

ADMINISTRATIVE PROCESSES + RECORDING KEEPING

Recordkeeping is always a good idea – not only for keeping the current year’s event moving forward but for future reference too!

STEERING COMMITTEE AGENDAS

- It’s been said that only meetings with agendas are worth attending!
- Agendas will help you keep to your work plan/timeline and motivate steering committee members.
- Agendas keep tasks and issues from falling through the cracks.
- In most cases, every steering committee member should be asked to give a status report that includes:
 - What’s been done
 - What’s to be done – with deadlines
 - What help is needed from other committee members
 - Challenges
 - Successes

STEERING COMMITTEE MINUTES

- Minutes are a record of who was there and what was accomplished – especially decisions that were reached.
- These do not need to be what would be considered formal minutes that need to be approved at the next meeting, but if someone finds any errors, they should be noted.
- Easiest way to do minutes is for an appointed person to take notes on the Word-document agenda on their computer.
- Distribute minutes to all members of the Steering Committee (whether they were at the meeting or not) within a few days of the meeting.

SPONSORSHIP AGREEMENTS

- ARFOP Staff will assist in the development of sponsorship commitment forms.
- Utilize any forms your event has to keep a record of commitments.
- Of special importance in these agreements are
 - What the sponsor’s name is – use exactly what they write on the form!
 - What the sponsor is committing to – dollar amount or in-kind contribution.
 - What ARFOP is providing in exchange for the sponsorship – tickets, promotion, social, etc.
- All legal sponsorship agreements must be negotiated/approved by ARFOP staff.
- ARFOP staff can digitally archive all documents in the donor’s record in Donor Perfect Online (DPO) to minimize the need to maintain paper files.

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VENDOR CONTRACTS

- Consult with ARFOP Development Director about prospective vendors. Often, ARFOP has preferred vendors and/or special arrangements with vendors.
- All vendor purchase agreements must be negotiated/signed/approved by ARFOP staff.

INVOICES + BILL PAYING

- See FINANCE SECTION.

ACKNOWLEDGMENTS

- ARFOP staff is responsible for receipting and acknowledging all cash donations/purchases.
 - Online purchasers receive a real-time receipt at the time of purchase via email.
 - ARFOP Community Engagement Manager acknowledges all donations received via check or ACH deposit.
- Steering committee members are invited to acknowledge major/special donors/sponsors in addition to these official acknowledgments. These can take the form of emails, hand-written notes of appreciation sent via mail, and telephone calls. These secondary acknowledgments should never include the actual amount of the donation – per IRS regulations.