



CLUB CADILLAC CHRONICLES

July 2026

A look into our budgets and funds

Discussing two Clubhouse International Standards

Summer is a time for enjoying the beautiful Northern Michigan summers, and also a time for....preparing budgets. Usually around July we begin preparing our budgets for the upcoming fiscal year, which begins on October 1st. Our Clubhouse is unique because we have two different budgets. We have our operational budget provided by Northern Lakes Community Mental Health Authority, which covers our supplies, food, salaries, maintenance, and keeps the lights on in our building. We also have our fundraised dollars, which help cover conferences, trainings, outings, employment, education and housing needs. As well as, and arguably most importantly, emergency funds for our members. In this issue you learn all about how we track the emergency funds, snack bar sales, and fundraised dollars. I would like to focus on our operational budget provided by Northern Lakes CMHA. Having their support and collaboration is crucial to the continued success of our Clubhouse. When developing our budgets we are able to make requests and changes, specifically focusing on our food and supplies. When making purchases for the Clubhouse with operational funds the Clerical Unit completes purchase orders with receipts and submits them to the Director. The Director then reviews and signs them and sends them to CMH accounting for reconciliation. The Clerical Unit also tracks them on a spreadsheet to ensure we are not overspending. This collaboration is critical to keep accurate track of budgets, and practice strong fiscal responsibility.

Standard # 34

The Clubhouse develops and maintains it's own budget, approved by the board or supported by an advisory board, which provides input and recommendations prior to the beginning of the fiscal year and routinely monitors it during the year.

Standard # 36

The Clubhouse has the support of appropriate mental health authorities and all necessary licenses and accreditations. The Clubhouse collaborates with people and organizations that can increase the effectiveness in the broader community



Park With Us At Cherry Festival!

Support our program! Please park with us at Cherry Fest 2026 to help our Clubhouse fundraiser for Traverse House and Club Cadillac. We are located at the T.C. NLCMHA building at 105 Hall Street, Traverse City, MI ~Sam



Emergency Fund

By: Darcy and Kerry

Club Cadillac uses money from its donation/fund raising account for many Clubhouse operational expenses not covered by Northern Lakes. Along with that, we use these funds for our “Emergency Fund.” Sometimes our members are in need of financial assistance and they are able to fill out a form requesting the amount needed, what is is going to be used for, and if they are able to pay the money back. They present this to the membership at one of our regular meetings or an emergency meeting is called if the need is urgent and time sesitive. The member is then aked to leave the room and the situation is discussed among the members and staff of the Clubhouse. It is decided as a group if we can assist the member with their particular need. If we agree, the money is given and members are required to bring back receipts documenting what the money was used for. We have assisted our member colleagues with many important needs. Eyeglasses, medications, phone service, automobile repairs, and housing situations (rent and deposits) are just a few examples. Darcy, who is often present at these meetings says, “I think it is important because they have no one else to ask for help and sometimes have no money for tough situations. It feels good to be able to help our members.” River, who has received money from our emergency fund says “ It is really helpful for members in need and it helped me be able to have a place to stay and get out of a bad situation.” The Emergency Fund has proven a valuable way our Clubhouse helps one another and improves the life of each person we help, while strengthening our Clubhouse Community.

Emergency Fund Request Form

The emergency fund is set aside to help members in need of immediate assistance. Requests are made by the member, and a meeting will be held the day the request is received. Club has the discretion to hold emergency meetings to decide on use of emergency funds. Please fill out the form thoroughly so the club can make the best decision based on the information provided.

Name: _____

Reason for request (please be as detailed as possible and include any other assistance you've already requested from other agencies): _____

Amount: _____

Date Need By: _____

By signing below I understand that that Club Cadillac has the discretion to approve or deny my request, and/or modify the amount I am requesting.

Signature

Date

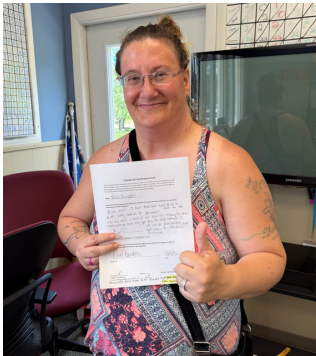
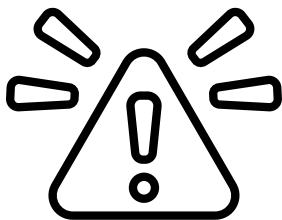
Accepted: _____

Denied: _____

Amount Awarded: _____

Reason for decision: _____

Is there intent to repay the amount? Yes _____ No _____



Clerical Unit-Tracking Fundraised Dollars

By: Kerry and Lisa

The clerical unit is responsible for reconciling the member savings account each week. This is the account that holds all of our fundraised dollars. This entails documenting withdrawals, deposits and purchases made to and from our account on a general ledger. This is then matched up with monthly bank statements to ensure accuracy. All of this information is kept in *Teams* and can be accessed by anyone from any computer here at Club. The ledger and bank statements are presented each month to the Board for review. Lisa says, “ It is important for us to keep track of how much money we have coming in and going out and members know how much money we have.”

Date	Cash deposits	Check deposits	Withdrawals	Balance	Notes

Kitchen Budget: Utilizing all Resources

By: Darcy and Jasmine

The Kitchen Unit has an allotted amount of money budgeted each year for food. Club Cadillac works very hard to use other resources to make the budget last and still provide meals for an average of 30 members a day. During the summer, we grow and harvest our own fruits and vegetables from our greenhouse and garden. We use this fresh produce in our daily salad bar and lunch. We also partake in different programs for discounted or free food; programs such as Feeding America and Food Rescue. We have been able to stretch our budget for food much more by utilizing these resources, and provide higher quality food for lunches.

Snack Bar Sales: Money in the Members Control

By: Becky and Kelley

Club Cadillac's Snack Bar provides food and drinks for members at a minimal charge for items. We count the sales at the Snack Bar to ensure they are correct. Once the til is gathered from the drawer, we count it out in our Clerical Unit in a group of 3-5 colleagues. The total is then summarized, double checked and logged into our database. The proceeds are reconciled in the Clerical Unit and deposited into our petty cash box, which funds our Emergency Fund Requests, our outings, and other basic needs for members. This ensures the members have total control, accountability, and checks and balances over these funds.

Accreditation and Licensed Staff

By: Kelley and Sam

The Clubhouse International Standards provide a framework for all Clubhouse programming and policies around the world. Following these standards in our community allows us to be Accredited every three years. In Michigan, it is a requirement to be an accredited Clubhouse in order to receive Medicaid dollars. Our billing department depends on those funds to continue our program. Billing is provided by a licensed mental health professional. At our Clubhouse, we have a staff member who is a Licensed Masters of Social Work - this is vital to the Clubhouse's income from Medicaid. This person also has a crucial role of helping develop goals and objectives for members who are only open to Clubhouse services. We review these goals during monthly progress notes and talk about how we can better support the member to help them reach their goals.



Standard #36 The Power of Collaboration

By: Kristen Kenny

When we look at International Standard 36, it's easy to get caught up in the formal language of "licenses," "accreditations," and "mental health authorities." While those structural foundations are essential for keeping our doors open, the real heartbeat of this standard lives in a single, powerful word: collaborates.

At Club Cadillac, collaboration isn't just an abstract concept—it is the exact point where our Board and the Clubhouse model intersect to build something greater than ourselves.



A Two-Way Bridge to the Community

Our board members represent a vital link to the broader community. They don't just sit at a table to oversee operations; they actively bring their unique expertise, professional networks, and diverse perspectives to the Clubhouse. This influx of community knowledge directly strengthens our daily work, opening new doors for employment, resources, and community integration. But the true magic of Standard 36 happens when the meeting ends. When our board members leave the table, they carry the reality of the Clubhouse model back out into the world. They become ambassadors, armed with firsthand knowledge of the incredible resilience, talent, and dedication of our members. By sharing these stories and insights within their own professional and social circles, they do the crucial groundwork of:

- Reducing the stigma surrounding serious mental illness.
- Educating the public on how the Clubhouse model fosters genuine recovery and purpose.
- Cultivating active support for mental health resources across our region.

Stronger Together

Standard 36 reminds us that Club Cadillac does not exist on an island. True effectiveness requires a continuous, living loop of shared knowledge and mutual support. Through the dedicated advocacy of our board and the active participation of our members, we aren't just participating in the community—we are actively reshaping how it understands and supports mental health recovery.

**Grateful for our shared community,
Kristen Kenny, Club Cadillac Board President**