

Environmental Stewardship Program - via hands-on lab work in sustainability projects, children learn how to protect and provide positive, preservative impacts on their natural environments, Community-Building Program - we provide opportunities for children and families to get to know and become involved with their local communities, finding opportunities to make human connections and communicate on a community level, Service to Others Program - we partner with local community organizations to put on community service events for kids to participate in and develop a habitual attitude of service to those in need around them, Cultural Exchange Program – children earn points toward a badge in Cultural Exchange by increasing their awareness and appreciation of the diverse global cultures represented in their travels abroad as well as in their home communities. Children also have opportunity to garner rewards for learning more of their own rich personal/family culture and history and being able to share it at the community level, Personal Excellence Program – children are rewarded for making progress and trackable improvements in the areas of study, sport and hobby that they love to which they are naturally drawn. We help children develop a higher aesthetic of excellence in the areas they apply themselves, thereby creating a personalized culture of achievement, personal wellness and life satisfaction.

KHUBA International will conduct the development and procedure of all fundraising activities

A description of Planet Kidizen Incorporated, an organization for which KHUBA International will raise funds, follows:

The mission of Planet Kidizen, a California State Benefit Corporation, is to give kids the tools to become better world citizens. We are dedicated to the educational enrichment of children worldwide, affording them opportunities to learn and grow in learning environments best-suited to their educational needs. Our aim is to help children seize opportunities to serve those in need, connect and enhance their connections within their local communities, strive for excellence in the fields to which they apply themselves, protect and care for the environment, and increase their respect, understanding and appreciation of cultures across the globe.

Via a badge system of award-garnering activities and achievement-based learning, Planet Kidizen arms children with the tools to do great things, and sets their goals on accomplishments beyond their years. We afford kids an exciting course that is a combination of real-life experiences (at home and abroad) that works in tandem with a robust on-line learning program. To create a broad network of opportunities, we galvanize businesses and organizations to build partnerships, becoming platforms to solidify our kids' dreams and make them reality.

We believe that children's imaginations and bodies must be given room and opportunities to explore the rich cultural traditions and natural wonders across the globe and in their own backyard. The young dreamers of today are the achievers of tomorrow. Planet Kidizen is in the business of creating renaissance kids – kids who aspire to greatness every day – kindling their inner fire to become great global citizens.

KHUBA International will publish and have copyrights to filmed works and published literature.

Fees will be charged upon the produced film and/or literature pieces fair market charge.

One (1) Film and one (1) literature piece will be produced every 3 years via grants.

Distribution of the films will occur at the film festival level first and then, if warranted, occur at a limited release via local theaters or other local showcase venues.

Distribution of the literary works will occur at the limited printing level, including access on amazon.com and barnesandnoble.com first and then, if warranted, occur at a more expanded printing and bookstore distribution level.

Marketing of both the filmed and literary works will occur on demographically targeted media platforms as follows:

- Via social media outlets such as www.facebook.com, www.pinterest.com, www.twitter.com, www.tumblr.com and www.youtube.com
- Via direct to home mailers and posted flyers
- Via local radio ads on stations carrying NPR
- Via local TV ads on appropriate networks serving those most likely to be interested in the specific work
- Via local magazine and newspaper ads.

KHUBA International will accept, if offered or donated, contributions of real property and conservation easements to be used to support its Cultural Exchange Program, bringing children from various walks of life and nationalities together for an opportunity to share their culture, develop understanding of people and cultures different from their own, and, thereby, create cross-cultural friendship and appreciation. These donations can also be used to support the non-profit's Environmental Stewardship Program if said property or easement can be used to enhance the youth's understanding of the natural environment and resources, and afford them opportunities to interact positively with the outdoors.

KHUBA International will accept, if offered or donated, contributions of intellectual property or royalties or other property if said donation can be used to support their grant programs.

Any conditions imposed by possible donors will be considered only if said conditions fully support the goals and vision of KHUBA International and its grant programs.

There are no agreements have occurred with any donors, as no donations have been received by KHUBA International at this point.

KHUBA International will operate in foreign countries in which recipients of the Cultural Exchange grant are placed. Any country within the following regions will be considered for student placement and hosting services:

North America, South America, Asia, Africa and Europe

KHUBA International will obtain and screen viable host families in each region for placement of program participants.

KHUBA International will provide educational opportunities to grant recipients in which they and their families will learn about their host family's culture, food, dance, holidays, schooling, leisure activities, etc and have opportunities to share their own home culture with their host family.

KHUBA International's operations in each country of the regions listed above further our tax exempt purposes: Conducting public discussion groups, forums, panels, lectures, workshops and excursions around environmental sustainability, community-building, and cultural exchange themes to develop unique educational experiences for the youth.

Because of the rich, culturally immersive environment established in the exchange program outlined above, KHUBA International will be able to offer truly educational and enriching experiences to its participants.

KHUBA International's distributions to Planet Kidizen, Incorporated further our tax exempt purposes: Conducting public discussion groups, forums, panels, lectures, workshops and excursions around environmental sustainability, community-building, and cultural exchange themes to develop unique educational experiences for the youth.

Through the online and in-person public discussion groups, forums, panels, lectures, workshops and excursions developed and implemented by Planet Kidizen, Incorporated, KHUBA International will be able to provide access to several unique educational experiences for various youth and youth groups who would not ordinarily have the opportunity to participate.

The procedure for the documentation of grants and grant distributions is as follows:

All written documents are filed physically in marked hanging files in a confidential vault for a period of at least 10 years, including all written correspondence, email chains, acceptance letters, transcripts, financial deposits, check registers, bank statements, receipts, etc .

Additionally, the procedure provides for electronic storage of all grant and distribution records as follows:

All grant documentation is scanned and deposited into an e-file on the iCloud for a period of at least 15 years.

KHUBA International's selection process of grants to organizations, to begin in October and end in December, annually, includes a form and proposal to be written and submitted by the applying organization which will then be reviewed and decided on by KHUBA International's Governing Board. Notification of acceptance or denial will be sent within 90 days of receipt of proposal.

The grant proposal specifies KHUBA International's responsibilities and those of the grantee, obligates the grantee to use the grant funds only for the purposes for which the grant was made, provides for

annual and final written reports and a final accounting report concerning the use of grant funds, and acknowledges KHUBA International's authority to withhold and/or recover grant funds in case such funds are or appear to be misused.

KHUBA International's continued responsibility to the furtherance of its tax exempt purposes allows for a continued monitoring of funds as they are in process of use by the grant recipient. KHUBA International will be sending annual reminders to grant recipients to begin their annual and final written reports, as well as a final accounting report concerning the use of grant funds. In these letters, KHUBA International will be transparent about its authority to withhold and/or recover grant funds in case such reporting does not occur according to the agreements laid out in the proposal and award documents.

KHUBA International's Governing Board will analyze all reports and issue a decision as to whether the reporting is sufficient or if there will be a request issued for elaboration on identified fund expenditure matters in the report. Once all reporting is finalized, the Governing Board will again convene to make recommendations as to whether funds will continue to be granted to the recipient, if the grant has closed successfully, or if there will be an escalated end to the grant and/or if grant recovery proceedings will ensue.

KHUBA International grants money to Planet Kidizen's members so that they can participate in its programs.

We will provide scholarships and educational grants to organizations in the following programs:

- Environmental Stewardship program provides grants to child education and child-development non-profit organizations that support the health, wellness and education of children as they interact with and learn about how to be wise stewards of the world around them. Via the Ocean Conservation project, children who are members of grant-recipient organizations can, for example, have access to an opportunity to release baby turtles into the ocean in Puerto Vallarta, Mexico. Via the Environmental Protection project, children who are members of grant-recipient organizations can, for example, obtain funding for the planting of a community garden in their neighborhood, or for starting an alternative energy production program at their school.
- Community-Building program provides grants to child education and child-development non-profit organizations to enable their school-aged children members to travel to their State's Capital to tour the Capital Building and surrounding Government Buildings. The program would provide opportunities to meet with a local state legislator, Assemblyperson, or other elected official. The program also would provide opportunities to qualified children to travel to meet their State's Congress members in Washington D.C. to learn about what they do to support their community, and what their vision is for the geographic area they represent.
- Cultural Exchange program provides grants to child education and child-development non-profit organizations to enable their school-aged children members to study abroad in an immersion scenario with a host family in a foreign country wherein they learn about other cultures and have opportunities to share their own. Additionally, we provide opportunities for families to participate in an immersion/exchange scenario -- a challenging and energizing platform of deeper parental engagement in their connections with their kids as they explore new horizons and participate in unique activities abroad together. Here, scholarships would be available for

families who need and qualify for assistance with international travel expenses and exchange program activities.

- Planet Kidizen membership program provides grants to child education and child-development non-profit organizations to enable their school-aged children members to cover the \$25 per month membership dues to PlanetKidizen.com. The programs therein offer alternatives to the brick and mortar avenue of learning. Through their access to this combination of online and field study learning, children can become more adept at working in teams, more fluent in current events, more linguistically intelligent, more sensitive to the needs of others, and harder working. They can achieve better test scores in math and science due to the extracurricular lab work and hands-on experience working on environmental stewardship and sustainability pursuits, as well as higher linguistic ability due to the higher level of written communication required to earn badges in the various curricula. Because of their participation in this program, children can become actively involved in the solutions to the world's most pressing problems. Through the exploration and active study in the field required by the program, young people can have meaningful experiences that are infused with a deep appreciation and respect for nature and an understanding of how to live more responsibly. Planet Kidizen's goal is to affect an increased level of peace, unity and mutual understanding in children on a global level and the propagation of an attitude of habitual community and international service.

The limitation on who is eligible for our grants is outlined below.

Recipients of our grants are selected for each program as follows:

Grants to Individuals:

Environmental sustainability program selection criteria:

- Grants are awarded only to applicants who are members in good standing with PlanetKidizen.com
- Grants are awarded only to applicants who have at least a 3.4 grade point average or letter grade equivalent of at least a "B".

Community-building program selection criteria:

- Grants are awarded only to applicants who are members in good standing with PlanetKidizen.com
- Grants are awarded only to applicants who have at least a 3.4 grade point average or letter grade equivalent of at least a "B".
- Grants are awarded only to applicants who have logged at least 5 hours of non-compulsory community service at one (1) or more non-profit community organizations of their choice.

Cultural exchange program selection criteria:

- Grants are awarded only to applicants who are members in good standing with PlanetKidizen.com
- Grants are awarded only to applicants who have at least a 3.4 grade point average or letter grade equivalent of at least a “B”.

Planet Kidizen membership program selection criteria:

- Grants are awarded only to applicants who demonstrate financial need through the submission of Household income data:
 - Proof of one month's worth of income is required to determine eligibility.
 - State and city of residence and household size are also factors.
- Grants are awarded only to applicants who have at least a 3.4 grade point average or letter grade equivalent of at least a “B”.

Tuition Reimbursement program selection criteria:

- Grants are awarded only to applicants who are KHUBA International employees.
- Grants are dispersed according to grades earned:
 - An “A” receives 100 percent reimbursement; a “B,” 75 percent; and a “C,” 50 percent. No reimbursement is provided for grades lower than a “C”.

Film Production program selection criteria:

- Grants are awarded only to applicants with an approved film project in development.
- Grants are awarded only to applicants with a finished script to be submitted to the organization for review and approval during the application process.

Literature Publication program selection criteria:

- Grants are awarded only to applicants with an approved literary project in development.
- Grants are awarded only to applicants with a finished project synopsis to be submitted to the organization for review and approval during the application process.

Grants to Organizations:

Environmental sustainability program selection criteria:

- Grants are awarded only to applicants whose educational and child-development mission and goals align with those of KHUBA International.

Community-building program selection criteria:

- Grants are awarded only to applicants whose educational and child-development mission and goals align with those of KHUBA International.

Cultural exchange program selection criteria:

- Grants are awarded only to applicants whose educational and child-development mission and goals align with those of KHUBA International.

Planet Kidizen membership program selection criteria:

- Grants are awarded only to applicants whose educational and child-development mission and goals align with those of KHUBA International.

We will provide scholarships and educational grants to individuals in the following programs:

- Environmental Stewardship program
- Community-Building program
- Cultural Exchange program
- Planet Kidizen membership program
- Tuition reimbursement program
- Film Production Program
- Literature Publication Program

The purpose and amounts for each educational grant are as follows:

- Environmental Stewardship program provides grants that support the health, wellness and education of children as they interact with and learn about how to be wise stewards of the world around them. Via the Ocean Conservation project children can, for example, have access to an opportunity to release baby turtles into the ocean in Puerto Vallarta, Mexico. Via the Environmental Protection project, children can, for example, obtain funding for the planting of a community garden in their neighborhood, or for starting an alternative energy production program at their school.
 - Amount: \$5,000 – 20,000
- Community-Building program provides grants to school-aged children to travel to their State's Capital to tour the Capital Building and surrounding Government Buildings. The program would provide opportunities to meet with a local state legislator, Assemblyperson, or other elected official. The program also would provide opportunities to qualified children to travel to meet their State's Congress members in Washington D.C. to learn about what they do to support their community, and what their vision is for the geographic area they represent.
 - Amount: \$5,000

- Cultural Exchange program provides grants to school-aged children to study abroad in an immersion scenario with a host family in a foreign country wherein they learn about other cultures and have opportunities to share their own. Additionally, we provide opportunities for families to participate in an immersion/exchange scenario -- a challenging and energizing platform of deeper parental engagement in their connections with their kids as they explore new horizons and participate in unique activities abroad together. Here, scholarships would be available for families who need and qualify for assistance with international travel expenses and exchange program activities.
 - Amount: \$16,000
- Planet Kidizen membership program provides grants to children to cover the \$25 per month membership dues to PlanetKidizen.com. The programs therein offer alternatives to the brick and mortar avenue of learning. Through their access to this combination of online and field study learning, students can become more adept at working in teams, more fluent in current events, more linguistically intelligent, more sensitive to the needs of others, and harder working. They can achieve better test scores in math and science due to the extracurricular lab work and hands-on experience working on environmental stewardship and sustainability pursuits, as well as higher linguistic ability due to the higher level of written communication required to earn badges in the various curricula. Through the exploration and active study in the field required by the program, young people can have meaningful experiences that are infused with a deep appreciation and respect for nature and an understanding of how to live more responsibly. Planet Kidizen's goal is to affect an increased level of peace, unity and mutual understanding in children on a global level and the propagation of an attitude of habitual community and international service.
 - Amount: \$300 annually
- Tuition reimbursement program provides grants to employees of KHUBA International to provide for the reimbursement of all or part of the costs of training or education. Reimbursable expenses of education or training can include the cost of tuition; purchase or rental of books, materials, and supplies; library and laboratory fees; and travel, per diem, and relocation expenses, for successfully completed courses. Reimbursements are tied to the grade employees earn in the course. An "A" receives 100 percent reimbursement; a "B," 75 percent; and a "C," 50 percent. No reimbursement is provided for grades lower than a "C".
 - Amount: up to \$20,000 annually
- Film Production Program provides grants to filmmakers who are developing filmed documentary or narrative projects having to do with community-building, environmental sustainability, and cultural exchange themes.
 - Amount: \$100,000
- Literature Publication Program provides grants to writers and artists who are developing written-word projects having to do with community, the environment or cultural understanding.
 - Amount: \$70,000

KHUBA International's programs are publicized via local radio ads on stations carrying NPR, as well as on the Planet Kidizen website: <http://www.planetkidizen.com>

The limitation on eligibility for our grants is outlined below.

Environmental sustainability program eligibility criteria:

- Grants are awarded only to applicants who are members in good standing with PlanetKidizen.com

Community-building program eligibility criteria:

- Grants are awarded only to applicants who are members in good standing with PlanetKidizen.com

Cultural exchange program eligibility criteria:

- Grants are awarded only to applicants who are members in good standing with PlanetKidizen.com

Planet Kidizen membership program eligibility criteria:

- Citizens of the United States who are 19 years old and under are eligible.

Tuition Reimbursement program eligibility criteria:

- Grants are awarded only to applicants who are KHUBA International employees.

Film Production program eligibility criteria:

- Grants are awarded only to applicants with an approved film project in development.
- Grants are awarded only to applicants with a finished script to be submitted to the organization for review and approval during the application process.

Literature Publication program eligibility criteria:

- Grants are awarded only to applicants with an approved literary project in development.
- Grants are awarded only to applicants with a finished project synopsis to be submitted to the organization for review and approval during the application process.

Individual recipients of our grants are selected for each program as follows:

Environmental sustainability program selection criteria:

- Grants are awarded to applicants who have a 3.4 grade point average or letter grade equivalent of at least a “B” on previous academic transcripts.

Community-building program selection criteria:

- Grants are awarded to applicants who have a 3.4 grade point average or letter grade equivalent of at least a “B” on previous academic transcripts.
- Grants are awarded to applicants who have logged at least 5 hours of non-compulsory community service at one (1) or more non-profit community organizations of their choice.
- Grants are awarded to applicants who demonstrate financial need through the submission of Household income data:
 - Proof of one month's worth of income is required to determine eligibility.
 - Government guidelines on household poverty delineations will be considered in the selection process.
 - State and city of residence and household size will also be factors in award determinations.

Cultural exchange program selection criteria:

- Grants are awarded to applicants who have a 3.4 grade point average or letter grade equivalent of at least a “B” on previous academic transcripts.
- Grants are awarded to applicants who demonstrate financial need through the submission of Household income data:
 - Proof of one month's worth of income is required to determine eligibility.
 - Government guidelines on household poverty delineations will be considered in the selection process.
 - State and city of residence and household size will also be factors in award determinations.

Planet Kidizen membership program selection criteria:

- Grants are awarded to applicants who demonstrate financial need through the submission of Household income data:
 - Proof of one month's worth of income is required to determine eligibility.
 - Government guidelines on household poverty delineations will be considered in the selection process.
 - State and city of residence and household size will also be factors in award determinations.
- Grants are awarded to applicants who have a 3.4 grade point average or letter grade equivalent of at least a "B" on previous academic transcripts.

Tuition Reimbursement program selection criteria:

- Grants are dispersed according to grades earned:
 - An "A" receives 100 percent reimbursement; a "B," 75 percent; and a "C," 50 percent. No reimbursement is provided for grades lower than a "C".

Film Production program selection criteria:

- Grants are awarded to applicants who have a 3.4 grade point average or letter grade equivalent of at least a "B" on previous academic transcripts.
- Grants are awarded to applicants who demonstrate financial need through the submission of Household income data:
 - Proof of one month's worth of income is required to determine eligibility.
 - Government guidelines on household poverty delineations will be considered in the selection process.
 - State and city of residence and household size will also be factors in award determinations.

Literature Publication program selection criteria:

- Grants are awarded to applicants who have a 3.4 grade point average or letter grade equivalent of at least a "B" on previous academic transcripts.
- Grants are awarded to applicants who demonstrate financial need through the submission of Household income data:
 - Proof of one month's worth of income is required to determine eligibility.
 - Government guidelines on household poverty delineations will be considered in the selection process.
 - State and city of residence and household size will also be factors in award determinations.

Dependent upon total annual donations and grants received, KHUBA International will award the following number of grants annually:

- Environmental Stewardship program -1 grant
- Community-Building program – 1 grant
- Cultural Exchange program – 4 grants
- Planet Kidizen membership program – 50 grants (1 per State)
- Tuition reimbursement program – 1 grant
- Film Production Program – 1 grant
- Literature Publication Program – 1 grant

KHUBA International determines the amount of each grant as follows:

- Environmental Stewardship program – Due to the costs of mentorship, travel, outdoor project construction, renewable energy project costs, and the range of projects within the program available for participation, one (1) annual grant will be awarded in an amount in the range of \$5,000-20,000, depending upon the specific project chosen by the applicant, and pending availability in the timeframe.
- Community-Building program – Due to the costs of mentorship, travel, food, lodging and event coordination at the State and National Capital level, one (1) annual grant will be awarded in the amount of \$5,000.
- Cultural Exchange program – Due to the costs of mentorship, international travel expenses, payments to host families, food and lodging, length of stay in an immersion program, and exchange program activities, four (4) annual grants will be awarded, each in the amount of \$16,000.
- Planet Kidizen membership program – Due to the monthly membership fee of \$25, fifty (50) annual grants (1 per State) will be awarded, each in the amount of \$300.
- Tuition reimbursement program – Due to the costs of tuition; purchase or rental of books, materials, and supplies; library and laboratory fees; and travel, per diem, and relocation expenses, one (1) annual grant will be awarded in an amount up to \$20,000.
- Film Production Program – Due to the costs of mentorship, set design, costumes, post production mastering and duplication, color correction, editing, cast and crew compensation, sound stage rental, film and location permit fees, one (1) annual grant will be awarded in the amount of \$100,000.
- Literature Publication Program – Due to the costs of mentorship, publication, duplication, artwork, and distribution, one (1) annual grant will be awarded in the amount of \$70,000.

The requirements for renewal of the grants are as follows:

- Environmental Stewardship program –
 - Grant recipients must maintain a grade point average of at least 3.4 or letter grade equivalent of at least a “B” on previous academic transcripts.
 - Grant recipients must submit a progress report showing what they’ve accomplished with the current grant they’ve received and a plan for continued work. This report must be approved by the Governing Board for grant renewal.
- Community-Building program –
 - Grant recipients must maintain a grade point average of at least 3.4 or letter grade equivalent of at least a “B” on previous academic transcripts.
 - Grant recipients must log at least 5 non-compulsory community service hours at the non-profit(s) of their choice.
 - Grant recipients must complete all government conference travel and submit a report on learning. This report must be approved by the Governing Board for grant renewal.
- Cultural Exchange program –
 - Grant recipients must maintain a grade point average of at least 3.4 or letter grade equivalent of at least a “B” on previous academic transcripts.
 - Grant recipients must log at least 30 days of cultural immersion education while living abroad.
 - Grant recipients must submit a progress report showing what they’ve learned with the current grant they’ve received and a plan for continued work. This report must be approved by the Governing Board for grant renewal.
- Planet Kidizen membership program –
 - Grant recipients must maintain a grade point average of at least 3.4 or letter grade equivalent of at least a “B” on previous academic transcripts.
 - Grant recipients must submit a progress report showing what they’ve accomplished with the current grant they’ve received and a plan for continued work. This report must be approved by the Governing Board for grant renewal.
- Tuition reimbursement program –
 - Grant recipients must maintain a grade point average of at least 3.4 or letter grade equivalent of at least a “B” on previous academic transcripts.
 - Grant recipients must submit a progress report showing what they’ve accomplished with the current grant they’ve received and a plan for continued work. This report must be approved by the Governing Board for grant renewal.
- Film Production Program –
 - Grant recipients must submit a DVD copy of the most recent cut of the film, a budget snapshot of production dollars spent to-date, as well as a progress report showing what they’ve accomplished with the current grant they’ve received and a plan for continued work. This report must be approved by the Governing Board for grant renewal.
- Literature Publication Program –
 - Grant recipients must submit a copy of the most recent draft of the written work, a budget snapshot of publication dollars spent to-date, as well as a progress report

showing what they've accomplished with the current grant they've received and a plan for continued work. This report must be approved by the Governing Board for grant renewal.

KHUBA International's procedures for supervising the grants are as follows:

Community service reports

School transcripts

Procedures for taking action if terms of award are violated are listed as follows:

Grant recipient will be sent a letter notifying them that they've lost the ability to apply to KHUBA International grants for a period of 10 years due to violations of the terms of the award.

Grant recipient will meet with a KHUBA International auditor to determine how the terms were violated, and a plan for amends will be drafted, which may include a requirement to reimburse KHUBA International with all unaccounted for funds.

The plan for amends will be reviewed and approved or amended by the Governing Board.

Selection committee names:

John Rosebaugh
Erika Rosebaugh
Sarah Schuyler
Devina Cash
Charla Powell

Criteria for committee membership:

- Committee Members must have a vested interest in social and environmental concerns, especially with regard to youth.
- Committee Members must devote 5 hours per week to KHUBA International committee work.
- Committee Members must be available for quarterly in-person meetings or conference calls, and acknowledge availability should the need for more frequent meetings arise.
- Committee Members must uphold KHUBA International's Conflict of Interest and Ethics Policy.
- Committee Members must come from a range of backgrounds, organizations and offer a range of experience, expertise and services.

KHUBA International's method of replacing committee members is to:

1) review the initial list of applicants and choose an individual in the same manner that was originally used to select committee members;

If no suitable individual is found, the committee will then,

2) re-post the application to get a fresh list of candidates and choose an individual in the same manner that was originally used to select committee members.

Since relatives of members of the selection committee, or of our officers, directors or substantial contributors are eligible for awards made under the program, the following measures are taken to ensure unbiased selections:

Committee deliberations are to be in closed session, and the privacy of nomination materials, as well as the opinions and remarks of individuals, are guarded scrupulously to encourage open and frank discussions.

Within two weeks of the close of the nomination period, the administrative organization will review all nomination packages to ensure that they are complete. (It is not the role of the administrative organization or the Selection Committee to notify nominators of missing items; this responsibility rests solely with the nominators.) After this initial review, the nomination packages will be distributed to the Selection Committee—at least two weeks before the Committee meets to allow adequate time for the Committee to prepare. At this time, any conflicts of interest with nominees must be declared by Committee members and a plan devised to address these conflicts, such as reassignment of nomination packages or recusal from deliberations on a particular nominee. To ensure unbiased proceedings, it is likely appropriate that no Selection Committee member be present during the discussion of a nominee or be allowed to rank a nominee who is a relative or belongs to his or her organization or university, or has any other conflict of interest.

Prior to the Selection Committee meeting, the chair will assign each member several nominations to study; the member will serve as the lead presenter of the nomination during discussions. Nominee assignments to Selection Committee members should attempt to match their expertise as much as possible to allow informed discussion of all aspects of the nomination package. At the beginning of the meeting, following disclosure of conflicts of interest, the chair will reiterate the selection criteria, the procedures to arrive at a consensus selectee, and follow-up on the progress of previous prize winners (after the inaugural year).

Along with the complete nomination packages, each Committee member should receive a standard checklist and evaluation criteria ranking form for each nominee to allow for consistent and uniform evaluation of the nomination packages.

The forms should include a “comments” section for Committee members to record any matters not covered by the selection criteria that were considered in the deliberations. These forms will serve as part of the record of the deliberations of the Selection Committee.

The Selection Committee’s decision will be summarized in a short (electronic) report to KHUBA International. The report should be sufficiently comprehensive to ensure that selection procedures

were followed and that nominees were given fair and equal treatment. Any anomalies or variations will be discussed(e.g., conflicts of interest) and how these were addressed will be highlighted.

Each application is read and scored by three Readers (former Fellows), who rate it according to the guidelines provided in this document. Readers submit scores via the online review system. Scores are then calculated and utilized to designate the top-ranking candidates that will be forwarded to the Selection Committees.

These candidates are then evaluated and rated by a minimum of three Selection Committee members, using the guidelines provided in this document. Scores are submitted via the online review system. Scores are then calculated and provided to the Selection Committee members, along with a summary of reviewers' comments, before the first Selection Committee meeting.

1. Selection Committees convene to determine the semi-finalists to interview.
2. Semi-finalists submit a briefing memo either on a designated topic or on their choice of topic from among a range of issues (to be determined by the Selection Committees at their first meeting) that is read by all Selection Committee members before the interviews.
3. Semi-finalists are interviewed in person by Selection Committees. At the end of each day of interviews, the semi-finalists are scored, ranked, discussed, and voted on to determine the fellowship finalists.

Once candidates are designated as finalists, they are invited to participate in Placement Week. Upon acceptance of a suitable placement offer, finalists are officially offered a grant.

KHUBA International
EIN # 80-0931645

Planned activities are as follows:

Conducting public discussion groups, forums, panels, lectures, workshops and excursions around environmental sustainability, community-building, and cultural exchange themes to develop unique educational experiences for the youth.

Partnering with likeminded organizations to create activities for families and children to participate in learning around environmental sustainability, community-building, and cultural exchange themes.

Applying for government grants and garnering public support of our environmental sustainability, community-building, and cultural exchange programs.

Soliciting educational grant applications from the general public to our environmental sustainability, community-building, and cultural exchange programs.

Awarding educational grants and distributing grant funds to awardees of our environmental sustainability, community-building, cultural exchange, Planet Kidizen membership and tuition reimbursement program scholarships.

Christa Nunez

Qualifications:

BA from University of Southern California

18 years experience in media from video production to magazine portrait photography to feature film editing to advertising. Experienced in social media and traditional media advertising. Hundreds of volunteer work hours donated to child/community service organizations.

Three years experience teaching Information Technology and Business Studies at the College level.

Fluent in various forms of large-scale communication, media planning and information technology.

Strong presentation skills, highly organized, high performance in sales, and years of experience in strategic planning for mid to large companies.

Average hours worked: 25 hours per week

Duties: Provide oversight to the nonprofit in the development of programs, in the building of strategic partnerships with affiliated companies, and in hiring and team building.