program that provides meaningful experiences for teenage students ages 13-18 years, engaging them to participate in tutoring, outdoor excursions, community service projects and employment/career opportunities. Team members and volunteers in the community collaborate with youth on weekend events such as farming, hiking, beach clean ups, paddling, camping and other community services events located at partnering non-profit organization farms such as the Old Koloa Regenerative Farm in Koloa and Kumano I Ke Ala lo'i farm in Kekaha.

A partnership with our neighbors Kumano I Ke Ala and Old Koloa Regenerative Farm focus on environmental stewardship and civic responsibility and provide avenues for service learning, and employment opportunities as well as participating in Hawaiian agricultural projects. KF also partners with three neighboring Kauai charter schools to provide drug awareness assemblies during school as well as facilitate recruitment to our programs.

### **Junior Lifeguard Program: Ocean Safety**

For youth ages 12-17 years, this free and potentially life-saving program is geared to educate teens about ocean safety with the goal of building life-long awareness of the

ocean and its conditions, being knowledgeable and capable in the water, and responding to situations that require rescue or preventative action. Offered for 3 consecutive weekends during the summer months (lessons are learned over two 8 hour days) for up to 25 participants per session.

Directed by Kauai Ocean Safety Lifeguard Chief, Kalani Vierra, this program was created as an alternative option in response to the limited number of spots available in the County operated Junior Lifeguard Program. For the inclusion of each community, each session is held at a different location Anahola Beach Park, Salt Pond Beach Park, and Kukuiula Harbor and more where it is needed. The options are endless with our beaches and youth available to learn.

**Keala to Success: Early Intervention Program (KSEIP):**

The intensive Early Intervention program spans over 30 days, commencing with Phase 1: a 10-day consecutive camp, followed by Phase 2: 20 days of reintegration into the Kauai community providing mentorship exclusively to the 12-18 year old, Native Hawaiian and Pacific Islander “high risk” demographic. The KSEIP team consists of qualified and certified staff and community partnerships that include a Program Director, Staff Coordinator, behavioral specialists, fitness coaches, cultural specialists, clinical and mental health consultants, a licensed Marriage and Family Therapists (LMFT) and certified substance abuse counselor (CSAC), and community-based therapists with experience in addiction and family intervention and reconciliation.

Participants engage in a variety of activities, including one-on-one, group therapy, AA meetings, guided meditation, physical fitness classes, individualized 12-step work with mentors, and family therapy sessions with the program’s LMFT and CSAC. The program uses an interactive approach to address the psychoeducational needs through incorporation of Positive Action (PA) and the proven Alcoholics Anonymous’s 12-Step program of recovery. According to a comprehensive analysis conducted by a Stanford School of Medicine researcher and his collaborators, Alcoholics Anonymous’s 12-Step program of recovery is “[the most effective path to abstinence](#).”<sup>5</sup> Teaching youths important life skills including stress and anger management, redirection of negative behavior and integrating a healthy lifestyle which includes but is not limited to a balanced nutrition and a physical fitness plan.

KF uses one-on-one and group youth mentorship programs geared to influence one's ability to overcome adversity by incorporating the Keala Curriculum (KC) and Positive Youth Development (PYD) framework. The Keala Curriculum (KC) is laid out in a one-year program according to a quarter system. Over the course of a 12-month period,

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<sup>5</sup><https://med.stanford.edu/news/all-news/2020/03/alcoholics-anonymous-most-effective-path-to-alcohol-abstinence.html>

KC integrates the fundamental values of the proven “12 Steps” method with fitness and mental health awareness through structured holistic programming. PYD is a widely accepted approach and defined as an intentional, prosocial approach that engages youth within their communities, schools, organizations, peer groups, and families in a manner that is productive and constructive; recognizes, utilizes, and enhances young people’s strengths; and promotes positive outcomes for young people by providing opportunities, fostering positive relationships, and furnishing the support needed to build on their leadership strengths. Our programs teach skills to promote resilient assets to help youths identify their triggers as well as strategies to self-regulate, while equipping them with positive coping techniques such as mindfulness practices as well as conflict resolution exercises. These skills help youths resist drugs and strengthen personal commitment against drug use, while increasing social competencies such as peer relationships, communication, self-efficacy, and assertiveness.

Our commitment to evidence-based practices extends to aligning our interventions with comprehensive prevention strategies outlined in the SAMHSA resource guide. This guide emphasizes the importance of universal prevention interventions, policies, and environmental strategies that target individuals in schools, communities, or workplaces. Additionally, we recognize the significance of indicated prevention interventions, which focus on individuals already engaged in risky behavior, such as substance use, and provide referrals to support services or screenings and consultations for families. We understand that community coalitions are vital partners in selecting and implementing these interventions, ensuring a comprehensive prevention approach.<sup>6</sup>

In line with these evidence-based strategies, each Keala to Success Early-Intervention Program (KSEIP) 30-day session is led by a Program Director proficient in the 12-Step program of success using the 12-steps of AA model. They are supported by two KF-certified youth counselors and sober Peer Recovery Mentors, maintaining a mentorship ratio of 3:1 to deliver personalized support for our youth participants. There are a total of 3 mentors per program creating a 3:1 youth to mentor match with 40 youth mentored in a full year of programming.

The KF operational team and KSEIP program team are carefully handpicked to ensure each individual has the understanding of their responsibilities to youth mentoring and sobriety. It is encouraged that every team member continually improves and expands their own "toolkit" of mentoring resources as well as staying current in all compliance and certification requirements. All coaches, team members and mentors have access to a comprehensive mentor training program provided by the National Mentoring Resource Center (NMRC) which provides them with the knowledge, skills, and resources

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<sup>6</sup> Institute of Medicine, 1994, "Reducing Risks for Mental Disorder: Frontiers for Preventive Intervention Research," The National Academic Press, <https://pubmed.ncbi.nlm.nih.gov/25144015/>



necessary to be effective in their mentoring roles. Mentors are also provided ongoing guidance and support to ensure their long-term success. All coaches and team members are working through a group therapy program as well for the growth of our individual team members, strengthening as a team together, and to build that toolkit of our own to be able to serve the youth and adults in our community.

KF is a foundation built on love and inclusion, part of that is giving our community the chance to incorporate their stories and skills into a program that can greatly impact a child.

#### Direct services provided across all programs

- Training, supervision, and ongoing professional development opportunities for program staff (e.g. Crossfit Level 1 certification training, HIPAA Compliance Training, 12 steps to success of our own lives, group therapy, individual therapy)
- Mentor recruitment & screening and hiring (including background check, references, interview)
- KSEIP youth recruitment & screening
- Intentional “word of the day” conversations pre- and post-class based off of the 12-step Keala Daily Curriculum coached in our youth programs.
- Supportive 1:1 mentor relationships in and out of assigned class times
- Community service opportunities held two times a month
- Weekly tutoring sessions between students and tutors/volunteers
- Access to supportive resources (e.g., mental health, family therapists and intervention specialists)
- Hands-on learning of lifesaving techniques, CPR certifications, and first aid skills
- Transportation from school to the nearest gym location with a dropoff back home after program completion.
- AI Anon and AA meetings for family members, weekly group therapy sessions for family, Daily/Weekly CSAC meetings with youth.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Our foundational programs (Keala Kids, YEP) are long-term and year round, therefore, the timeline below shows expected programmatic outcomes and results throughout the year. The KSEIP program has 4 separate sessions annually and concludes with a graduation at the end of each quarter.

From July 2024-July 2025, Keala Foundation expects to launch and run a Transportation Program which will facilitate at least 130 additional low-income youth participants to be able to participate in KF’s Prevention and Intervention Programs. Requested funding for the Transportation Program was recently submitted in a proposal to Kauai County through the Community Development Block Grant Program (CBDG).

Funding is anticipated to be received in July 2024 which is when the program will begin. Should funding for the full amount be declined, we still intend to launch a scaled version of the Transportation Program, which will use the one 15 passenger vehicle purchased with funds received through this GIA request.

SEE ATTACHED TIMELINE

3. Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results; and

Measurable outcomes from the Keala Kids and YEP program will be determined by the Wellness Survey given to participants at the initial intake, and on a quarterly basis. The survey includes assessment in overall program, physical preparedness in strength, power, endurance and skill, cognitive exercises that are formulated to assess an individual's ability to self express and articulate in an open-ended format, and an emotional evaluation and wellbeing of an individual in aspects of self-worth, confidence, community and relationship.

The curriculum used in the Keala Kids program integrates the 12-Steps over a 12-month period in which we assess quarterly. The program integrates these principles to act preemptively and preventatively in developing the character of children to implement these values even before they are faced with the dangers of drugs and alcohol. At the end of each 12 months, the program participants take a final exam and a final fitness exam. The final exam was created to change the cultural status quo of the capacity of our youth as strong and capable individuals, confident of their own ability and self worth. The aim is to reshape the standards of fitness in body and mind and have set forth objective goals in order to drive the pursuit of these baselines capabilities.

For the KSEIP program specifically, KF has implemented a comprehensive assessment strategy to evaluate the impact of this intervention program at various stages. Before the program begins, we administer a "Youth Intake Assessment" to gain a clear understanding of each participant's needs and baseline conditions. Upon program completion, we conduct an "Exiting Counseling Youth Assessment" to assess the progress made during their time in the program.

During the program camp, our Prevention Program specialists utilize "Evidence-Based Intervention (EBI) pre and post surveys" to measure the effectiveness of our interventions and to determine the youth's outcomes and growth. Furthermore, to ensure the sustainability of positive change, we conduct a "three-month follow-up assessment" after the program concludes. This follow-up assesses the youth's continued progress and helps us provide ongoing support, including the development of

a relapse prevention plan and aftercare assistance.

These assessments and surveys are integral to our data-driven approach, enabling us to track and analyze the impact of our interventions, make informed adjustments, and ensure that our participants receive the most effective support on their journey to positive change.

Also pre, during, and post the intervention program dates we have a Family Therapy Addiction Specialist available to meet with the families, youth, and offer group guide therapy for parents going through similar circumstances. It is through these weekly meetings and support they can heal their family from the inside and out.

4. List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expending agency.

The goals and measures of effectiveness that will be reported to the State agency and used to evaluate the effectiveness of these programs and our organization are as follows:

#### Goals

- Empower families and communities by equipping them with information and tools to recognize signs of poor mental health or substance use and give them access to a support system.
- Create environments free of stigma that allow children, adolescents, young adults, and their families to talk about their mental health and well-being and seek help without feeling ashamed or fearing discrimination.
- Promote racial equity and the removal of barriers to access and opportunity for Kauai communities that have been historically underserved, marginalized, and adversely affected by inequality.
- Address the lack of accessible and free youth prevention and intervention programs on the island.
- Provide access to sober mentorship, accountability, and education through an 8-week intervention holistic camp experience for 40 “high risk” teens across four quarters annually.
- Teach skills to promote resilient assets to help youths identify their triggers as well as strategies to self-regulate, while equipping them with positive coping

techniques such as mindfulness practices as well as conflict resolution exercises.

- Enhance participation by removing barriers to entry for programs through the Transportation Program. Providing transportation to low-income youth will foster community engagement by bringing them together and keeping them involved. In facilitating their involvement, we create a sense of community and connection
- Empower youth development while reducing physical and health related consequences of substance use

Expected measurable programmatic and direct service outcomes and which evaluation plans will be used to constitute a successful year of programming:

### **Keala Kids and YEP**

- 100% Increased positive peer relationships (End of year survey)
- 75% Increased self efficacy (Quarterly physical and cognitive assessments)
- 85% Increased cultural knowledge (End of year reviews/survey)
- 90% Decrease behavioral problems with consistent (3x weekly) Keala Kids attendance (End of year survey/exam)
- 100% participants show an increase in overall knowledge of healthy fitness habits and nutritional practices; be able to identify junk food and make alternative choices (End of year survey/exam)
- 85% Participants document having improved confidence, social skills and less anxiety; have a decrease in chronic stress as physical exercise and fellowship increases (Quarterly physical and cognitive assessments)
- Two YEP community service or tutoring events a month (22 overall)

### **Junior Lifeguard**

- 100% Students receive a CPR and first aid certificate and are able to perform life-saving techniques and identify dangerous ocean conditions and hazards.
- Any participants choosing to explore a career and future in Lifeguards

### **KSEIP (Exiting Counseling Youth Assessment)**

- 96 out of 120 youth will report reduced or will have ceased use of drugs, alcohol and opioids.
- 85% of participants will report having a positive and helpful relationship with their mentor and will choose to continue the mentor/mentee relationship for accountability.
- 100% of youth will report increased knowledge and comprehension of the negative effects that drugs and alcohol can have on the body and mind at the end of the year.

- 75% of participants will be actively working the 12-step recovery program at 30-60-90 days post-camp and will be consistently advancing from one step to the next in the 12 step program.
- 72 out of 120 participants will choose to participate post-camp, in the varied maintenance aftercare programs for youth provided by the Keala Foundation. (Keala Kids, YEP )
- 90 out of 120 participants will complete the full 8 week program over 36 months.
- 70% of participants report any improvement in their relationship with their family or guardian or trusted adult
- 70% of parents or guardians of participants will report increased knowledge and comprehension of the problems and solutions their youth is going through and be able to maintain communication with their child and use KSEIP staff appropriately for support.

### **Transportation Program:**

- Recruit hire and vet two qualified drivers by September 2024. They are required to hold a driver's license and pass a background check.
- Purchase of two 15 passenger vans by September 2024. Conducting regular vehicle inspections every 5000 miles.
- Weekly attendance increases from 50 to 130 youth with at least 51% being from low- moderate income households
- Participation across all programs will increase from 500 to 700 youth annually by July 2025.

## **IV. Financial**

### **Budget**

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.

- a. Budget request by source of funds ([Link](#)) ATTACHED
- b. Personnel salaries and wages ([Link](#)) ATTACHED
- c. Equipment and motor vehicles ([Link](#)) ATTACHED
- d. Capital project details ([Link](#)) - NOT APPLICABLE
- e. Government contracts, grants, and grants in aid ([Link](#)) ATTACHED

2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$237,416	\$187,415	\$187,416	\$187,415	\$799,662

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

- Chan Zuckerberg Kauai Community Foundation
- Alaska Airlines Foundation
- Lululemon “Here-to-Be” Grant
- Monat Gratitude
- Atherton Family Foundation
- Kukui’ula Community Benefit Fund
- Kamehameha Schools Fund

4. The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.

Not Applicable

5. The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2025 for program funding.

- County of Kauai | 12/01/2021 - 11/30/2022 |County of Kauai
- HOPE | Hawaii Opioid Prevention & Education | 04/01/2022 - 03/31/2023 | Hawaii Rural Health Association State
- Adult & Adolescent Mental Health & Substance Abuse Community Program Grants |11/01/2023 - 10/31/2024 Life Choices | OPA County of Kauai
- OJJDP Mentoring for Youth Affected by Opioid and Other Substance Misuse | (36 months) 10/01/2023 - 09/30/2026 | DOJ US
- Host Community Benefit Grant | 01/01/2024 - 12/31/2024 | Kekaha CAC Grant County of Kauai
- Micro grant for Food Security Program | 01/01-2024-12/31/2025 | Department of Ag State

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023.

As of December 31, 2023: \$751,998.39

## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

All Keala staff providing the proposed services possess the knowledge, skills, and experience of working with the targeted population. The administrative staffing pattern provides for adequate, efficient administrative support and has the ability to identify, hire, train and retain qualified staff that allows for effective delivery of service, and for a variety of credentialing categories of clinical staff to ensure a multidisciplinary team approach to service delivery.

KF specifically employs program directors, mentors, and youth coaches who are either certified in their fields of expertise or who have lived through similar experiences with the youth we serve based on the “credible messenger” approach. Credible messengers are neighborhood leaders, experienced youth advocates and individuals with relevant life experiences whose role is to help youth transform attitudes and behaviors around violence. Research shows that “Attachment to a pro-social peer group, led by credible messengers, facilitates attitudinal and behavioral change. Because mentors share — and have overcome — similar experiences, young people find them trustworthy and far more persuasive than motivational speakers or even the best-intentioned social worker.”<sup>7</sup>

Coaches and mentors are not only trained and certified in CrossFit Kids programming, they are leaders in their community, who have personal experiences with resilience and recovery. Training alongside the same youth daily, they demonstrate real-life situations and how living sober, healthy and active lifestyles can lead to successful outcomes.

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<https://www.thepinkertonfoundation.org/wp-content/uploads/2017/02/Pinkerton-Papers-credible-messenger-monitoring.pdf>

Each member of the KSEIP staff creates a well-balanced multidisciplinary team that works together to address the problem behaviors and mitigate the impact of risk-factors that increase risk of substance abuse and dependence on Kaua'i. KF prevention programs provide maintenance and follow-up support staff including coaches and mentors to lead and direct exercises, training, and recovery-oriented meetings post-KSEIP program.

The team uses holistic intervention and best practice techniques including Positive Youth Development (PYD) and fitness while partnering with other prevention programs and land based project programs on island. Community partners also help provide referrals, prevention services to youths, along with Hawaiian Cultural Specialists who lead cultural workshops during the 10-day residential camp to help infuse a sense of cultural identity

The Program Director, Program Coordinator, Program Manager and Peer Recovery Support Mentors currently employed in the KSEIP program combined have over 70 years experience in working directly with the youth of Kauai in addressing substance misuse and recovery. As of September 13th, 2023, program leaders have successfully completed three KSEIP sessions with 19 youth males successfully graduating the program.

Below are a few program-wide milestones successfully reached in the past 3 years:

- Third KF establishment opens in Anahola - Keala Kids runs 4 times/week servicing 100% low-income & minority (Native Hawaiian & Pacific Islander) youth.
- Sarah Braunsdorf becomes Executive Director
- Through strategic adjustment to programming, Keala Kids services became accessible online for all youth in the face of the COVID-19 pandemic by launching virtual classes hosted through Zoom. As a result, on-island youth were able to benefit from guest coaches teaching classes from around the country.
- Keala provides a Word of the Day workbook for youth and their families to access with workouts, activities for all ages, message of the day, and encouragement to live a positive, healthy and active life free of drugs and alcohol.
- Due to the Covid-19 pandemic, the 7th year of Ultimate Hawaiian Trail Run (UHTR) fundraiser shifted to become a "virtual" race which created community worldwide while still raising funds for the Kauai youth.
- Founder, Aaron Hoff, walks around the island of Kauai amongst an average of 50 people from Kekaha to Hanalei raising awareness of the substance use problem on Kauai. He actively shows how to be a part of the solution and welcomes anyone in to walk with him.
- Youth Engagement Program (YEP) is launched to increase local engagement for youth in Kauai, including summer camps, tutoring, beach trips and community



service projects all incentivized by annual trips anywhere from inner islands to snow trips on the mainland.

- Creation of the Keala Curriculum begins in order to capture the “12 Steps” of AA/NA into a digestible format for youth in a group fitness setting
- 8th annual UHTR returns to in-person racing contingent upon covid tests/ vaccinations to be done prior to entry. Hosted 800 people from Kauai island
- Founder, Aaron Hoff, completes the loop around the island by paddling from Hanalei to Polihale, then walking to Kekaha and then up Kokee mountain with an even larger group of people. In one of the most dangerous walks up the mountains, he guides a community of people, including youth from the Keala programs, to join in the march and huge accomplishment. The walk and paddle collective raised \$140,000.
- Ocean Safety Program launches, summer weekends at various beaches around the island. 52 kids served in the first summer
- 9th annual UHTR, 1100 participants - Raised \$150,000
- Keala to Success Early Intervention Program launched its first camp—with 8 teenage males successfully completing the 60-day program
- Keala Foundation takes ownership of 4th establishment, Kauai CrossFit in Lihue
- County of Kauai Host Community Benefit Grant in Kekaha received (\$44,458) to support adult crossfit scholarships for low-income adults
- Keala Curriculum is completed and launched on virtual platform SugarWOD Marketplace allowing access for consumers globally to subscribe and become an affiliate of the Keala Foundation
- 10th annual UHTR hosts 1500+ participants from both on and off-island and raises \$250,000
- OJJDP Federal Grant Awarded for KSEIP (\$567,726 over 36 months)
- County of Kauai Office of Prosecuting Attorney Grant awarded for Prevention and Aftercare programs (\$389,789 for 1 year)
- KF was the recipient of the 2023 HNOA (Hawaii Narcotics Officers Association) Outstanding Community Service Award "for continued support towards addressing substance abuse and creating a positive environment for the keiki of Hawai'i."

## **2. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

We currently run our youth programs out of four facilities island-wide as well as at our camp location that provides housing opportunities. Each facility specifically hosts physical fitness and mental wellbeing activities and classes with the sole intention of

providing prevention, intervention and education surrounding substance use. They are strategically located in different communities on the west, south and east side to provide equal access and opportunities to all youth regardless of their location in Kauai.

Lawai : 3580 Koloa Rd  
Lihue: 3-3131 Kuhio Hwy  
Kekaha: 8171 Kekaha Rd  
Anahola: 4307 Anahola Rd  
Kahili Mountain Park: 2-4035 Kaumualii Hwy

The facilities of the Keala Foundation are the vessel to which our programs are shared and without safe homes in the environment, we cannot offer the programs we do. Youth and their families trust the walls of the KF where we land, and it provides access to accountable, hard-working communities where they can live, be healthy, engage in physical activity, and have enlightened conversation with others. Many kids lack confidence in adults and their peers because they are lacking in conversation skills and interpersonal skills. KF closes this gap by beginning with a safe facility. As it is said, we become like the people we surround ourselves with, and on a small island, it is so important to lead those children as early as possible.

Each facility is planted in a community that is led by the community members who want to see the change that either they experienced in their lives or did not experience in their lives growing up. KF locations provide an opportunity for youth to be a part of our program, but also provides coaches, mentors, leaders the chance to impact the youth and adult community as well. Employment opportunities are available to those vetted and committed to helping the overall wellbeing of the facility with a servant heart. KF facilities all have a different feel to them because of the unique locations on the island, it is important that each can carry on the cultural values that come with Kekaha, Lawai, Lihue, Anahola. The part that does not waiver is the curriculum and mission of the community. KF provides prevention and intervention to drug and alcohol use, a positive environment to thrive in one's physical fitness goals, a safe and trusted place where some come for respite and rehabilitation of other life stressors, and a platform to connect with other human beings that they once may not have ever met.

Youth that come to our facilities are from all different backgrounds and we welcome any child exactly how they are with all different fitness levels, socioemotional comforts, and behavioral patterns. Some leave shoes at the door, backpacks outside, some workout outside under a covered lit space, but one thing remains: coaches love and respect each participant, hard work is accomplished in the space, it is left better than we found it each day, and there are vulnerable, transparent messages and words being shared within the community that are rarely shared in education institutions or households.

## **VI. Personnel: Project Organization and Staffing**

### **1. Proposed Staffing, Staff Qualifications, Supervision and Training**

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Keala has written personnel policies, procedures, and practices, including the qualifications, duties and responsibilities for each staff position, hiring, suspension, dismissal, assignment, promotion, grievance procedures and other related personnel matters. KF staff is an ohana responsible for serving the community and executing the mission to build and maintain programs that directly service the youth and we hold a high degree of expectation on the team to serve passionately with integrity and to put their best foot forward at all times. Though the team is composed of direct service program staff, it is also vital to have the Leadership & Operational team to provide the foundation of the infrastructure on which the programs can survive. Leadership, operations, marketing, communications, fundraising, and grant writing positions are necessary because they build up and are the megaphone at which Keala can have a voice to share the stories and data of our program success. It is through the leadership and operational teams that the programs exist and are sustainable.

Each person of the staff has been hand selected through evaluation and experience either by being born and raised on Kauai and/or having the skills and expertise to build out a program that the community will support. The entire leadership, operational and program team meets once weekly in person (or through Zoom) to collaborate on all programs, events, news, updates and well-being. It is vital that each team member is up to date on events within separate areas of the organization to ensure they can continue to be an advocate for the KF mission.

We operate across four locations in the island, so we are rarely all in the same place at the same time. The entire team is under the payroll and HR service, and program staff certifications are organized using a Compliance Software, which checks all HIPAA compliance documents and training.

The coaching team is led through a coaching development and business development workshop that runs weekly throughout the year to provide support on coaching, safety, and best practices which run the business and experience for members and youth participants as athletes. KF does provide necessary training or continued education to each department on an as-need and personal basis. Some of the options we have supported the KF employees to do are: Grant writing courses, mentoring workshops, trauma-informed care, CrossFit Level 1 renewals, leadership seminars and more.

It is also important to make sure our employees' mental health is supported. Providing mental and behavioral health services to youth and community members can put a strain on our own health, and passion fatigue is a very real phenomenon. As a solution to this issue, the 12-steps of recovery program is followed as a team with our Codependency and Addiction specialist. As part of this, the team individually takes their own inventory on their lives, as well as participating in group sessions if necessary. In addition to making the coaches and mentors feel more comfortable, this also teaches them how to help a participant heal or recover by doing this exercise.

It is the basis of Keala that we believe physical health is a major component to mental and spiritual health as well, which is exactly what we offer to the youth in our programs. In alignment with our beliefs for youth, we also offer a free membership to each team member to participate in fitness programming at any location, which has been a huge success. This ensures each team member is physically active and able to engage in the community as much as they want in any location around the island.

As part of the KSEIP program residential treatment requirements, there is a CSAC and Crisis Intervention Specialist Program Director and Program Coordinator who are responsible for the overall operation of the program, staff and facility and a Program Manager for the residential program. There is also a sufficient number of trained and qualified Peer Recovery staff to meet resident needs and program requirements, and there is always a minimum 1:3 staff to youth ratio.

In accordance with federal funding regulations, all staff who come into contact with youth are required to complete a pre-employment background/fingerprint check and HIPAA certification prior to working with youth. Additionally, the Executive Director and Program Directors arrange for staff development that includes orientation, onboarding and training.

Below is a current list of the active individuals in our organization and their roles/ job descriptions in our programs. Also see attached resumes.

## **Leadership & Operational**

### **Executive Director (ED) and Financial Officer | Sarah Braunsdorf**

With over 11 years in the grassroots non-profit space, the ED works directly with the Founder to provide day-to-day management and oversight of the organization's programs and staff and assists the Affiliate Wide Manager with management of the facilities operations of all locations under the organization. Provides direct oversight of organizational development and improvement to ensure quality services are aligned with the mission, values and objectives of the KF. Holds the responsibility for managing the finances and bookkeeping to balance the accounting with a third party Certified Public Accountant through a well organized cash accrual accounting system with

restricted, unrestricted funds, assets and equities. The ED works with certified tax professionals to prepare the annual Form 990 and maintains the overall good status of the 501c3 nonprofit organization with the US Federal Government, State of Hawaii, County of Kauai, and private foundations. Oversees all documentation sent out by the organization including rental contracts, staff offer letters, fundraising awards, grant applications.

Works with Program Directors to oversee the budget ensuring that all funds are allocated appropriately and that the financial decisions align with program goals and objectives. Maintains a level of communication through weekly meetings with directors for any programmatic changes, calendar of the youth schedule and events, and any budgetary needs. Works directly with the other members of the organization including the board of directors and other key stakeholders to ensure that the financial resources are used effectively and efficiently, ultimately ensuring the financial sustainability and overall success of the organization.

Sarah has a fundraising background and skills to strategize fundraising campaigns through digital and tactful design, release and execution of communication, and follow through of results within online platforms, websites, email marketing tools, local marketing vessels as well as in global fundraising communities. Certifications include a Salesforce Admin 101, Quickbooks experience of 5+ years, Classy.org platform development, CrossFit Level 1 as well as a Bachelor's Degree in Psychology and Social Behavior with a Minor in Education.

### **Founder & Relationship Development | Aaron Hoff**

As founder, Aaron established the vision, mission and strategic direction of the organization in 2013. With a still very hands-on and active leadership approach, he continues to create and work actively on the team to build the model of nonprofit gyms, free fitness for kids, and youth intervention programs. He thrives in implementing new and exciting ways for the community to be involved with the youth of KF through fundraising campaigns and community service projects. While managing day-to-day operations alongside the ED, Aaron often organizes organic and unique fundraising efforts which have successfully supported the organization's operational and programmatic costs for years. Such efforts have included walking around the entire island of Kauai in 3 days, starting with a canoe paddle across the Na Pali coast and ending at Hanalei Pier in the North Shore.

Aaron manages the relationships and development with private donors, businesses, local community and fitness industry space to create partnerships that lasts. He is dedicated to being a trusted solution on the island he grew up on to provide youth with the resources he did not have. He holds extreme accountability and does this through the relentless pursuit of communication and transparency. He hosts a weekly meeting in

his home that is open to anyone in the community to have a place they feel they belong and can share what is in their mind or struggling with, without being judged. He has walked families and individuals through the 12-steps of recovery and has seen rehabilitation and redemption through good old fashioned hard work and love of people. No rock is left unturned with Aaron as he explores each opportunity with an open mind, heart, and sees no barrier to providing access to programs for youth to thrive in.

**Marketing & Communications (to to be hired with the funds of this grant)**

The Marketing & Communications Manager (MarComm MCM) is to manage the organization's communications channels and digital platforms, including email, website, and social media accounts. It is important that the MCM is familiar with all programs, departments, activations, fundraising campaigns, and news to share about KF and has the ability to share that news or expose that voice on any platform we have through new sharing or updating current content. Keala's largest platform to communicate is through email marketing and social media. Crafting emails and sharing stories that allow our donors and supporters to connect to the mission of the Keala Foundation and in turn create engagement (conversion) through a donation being made or someone learning more about our work and what we offer. It is the MCM's role to be the megaphone and voice of KF and want to expose the most consistent and relative message.

A large part of this role will be to share monthly or quarterly newsletters and donor communication on a Keala wide program level as well as on any fundraising events such as the UHTR. We have over 1500 people sign up for the event and want to keep everyone as informed as possible on their fundraising page, sign up and registration, and how they know the partners we want to recognize within the community.

Having a MCM role at the KF will increase our ability to create, plan, and execute various new fundraising opportunities through events which promote KF and increase donor participation. They will share the voice to local, county, state, nationwide avenues. The MCM role will work on designing collateral themselves or work with a trusted designer who knows the Keala Foundation brand aesthetic. Lastly, the MCM will oversee the print media of all thank you info, flyers, annual report sharing.

**Grant Manager | Diana Quereto**

Directs the specifics of any grant, including its structure, and communicates with all departments in the organization, and any regulatory compliance.

Trains staff about reporting processes needed to stay compliant with funding requirements. Ensures all program & performance measures and evaluation reports are completed in a timely manner. Works with the Executive Director and Program Directors to identify any funding needed for the organization through any program or project.

Analyze grant funding trends to identify growing programs, opportunities for increased

funding, and areas in need of greater development. Conduct internal and external research to identify funding opportunities with foundations, governmental agencies, corporate, and community-based funding organizations.

Certified through the Grantsmanship Course and familiar with various grant platform softwares to complete applications with a high level approach and professional presentation. Diana is experienced and has successfully secured grants within Federal, State, County, and private levels and is continuing to expand the grant funding opportunities for KF.

**Ultimate Hawaiian Trail Run Manager | (to to be hired with the funds of this grant)**

The UHTR Manager holds an essential and unique role within KF, balancing the needs of the organization with the needs of the community at large through the largest fundraising event. The primary objective is to nurture meaningful relationships with key community groups and individuals to put on a successful event that allows people to feel a part of and safely make it through the week of the Ultimate Hawaiian Trail Run. As a principal ambassador for Keala within the local community, the UHTR Manager is responsible for understanding, delivering, and communicating Keala programs, accomplishments, goals, and vision. They embody the Keala culture and values, and are committed to evolving, growing, and developing, both personally and professionally.

**Operations Coordinator | (to to be hired with the funds of this grant)**

A nonprofit operations coordinator has many responsibilities, but their primary role is to coordinate all the various departments to ensure that business runs smoothly alongside ED. KF Operations Coordinator would help with HQ facility support, weekly donor thank you letters, assistance to the Executive Director and and Program Directors. They could support any facility that operates the programs we offer. Our OC would help proofread grant applications and support any needs of a department in the organization to help move the mission forward.

**Youth Prevention & Intervention Program Roles (Direct Service)**

**Youth Prevention CrossFit Kids & YEP Program Manager | Emily Miller**

The goal of this position is to keep all youth classes that are a part of the Keala Foundation well organized, engaging, and connected throughout the island and community and most important to provide every child an environment where they belong and know they are loved. Emily accomplishes this by her presence in the gyms, coaching, leadership, teamwork, and innovative ways to improve the program at large.

The Program Manager (CrossFit Kids) guides daily program implementation and offers insight about the strategic direction of the program, oversees all day to day operations in the facilities and ensures the program runs smoothly and efficiently through checklists

in each location and regular check ins with the youth coaches. They complete program schedules that fit for each community and facility as well as all coaching schedules across all locations island wide. Tracks youth program attendance for safety, efficacy of the program, results driven decision making, and grant reporting purposes in the software that parents use to sign their children up, Xplor Triib. Maintains an open line of communication with all parents of youth in the program to updates on schedules, any extra curricular activities during summers or breaks, as well as major events happening and latest Keala news.

Emily loves children and knows the importance of the work we do to be offered in a fun, engaging way to keep kids involved and coming back. She has a heart for activity and energetic environments so she is always wanting to create awesome activities for youth to do.

### **Youth Prevention CrossFit Coach**

The Keala Foundation Youth CrossFit coach serves as the first line of interaction between Keala and the family. It is expected that each coach on staff behaves as such, and takes seriously the responsibility they hold in supporting Keala's mission to build healthy communities that support the youth of Hawaii and is a fun, loving, energetic person to engage with kids and their families.

As the primary facilitator of Keala's affiliate culture and prevention programs within the hour, the Youth Coach will uphold an appropriate degree of professionalism and preparedness in an effort to ensure that the class environment delivers a training experience where each athlete feels welcomed and heard, but also challenged and held accountable. Coach will lead the room, sometimes with volunteers, and deliver the word of the day in a quiet, respectful way that can initiate conversation in a transparent way. Coach shares their personal experiences or perspective of the word in hopes that the youth will want to share.

Coach is then expected to coach the CrossFit class as safely and timely as possible. It is expected that Coaches know modifications to movements to support any physical level a child is at.

- The ideal candidate will have 2-3 years of working with children OR
- 2-3 years coaching experience in a CrossFit environment, an active CF certification (at least L1), or a willingness to apprentice and develop skills as a new Kids coach.
- Incoming coaches will undergo an extensive onboarding process with the Youth Program Manager and will spend time shadowing other coaches in advance of their promotion to regular staff to get to know the facility inside and out.
- All kids coaches have access to Leadership and their direct manager to meet for any concerns or class suggestions.



**KSEIP Program Director | Kawena Bagano** (funding not requested for this position)

The Program Director will be responsible for overseeing all aspects of the program including hiring staff, managing the budget and overseeing the day to day operations of the program. The Program Director will help set deadlines and delegate tasks to team members and staff to ensure alignment of policies and procedures of the program.

Prepare for a High Quality Youth Intervention Environment

- Assist in the hiring, training and being a motivating mentor to staff.
- Lead large group discussions and meetings to answer questions and remedy complaints.
- Create agenda for team meetings
- Build a strong team through open communication and by collaborating on decision-making responsibilities.
- Initiate and set goals for programs based on the organization's strategic objectives.
- Plan programs from start to finish, including identifying processes, deadlines and milestones.
- Develop and approve operations and budgets.
- Management and organization of support services for the program.
- Prepare written correspondence - staff & community partners
- Provide staff opportunities for training to support best practices.
- Supervise Program Coordinator, Lead Family Therapist, and Lead Peer Recovery Specialist.
- Assist in the intake and referral process as needed.
- Provide report to grant manager to help maintain grant funding
- Collaborate with prevention Program Manager for program purposes
- Lead and attend multi-disciplinary meetings

Minimum Requirements

- Master's degree in Social Work, Human Services, Psychology, Business Administration OR
- Bachelor's degree in Human Services, Psychology, Social Work, Business Administration; with five (5) years of proven working experience in leadership or managerial position
- Certified Substance Abuse Counselor; with four (4) years of proven working experience in social work services OR
- Five (5) years of proven working experience in the addiction/recovery field
- Knowledge of 12 steps to recovery

**KSEIP Program Coordinator** (funding not requested for this position)

Collaborate with the Program Director in coordinating and tracking of their specific operational matters to achieve the goals and objectives of the program and the mission of Keala to Success Early-Intervention Program. Maintain external and internal communication platforms and work on engaging families and partnerships to increase

participation while coordinating resources. Provide one on one substance abuse counseling to participants.

#### Prepare for a High Quality Youth Intervention Environment

- Coordinate action plans and activities of the Program to accomplish program goals and objectives
- Coordinate events and camp schedule for Phase 1 & 2
- Communicate with parents regarding updates & scheduling
- Process required forms and file accordingly
- Assist with intake process
- Prepare written correspondence - staff & community partners
- Maintain liaison between staff and community partners for special projects and meetings that will benefit the program's initiatives
- Assist in monitoring plus evaluating program effectiveness;
- Ensure information is disseminated to staff regarding program policies procedures
- Recommend new ideas as well as concepts for program themes, materials, resources to supplement, expand or replace existing program components
- Assist Project Manager with record keeping including daily attendance and progress reporting as needed
- Attend multi-disciplinary meetings as scheduled
- Meet with participants to assess their substance issues
- Evaluate the nature of the patient's addiction
- Educate clients on coping mechanisms
- Work with Addiction Specialist to discuss patient progress, outcomes, and communicate with client's families the after care plan

#### Minimum Requirements

- Master's degree in Social Work, Human Services, Psychology, and/OR
- Bachelor's degree in Human Services, Psychology, Social Work; with four (4) years of proven working experience in social work services, and/OR
- Certified Substance Abuse Counselor; with four (4) years of proven working experience in social work services

#### **KSEIP Program Manager** (funding not requested for this position)

Provide project support to ensure that the goal and objectives are achieved. Oversee daily operations of camp programs including peer recovery specialists.

#### Prepare for a High Quality Youth Intervention Environment

- Plan and implement the program-designed curriculum for program participants using the program-approved standards including 12 steps to success
- Pursue deeper knowledge of unit themes regularly
- Oversee daily program operations of designated site
- Overnight supervision required during camps
- Oversee mentors and coaches and create clear rules and guidelines to follow

during program

- Ensure that all staff are on schedule
- Engage with team to discuss issues and brainstorm solutions
- Communicate progress, issues, and proposed solutions of site with other on-site Counselors and Program Coordinator
- Complete daily attendance of participants during Phase 1 and Phase 2
- Complete program assessments with participants in a timely and acceptable manner
- Provide indoor and outdoor opportunities and materials that foster learning of the program-approved curriculum
- Lead regularly scheduled meetings with other on-site staff
- Record incidents and notify parents

#### Minimum Requirements

- Master's degree in Social Work, Human Services, Psychology, OR
- Bachelor's degree in Human Services, Psychology, Social Work; with four (4) years of proven working experience in social work services, OR
- Certified Substance Abuse Counselor; with four (4) years of proven working experience in social work services OR
- Five (5) years of proven working experience in the addiction/recovery field
- Knowledge of 12 steps to recovery

#### **KSEIP Peer Recovery Mentor** (funding not requested for this position)

Provide peer recovery mentorship support under the supervision of the Lead Peer Recovery Coach and Project Manager

#### Prepare for a High Quality Youth Intervention Environment

- Provide mentoring services to participants
- Respond to call-outs and emergencies as needed
- Support participants in recovery towards self-improvement
- Document any incidents, injuries as necessary
- Support participant by modeling positive behavior
- Assist coach in CrossFit classes
- Ensure youths adhere to camp schedule (including wake up calls and lights out)
- Complete program assessments with participants in a timely and acceptable manner
- Provide indoor and outdoor opportunities and materials that foster learning of the program-approved curriculum
- Lead regularly scheduled meetings with other on-site staff
- Record incidents and notify parents

#### Minimum Requirements

- Three (3) years of proven working experience in the addiction/recovery field
- Knowledge of 12 steps to recovery
- Lived experience of having struggled with mental health issues and/or substance use disorder

**KSEIP Addiction Specialist & Family Support Group Therapist | Denise Sullivan**  
(funding not requested for this position)

The Addiction Therapist will provide individual and family counseling services to program participants' onsite and/or other locations on Kaua'i. The Lead Parent Support will conduct and lead parent and group meetings to support program goals and objectives. The Addiction Therapist will monitor program progress, successes and challenges. Lead Therapist is responsible for providing training opportunities and mentoring support for program staff.

**Minimum Requirements**

- Certified Substance Abuse Counselor; with seven (7) years of proven working experience in social work services OR
- Seven (7) years of proven working experience in the addiction/recovery field
- Knowledge of 12 steps to recovery
- Lived experience of having struggled with mental health issues and/or substance use disorder

**Ocean Safety Program Director | Kalani Vierra**

Active service man of the Water Safety Task Force for both the State of Hawai'i and the island of Kauai. Chief of the Hawaiian Lifeguard Association, Program Director of Kauai's Jr. Lifeguards, and Pacific Island representative for the United States Lifesaving Association (USLA).

The Ocean Safety Program Director is responsible for teaching life saving techniques and informing the group about the dangers of the ocean. It is expected that the Director or lead lifeguard on site has support to help guide and show the life saving skills put into action. Expected to show up early to get the OSP trailer set up and ready for the group arriving. It is expected that they keep a serious yet fun environment to allow the kids to feel comfortable yet learn the importance of the oceans on Kauai and how to save someone if in trouble. Ensures all lessons are taught throughout the 2 days they meet and that all participants pass legitimately and are provided a certificate, shirt, and water bottle.

- Required to have been a lifeguard in Hawaii for 3+ years with some youth experience

**Ocean Safety Program Mentor**

Ocean Safety Program Mentor (OSP Mentor) ensures the day runs smoothly directly under the OSP Director. The Mentor is there to assist the Director in the Ocean Safety Program lessons and provide examples, reiteration of the action, and education to the youth participants. It is up to the Mentor to prepare the next activity before the kids

would move on from their previous lesson. The Mentor keeps a head count around the program site at the beach to ensure kids don't go missing or drown.

They help organize the day and communicate with parents of youth participants at drop off, pick up, or in case of emergencies. The Mentor may even be required to participate in class should there be an odd number of students. Provides assistance with set up and breaking down of the base camp of the program at the various beaches.

- Required to have been a lifeguard in Hawaii for at least 1 year
- Recommended but not required they have some experience working with youth

### **Facility and Adult CrossFit Program Roles**

#### **Affiliate Wide Manager | Jared Miller**

The Affiliate Manager (AM) serves and operates as a main facilitator of staff and member culture and atmosphere within the class setting and the training experience at large for athletes at all Keala facilities. Serves as a first line of communication between the CrossFit athletes and their future in the community, and actively works to ensure that each athlete's training experience leaves them feeling welcomed and heard, but also challenged and held accountable, safely through class. Responsible for the management of facilities day to day, and growing a culture of training that moves athletes closer to health, and upholds KF mission and values. It is important that the AM can coach a CrossFit class at any location, lead the coaches at all locations, make decisions for schedules and shift work based on hourly coaches availability and takes initiative with strong communication skills. Some members discuss personal health and fitness goals with their coach and the AM needs to uphold this level of confidentiality.

Responsible for programming workouts and submitting all updates to Xplor Triib as well as scheduling all coaching staff hourly work shifts. The current AM is working through a special year long training course (Best Hour of Their Day) to improve his quality of coaching and offer/lead that through the rest of the Keala team to become the best coaches they can be. Works directly with ED for financial and strategy building for the growth of the facility.

#### **Community Manager and Head Coach (Kekaha community) | Tasha Yamamoto**

The goal of the Community Manager (CM) position is to keep the property and community culture of the CrossFit Kekaha affiliate organized, well operated, welcomed and connected to all members (existing and new) of the westside community. Presence in the gyms, coaching, leadership, teamwork, and providing innovative ways to improve the community at Kekaha and the community at large.

A consistent member of the community who embodies the KF culture and values in and out of the gym, they demonstrate an unparalleled level of care and commitment to serving their community and seeking opportunities for growth. The position entails assisting with internal processes that help the facility run smoothly including but not limited to: organizing the gym staff, coordination of community events, managing memberships/dropins, retail inventory, as well as upkeep of the facility.

## **2. Organization Chart**

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

SEE ATTACHED

## **3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

Founder, CoFounder of Ultimate Hawaiian Trail Run, R&D - \$80,000

KSEIP Program Director - \$75,000

Executive Director & Finance Manager - \$70,000

## **VII. Other**

### **1. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

No pending litigation.

### **2. Licensure or Accreditation**

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

There are no requirements for license or accreditation related to our programs, however, all staff are certified HIPAA compliant and trained in SUD prevention and

intervention best practices to ensure they are able to deliver their services with fidelity. KF has also received statewide and national recognition from private and corporate community partners.

### **3. Private Educational Institutions**

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see Article X, Section 1, of the State Constitution for the relevance of this question.

This grant will not be used to support or benefit a sectarian or non-sectarian private educational institution.

### **4. Future Sustainability Plan**

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

KF programs are strategically designed to ensure sustainability beyond the grant funding cycle. We have established strong partnerships within the community and with financial donors, and our operational model relies on a diverse set of resources and support systems.

KF collaborates closely with community youth service agencies experienced in drug prevention, crisis and behavioral intervention, as well as mental health care. We also engage trained physical fitness coaches and cultural specialists who are dedicated to participating in our program. These collaborations represent a robust network of expertise that enriches our offerings.

KF derives a significant portion of its funding from various sources, emphasizing our commitment to sustainability. The majority of our funding, approximately 65% of the annual budget, comes from individual donations, support from neighboring community businesses, private foundation donors, and the proceeds of our annual fundraisers. This diverse funding base reflects the strong commitment of our community to our cause.

To ensure the continued success of our programs, we have a dedicated board of eight members, most of whom personally commit to providing financial support when grants and private donations may fall short. This board support serves as a crucial safety net, reinforcing our commitment to serving the youth of Kauai.

Our largest annual fundraiser, the Ultimate Hawaiian Trail Run, generates approximately \$250,000, which is distributed among all KF programs. This funding source reinforces our confidence that our free youth intervention and prevention programs will persist

beyond the County of Kauai Grant In Aid funding.

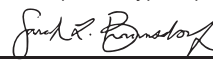
Additionally, KF is actively pursuing grant opportunities from private foundations, county support, and federal grants, ensuring a more frequent and consistent stream of funding. These efforts are aimed at diversifying our funding sources further, solidifying our sustainability for the long term.



# BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: Keala Foundation

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	390,294			
2. Payroll Taxes & Assessments	46,109			
3. Fringe Benefits	30,739			
<b>TOTAL PERSONNEL COST</b>	<b>467,142</b>			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	282,520			
5. Staff Training				
6. Supplies				
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>282,520</b>			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES	50,000			
E. CAPITAL				
<b>TOTAL (A+B+C+D+E)</b>	<b>799,662</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	799,662	Sarah L Braunsdorf	714-458-9342	
(b) Total Federal Funds Requested		Name (Please type or print)	Phone	
(c) Total County Funds Requested			01/17/2024	
(d) Total Private/Other Funds Requested		Signature of Authorized Official	Date	
<b>TOTAL BUDGET</b>	<b>799,662</b>	Sarah Braunsdorf, Executive Director		
		Name and Title (Please type or print)		

# BUDGET JUSTIFICATION - PERSONNEL SALARIES AND WAGES

Period: July 1, 2024 to June 30, 2025

Applicant: Keala Foundation

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Youth Prevention CrossFit Coach	0.4	\$23,400.00	67.00%	\$ 15,678.00
Youth Prevention CrossFit Coach	0.4	\$23,400.00	67.00%	\$ 15,678.00
Youth Prevention CrossFit Coach	0.4	\$23,400.00	67.00%	\$ 15,678.00
Youth Prevention CrossFit Program Manager	1	\$45,000.00	67.00%	\$ 30,150.00
Ocean Safety Program Leader	0.035	\$3,000.00	100.00%	\$ 3,000.00
Ocean Safety Program Mentor	0.035	\$1,500.00	100.00%	\$ 1,500.00
Community Manager and Head Coach - West Kekaha	0.5	\$30,000.00	66.00%	\$ 19,800.00
Affiliate Wide Manager - All locations (Lihue, Poipu, Kekaha)	1	\$45,000.00	100.00%	\$ 45,000.00
Operations Coordinator	0.375	\$17,160.00	100.00%	\$ 17,160.00
Grant Manager	0.625	\$32,500.00	100.00%	\$ 32,500.00
Ultimate Hawaiian Trail Run Manager	0.5	\$26,000.00	100.00%	\$ 26,000.00
Marketing & Communications	0.625	\$36,400.00	100.00%	\$ 36,400.00
Executive Director & Finance Manager	1	\$75,000.00	85.00%	\$ 63,750.00
Founder & Relationship & Development	1	\$85,000.00	80.00%	\$ 68,000.00
<b>TOTAL:</b>				<b>390,294.00</b>

**JUSTIFICATION/COMMENTS:** The funding requests above shows the operations, leadership, and gapped coverage of the Keala Foundation's operational, outreach, and direct service program personnel. Without the team of individuals, we would not be able to maintain the programs offered and receive the funding we have so far. Employees not listed here for funding request that you see in the org chart and proposal are covered in our more restricted funding grants per program such as KSEIP Program Director, Coordinator, Specialists. Grant in Aid 24-25 funding could help provide the security of the Keala Foundation programs by keeping the operational team alive. We all move the mission of KF forward together with many hats and responsibilities to serve well.

# BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: \_\_\_The Keala Foundation\_\_\_\_\_

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$ -	

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
Mercedes Sprinter Van	1.00	\$50,000.00	\$ 50,000.00	50000
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>			\$50,000	50,000

JUSTIFICATION/COMMENTS:

Needed for Transportation Program to pick up and transport youth from low-income communities such a Paanau Village- from their homes / school to participate KF programs. Average cost of specific vehicle is \$50,000.

**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant: Keala Foundation

Contracts Total: 1,025,964

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)</b>	<b>CONTRACT VALUE</b>
1	County of Kauai	12/01/2021 - 11/30/2022		County of Kauai	15,000
2	HOPE   Hawaii Opioid Prevention & Education	04/01/2022 - 03/31/2023	Hawaii Rural Health Ass	State	5,000
3	Adult & Adolescent Mental Health & Substance Abuse Community Program Grants	11/01/2023 - 10/31/2024	Life Choices   OPA	County of Kauai	389,079
4	OJDP Mentoring for Youth Affected by Opioid and Other Substance Misuse	10/01/2023 - 09/30/2026	DOJ	US	567,627
5	Host Community Benefit Grant	01/01/2024 - 12/31/2024	Kekaha CAC Grant	County of Kauai	44,258
6	Microgrant for Food Security Program	01/01-2024-12/31/2025	Department of Ag	State	5,000
7					
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The Keala Foundation

Keala Intervention and Prevention Programs for Mental and Physical Health

PROJECTED PROGRAM MILESTONES & OUTCOMES	2023		2024		Mar	Apr	May	Jun	Grant Funding Begins			2025			Grant Funding Ends			
	Dec	Jan	Jan	Feb					Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
<b>KSEIP PROGRAM</b> Mentor recruitment & screening and hiring (including background check, references, interview) Referral and intake process for KSEIP Camp #1	X																	
(#1) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years Parent Support Groups and Individual Therapy to take place for entire family and participant.		X			X													
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.					X													
Referral and intake process for KSEIP Camp #2						X												
(#2) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years.							X											
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.																		
Referral and intake process for KSEIP Camp #3																		
(#3) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years.																		
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.																		
Referral and intake process for KSEIP Camp #4																		
(#4) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years.																		
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.																		
Referral and intake process for KSEIP Camp #1 (2025)																		
(#1) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years																		
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.																		
Referral and intake process for KSEIP Camp #2 (2025)																		
(#2) KSEIP Camp Phase 1 & Phase 2: serves 10 youth males ages 12-18 years																		
Graduation Ceremony to showcase what the participants learned and accomplished in 30 days, celebrating with their families or loved ones. Awards and testimony sharing.																		
Mental health support services (CSAC, MFT, AA and Alanon)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>KEALA KIDS CROSSFIT PREVENTION PROGRAM</b> Keala Kids fitness program, held two times daily (age group specific), M-Thu at 4 locations island wide (Anahola, Lihue, Kekaha, Lawai) 20 opportunities per week are offered. Monthly Coaching Development sessions happen monthly with our coaching team and quarterly meetings per location are conducted to recognize needs for facilities and maintain high quality coaching. Scheduling/Programming happens weekly but a few times of year we update programming for scheduling and needs for students. Development: Northshore location in the works to impact island wide youth	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>YOUTH ENGAGEMENT &amp; OCEAN SAFETY/JUNIOR LIFE GUARD</b> 3 Junior Lifeguard: Ocean Safety Programs completed - 60 youth graduates Youth Engagement Program: Two weekends/month at different locations: Community service projects, tutoring classes (on an as-needed basis)& non-profit farming learning opportunities											X	X						
<b>KEALA TRANSPORTATION PROGRAM</b> Recruit and hire two vetted drivers Purchase of two 15 passenger vans											X	X	X					



# KEALA FOUNDATION OFFICERS

Aaron Hoff  
Felipe Gomez-Kraus  
Justin VandenAkker  
Traci Bates  
David Newman  
Scott Perkins  
Jason Regan  
**BOARD OF DIRECTORS**

**Aaron Hoff**  
FOUNDER  
R&D

**Sarah Braunsdorf**  
EXECUTIVE DIRECTOR  
FINANCE

Compliance/HR

**Jared Miller**  
Adult Affiliate Manager  
Head Adult Coach

**Emily Miller**  
Youth Programs Manager  
Head Youth Coach

**Diana Quereto**  
Grant Manager

**Kawena Bagano**  
KSEIP Program Director

**Kalani Viera**  
Ocean Safety Leader

Facilities Support

Anahola Gym Manager

Kekaha Community Manager

Marketing Communications

UHTR Program Manager

KSEIP Program Coordinator

Ocean Safety Mentor

Youth & Adult Coach

Youth & Adult Coach

Youth & Adult Coach

Transportation Program Drivers

Transportation Program Drivers

CSAC/LMFT

SUD Counselor/  
Parent Support

Cultural Specialist

Program Manager

Peer Recovery Support Mentor

Peer Recovery Support Mentor

**LOCATIONS**

- \*CrossFit Poipu - Lawai
- \*CrossFit Kekaha - Kekaha
- \*CrossFit Anahola - Anahola
- \*Kauai CrossFit - Lihue
- Kahili Mountain Park - Omao
- Omao Track - Omao
- Keala HQ - Poipu

# Aaron Hoff

*Specializes in creating safe environments where people can learn proper life skills  
to regain control of their lives*

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aaron@kealafoundation.com | po. box 785, Lawai Hi 96765

## **Education**

Graduate of Kauai High School, Lihue Hawaii

## **Professional Experience**

2013- Present: Founder & Relationship Development, Keala Foundation, Kauai HI

- Creates and implements fundraising and community service projects
- Manages the day-to-day program operations alongside the Executive Director
- Serves as a liaison for donors and the foundation and the community
- Builds new facilities as needed to allow for expansion of organization and program services
- Provides in-person mentorship for youth and families involved in all programs

2001- Present: Hoff Enterprises LLC

Self-owned excavating company

## **Fundraising Experience/ Events**

- 10 years of organizing the Ultimate Hawaiian Trail Run fundraiser starting from nothing and growing into an event which has hosted over 1800 participants
- Walked across the entire island of Kauai with a team of over 40 people in 3 days starting in Kekaha and ending in Hanalei | Raised \$140,000
- Paddled across the Na Pali coast with a team of over 20 people from Hanalei to Polihale, ending with a walk up Kokee | Raised \$140,000
- Paddled to Niihau with 30 youth to raise funds which supported the Kumano I Ke Ala canoe paddling program | Funded the purchase of a new canoe
- A number of "micro" fundraisers that have funded sports programs for youth as well as given them first-hand experience on how to fundraise

## **Awards and Recognitions**

- Recipient of the 2023 HNOA (Hawaii Narcotics Officers Association) Outstanding Community Service Award "for continued support towards



addressing substance abuse and creating a positive environment for the keiki of Hawai'i."

- Keala to Success: Early Intervention Program inaugural camp headlines the Kauai "Garden Island" newspaper with Aaron being sourced for program development
- Over 25 years of consistently working the "12-steps program" while remaining abstinent from substances and leading numerous adults and youth through recovery.

### **Hobbies & Passions**

- Working with adolescents and people of all ages struggling with substances and depression to bring hope and recovery
- Surfing
- Restoring old boats
- Diving

# SARAH L. BRAUNSDORF

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## CONTACT

- 📞 714-458-9342
- 📍 Koloa, HI (Kauai)
- ✉ sarah@kealafoundation.com
- 🌐 [www.linkedin.com/in/sbraunsdorf](http://www.linkedin.com/in/sbraunsdorf)

## EDUCATION

### UNIVERSITY OF CALIFORNIA, IRVINE

- Bachelor of Science in Psychology & Social Behavior
- Minor in Education
- 2010-2012

### ORANGE COAST COLLEGE

General Education  
2008-2010

## SKILLS

- Executive Leadership
- Strategic Planning
- Financial Management
- Company wide softwares use
- Grassroots Fundraising
- Build and maintain relationships
- Program Management
- Content Development
- Grant Management
- Event Planning

## CERTIFICATION

### CROSSFIT LEVEL 1 CERTIFIED COACH

2015-present

### SEXUAL HARASSMENT & ABUSIVE CONDUCT

2019-present

### SALESFORCE UNIVERSITY

Administrator - Profit & NonProfit

### VOLUNTEER MANAGEMENT

2014

## ABOUT ME

Aloha! I am a young female professional in the nonprofit and philanthropic world. I believe in doing great work to support an entire community and that with teamwork we can accomplish anything. I am a fitness go'er and also walk around town with my two Golden Retriever puppy brothers! I grew up in Southern California and have been on Kauai for 4 years learning about the beauty of giving and the spirit of the Aloha.

## WORK EXPERIENCE

### EXECUTIVE DIRECTOR

Keala Foundation - Nonprofit Organization (2019-Present)

- Manage employee operations, Program Directors/Managers and financial budgets of the org
- Provide updates and reports directly to the Board of Directors and lead meetings
- Build all fundraising campaigns and marketing for all events, programs, projects.
- Execute large fundraising events and maintain donor relations

### GIVING ASSISTANT PROGRAM DIRECTOR

Barbells for Boobs (2017-2019)

- Increased world-wide fundraising dollars within the CrossFit affiliate community through a peer-to-peer fundraising software.
- Managed the Giving Team Budget and Program Coordinators
- Developed the fundraising incentives to increase involvement

### DATA INNOVATION MANAGER

Barbells for Boobs (2015-2017)

- Built a fundraising database and organized the org wide CRM software through legible and relatable ways to operate.
- Managed fundraising incentives worldwide through innovative strategies to increase donor retention

### DONOR SUPPORT & FUNDRAISING COORDINATOR

Barbells for Boobs (2013-2015)

- Managed all donor support needs through ZenDesk and Classy softwares to increase relationships with donors and fundraisers.

## CONTRACTED WORK

### LOUD & LIVE EVENTS

San Diego, CA & Miami, FL (2019)

Led community relations amongst participating communities within the CrossFit space. Goals to increase community buy in for a successful event to be held for fitness competition.

### REDBULL PRODUCTIONS

Salt Lake City, UT (2019)

Public Relations for Redbull during Redbull 400 in Park City, UT

# Kawena Bagano

4630 Kalepa Cir. Apt. 5  
Līhu'e, HI 96766

T 808.634.1661  
[kawenakaiulani@gmail.com](mailto:kawenakaiulani@gmail.com)

## **OBJECTIVE**

Program Director

## **EXPERIENCE**

### **Crisis Intervention Specialist , YWCA; Līhu'e, HI – October 2023-Present**

- Provided crisis intervention support to children and youth 5-17 years old who were victims of sex assault, physical abuse, or witnessed either types of cases at the Children's Justice Center.
- Provided hands-on crisis intervention to adults of all ages who experienced sexual assault and/or physical abuse
- Completed risk assessment
- Provided empathic client-centered support to help de-escalation following a crisis event, over the phone, or at the Police Station, or while accompanying a victim to court.
- Conducted Safety planning with victims of sexual and/or physical abuse
- Explored coping mechanisms and created crisis prevention plan
- Provided community-based recommendations to parents for additional support following crisis

### **Program Specialist III, Alu Like Inc.; Līhu'e, HI – January 2018-October 2018 & Oct 2020 - Present**

- Provide substance abuse prevention services to youth/family
- Provide evidenced based or best practice substance abuse prevention curriculum (Positive Action) to youth and families in a classroom setting
- Create and present presentations on project services to organizations/educational institutions/agencies.
- Participates in workshops and conferences to promote activities and services of the Project.

### **Program Coordinator, Keala Foundation Early-Intervention Program; June 2021 - Sept. 2023**

- Collaborate with the Project Manager and Program Director in coordinating and tracking of specific operational matters to achieve the goals and objectives of the program and the mission
- Coordinate action plans and activities of the Program to accomplish program goals and objectives
- Coordinate arrangements for meetings, and trainings to enhance best practices
- Process required forms and file accordingly
- Prepare written correspondence
- Maintain liaison between staff and community partners for special projects and meetings that will benefit the program's initiatives
- Assist in monitoring plus evaluating program effectiveness
- Assist in monitoring and approving program expenditures and transactions under the supervision of the Executive Director

### **Case Manager / Life Coach, Partners in Development Foundation; - March 2022 - May 2023**

- Provide case management and serve as life coach to families participating in the Keiki Assets Account (KA'A) program.
- Schedule one on one meetings with families at least once a month to help them identify challenges, issues, and opportunities or as needed;
- Connect families to established partnerships with community organizations/agencies to support them in financial literacy, budgeting, goal setting, housing stability, employment, career planning, parenting, and other areas;
- Assess needs of families and make referrals as appropriate
- Develop and maintain positive relationships and on-going communication with families, PIDF management, Eleu partner agencies, financial institutions and community partners.

**Crisis Specialist (On-Call/Part-Time), Child Family Services-Crisis Mobile Outreach Program; Līhu'e, HI – October 2018-July 2022**

- Provided crisis intervention support to youth ages ranging from 12-18 years old, who experience suicidal or homicidal ideations, urges, or plans with 11 youths.
- Completed risk assessments during outreach for 7 youths.
- Provided empathic client-centered support to help de-escalation following a crisis event
- Conducted Safety planning with victims of suicidal or homicidal ideations, urges, or plans
- Explore coping mechanisms and created crisis prevention plan
- Provide community-based recommendations to parents for additional support following crisis

**Behavioral Health Specialist, Kanuikapono Charter School; Anahola, HI – October 2018-October 2020**

- Facilitate small group counseling sessions weekly with 5 different medium to high-risk groups based on student needs to students 8-16 years of age while teaching coping skills, character, and positive peer engagement.
- Provided crisis intervention support to students who were expressing suicidal ideations, urges, plans for children ages 8-18
- Tracking and filing information of at-risk students (attendance, grades, emotional status, behavior)
- Regular communication with students; parents; teachers; admin regarding updates on areas of concern
- Initiate and facilitate parent/teacher meetings to address student behavioral concerns while implementing student progress monitoring system for 4-6 weeks while meeting with youth weekly to monitor progress and provide encouragement and guidance to succeed
- Create Behavioral Intervention Plans along with 504 plans in both general education and special education classes based on student needs

**Relief Crisis Counselor (On-Call/Part-Time) , YWCA; Līhu'e, HI – February 2017-December 2018**

- Provided crisis intervention support to children and youth 5-17 years old who were victims of sex assault, physical abuse, or witnessed either types of cases at the Children's Justice Center with a total of 12 case loads.
- Provided hands-on crisis intervention to adults of all ages who experienced sexual assault and/or physical abuse
- Completed risk assessment
- Provided empathic client-centered support to help de-escalation following a crisis event, over the phone, or at the Police Station, or while accompanying a victim to court.
- Conducted Safety planning with victims of sexual and/or physical abuse
- Explored coping mechanisms and created crisis prevention plan
- Provided community-based recommendations to parents for additional support following crisis

**Server/Hostess, Kaua'i Beach Resort; Līhu'e, HI – January 2016-November 2018**

- Set up coffee and food station
- Prepare tables
- Provide quality service to guest in taking food orders and delivering food orders to them
- Greets guests, escorts them to tables, and provides menus.
- Assigns work tasks and coordinates activities of dining room personnel to ensure prompt and courteous service to diners.

**Teacher/Education Assistant/ SPED, Kawaikini NCP Charter School; Puhi, HI – Sept. 2009- Oct. 2011, Aug. 2016-Oct. 2017**

- Implement teacher lesson plan
- Assign student classwork and homework
- Maintain classroom control and discipline

**EDUCATION**

- Grand Canyon University, Phoenix, AZ - M.S. Mental Health Aug. 2019-October 2023

- Liberty University, Lynchburg, VA — B.S. Psychology, 2012-2014
- University of Hawai‘i at Hilo, Hilo, Hawai‘i (20+ credits)— Hawaiian Studies 2008-2009
- Kaua‘i Community College, Puhī, HI — A.A. Liberal Arts, 2005-2007
- Ke Kula Kaiapuni Hawai‘i o Kapa‘a 1991-1997 (Hawaiian Immersion School)
- Certified Substance Abuse Counselor Certification - In progress
- Certified Prevention Specialist Certification - In progress

## **SKILLS**

- Fluent Hawaiian Speaker
- Skilled at multitasking
- Good organizational skills
- Good leadership skills
- Good communication skills
- Good social skills
- Good management skills
- Computer literate
- 76 wpm

## **VOLUNTEER**

- Board of Director for Kawaikini New Century Public Charter School 2023-Present
- Advisory Council Member for Papa Ola Lōkahi’s Culture and Addiction 2021-Present
- Advisory Board of the State’s Hawai‘i Alcohol Policy Alliance Coalition 2018-Present
- Founding Member of Pilina Prevention Committee 2023
- Served as Secretary and Board Member for Kaua‘i Action Planning Alliance 2021-2023
- Founding Member and Chair of Ho‘okele Coalition for a Drug-Free Community (County of Kaua‘i, Life Choices) 2018-2019

# Denise Sullivan

## **Substance Abuse Counselor**

Lihue, HI 96766

[deesullivan47@gmail.com](mailto:deesullivan47@gmail.com)

+1 978 457 6695

I have 20 years experience working with all populations. I am kind and compassionate, non-judgmental and connect easily with all ages. I have good work ethic and a team player. I would appreciate a job interview so that I can hear more about the position. I live in Lihue.

Authorized to work in the US for any employer

## Work Experience

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### **Educator and Counselor**

Keala Foundation - Hawaii

April 2020 to Present

I teach parenting groups, educate the coaches about addiction and how to talk to their adolescents in a way that they can hear them, effective communication. I also do interventions and send clients to treatment on the mainland when needed

### **Alcohol and Substance Abuse Counselor**

Hope Treatment Services - Waihee-Waiehu, HI

February 2020 to Present

Social work, marriage and family therapy, clinical and counseling psychology with written and oral communication skills, ability to prioritize time and responsibilities, be capable of accurate and prompt documentation in the medical record, strong background in family, individual and group therapy, working knowledge of DSM IV diagnosis and ability to work as a member of a multi-disciplinary team. DBT and CBT and person-centered therapy

### **Client Resource Coordinator**

EAH Housing - Hanamaulu, HI

March 2022 to March 2023

I coordinated outside activities and in house events and resources for low income Families on Kauai. I also counseled families and facilitated groups . Gave kids alternative activities to getting involved drugs and alcohol and crime. Also worked with their families and giving support

### **Alcohol and Substance Abuse Counselor**

Eliot Community Health Services - Concord, MA

May 2018 to January 2020

I counsel clients individually and in a group setting using DBT and CBT and person-centered therapies. I also work with families educating and supporting them and opening up communication. I am a Supervisor over others.

### **Clinical Supervisor/SUBSTANCE ABUSE COUNSELOR**

Eliot Community Health Services - Concord, MA

December 2018 to 2020

I am the Supervising Substance abuse counselor working with clients with persistent Mental Health and substance abuse issues. I develop and facilitate group counseling programs as well as work with clients individually supporting and teaching them skills so that they can lead productive lives. I am also a volunteer in the community facilitating groups to help lift the Stigma of Addiction and support families during the Opioid Crisis. I supervise four social workers and oversee 2 group homes.

### **Therapist**

Balance Recovery - Nashua, NH  
December 2017 to May 2018

Primary and Family Therapist working with clients facilitating groups and classes, individual and family counseling. Using Motivational Interviewing, CBT, DBT, unconditional positive regard to give individuals and families struggling with mental and addiction help.

### **Family Therapist**

Recovery Centers of America - Danvers, MA  
October 2017 to May 2018

I am a family therapist working with families and patients who suffer from Substance Use Disorder educating and supporting them about addiction and codependency. I teach them coping skills and the difference between survival skills/coping skills and how to communicate in a healthy way. One on one counseling and group counseling.

### **Primary Counselor**

Amethyst Recovery Treatment Center - Port Saint Lucie, FL  
December 2015 to October 2017

Primary counselor who works with client and family through all phases of treatment from admissions to discharge and follow up. Individual counseling, group counseling and all core functions.

### **Clinical Outreach Coordinator and Family Specialist**

Amethyst Recovery Treatment Center - Concord, NH  
December 2015 to October 2017

Raw New England recovery and wellness Treatment Center is partners with Amethyst Recovery. I am a Family therapist and also clinical coordinator. I also run there IOP program.

### **Therapist/Counselor**

Water's Edge Recovery Treatment Center - Stuart, FL  
March 2015 to December 2015

Individual and group counseling, psycho educational and process groups, documentation and treatment planning, family counseling and education on codependency.

### **Independent Contractor**

July 2010 to May 2014

Counseling, consultation, case management and interventions, groups, education and one on one, working with clients with mental health and addictions issues.

### **Director of Alcohol and Drug Studies/Clinical Coordinator**

Intercoast College - Salem, NH  
December 2011 to May 2013

## Skills

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- Mental Health, Case Management, Counseling, Documentation, Management, Microsoft Office, Therapy, problem solving  
Links  
<http://www.linkedin.com/pub/denise-sullivan/12/55a/17>
- Group Therapy (10+ years)
- Child & Family Counseling (10+ years)
- Addiction Counseling (10+ years)
- Individual / Group Counseling (10+ years)
- Clinical Counseling (10+ years)
- Social Work
- Motivational Interviewing (10+ years)
- Cognitive Behavioral Therapy (10+ years)
- Behavioral Therapy (10+ years)
- Crisis Management (10+ years)
- Curriculum Development (10+ years)
- Crisis Intervention (10+ years)
- Presentation Skills (10+ years)
- Applied Behavior Analysis
- Behavioral Health
- Mental Health Counseling (10+ years)
- Teaching (5 years)
- Administrative experience (3 years)
- Care plans (10+ years)
- Childcare
- Case management (10+ years)
- Microsoft Office (10+ years)
- Interviewing
- Meeting Facilitation (10+ years)
- Hair Styling

## Certifications and Licenses

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### **ADC**

September 2005 to Present

I got my certification for ADC before I got my Human Services Degree.

### **Substance Abuse Counseling Certification**

May 2008 to Present

### **Marriage & Family Therapy Certification**

### **Certified Case Manager**



Salem, NH

December 2011 to May 2013

I was the Director of Alcohol and Drug Studies and a teacher at Inter coast College in Salem, New Hampshire and I am also the Coordinator of Internships. I teach college students the 12 Core Functions, and all the subjects they need for their certificate in AOD counseling. I also teach a practicum class for the interns.

### **Alcohol & Substance Abuse Clinician**

Adcare Criminal Justice - Worcester, MA

April 2007 to June 2010

Life Skills, Coping skills, Anger management, Psycho-educational classes in Alcohol and Substance Abuse, Job Skills, Groups in Trauma Therapy with Women Transitioning out of Framingham State Prison, case management, working with court-mandated men and women, networking to obtain speakers, psychologists, authors to speak to clients and educate them about alcohol, drugs, and emotions, and how to get work when they have a felony on their record. Assessments, LS/CMI, ASUS, and treatment plans

### **Owner**

Prime Cut Hair Designs - Newburyport, MA

1982 to 2007

I was an owner/operator of a Beauty Salon for 25 years. Went back to school to become an Alcohol and Substance Abuse Counselor to give back to the community and use my 35 years of Sobriety and share my experience.

### **Internship**

Eumaeus Inc - Haverhill, MA

September 2005 to May 2006

Worked with dual/diagnosis clients. Facilitated groups, case management, psycho educational classes.

## Education

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### **Recovery Coach in Alcohol and Substance Use Disorder**

Recovery Coach Academy - Somerville, MA

May 2019 to June 2019

### **B.A. in Human Services**

New England School of Addictions - Bristol, CT

June 2010 to June 2011

### **Certificate in Alcohol and Substance Abuse Counseling**

Northern Essex Community College - Haverhill, MA

January 2005 to January 2008

### **Associates Degree in Human Services**

Northern Essex Community College - Haverhill, MA

January 2005 to January 2008

**Certified Substance Abuse Counselor**

May 2012 to Present

**Counseling Certification**

March 2012 to Present

**CASAC**

**CADAC**

**CAC**

**Certified Recovery Specialist**

May 2021 to Present

Diana Quereto

808. 226. 1995

diana@kealafoundation.com

Experienced individual with enthusiasm, dedication and an exceptional work ethic. My objective is to work with an exciting and progressive company that will utilize my skills in sales, multi-tasking, customer service and time management while offering career growth, additional skills development and opportunities for advancement.

## **SUMMARY OF QUALIFICATIONS**

- Ambitious, self-starter, and detail-oriented customer service professional with excellent hands on management & communications skills.
- Trained to anticipate, identify and fulfill guest needs with efficiency.
- 17 years experience providing exceptional customer service in establishments ranging from casual eateries to fine-dining restaurants.
- Highly proficient in up-selling, problem solving, and team building.
- Success multitasking while remaining professional and courteous in fast-paced environments.
- **Valid & Current County of Kauai Liquor License (Blue Card)**

## **EXPERIENCE**

Grant Manager

Keala Foundation/ Kauai, HI

August 2022- Current

Reservations & Sales

Parrish Kauai/ Kauai, HI

January 2019- March 2021

Marketing & Vacation Services Coordinator

Sheraton Kauai Resort/ Kauai, HI

April 2016 - Dec 2018

BELO USA TRAVEL (Seasonal)

Trip Coordinator

March 2011- Feb 2016

Server @ multiple locations (Off- season)

Honolulu, HI

March 2011- Feb 2016

Server & Busser

Yard House Waikiki/ Honolulu, HI

January 2006- Dec 2011

## **REFERENCES**

(Professional) Sarah Braunsdorf, Employer, Keala Foundation- (714) 458-9342

(Professional) Aaron Hoff, Employer- (808) 652-5330

(Personal) Tiffany Von Ins - (818) 813-3796

(Personal) Ashley Peebles- (757) 582-6034

# EMILY MILLER

✉ emily@kealafoundation.com

☎ 7167961365

📍 Kapaa, HI 96746

## PROFESSIONAL SUMMARY

Organized and dependable teacher devoted to promoting learning and enhancing individual potential. Skillful in directing environments and enhancing student behavior through positive and forward-thinking approaches. Caring relationship-builder with analytical mindset and good decision-making skills. Willingness to take on added responsibilities to meet team goals.

## SKILLS

- Student Engagement
- Small Group Instruction
- Administration Knowledge
- Program Scheduling
- Problem Solving
- Policy Implementation
- Lesson Planning
- Differentiated Instruction

## EDUCATION

**Indiana Wesleyan University**  
Marion, IN • 05/2017

**Bachelor of Science:** Elementary  
Education And Exceptional Needs

## CERTIFICATIONS

- Certified CrossFit Level 1 Trainer
- Hawaii State Teaching License
- Certified Crisis Prevention Intervention (CPI)
- McKinney Vento Training
- MTSS/RTI in a second year school

## WORK HISTORY

**Keala Foundation - Program Manager**  
*Kauai, Hawaii • 01/2022 - Current*

- Provided ongoing direction and leadership for program operations.
- Developed and implemented program goals and objectives, establishing specific and measurable outcomes aligned with organization's overall mission.
- Scheduled and supervised staff meetings to discuss new ideas and update participants on program details and milestones.
- Developed and implemented program policies and procedures.

**Kauai Christian Academy - 1st Grade Elementary Teacher**  
*Kauai, Hawaii • 06/2018 - 06/2022*

- Built positive relationships with parents to involve families in educational process.
- Taught students subject-specific material, learning strategies, and social skills.
- Collaborated with administrators on classroom policies, management strategies, and discipline.
- Prepared materials for lessons, assignments, and assessments, and evaluated, corrected and graded student performance to identify gaps in skills or knowledge and set realistic goals.
- Worked one-on-one with students to determine strengths, weaknesses, and learning patterns.

**ACE Prep Academy - 1st Grade Lead Teacher**  
*Indianapolis, IN • 06/2017 - 06/2018*

- Communicated student progress, academic difficulties, or behavioral concerns to parents, guardians and administration using tact and professionalism to improve student academic performance.
- Helped students develop self-esteem and life skills by fostering healthy conflict-resolution, critical thinking, and communication.
- Developed and implemented discipline strategies to maintain classroom order.
- Adapted lessons to differentiate instruction and meet students' diverse learning needs and abilities.
- Kept classroom clean, organized, and safe for students and visitors.