

PubLife Handbook



Serving the ones who serve us.

Mission & Identity

PubLife exists to serve the ones who serve us.

We provide dignified, efficient financial assistance to hospitality workers facing unforeseen medical expenses in the Kansas City metropolitan area.

PubLife was founded in response to a consistent and deeply felt need within the service industry. Hospitality workers give their time, energy, and presence to their communities—often sacrificing nights, weekends, holidays, and time with family. They do this work with pride and professionalism, not simply for income, but as a meaningful contribution to the lives of others.

When medical hardship occurs, it often creates immediate financial instability. In many cases, support is informal, inconsistent, or unavailable altogether.

PubLife was created to ensure that support is already in place.

The organization is built on the belief that assistance should be delivered with both compassion and structure. Compassion ensures that individuals are treated with dignity and respect. Structure ensures that resources are managed responsibly and that the organization remains sustainable for the long term.

PubLife is not designed as a temporary solution, but as a lasting institution—one that can reliably serve the hospitality community with integrity, accountability, and care.

Who We Serve

PubLife exists to serve food and beverage hospitality workers within the Kansas City metropolitan area, including communities in both Missouri and Kansas.

The organization is dedicated to individuals working in front-of-house and back-of-house roles within the food and beverage service industry. This includes bartenders, servers, barbacks, hosts, kitchen staff, and other direct support roles that contribute to daily service operations.

Eligibility for assistance is based on a demonstrated connection to the food and beverage hospitality industry, geographic presence within the service area, and the existence of a qualifying medical hardship.

PubLife was intentionally designed to support workers in roles where income is often variable, benefits may be limited, and financial vulnerability is heightened during periods of medical hardship.

The organization maintains a focused service scope in order to ensure that resources are directed effectively, decisions remain consistent, and support is delivered where it is most impactful.

By maintaining this defined service population, PubLife operates with clarity, fairness, and purpose.

PubLife provides structured financial assistance to hospitality workers experiencing unforeseen medical hardship.

The organization is designed to deliver timely support while maintaining responsible financial discipline, ensuring long-term sustainability and consistent impact.

Assistance is provided in the form of direct financial support for qualifying medical-related expenses. In certain cases, limited support may also be considered for essential living expenses when a medical hardship results in temporary loss of income.

All assistance is governed by clearly defined eligibility criteria, documentation standards, and internal review processes.

The Executive Director is authorized to review applications and approve assistance within established policy limits. This structure allows PubLife to respond quickly to urgent situations without unnecessary delay.

To ensure accountability and protect the integrity of the organization, all approved assistance decisions are subject to Board oversight. The Board of Trustees is notified of approvals and retains the authority to review and, if necessary, overturn a decision within a defined review period.

PubLife uses the term 'Trustee' to reflect the stewardship nature of the role; this position is legally equivalent to a standard nonprofit Board Director under Missouri law and carries the same responsibilities and protections

If an application is resubmitted following a Board reversal, approval requires unanimous consent of the Board of Trustees.

In rare and exceptional circumstances, assistance beyond this limit may be considered. Any such exception requires formal review and unanimous approval by the Board of Trustees.

Individual assistance is limited to a maximum of \$2,500 per applicant within a rolling twelve-month period.

Whenever possible, payments are made directly to medical providers or service entities to ensure funds are used as intended.

This model allows PubLife to balance urgency with accountability, ensuring that assistance is both responsive and responsibly managed.

Governance & Oversight

PubLife operates under a structured governance model designed to balance operational efficiency with responsible oversight.

PubLife uses the term ‘Trustee’ to reflect the stewardship nature of the role; this position is legally equivalent to a standard nonprofit Board Director under Missouri law and carries the same responsibilities and protections

The organization is governed by a Board of Trustees consisting of no fewer than three (3) and no more than five (5) members. Trustees serve staggered three-year terms and are responsible for protecting the mission, ensuring accountability, and providing long-term strategic guidance.

Operational authority is delegated to the Executive Director, who oversees day-to-day activities and is authorized to review and approve assistance applications within established policy limits.

To maintain accountability, all assistance approvals are subject to Board oversight. Trustees are notified of approved applications and are granted a defined review period during which decisions may be evaluated and, if necessary, overturned in accordance with organizational policy.

In cases where an application is resubmitted following a Board reversal, approval requires unanimous consent of the Board of

Trustees within a defined review period and in accordance with established policy.

The Board of Trustees meets on a quarterly basis for governance review and convenes annually in person to assess organizational performance, financial stewardship, and strategic direction.

PubLife operates as a non-membership nonprofit corporation. All corporate authority is vested in the Board of Trustees in accordance with Missouri law.

This governance structure ensures that PubLife remains responsive in its operations while maintaining the oversight, discipline, and accountability necessary for long-term sustainability.

Financial Discipline & Allocation

PubLife is committed to responsible financial stewardship and the disciplined allocation of resources in alignment with its mission.

As a guiding standard, the organization targets allocating between eighty percent (80%) and eighty-five percent (85%) of total funds raised toward direct assistance for hospitality workers. This allocation is measured on a rolling twelve-month average to allow for operational flexibility while maintaining a strong commitment to mission impact.

The remaining portion of funds is reserved for essential operational expenses, infrastructure development, and organizational sustainability.

PubLife maintains a financial reserve target of approximately twenty percent (20%) of available funds in order to ensure stability, continuity of operations, and the ability to respond to periods of increased demand.

All financial decisions are made with careful consideration of both immediate impact and long-term sustainability. The Executive Director exercises prudent judgment in the approval of assistance, while the Board of Trustees provides oversight through regular financial review.

The Board reviews financial performance and allocation ratios on a quarterly basis to ensure that PubLife remains aligned with its

mission, maintains operational discipline, and continues to serve as a responsible steward of all contributions.

This financial structure is designed to maximize direct impact while ensuring that PubLife remains stable, accountable, and capable of serving the community over time. All financial practices are conducted in accordance with applicable laws and in alignment with the standards required of organizations operating under Section 501(c)(3) of the Internal Revenue Code.

Ethical Standards

PubLife operates according to ethical principles rooted in the foundational values upon which the organization was established.

These principles affirm the inherent dignity of every human person and reflect a commitment to the sanctity of human life. PubLife is committed to conducting all organizational activities with integrity, respect, and moral responsibility.

All assistance decisions, operational practices, and leadership actions are expected to align with these principles.

PubLife will not provide financial assistance for any procedure, service, or intervention that, as a direct purpose of the assistance provided, intentionally violates these ethical standards.”

This commitment applies to all levels of the organization, including the Executive Director, Board of Trustees, and any future officers, employees, or representatives.

By maintaining clear ethical boundaries, PubLife ensures that its work remains consistent with its mission, preserves the trust of the community it serves, and upholds the values that define its purpose.

Public Engagement & How to Help

PubLife is built to grow through community awareness, participation, and a shared commitment to the mission.

In its early stages, the most valuable form of support is helping to expand awareness. This includes following PubLife on social media, sharing its message, and introducing the organization to others within the hospitality community.

As the organization develops, PubLife actively engages the community through structured fundraising efforts and events designed to both raise support and strengthen industry connection. These efforts may include hosted events, bar and restaurant partnerships, community gatherings, and industry-driven initiatives that bring people together around the mission.

Supporters will have multiple ways to contribute, including financial donations, business sponsorships, event participation, volunteer involvement, and direct outreach support. Each level of engagement plays a pivotal role in building a stable and lasting organization.

PubLife is built not only as a support system, but as a unifying force within the hospitality community—bringing together those who understand the work, the sacrifice, and the need for something better.

Clear opportunities for involvement will continue to be communicated as the organization grows and expands its reach.

This organization is built intentionally and with long-term purpose. Those who choose to support PubLife are contributing to something designed to serve the hospitality community not just today, but for years to come.

Long-Term Commitment & Presence

PubLife was not created as a temporary effort or a short-term response to individual need.

The organization is built with a long-term commitment to the Kansas City hospitality community. PubLife is intended to establish a lasting presence—one that can be relied upon not just in isolated moments, but consistently over time.

This work is rooted in the belief that meaningful support requires more than reaction. It requires stability, structure, and a sustained investment in the people and industry it serves.

PubLife is committed to becoming a trusted and permanent part of the Kansas City community. The goal is not simply to assist a small number of individuals, but to build a system that can support hospitality workers at scale while maintaining the dignity and care each individual deserves.

Growth will be intentional and measured, ensuring that the organization remains strong, accountable, and aligned with its mission at every stage.

PubLife is here to stay.

This is home.

Acknowledgment & Gratitude

PubLife is not built by one person. It is built through the time, attention, belief, and support of many.

This section is not included out of obligation. It is written with genuine gratitude.

To everyone who has taken the time to read this handbook and understand what PubLife is and what it is intended to become—thank you. Your willingness to slow down, consider the mission, and engage with it in a meaningful way does not go unnoticed.

To those who have been part of this from the beginning—through conversations, encouragement, honest feedback, and shared perspective—your presence has helped shape PubLife in ways that cannot be fully captured in writing. The strength of this organization is not only found in its structure, but in the people who have stood behind it as it was being formed.

To those who are willing to share the message, introduce PubLife to others, and help expand its reach within the hospitality community—thank you for standing with this. Awareness is not a small thing. It is the foundation that allows everything else to exist.

To those who choose to contribute financially, whether now or in the future—your support is received with a deep sense of responsibility. Every contribution represents trust. That trust will be honored with discipline, transparency, and a commitment to ensuring that resources are used as they are intended.

To those who offer their time through volunteering, partnerships, or direct involvement—your willingness to step in and help carry this forward is not taken lightly. Building something that lasts requires real effort, and your contribution strengthens this organization in ways that go beyond what can be measured.

To those within the hospitality community who may one day turn to PubLife for assistance—this exists for you. Reaching out in a time of hardship takes humility. That trust will be met with dignity, respect, and care.

This industry is built on relationships, loyalty, and people showing up for one another. PubLife is an extension of that.

Every conversation, every share, every act of support, and every step taken alongside this mission plays a part in building something that is intended to last.

PubLife exists because people believe there should be something in place.

Thank you for being part of that.

Founder's Charge

PubLife was created with intention. It was built from lived experience, from years in the hospitality industry, and from a clear understanding of both the challenges faced and the strength found within this community.

This organization exists because there was a need for something better—something structured, something reliable, and something that reflects the dignity of the people it serves. That responsibility does not belong to one person. It belongs to everyone who chooses to be part of this.

To those who help guide, support, and grow PubLife moving forward, the charge is simple:

Protect the mission.

Serve with integrity.

Act with discipline.

Respect the people this organization exists for.

Build something that lasts.

PubLife is not meant to be temporary. It is meant to stand, to grow, and to remain grounded in the values upon which it was founded. If this is done well, PubLife will continue to serve long after any one individual is involved.

That is the goal. That is the responsibility. That is the work.

Disclaimer

This handbook is intended to provide a clear overview of PubLife’s mission, structure, and operating principles. It is not a legally binding document and does not replace the organization’s formal governing documents, including its Articles of Incorporation, Bylaws, and adopted policies.

All organizational activities, decisions, and financial practices are subject to applicable federal, state, and local laws and are conducted in alignment with the standards governing nonprofit organizations.

PubLife reserves the right to amend its policies, procedures, and operational practices as necessary to maintain compliance, improve effectiveness, and ensure long-term sustainability.

Nothing in this handbook guarantees eligibility for assistance, approval of any application, or the availability of funds at any given time. All assistance decisions are made in accordance with established policies, available resources, and organizational discretion.

This document is provided for informational purposes and reflects the current structure and intent of the organization at the time of publication.

PubLife.org



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