

# Technical Editing Final Project

ENG-W324

Prepared for Professor Price

Prepared by Scarlett Camp

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## Cover Memo

To: Professor Emmy Price

From: Scarlett

Date: 12/10/2025

Subject: Technical Editing Final Project

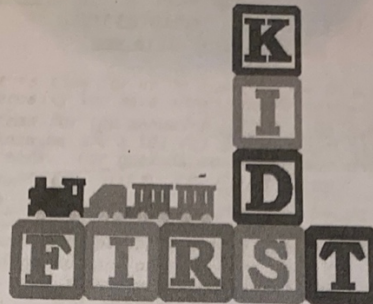
For my final technical editing project, I worked with a non-profit organization, Kids First, in Scott County, IN. I primarily worked with one of the Board of Directors, Sherry, and she was pleased with the edits made. She specifically liked how I changed the font of the seconds Kids First letter and changed the font to be consistent. Instead of changing the font to emphasize the point, I used language and bolded some key words. I am happy I was able to change their documents to provide clearer communication with the community.

For the peer review, many of my peers agreed with the edits I made; many said the edits I chose were the same edits they would use. I did get a suggestion to group similar edits together to create a cleaner, more organized look. I really liked this suggestion. Since I used hand edits, I wasn't able to implicate this change without recopying the original copies. However, I do plan to use this suggestion in the future.

Sherry gave me documents and gave me permission to mark them up, as she had other copies, but I chose to make copies of the pages so I could look at a clean and an edited copy. I read the pages multiple times. Every time I reread the documents, I found something new. I chose to use a pencil because I did make a few mistakes. I would leave the document for a day or so, then go back to find new edits to make or fix my mistakes. Taking my time editing enhanced my attention to detail. Sherry was an angel, as always.

I learned the hand mark for changing fonts. Since there are so many different hand editing marks, I didn't fully absorb that specific mark. My textbook has been extremely helpful throughout the editing project, and I believe that the textbook will be helpful for the rest of my school career and beyond. Overall, I learned that there is a lot more to technical editing than many think. It is an incredibly important process of writing.

# Kids First Letter Hand Edits



POB 112  
Scottsburg, In, 47170  
Fed. Tax ID 35=2059935

*Kids First*  
 We are a non-profit <sup>is</sup> volunteer organization that <sup>has a</sup> raises money via a telethon every year for over 30 years to help children and families in need. The funds raised are distributed by our local schools, and other organization. Our board of Directors also fund requests all year long, not just at Christmas. Our community has undertaken this effort to ease the burden of those that <sup>joined forces</sup> cannot help themselves at the moment.

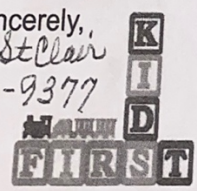
Each year we solicit items to be auctioned off <sup>through</sup> on our telethon broadcast on Spectrum cable, and we live stream with Facebook and YouTube. <sup>on our</sup> This is a community, <sup>Kids First</sup> all volunteer effort and in the past we had been given items such as cars, celebrity items, toys, tools, and almost anything you might think of. Nothing is too small and certainly nothing is too large for us.

There are no administrative fees, every penny raised goes to help those in need, when there is nowhere else to turn. <sup>the ions of</sup>

We humbly ask for your help in <sup>annually</sup> donating an item(s) for our telethon, which is always held the Saturday before Thanksgiving every year.

You can find us on Facebook @ scott county kids first or visit our Scott County YouTube channel. *November 18, 2022*

Sincerely,  
*Sherry St Clair*  
812-820-9377



Kids First Board of Directors

1. To reach as many people as possible,
2. when they have ran out of options,

# Kids First Letter Hand Edits 2

KIDS FIRST  
POB 112  
Scottsburg, IN. 47170  
[www.kidsfirstsite.com](http://www.kidsfirstsite.com)

FED TAX ID 35-2059935

Once again, it is time for us to come to you to ask for your help with the generosity you have shown in the past. ~~we are beginning to collect items for the annual KIDS FIRST AUCTION.~~ As most of you know, we are a 501 (c) 3 organization, made up of solely ~~volunteers.~~ <sup>12pt</sup> ~~Our goal is to raise just enough money to help children, not just at Christmas, but all year long.~~ <sup>14pt</sup> ~~we never try to "go over the top" in our fund raising events, but we want to ensure we have enough to help all year long.~~ <sup>12pt</sup> Our funds purchase eye glasses, medicine, wheel chairs, clothing, and many other things when ~~no one else~~ <sup>12pt</sup> there to help. We strongly support the SCOTT COUNTY CLEARINGHOUSE. ~~Our organization~~

Please consider helping us again ~~this year,~~ and be assured we are the only organization that checks ~~and double checks~~ <sup>12pt</sup> with other agencies in our county, so the aid reaches those who really need it.

Our auction ~~again~~ will be held the Saturday prior to Thanksgiving and broadcast live on the Community Channel from the knights of Columbus hall. ~~The important part is we are making a difference in children's lives, and it can not be done without your help.~~ <sup>12pt</sup> ~~Can't~~

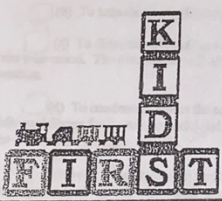
Regardless ~~if you can or choose not to help us,~~ we thank you for taking a time to consider our organization. <sup>12pt</sup>


Our volunteers will be calling on you soon to seek your assistance, and we will be happy to pick up any items you choose to donate.

If you have any questions, please feel free to call Ross or Sherry St. Clair at 752-5854 and may God bless you.

(812) sincerely, *Sherry St. Clair*  
812-820-9377

The KIDS FIRST BOARD OF DIRECTORS





★ A lot of sentences need rewritten, and the font needs change



\* I have arrows showing that I want to move the section subject \*

and upon liquidation, dissolution, or abandonment of the owner, after providing for the debts and obligations thereof, the remaining assets will not inure to the benefit of any private person but will be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code of 1954 or as subsequently changed.

ARTICLE V - DURATION

The period during which this Corporation is to continue as a Corporation is perpetual.

ARTICLE VI - ADDRESS

MAILING ADDRESS: Post Office Box 112, Scottsburg, Indiana 47170  
PHYSICAL ADDRESS: Address of the Treasurer on record.

ARTICLE VII - BOARD OF DIRECTORS

120P

**Number** Section 1. The Board of Directors shall consist of ten (10) members.

120P

**Representation** Section 2. The Board should be broadly representative of the residents of Scott County or employed in Scott County.

120P

**Exclusions** Section 3. Paid persons of this Corporation and paid persons of organizations receiving funds from it may serve on the Board; however, they shall not be allowed to vote on issues in which they have a material interest.

120P

**Terms** Section 4. At the first annual meeting of voting members, to be held in January of each year, Directors shall be elected; one-third (1/3) for one (1) year, one-third (1/3) for two (2) years, and one-third (1/3) for three (3) years.

120P

**Power** Section 5. The Board of Directors shall have all the power necessary or appropriate to enable it to carry out the purposes of the Corporation, and shall be responsible for the entire supervision of the Corporation's activities. The Board of Directors shall operate the Corporation as outlined in these by-laws and in such manner as not to conflict with the Articles of Incorporation, Federal, State, and Local Civil laws.

120P

**Duties** Section 6.  
1. Determine and annually review the organization's mission and purposes.  
2. Ensure effective organizational planning.  
3. Ensure adequate operating resources.  
4. Manage resources effectively.  
5. Determine and monitor organization's programs and functions.  
6. Enhance the organization's public image.  
7. Serve as a Court of Appeal.  
8. Annually assess the Corporation's performance.

120P

**Conflict** Section 7. The Board of Directors shall operate with a written Conflict of Interest policy that generally permits discussion but prohibits voting in cases where Directors have a direct or material conflict. Such cases will include relationships with funded organizations.

ARTICLE VIII - DIRECTORS' MEETINGS, NOTICES, QUORUM

Regular Board Meetings

Section 1 The Board of Directors shall meet within one (1) month after the Annual Meeting of this Corporation, but within the first six (6) months following the end of the fiscal year to elect the officers herein provided for and shall hold monthly meetings during each year.

Notice of Meetings And Minutes

Section 2 Notice of any meeting and minutes of the preceding meeting of the Directors, regular or special, stating the time when and the place where it is to be held shall be served personally or by mail, postage prepaid, upon each Director not less than five (5) days before the meeting. The notice of any special meeting shall state the purpose or purposes of the proposed meeting. Business transacted at all special meetings shall be confined to the subject stated in the call and matters germane to.

Quorum and Voting

Section 3 The presence in person of not less than one-third (1/3) of current Directors in office is requisite and shall constitute a quorum. Action by a simple majority of Directors where a quorum is present shall be the action of the Directors of this Corporation. Proxy votes will be accepted. In addition, a Director may designate his or her vote by telephone. The President will not vote except in the event of a tie.

Special Meetings

Section 4 Special meetings of the Board of Directors for any purpose or purposes may be called pursuant to a resolution of the Board of Directors at a regular meeting at which a quorum is present, and shall be called by the President at the request in writing of one-third (1/3) of the Directors in office. Such request shall in any case state the purpose or purposes of the proposed meeting. Business transacted at all special meetings shall be confined to the subjects stated in the call and matters germane thereto.

Attendance

Section 5 Three consecutive unexcused absences shall be grounds for removal from the Board of Directors, but not necessarily mandatory. An absence shall be excused if the Director has designated a proxy or has voted by telephone. This Section shall not apply if the Director has requested and received a leave of absence from the Board.

ARTICLE IX - OFFICERS

Officers

Section 1 The officers of the Corporation shall consist of a President, a Vice President, a Secretary, and a Treasurer, all of who shall be members of the Board of Directors at the time of election and not by virtue of it. Officers shall hold office for one (1) year and serve until their successors are elected. There shall also be a Recording Secretary who will not be an officer of the Corporation and shall be appointed at each meeting by the President.

Duties

Section 2 The President shall serve as Chief Executive Officer of the Corporation and perform all usual and customary duties of that position, including appointment of committee chairs as specified under Article VIII.

The Vice President shall assist the President upon his or her request. In addition, should the President become unable to perform the duties of his or her position, the Vice President shall function as Acting President until a successor is selected.

The Secretary shall attend all regular or special meetings of the members and all regular or special meetings of the Board and shall act as clerk of

## Kids First Letter 1

POB 112

Scottsburg, IN. 47170

Fed. Tax ID 35=2059935

Kids First is a non-profit, volunteer organization that has raised money via telethon for over 30 years to help children and families in need. The funds raised are distributed by our local schools, and other organizations. Our Board of Directors fund requests throughout the year as well, not just through Christmas. Our community has joined forces to reach as many people as possible.

Every year we solicit items to be auctioned off through our telethon broadcast available on Spectrum cable. To reach as many people as possible, we live stream on our Facebook and YouTube, as well. Kids First is a community, volunteer effort, and in the past, we have been given a variety of items: cars, toys, tools, and whatever else people are able to give. Nothing is too small, and certainly, nothing is too large for us. Kids First has no administrative fees. Every penny raised goes to help those in needs, allowing families to come to us when they have ran out of options.

Humbly, we ask for your help in the donations of item(s) for our annual telethon. The telethon is held annually the Saturday before Thanksgiving. You can find Kids First on Facebook and YouTube, Scott County Kids First.

Wholeheartedly,

Kids First Board of Directors

FED TAX ID: 35-2059935

## Kids First Letter 2

POB 112

Scottsburg, IN. 47170

[www.kidsfirstsite.com](http://www.kidsfirstsite.com)

Once again it is time for us to come to you to ask for your help, with the generosity you have shown in the past. We are beginning to collect items for the annual *Kids First Auction*. As most of you know, Kids First is a 501(c)3 organization, solely made up of volunteers. Our goal is to raise enough money to help children, not just at Christmas, but all year long. Our funds purchase eyeglasses, medicine, wheelchairs, clothing, and many other things when no one else is there to help. We strongly support the Scott County Clearinghouse.

Please consider helping our organization, and be assured, we are the only organization that checks with other agencies in our county, so the aid reaches those who really need it.

Our auction will be held the Saturday prior to Thanksgiving and will be broadcasting live on the Community Channel from the Knights of Columbus Hall. Our priority is to make a difference in children's lives, and it cannot be done without your help.

Regardless, if you can or cannot help us, we thank you for taking the time to consider our organization. Our volunteers will be calling soon to seek your assistance, and we will be happy to pick up any items you choose to donate.

If you have any questions, please feel free to call Ross or Sherry St. Clair at (812) 752-5854, and may God Bless you.

Sincerely,  
Sherry St. Clair

## By-Laws of Scott County Kids First, Inc.

### Article I – Name

The name of this Corporation shall be the Scott County Kids First, Inc.

### Article II – Not-For-Profit Corporation

The Corporation is a Corporation as defined in the Indiana Code, Title 23, Article 7, Chapter 1.1, Sections 1-65 (23-7-1.1-1 to 23-7-1.1-65).

Contributions to this Corporation and managed by it have been declared to meet the Internal Revenue Code under Sections 501(c)(3); 509(a)(1), (2), or (3); 170; 2055; and 2522.

### Article III – Mission

Kids First Inc. strives to help the children and families of Scott County.

### Article IV – Purposes

The Corporation is organized exclusively for charitable purposes, including the making of distributions to individuals and organizations that qualify as exempt organizations under 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

**Section 1.** The purposes for which this Corporation is formed are:

- (a) To hold an annual fundraising event in November of each year, or at another time as determined by the Board.
- (b) To help needy children and families of Scott County throughout the entire year.
- (c) To distribute 50% of the net money raised through the annual auction while retaining 50% for use year-round. The distribution will occur no later than the last calendar day of January following the auction.
- (d) To continually assess the community's resources, and develop and implement strategies for fully mobilizing the human, material, and financial resources in an inclusive manner that strives to eliminate the rationale for multiple appeals.

**Section 2.**

Nothing herein shall authorize this Corporation, directly or indirectly, to engage in any activity not consistent with the provision of the Indiana General Not-For-Profit Corporation Act or which would be inconsistent with sections 501(c)(3), 170(a)(A)(vi), and 509(a)(1) of the Federal Internal Revenue Code.

**Section 3.**

No substantial part of the activities of this Corporation shall be for the purpose of carrying our propaganda, or otherwise attempting to influence legislation. None of the activities of this Corporation shall consist of participating in, or otherwise intervening in (including the

publishing or distributing of statements), any political campaign on behalf of any candidate for public office.

**Section 4.**

No part of the net earnings of this Corporation shall inure to the benefit of any private shareholder or individual. The property of this Corporation is irrevocably dedicated to charitable purposes, and upon liquidation, dissolution, or abandonment of the owner, after providing for the debts and obligations thereof, the remaining assets will not inure to the benefit of any private, but will be distributed to a non-profit fund, foundation, or corporation which is organized and operated exclusively for charitable purposes and which has established its tax-exempt status under Sections 501(c)(3) and 509(a)(1), (2), or (3) of the Internal Revenue Code of 1954 or as subsequently changed.

**Article V – Duration**

The period during which this Corporation is to continue as a Corporation is perpetual.

**Article VI – Address**

**Mailing Address:** Post Office Box 112, Scottsburg, Indiana 47170

**Physical Address:** Address of the Treasurer on record.

**Article VII – Board of Directors**

**Section 1. Number.**

The Board of Directors shall consist of ten (10) members.

**Section 2. Representation.**

The Board should be broadly representative of the residents of Scott County or employed in Scott County.

**Section 3. Exclusions.**

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**Section 4. Terms.**

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**Section 5. Power.**

The Board of Directors shall have all the power necessary, or appropriate, to enable it to carry out the purposes of the Corporation and shall be responsible for the entire supervision of the Corporation's activities. The Board of Directors shall operate the Corporation as outlined in these By-Laws, and in such manner as not to conflict with the Articles of Incorporation, Federal, State, and Local Civil Laws.

**Section 6. Duties.**

- (a) Determine and annually review the organization's mission and purposes.
- (b) Ensure effective organizational planning.
- (c) Ensure adequate operating resources.
- (d) Manage resources effectively.
- (e) Determine and monitor organization's programs and functions.
- (f) Enhance the organization's public image.
- (g) Serve as a Court of Appeal.
- (h) Annually assess the Corporation's performance.

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**Article VIII**

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