

Delaware Chinese American Association

D C A A

特 拉 华 华 人 协 会



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www.dcaadelaware.org

Delaware Chinese American Association (DCAA) was founded in 1997 to serve the Chinese American community in Delaware. We are a non-profit, non-sectarian, and non-political 501(C)(3) community-based organization, registered with the United Way of Delaware (Agency Code: 9386).

DCAA Mission Statement

- To promote the appreciation of Chinese culture
- To promote mutual understanding and friendship between the Chinese American community and the community at large
- To provide community services to the Chinese American community in Delaware and the community at large

2012 - 2014 DCAA Board of Directors and Officers

Name	姓名	Responsibilities		
		Board of Directors	DCAA	Chun Hui Chinese School
Wang, Hongyu (Harry)	王宏宇	Chair	President	
Wang, Siqun	王思群	Director	Vice President	
Zhang, Hong	张洪	Director	Secretary & Communication Officer	Member of School Council
Chen, Jiyu	陈吉宇	Director	Treasurer	Member of School Council
Wang, Lian-Ping	王连平	Director		Chair of School Council
Wang, Liyun	王利芸	Director		Member of School Council
Fan, Jianping	范建萍	Director	Financial Officer	Member of School Council
Tao, Yuefei	陶月飞	Director	Activity Officer	
Cai, Naxin	蔡纳新	Director	Activity Officer	
Zhang, Wei (Juliet)	张薇	Director	Fundraising Officer	
Huang, Yanhe (James)	黄彦和	Director	Fundraising Officer	
Xu, Ping	徐平	Director		
Fang, Chen (Carrie)	方晨			Principal
Hong, Liang	宏亮			Assistant Principal
Zhang, Zhen (Jenny)	张震			Office Manager

DCAA Bylaws

Bylaws of Delaware Chinese American Association

(Original: 4/6/2003. Revision 1: 7/1/2011)

Article I. NAME

Article II. MISSION

Article III. BASIC POLICIES

Article IV. MEMBERSHIP

Article V. BOARD OF DIRECTORS

Article VI. ELECTION

Article VII. OFFICERS AND DUTIES

Article VIII. AMENDMENTS

- The basics and foundation for DCAA

DCAA Chun Hui Chinese School Operation Rules

Delaware Chinese American Association First State Chun Hui Chinese School

Operation Rules

(Original: October 2011. Revision 1: September 2012)

Introduction

DCAA Mission Statement
Chinese School Goal Statement

Article 1. School Council

- 1.1 Council Members
- 1.2 Term of Office
- 1.3 Compensation
- 1.4 Responsibilities of the Council
- 1.5 Responsibilities of the School Council Chair
- 1.6 Council Meeting

Article 2. School Administration

- 2.1 Principal
- 2.2 Assistant Principal(s)
- 2.3 School Manager
- 2.4 Term of Office
- 2.5 Compensation

Article 3. Parent Teacher Association (PTA)

Article 4. Teachers

Article 5. Students / Families / Parents

Article 6. School Year

Article 7. General Meeting / Voting

Article 8. Amendments

Chun Hui Chinese School Teacher's Handbook

First State Chun Hui Chinese School

Teacher's Handbook

春晖中文学校

教师及校务手册

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- Original published
August 2012

DCAA Financial Operation Procedure

Delaware Chinese American Association Financial Operation Procedure

January 2012 (Original)

I. Accounting

- 1.1. Financial Books
- 1.2. Bank Accounts
- 1.3. Accounts at Payment Collection Online Services
- 1.4. Responsibilities of DCAA Officers for Financial Operation
 - 1.4.1 DCAA Financial Officer
 - 1.4.2 Chun Hui School manager
 - 1.4.3 DCAA Treasurer
 - 1.4.4 Chun Hui School Principal
 - 1.4.5 Chun Hui School Council Chair
 - 1.4.6 DCAA President and Board Chair
- 1.5. Reimbursement Procedure and Policy
- 1.6. Review and Audit

II. Tax Return Preparation

- 2.1 Roles and Responsibilities
 - 2.1.1 DCAA Treasurer
 - 2.1.2 DCAA Financial Officer and School Manager
 - 2.1.3 Professional Accountant
 - 2.1.4 Tax Accountant
- 2.2 Information to be Gathered
- 2.3 Audit Process
- 2.4 Service by Tax Accountant
- 2.5 Federal Tax Return
- 2.6 Delaware Tax Return
- 2.7 Useful information
- 2.8 1099 Form Preparation Procedure
- 2.9 Maintenance of Records

III. Financial Documentation and Transparency

- 3.1 DCAA Financial Documents
- 3.2 Publication of DCAA Financial Summary

DCAA Communication Channels

DCAA Website www.dcaadelware.org



[DCAA E-News]

- For official DCAA announcements
- Access controlled

[DCAA E-Bulletin]

- For non-official information exchange
- All DCAA members can post

Chinese New Year Celebration – February



Book Fair – March



Mid-Autumn Family Picnic – September



DCAA Seminar Series – Monthly

Living a Healthy Life



Buying a Home



HUANG LAW LLC

Legal Services



Oracle Bones



Gardening



Tax



Mitigation & Arbitration

Holiday Party – December



Upcoming DCAA Events & Attractions

- **Mooncake Sales:** Saturdays 9/15 & 9/22 (if supply permits) at Chinese School
 - **Mid-Autumn Family Picnic:** Sunday 9/30, 11:30 a.m. - 4:30 p.m., Pavilion 1, Paper Mill Park, 1050 Paper Mill Road, Newark, DE
 - **Yard Sale:** Early October, CACC lawn
 - **Karaoke & Dance Party:** Fall 2012, CACC gym
 - **Holiday Party:** Mid-December 2012, CACC gym
 - **Chinese New Year Celebration:** 2/9/2013, Dickinson High School auditorium
 - **Publication of DCAA Members Directory (通讯录):** Spring 2013
-
- **Ideas, Suggestions and Helping-hands Welcome!!**

2011 DCAA Community Service Award Winners

Bo Lan

In recognition of dedicated service to DCAA in auditing its accounting system and financial comptrollership for many years

Ernest Dun

In recognition of dedicated service to DCAA and volunteering as photographer for DCAA and its Chun Hui Chinese School

Han Zhou

In recognition of dedicated service to DCAA & excellent job of organizing parents to help Chun Hui Chinese School Operation

Jessie Chen

In recognition of dedicated service to DCAA and organizing Delaware Chinese New Year Celebration Galas

Juliet Wu

In recognition of dedicated service to DCAA and raising significant amount of funds for DCAA & its Chun Hui Chinese School

Naxin Cai

In recognition of dedicated service to DCAA and organizing talent show performance at the Holiday Parties

Ray Yin

In recognition of dedicated service to DCAA and raising significant amount of funds for DCAA & its Chun Hui Chinese School

Yao Li

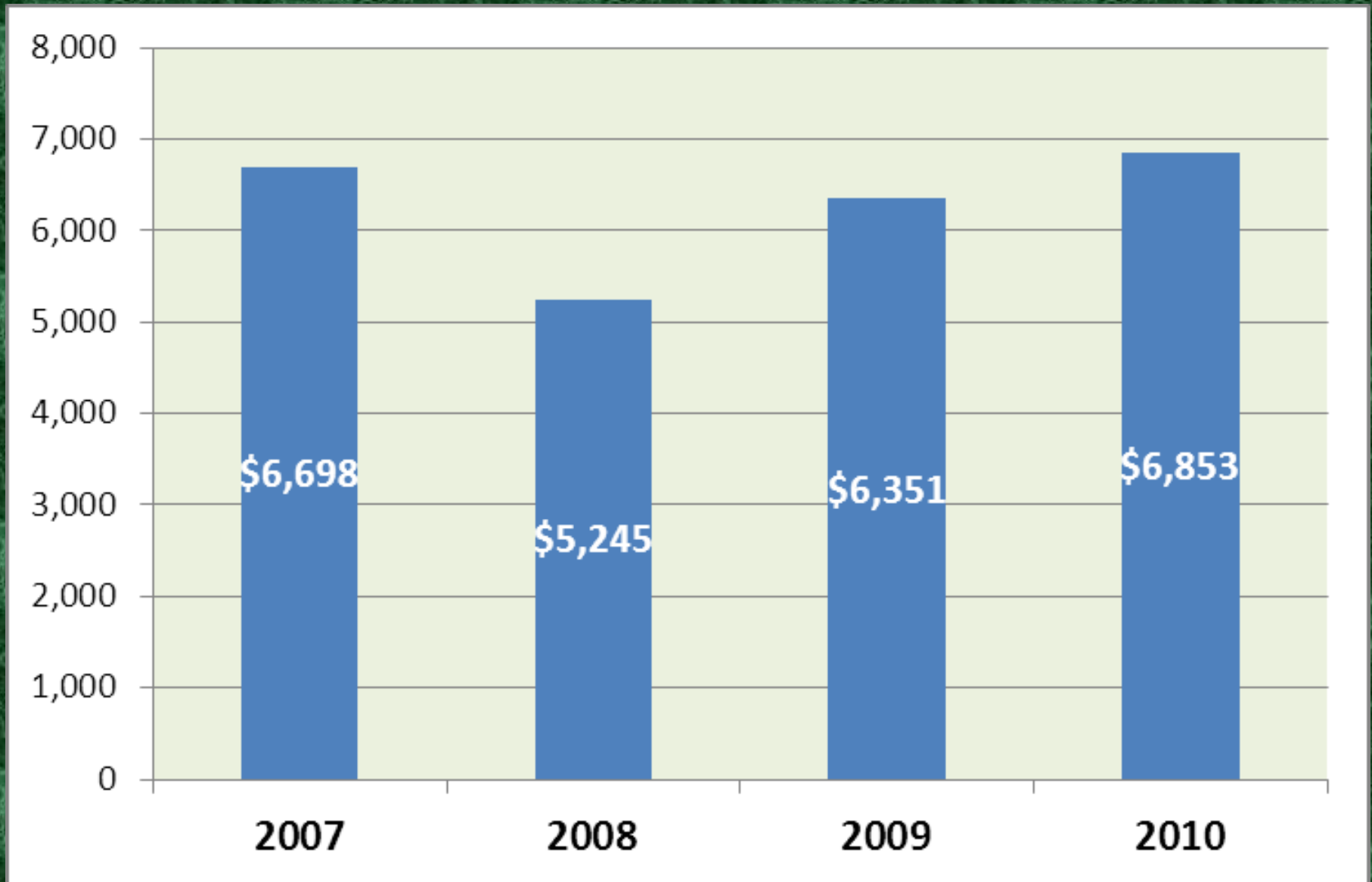
In recognition of dedicated service to DCAA and serving Chun Hui Chinese School PTA president during 2010-2011

2011 DCAA Community Support Award Winners

ANP Technologies, Inc. B&W Tek, Inc.
Sepax Technologies, Inc.



United Way Donation to DCAA in 2007-2010



• We Can Do Better!!

Thank You!!

to Employees at these Organizations*:



* According to 2007 – 2010 records, may not be complete

United Way Donation – We Need Your Support!!

- **Agency Name:** Delaware Chinese American Association
 - **Agency Code:** 9386, registered with United Way of Delaware
 - If you work in DE, to pledge your donation to DCAA, just click the Agency Search button, then put "9386" into the Agency Account Number box. DCAA will be found.
 - If you work in states other than Delaware, please select "Write-in Agency" and fill in the information.
 - **Agency Address:** P.O. Box 490, Hockessin, DE 19707
-
- **Welcome direct donation by checks payable to DCAA**
 - **DCAA will provide you a receipt for tax purpose**