RH CONSULTING

AUGUST MONTHLY COMMUNICATIONS SERVICES REPORT

Client: Gwen Cherry Park Foundation
Reporting Month: August 2026
Agreement: Six-Month Communications Services Agreement (June 29 – December 31, 2026)

CLIENT COMMUNICATIONS WORKSPACE

Workspace: https://gcpf.roycekahanna.com

The RH Consulting Client Communications Workspace serves as the Foundation's central location for managing communications services and provides access to:

- Service Request Forms
- Six-Month Services Agreement (Scope of Work)
- Monthly Communications Services Reports
- Service Request Instructions
- Downloadable Forms and Resources

The workspace is available 24 hours a day and is mobile-friendly.

AUGUST MONTHLY ASSIGNED SCOPE

- One (1) End-of-Summer Event Visibility Package
- One (1) additional Event Visibility Package from an August event, if needed
- Four (4) Social Media Posts, once a week, if needed
- Light typing assistance for the Foundation and/or board members
- Zoom meeting with President, if needed

REQUESTED ASSIGNMENTS

EVENT VISIBILITY PACKAGES

1. Stanford Standard Readers Make Leaders Back-to-School Supplies Event

Status: COMPLETED – 08/11/26

Completed deliverables:

- Eblast
- YouTube Upload
- Facebook Post
- Instagram Post
- Website Main Gallery
- Website Photo Gallery
- Website Video Gallery

Note: This Event Visibility Package was carried forward from the previous reporting period and completed during August following receipt of the information and materials necessary to complete the assignment.

2. STEM – Gabby Bus

Status: INCOMPLETE AS OF 08/31/26

- Eblast – Incomplete
- YouTube Upload – Incomplete
- Facebook Post – Incomplete
- Instagram Post – Incomplete
- Website Main Gallery – Incomplete
- Website Photo Gallery – Incomplete
- Website Video Gallery – Incomplete

Note: Event photographs and video were initially received on July 29, 2026, at approximately 3:33 p.m. The assignment remained incomplete as of the close of the August reporting period.

SOCIAL MEDIA POSTS

1. Paint With Faith

Status: COMPLETED – 08/19/26

Completed deliverables:

- Facebook Post
- Instagram Post

2. Fun Dimensions

Status: INCOMPLETE AS OF 08/31/26

The assignment was identified for an August Social Media Post but remained incomplete as of the close of the reporting period.

3. Social Media Post

Status: NOT REQUESTED

4. Social Media Post

Status: NOT REQUESTED

August Social Media Scheduling Note: No Social Media Post requests were submitted during the first two weeks of August. As an accommodation, the unused posting opportunities were permitted to be rescheduled during the final two weeks of the month, allowing up to two Social Media Posts per week, provided the required information, materials, and approvals were received within the established submission and scheduling timeframes.

LIGHT TYPING

Status: NO REQUESTS SUBMITTED

1. HT Smith – Not Requested
2. Elaine Black – Not Requested
3. TerryAnn Howell – Not Requested
4. Jerry Sawyer – Not Requested
5. Audrey Edmonson – Not Requested

ZOOM MEETING

Status: COMPLETED – 08/12/26

The meeting was originally scheduled as the first Give Miami Day planning meeting to address the next registration step. At the client's request, a substantial portion of the meeting was instead used for Google/Elementor assistance and screen-sharing support, followed by discussion of August service assignments. Give Miami Day planning was deferred.

Give Miami Day meetings remaining: 4

ADDITIONAL SERVICES PERFORMED OUTSIDE MONTHLY SCOPE

Google/Elementor Technical Assistance – 08/12/26

Google/Elementor technical assistance and screen-sharing support were provided during the scheduled August Zoom meeting at the client's request. This assistance falls outside the regular communications deliverables identified in the monthly scope.

Additional Fee Charged: Waived

ADDITIONAL NOTES

Services designated **"Not Requested"** were available within the August monthly scope but no corresponding service request was submitted during the reporting period.

Assignments designated **"Incomplete"** were identified or requested but were not completed by the close of the August reporting period.

Assignments requiring client-provided information, photographs, videos, selected materials, or approvals are dependent upon receipt of the items necessary to complete the requested service.

SUMMARY

This report documents communications services requested and performed during August 2026 in accordance with the Six-Month Communications Services Agreement.

Completed services included the Stanford Standard Readers Make Leaders Event Visibility

Package, Paint With Faith Social Media Post, and August Zoom meeting. The STEM – Gabby Bus Event Visibility Package and Fun Dimensions Social Media Post remained incomplete as of August 31, 2026. No Light Typing requests or additional Social Media Post requests were submitted during the reporting period.

Prepared by:

Royceka Hanna
Owner, RH Consulting

Date: August 31, 2026

Prepared by:



Royceka Hanna
Owner, RH Consulting

Date: 08/31/26