

RISCA BUSINESS & STRATEGIC PLAN 2019-2024

Rhode Island School Counselors Empowering Our Students To Succeed

Mission Statement

The mission of the Rhode Island School Counselor Association is to promote excellence in the profession of school counseling along with the development of all students.

Prelude

The Rhode Island School Counselor Association, Inc. (RISCA) provides a systemic approach to PreK-12 school counseling. The focus of the organization is to promote excellence in professional school counseling by advocating for the role and programs of school counselors, and by demonstrating leadership in developing new and supportive services and programs for its members. RISCA strives to be the “voice” for school counselors, their students, and supporters of school counseling throughout the state of Rhode Island.

The Organization

RISCA, founded in 1999 as the Rhode Island School Counselor Association, is a state division of the American School Counselor Association (ASCA). The organization consists of officers, committees, standing committees, and various ad-hoc committees. All elected and appointed officers and chairpersons make up the Governing Board.

Legal Entity

The Rhode Island School Counselor Association (RISCA) is a Rhode Island not-for-profit organization. RISCA received notice of its federal income tax exemption, section 501(c)(3) of the Internal Revenue Code, on March 17, 2006 and is classified as a public charity. The effective date of the exemption was April 14, 2005. Contributions to RISCA are deductible under section 170 of the Code. RISCA is also qualified to receive tax deductible bequests, devises, and transfers or gifts under section 2055, 2106, or 2522 of the Code. After completing an advance ruling period which ended on August 31, 2009, RISCA was classified as a public charity under 501(c)(3), 170(b)(1)(A)(vi) (IRS letter dated 12/03/09). Each year RISCA will be required to electronically file an e-Postcard (Form 990-N) as long as gross receipts are under \$50,000. This will be due by the 15th day of the fifth month after the close of the organization’s tax period. In RISCA’s case this will be January 15th. If RISCA’s gross receipts should exceed \$50,000, Form 990 or 990EZ would be required. RISCA’s EIN(Employer Identification Number) is 05-0512941.

History

RISCA was founded in 1999 as the Rhode Island School Counselor Association. On November 10, 2016, Articles of Incorporation were executed and RISCA will now become Rhode Island School Counselor Association, Inc. After an initial filing fee of \$35, the association will now become responsible for an annual fee of \$25 to be paid to the Secretary of State. Carol Zimmerman is the registered agent. At the time when the registered agent needs to be changed to another individual, the change form can be easily accessed on the state government website.

Services Offered

RISCA is a professional association that represents members of the counseling profession in the state of Rhode Island. RISCA members have the formal training and expertise needed to provide counseling services in such areas as school counseling, career counseling, college counseling, and counselor education and supervision.

Priorities for 2019-2024

RISCA developed its strategic plan by focusing on areas that are considered critical to the school counseling profession and to the success and growth of the RISCA organization. Each area is considered critical because action plans must be developed for that area if the strategic priorities of RISCA are to be achieved.

The table below identifies RISCA's strategic priorities for 2019-2024 along with the expected results for each priority. Taken as a whole, these results illustrate the role of RISCA in Rhode Island school counseling. The critical areas are listed alphabetically and the order does not suggest priority.

Strategic Priorities	Results Statements
Budget & Finance	Budget is developed and monitored annually. RISCA remains financially self-sufficient through dues, conference registration fees and a partnership with Multiview.
By-Laws & Ethics	By-laws and ethical standards are reviewed every five years and amended as needed.
Communications, Partnerships & Professional Development	Multiple communication vehicles (Emails, website, social media and a newsletter) are used to disseminate vital information and resources to Rhode Island school counselors. Promote and advocate for the school counseling profession, RISCA and its programs at the state level. Leadership actively involved in conversations at both the Governor's office and the Rhode Island Department of Education (RIDE) with a point person assigned for communication purposes. Promote best school counseling practices through bi-annual conferences, literature and the RISCA website Encourage RISCA membership to participate in professional development opportunities that address key initiatives and critical issues impacting counselors offered by local, state, and national organizations. Develop materials to promote and communicate organizational goals, strategies, and action plans. Forming connections with other educational organizations with the state (i.e. RIASP)
Technology & Data Management	Information about technology that supports school counseling is identified and shared. RISCA promotes collecting, analyzing and reporting data by school counselors.

Elections, Membership & Nominations	Continue to grow RISCA membership and promote the benefits of being a member Candidates for RISCA board positions are nominated in April with elections being held in June bi-annually
Public Policy & Legislation	Encourage school counselors to provide input and feedback on policy and legislation that impacts the profession.
Recognitions & Awards	Encourage all educators to recognize school counselors for their efforts Award school counselor of the year honors at the fall conference
Historical Records	The history of RISCA is documented and made accessible on our website.

RISCA is a vital force in Rhode Island school counseling. School counselors are significant contributors to student success and school reform. Comprehensive school counseling programs are a powerful infrastructure for the personalization of student learning. We have set our sights on establishing the infrastructure for implementing comprehensive school counseling programs in Rhode Island schools, building capacity for change through meaningful and substantive professional development, and transforming our practice to ensure an even greater contribution to student success and the health of the school community.

Reimbursement

1. Expenses incurred on official business of RISCA shall be requested by using the RISCA Request for Reimbursement Form. All expenditures must be justified with purpose, budget category, and receipts. These forms must be completed in a timely fashion and submitted to the Treasurer (by mail or electronically) for reimbursement. All requests must be submitted before the end of the fiscal year on August 31st.
2. Allowable mileage for Board approved travel will be reimbursed at the current IRS rate per mile. Online research will be used to ascertain current rate.
3. Allowable Board approved meal reimbursement will be **researched and the current rate per city of travel will be used.** (The IRS uses a dollar amount per day.)
4. Members traveling on official RISCA business are strongly encouraged to track airfares in order to obtain the most reasonable fare. Room expenditures will be based upon a single room rate when available.
5. RISCA members will not be reimbursed for travel to and from official Governing Board meetings.

Banking

All association banking is done with Citizens Bank and our bank account number is 12079170. This account was established in 1999. At the present time the treasurer is a single signer and makes all deposits and writes all checks. A bank fee of \$3.00 and Merchant Service Bankcard (Affinipay) fees are debited from our account. Automatic deposits are credited from Multiview, ASCA (RISCA memberships) and Affinipay (memberships and conference fees). The Multiview (Counselor Connection) is paid to RISCA by check.

Updated June 20, 2019