

# FASFAA POLICY AND PROCEDURE MANUAL

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### 2. CORPORATE INFORMATION

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1. In September of each year, the Immediate Past President shall send a request to the members of the previous year's Executive Board, requesting materials from the previous year. Each Board member will forward to the Secretary the items requested by the Immediate Past President. The following records are listed with the Board member responsible for them:
  - A. President
    - Correspondence
    - Annual Report
    - Publications
  - B. President-Elect
    - Correspondence
    - Nominations/Elections information
  - C. Vice President
    - Training correspondence
    - Training workshop materials
    - Training schedule of workshops, sites and presenters
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- H. Conference Chairperson
    - Conference program(s)
    - Conference planning information
    - Conference report
  - I. Committee Chairs/Other Board Members
    - Correspondence
    - Records of Committee work
2. In November, the Immediate Past President will contact the Secretary to determine what information has not been received and will contact the individuals responsible for forwarding it to the Secretary.

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Parliamentary Procedures are summarized in these ten rules:

1. A motion should be made and seconded before any discussion starts.
2. A motion should be stated by the presider after it has been made and seconded.
3. The maker of the motion has the right to be the first to discuss it.
4. Only one main motion may be considered at a time.
5. If a motion to amend is made and seconded, the proposed amendment must be voted upon before a vote is taken on the main motion to which it applies.
6. A main motion may be changed without being formally amended by another motion. This may be done by the maker of the main motion accepting the changes as a "friendly amendment." (Not specifically noted in Robert's Rules but is a generally accepted practice by most organizations.)
7. When a member says, "Question!" it means that member is ready to vote. When a member says, "I move the (previous) question!" or, "I call the question" it means the member has moved that debate be immediately stopped and a vote to be taken. The latter requires a second and a 2/3 majority for passage. The motion is non-debatable.
8. To bring a motion to vote the chair asks the assembly, are you ready to vote? A verbal "Yes" or "question" signifies readiness. Silence may be taken by the chair to mean readiness to vote. Those saying "no" should be ready to speak to the question, if it remains open for debate.
9. All votes require a simple majority except those that somehow inhibit member's rights to speak; such motions require a 2/3 majority. Motions requiring a 2/3 majority are to:
  - vote immediately
  - limit debate or extend the limit to debate
  - object to considering a question
  - close nominations (not generally practiced)
  - postpone to a definite time by a special order
  - suspend the rules.
10. A two-thirds majority vote should always be taken by some visual means. (How do you hear two-thirds?)

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- Majority - one more than half the number voting
- Two-thirds - 2/3 of the votes cast (abstentions are not counted as voted)
- Plurality - The choice of one of three or more choices having the most votes.

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**LIQUIDATION OF ASSETS**

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In the event of termination or dissolution, the Executive Board will authorize the treasurer under the jurisdiction of the President to liquidate all assets.

The treasurer will pay all outstanding fees, close out charge cards, CD's and checking accounts. A final check will be submitted to OSFA.

All permanent records of FASFAA from the central location will be forwarded to OSFA for permanent safekeeping.

The secretary will prepare a dissolution statement, which will be signed by the elected officers to be forwarded to IRS, the Florida Department of Revenue, and to the State Office of Corporation. The dissolution will be kept as part of the archival records at OSFA.

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### 3. FINANCIAL INFORMATION

### OPERATING BUDGET

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#### Preparation of the Provisional Operational Budget

The President-Elect, working with the President and Treasurer, shall prepare a Provisional or Projected Operational Budget that will provide a reasonable starting point under which the association can meet routine fiscal obligations without compromising the adherence to established fiscal policy.

This budget will consider and project all of the President-Elect's current plans for the upcoming year, and will be presented to the Executive Board for approval and to the membership at the Spring (or final) meeting of that fiscal year.

#### Preparation of the Final Operational Budget

Using the materials in Appendix 3.1.1 (Budget Worksheets) and 3.1.2 (Guide to Association Budget), the President shall develop a Final Operational Budget that fully considers all planned and budgeted activities for the fiscal year. These include, but are not limited to, the following:

- The geographical makeup of a given committee, which influences committee travel expenses;

- The precise number of committee members appointed by the committee chair;

- The refined goals of a given committee;

- The actual budgets prepared by committee chairs.

The Final Operational Budget must be prepared and presented for Executive Board approval and distribution to the membership by the second meeting of the Executive Board, but no later than November 1 of the fiscal year. Distribution to the membership should be by any means that facilitates its distribution, and is not confined to publication in the FASFAA Newsletter.

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#### Reimbursement

1. Travel expenses assumed by FASFAA will be paid on a reimbursement basis. Approval for advance payment of travel expenses, must be granted by the President upon specific request, and only when sufficiently justified, with ample lead time for processing.
2. To obtain reimbursement for authorized FASFAA expenses, complete in duplicate the FASFAA REQUEST FOR REIMBURSEMENT OF EXPENSES form.
  - a. Two copies of the request will be completed and forwarded to the Treasurer within 15 days following completion of travel or the date the expense was incurred.
  - b. Complete thoroughly and accurately, and attach all necessary receipts.
  - c. See Appendix for a sample form.
3. To reconcile an advance payment, complete in duplicate the FASFAA Request for Reimbursement of Expenses form.
  - a. Two copies of the request will be completed and forwarded to the Treasurer within 15 days following completion of travel or the date the expense was incurred.
  - b. Complete thoroughly and accurately and attach all necessary receipts.
  - c. Indicate the amount advanced and either request the difference or remit the excess funds with a check made payable to FASFAA.

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**CREDIT CARDS**

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**FASFAA Credit Cards**

1. The Treasurer shall secure major credit cards for official FASFAA business use by those elected officers selected by the President. The credit line shall be determined by the President.
2. Expenses charged to the FASFAA credit card shall be reported on the FASFAA Reimbursement Form. All credit card receipts should be attached to the form.

The expenses will be recorded in the ledger as soon as the account is paid. The Treasurer must denote each account number next to each item charged on the bank card statement. Copies may need to be made if more than one account is being debited. Each copy will be filed in the appropriate expense folder.

3. Each cardholder shall surrender his/her card to the Treasurer within 30 days of the expiration of his/her term of office. The Treasurer must return the old cards to the bank with a letter canceling the line of credit. New cards are requested by submitting the individual card applications along with a letter establishing the line of credit for each card. Each new cardholder must provide his/her name, address, phone number, social security number, and signature on the bank card application.
4. The Treasurer receives the monthly bill and matches it with receipts. If there are charges without receipts, the Treasurer contacts the individual. If any are not FASFAA charges, the member sends a reimbursement to the Treasurer.

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### 3. FINANCIAL INFORMATION

### SOFTWARE/HARDWARE

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#### **Storage and Release**

The Treasurer will store all software, originals as well as copies. In addition, a file containing a log of all software loaned and returned and copies of signed regulatory statements will be maintained by the Treasurer.

The regulatory statement/borrowing agreement will minimally state that the copy will be used solely by the member for the FASFAA business stated on the form, and that it will not be copied, or used in any way which would infringe on the copyright laws. It will further state that the member agrees to maintain the copy in good condition and return it promptly upon completion of the FASFAA business for which it was borrowed.

The Treasurer will retain the original and provide the borrowing member a photocopy of the statement/agreement.

The log will contain the name and institution of the borrower, the software borrowed, the purpose for which it was borrowed, the date borrowed and the date returned.

To borrow the software, contact the Treasurer. The Treasurer will send a form to be signed and returned. The Treasurer will forward a copy of the software to the borrower and notes it in the log. When the borrower is finished with the software, it is returned to the Treasurer. The Treasurer notes in the log the date it was returned.

The Treasurer ensures that only copies of the software are used and that the number of users agree with the number of paid copies.

#### **Borrowing Hardware**

In order to borrow hardware owned by FASFAA, contact the Treasurer to secure and return equipment.

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To invest excess funds, the Treasurer will make arrangements with a financial institution, which offers the best interest rate. The Treasurer will send a copy of the terms of the CD to the President.

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#### 1. Transition to New Treasurer

The Treasurer will become thoroughly familiar with the FASFAA Articles of Incorporation, By laws, and policies and procedures of FASFAA.

The Treasurer-Elect will spend one day at FASFAA's expense with the outgoing Treasurer, preferably at the outgoing Treasurer's campus, to review FASFAA's ledger, books of account, banking relationships, procedures for record keeping and how a smooth transition will occur. This meeting should take place not later than 30 days after the beginning of the term of office.

The outgoing Treasurer may retain the prior account until final checks have cleared, but may forward a deposit to the new Treasurer to begin business. After all checks have cleared, a final closeout check must be sent to the new Treasurer. The new Treasurer will need at least the following items to open a new account:

- a. FASFAA federal employer identification number (EIN) which is 159-2437964.
- b. Copy of the FASFAA Corporation Resolution from the Florida Secretary of State.
- c. The bank's Corporate Resolution signed by the FASFAA President and Secretary with the indication that one signature only is required for check writing, either the President's or the Treasurer's. See Appendix.
- d. Signature cards each signed by the FASFAA President and Treasurer.
- e. An interest-bearing checking account is preferred.
- f. Short-term CD's should be purchased with any excess funds that are in the checking account, to keep interest income as high as possible.

#### 2. Bonding

The new Treasurer should be bonded. The President may be bonded. The amount of coverage should be 20% of the projected operating budget to protect against serious harm. The company which provides bonding for the Treasurer's own educational or lending institution may be one source for obtaining coverage.

It may not always be possible for the Treasurer or President to obtain bonding. In any event, at the beginning of their terms, and as a condition for serving FASFAA in

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those capacities, the Treasurer and President shall sign the FASFAA Statement of Compliance. This statement shall read:

**I hereby certify my agreement to conduct the business of the Office of Treasurer/President in compliance with existing FASFAA policies and procedures. I understand that any financial activities associated with this office are solely restricted to the conduct of official FASFAA business, and in no way shall funds from the FASFAA treasury be used for personal or other purposes.**

A statement shall be signed by the Treasurer and President and filed with the Secretary no later than July 31. Any officer or member with the authority to sign FASFAA checks is also required to sign a Statement of Compliance.

**3. General Ledger**

A General Ledger is set up to list all of the income and expenses.

**4. Income Journal**

A column for each numbered income line item on the budget is set up in the Income Journal. The various entries of income are posted across the appropriate numbered columns of income. For each posted income entry there will be back-up documentation in the corresponding numbered folder. For example, there may be a posted entry for a deposit listed in the Income Journal for membership. A membership folder containing the membership receipts will be available as back-up.

A General Ledger should also be kept for each account that shows a total of the months income and the running totals of the budget amounts. This is very useful when you do the Budget Performance as you can just copy the information off these sheets.

**5. Expense Journal**

A column for each numbered expense line item on the budget is set up in the Expense Journal. Each check disbursed or any other debit is recorded in the Expense Journal. The expense is posted to the appropriate expense line item column. There also are certain debits, which may be posted although no checks have been written, such as the cost of the checkbook printing. The debit is posted in the Expense Journal under the expense line item column "Bank Charges." Also the amount is deducted in the checkbook.

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Again, as with the income accounts, keep a general ledger account for each expense item, starting with the beginning budget balance and making one entry for each month's total expenses. You can have a sub-total column and balance remaining column and will be able to transfer this information easily to the Budget Performance sheet.

#### 6. Receipt of Checks and Cash

There must be careful documentation of all checks and cash received. Also all checks and particularly cash received must be deposited before being used to pay expenses.

- a. Registration forms for conference or training workshops and membership forms should be designed to provide an officially signed receipt of checks or cash collected.
- b. It is often helpful in balancing a batch of registration forms if the amount of cash received is noted on each form as well as the amount of the check(s).
- c. It is helpful if the check(s) and cash for each registration form are clipped together until that registration batch has been reconciled.

#### 7. Receipt Form

The receipt form is used when there is no other receipt form such as membership and conference registration forms. The receipt form is part of the cash receipts journal. It is a two-part form. The first copy is the payee's copy. The second copy is the treasurer's copy. The second copy should be stapled to the registration form, if available. The receipt is the treasurer's documentation of the receipt of funds. On the treasurer's copy place the income line item to which the funds were posted. The treasurer's copy is filed in the appropriately numbered income folder.

The membership applications have 3 copies. The original is to be sent to the membership chair. The yellow copy is to be kept by the Treasurer and the pink copy is to be sent to the member. The original is used to make up the membership roster.

The conference registration form has 3 copies (white/yellow/pink). The original copy is to be sent to the Conference Registration Chairperson to be placed in the registration packet as a member's receipt. The yellow copy goes to the membership chair if member has paid his dues at that time; the pink copy is for the treasurer's conference file. If necessary, make a photocopy for the Treasurer's membership file.

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### 8. Membership

The treasurer or designee will acknowledge receipt of each membership fee paid and will deposit the funds. The Treasurer will work closely with the Membership Chairman to reconcile the number of members with the funds collected. It should be noted that there are FASFAA Life Members from whom no membership fees are due. Therefore, the total membership count will exceed the funds collected by the number of life members.

- a. Membership payments arrive in various ways (via conference registrations, training workshops, etc.)
- b. It is very easy to receive double payments, which must be avoided.
- c. An alphabetical file should be maintained by the Treasurer, either a manual or a computer file. Before a membership payment is accepted, the Treasurer must check to determine if the fee has already been paid. If a double payment arrives, the Treasurer will apply the funds toward payment for next year's membership fees unless a refund is requested by the member. It can be credited to the pre-paid dues account.
- d. Membership receipts will be numbered by the Treasurer before forwarding to Membership Chair.
- e. Before the time of a conference, the Treasurer and the Membership Chairman will agree on the membership list. This up-to-date membership list will be provided to the conference registration table, if membership is required for attendance. Before collecting funds, the conference registrar must check the membership list. If the registrant is already a member, another fee will not be collected.

### 9. Accounts Payable

Bills should be paid within fourteen days of receipt.

- a. Expense reimbursement forms are designed, updated and maintained by the Treasurer.
- b. The Treasurer will check the expense on the form to determine if all expenses are acceptable. The President or the Executive Board will be the final authority on deciding which expenses are acceptable. For example, if an Executive Board meeting is held during a FASFAA conference, the

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transportation cost is not acceptable for reimbursement if the Board member stays for the conference, only the extra room, meal and other costs.

- c. The Treasurer will ascertain that complete and appropriate documentation is submitted for each expense payment request.
- d. The Treasurer will write on each Reimbursement form the number of the check, the check amount, the date the check was written, and the number and name of the expense line item to which the expenses are posted. One copy is returned with the check to the person requesting reimbursement. The original is filed in the appropriate expense folder with the duplicate check stapled to the front of it.
- e. For each other reimbursement request, such as a bill or refund request, the Treasurer will write on the bill or refund request the number of the check, the check amount, the date the check was written, to whom the check was mailed, and the number and name of the expense line item to which the expense was posted. This documentation is filed in the appropriate expense folder with the duplicate check stapled to the front of it.
- f. No check may be written without a bill or appropriate documentation.
- g. On the check and the check copy, the Treasurer will list the number and name of the expense line item to which the expense is posted.
- h. Each check is posted in the Expense Journal in the appropriate numbered expense line item column.
- i. The documentation for the check is filed in the corresponding numbered expense folder.

**10. Reconciling Bank Statements**

The Treasurer will reconcile the bank statements when received. It is important to have the statement reconciled before completing a budget performance. After reconciliation each month, the Treasurer will send the budget performance to the President.

**11. Special Problems**

The Treasurer at times has certain unusual situations, which must be taken into account in the books for proper balancing.

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- a. A "bounced check" from a registrant may be handled by showing a debit in the Income Journal in the appropriately numbered income column. Back-up for the debit will be filed in the appropriately numbered income folder. Also, the debit or subtraction will be shown in the checkbook. When the check is redeposited, after contacting the registrant, the credit will show in the deposit.
- b. A canceled check that the Treasurer might disburse, but cancel before the recipient deposits the check, may be handled by showing a credit in the Expense Journal. Also, the credit or addition will be shown in the checkbook.
- c. The cost of the printing of the checkbooks will necessitate posting an expense in the Expense Journal under the expense line item "Supplies." This is recorded although a check was not written to pay for this cost. In addition, the cost of this printing must be subtracted in the checkbook.
- d. Interest earned from an interest bearing bank account must be recorded in the Income Journal under an appropriate income line. The interest amount must also be added into the checkbook balances.
- e. Debts which remain uncollected after 30 days are billed a second time. If after another 30 days the debt is still not paid, the Treasurer is to attempt to contact the person by telephone and then send a final bill. Thirty days after mailing the final bill, if no payment has been received, the treasurer is to contact the president for authorization to write the bills off.

#### 12. Balancing the Books

Before completing a budget performance, the Treasurer must balance the books and have the cash balance agree with the bank balance. If balancing is to be done on a manual basis, complete the following steps:

- a. Step 1:
  - (1) Add all the checks and other miscellaneous debits listed in the check disbursement journal.
  - (2) Add each column in the Expense Journal. These will include all checks written plus any other debits, which were not checks. Add month total to prior total.
  - (3) Add the deposits and other credits listed in the cash receipts journal.

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- (4) Add each column in the Income Journal. The total of the columns should equal the total deposits plus any credits posted which were not deposits. Add month total to prior total.

b. Step 2:

- (1) Record each total to the General Ledger accounts and calculate balance remaining of each account.
- (2) Using the General Ledger, prepare the budget performance as demonstrated on the example attached.

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#### 13. Budget Performance

At the end of each month, the Treasurer will prepare a current Budget Performance. After the books agree per the reconciliation described in No. 12 above, the Budget Performance is easily constructed.

- a. The total of each income column in the Income Journal is the updated amount for each income line item in the budget.
- b. The total of each expense column in the Expense Journal is the updated amount for each expense line item in the budget.
- c. Cash - Put the balance forward at the beginning of the budget year, add the income total, subtract the expense total, subtract any invested funds, and the balance should be the current cash on hand to balance with the bank balance.

#### 14. Registration Form

The registration form prepared for a conference or training workshop has various features, which can be considered by the Treasurer.

- a. Space for certifying the receipt of funds.
- b. Separate space for cash received as well as check(s) received.
- c. Indication to whom the form and payment should be mailed, the Treasurer or another person.
- d. If additional forms are needed, to whom the requests should be made.
- e. Indication as to the last date of refund and other refund provisions. Requests for refunds will be granted by a written request to the Treasurer. All refund requests shall be honored if received by the Treasurer no later than 7 days prior to the conference. Otherwise all fees are nonrefundable but are transferable to another attendee for the same conference.
- f. Information as to the cost if a member or a non-member. However, the form should not state "membership fee" as many state institutions cannot pay membership fees.

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- g. Space for the Treasurer if new membership fees are being collected so that the Treasurer may alert the membership chairman.
- h. Enough NCR copies should be available to provide a certified copy for each:
  - (1) Conference chairman
  - (2) Membership chairman
  - (3) Treasurer membership file
  - (4) Treasurer conference file

The conference chairman's copy is always enclosed in the packet of material to be given to the attendee at the conference.

#### 15. Conference and Training Workshops

The Treasurer has certain responsibilities with each conference and training workshop.

- a. The registration form should be coordinated with the conference/workshop committee chairman.
- b. The Treasurer coordinates with the conference registrar the handling of receipts and provides for appropriate cash.
- c. The refund provisions will be decided and the person who will make final decisions as to refunds.
- d. A membership list, up-to-to-date, will be provided for the registrar so that no double membership fees are collected.
- e. A spreadsheet will be set up to accept the various categories of funds; registration fees, membership, late fees, and extra meal tickets.
- f. A spreadsheet will be set up to record sponsor commitments and receipts.
- g. Each batch of registration forms will be reconciled with the conference spreadsheets before registration forms are filed.
- h. If no funds are received with a registration form, or if funds are short, the Treasurer will bill the registrant. Subsequent bills should not be more than 30 days apart.
- i. Care will be taken with the persons forwarding late payments that these persons are not listed or counted twice on the spreadsheets.

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- j. Sponsors must have at least one paid member from the sponsoring organization.
- k. During the final days before the conference the Treasurer will coordinate with the conference registrar the persons who register late so that packets can be made for these persons.
- l. At the conference the Treasurer or designee may assist with an update of the count and accuracy of the registration forms.
- m. At the close of the conference, the hotel should provide the bill on site to the conference chairman who can review and accept as accurate. Then the Treasurer may pay the final bill on site.
- n. The conference chairperson needs to provide the Treasurer with the names of all sponsors, what and how much is being sponsored, who is to be billed by FASFAA and who will deal directly with the hotel, as specified in the Sponsorship Policy.
- o. After the conference the treasurer reconciles the registration forms and payments and updates the spreadsheet. Bills are sent to registrants with unpaid balances. Final bills are sent to vendors for unpaid balance of exclusively sponsored activities. Lenders who overpaid for their sponsored activity are contacted to see if they want a refund. However, if a refund would bring them below the minimum for their level of sponsorship, only the amount above that minimum is refunded.

The Treasurer has certain responsibilities with each conference and training workshop.

- p. If music has been performed, the Treasurer will complete the appropriate forms and pay any required music copyright fees based on the information provided on the Music Performance Report. The Music Performance Report must be submitted to the Treasurer by the Conference Chair or Vice President (or his or her designee) indicating whether or not live or recorded music was performed no later than 30 days after the conference or workshop.

#### 16. Audit

Each year the FASFAA books will be audited in a manner determined by the President and approved by the Executive Board. The audit may be performed by an

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audit firm, FASFAA members so appointed, or by other individuals outside of FASFAA.

- a. The auditor may ask for a small check made out to the Florida Secretary of State for a UCC-11 inquiry for corporations.
- b. An engagement letter will be signed by the Treasurer and/or President.
- c. Among other items, an auditor will look for documentation for each check written, will review documentation and reconciliation for the income received, make certain all checks and cash were deposited and not used to pay expenses, check to see if the number of members is reconciled with the membership revenue, will count the advertisements in the newsletter to determine if the newsletter sponsor revenue is accurate, and will review all corporate minutes for the fiscal year. An auditor may also review budget performances and check to determine if activity was in compliance with financial policies.
- d. The auditor may request a final year-end budget performance with completed activity before closing the audit.
- e. An audit report will be reviewed with the Treasurer, distributed to the Executive Board and held for a legal record.
- f. FASFAA may pay a fee for the audit as approved by the Executive Board.

17. **Corporate Status**

Each year based on FASFAA's incorporation date of February 1, 1984, a reaffirmation of the corporate status will be forwarded to the Florida Secretary of State to reaffirm the names of the corporate offices, the corporate address, and listing of executive board members. The Treasurer will submit a check with the renewal form for the annual update for FASFAA, Inc.

18. **Federal Income Tax Exempt Status**

On October 29, 1984, FASFAA, Inc. was granted exemption from paying federal income tax under Section 501 (c) (3) of the Internal Revenue Code, on a temporary basis. As of October 21, 1986, FASFAA was granted 501 (c) (3) status permanently.

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#### 19. IRS Form 990, Return of Organization Exempt from Income Tax

Each year by November 15, the Treasurer must file the IRS Form 990. The outgoing Treasurer will complete the 990, but the incoming Treasurer will sign and mail the form. The IRS notes that "If an organization fails to file Form 990...by the due date...it may have to pay \$10 for each date after the due date until the return is filed (not to exceed \$5,000)."

- a. IRS will send a 990 Form for the upcoming year to the address provided to IRS on the prior year's 990 Form.
- b. It is the responsibility of the current Treasurer to obtain the 990 Form and to file that form to IRS by November 15 to prevent a financial liability to FASFAA. The auditor may prepare it for the Treasurer.

#### 20. Exemption from Florida Sales Tax

On September 29, 1987, FASFAA, Inc. was granted exemption from paying Florida State Sales Tax. The tax-exempt number is 07 03078 00 16. This exemption expired in 1998.

The Treasurer is not required to file a sales tax report to the Florida Department of Revenue.

#### 21. Budget Categories

##### Income Accounts

##### **001 Membership Fees**

All membership dues received unless prepaid. Debit any returned checks.

##### **002 Fall Conference**

All Fall Conference sponsorship, fees paid, raffles, any income pertaining to the conference. Debit any returned checks.

##### **003 Spring Conference**

Same as for the Fall Conference.

##### **004 Training**

All training workshop fees, sponsorship.

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- 005 Newsletter**  
Advertising space, donations, any income of the new sletter.
  
- 006 Miscellaneous Income**  
One-time donations, any other income that will be on a one-time basis and which does not fit into any of the other categories. Includes sponsorship for expenses associated with Executive Board meetings.
  
- 007 Special Projects**  
Any income related to any special projects approved by the executive board.
  
- 008 Interest Income**  
Interest earned on the checking account and any invested funds.
  
- 009 Prior year's Income**  
Outstanding accounts at the end of the fiscal year which are collected.  
(Example - funds due from a sponsor for a conference during the previous fiscal year.)

**Expense Accounts**

- 101 President's Travel**  
President's travel
  
- 102 President's Discretionary**  
Any expenditure so designated by the president (Example - flowers or gifts and expenses in excess of per diem).
  
- 103 FASFAA Travel**  
All board members travel expenses for the board meetings, and other approved travel.
  
- 103a President-Elect's Leadership Retreat**  
President-Elect's leadership seminar(s) held in this fiscal year.
  
- 103b NASFAA Leadership Conference**  
Any expenses associated with attendance at the NASFAA Leadership Conference. May include travel expenses of any member so designated by the Executive Board to attend at FASFAA expense (e.g. President-Elect, candidates for office, etc.).

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- 104 Printing**  
Letterhead, envelopes, receipt forms, any other general printing done for the association as a whole. Includes photocopy expenses for committees without a budget.
- 105 Postage**  
Any postage for the general association (not directly involved with any committee that has a budget, such as newsletter or training.) Also includes FAX charges and PENMAIL charges.
- 106 Supplies & Software**  
Bank charges, miscellaneous office supplies, computer program for the books or secretary. (Example - checks printed by the bank and charged to the account would be charged to this account, as well as credit card annual fees.)
- 107 Fall Conference**  
Any charges directly related to the Fall Conference including conference committee meetings, travel for the committee, hotel charges, art work, programs, etc.
- 108 Spring Conference**  
Same as for the Fall Conference.
- 109 Training**  
Any expenses directly associated with training and approved by the vice-president.
- 110 Committees**  
Any expenses related to committees that do not have a budget line.
- 111 Awards**  
Any expenses related to awards.
- 112 Special Projects/Bond/Miscellaneous**  
This is for expenses related to any special projects undertaken by the executive board, any one-time unusual expenses, and for expenses relating to up-keep of the treasurer's bond.
- 113 Newsletter**

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Any expenses such as printing, postage, sorting, purchase of film, developing expenses, etc., directly related to the newsletter and approved by the newsletter editor or the President.

**114 Secretarial Expenses**

To be designated by the executive board.

**115 Corporate Expenses**

Expenses related to the paying of fees and/or taxes for the incorporation of FASFAA.

**116 Prior Year Expense**

Any expenses that were incurred in a prior fiscal year.

**117 Restricted Accounts**

Bonnie L. Pirkle Memorial Scholarship Endowment – All donations to and interest earned for the purpose of this scholarship; and Bonnie L. Pirkle Memorial Scholarship Award – funds being made available for the actual award to the student.

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### 3. FINANCIAL INFORMATION

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#### **Accounting Procedures Related to Scholarship Administration**

1. All donations to the scholarship fund must be recorded individually so those donors can be acknowledged. At the close of the year, the Treasurer must be able to provide a listing of the donor names according to the established categories of giving.
2. Donations of \$100/individual and \$1000 corporate or more must be acknowledged with an individual letter to be written by the President or designee. The Treasurer must notify the President of such donations received within a reasonable period in order to be appropriately acknowledged.
3. All income (donations, interest and other funds) received by FASFAA for the scholarship are recorded under the Bonnie L. Pirkle Memorial Scholarship Endowment (restricted fund). Most of these monies will be put into long-term investments (CDs) and some may be more liquid. It is intended that the majority of the funding will be placed in higher-yielding investments in order to maximize the return.
4. The amount of the expected scholarship award is budgeted as an expense under the Bonnie L. Pirkle Memorial Scholarship Award (restricted fund). The Scholarship Endowment is the source of funding for the award. The Treasurer must make sure that the scholarship expenditure is the interest earned less any adjustment for inflation, rounded to the nearest \$100.
5. Because the Bonnie L. Pirkle Memorial Scholarship is a restricted fund, Budget Performance summaries should not reflect the scholarship as part of the operating budget. It should be shown on a separate report of the restricted fund.
6. The Treasurer will provide receipts for donations of \$10 or more. Receipts for less than \$10 will be provided upon request.

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**5. COMMITTEES**

**STANDING COMMITTEES**

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**Procedure 5.1**

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**Committee Budgets**

At the outset of the new fiscal year, the President or Treasurer makes available sufficient quantities of the Budget Estimate/Request Forms. See Appendix 5.2.1.

The president requests that the form be completed by all committees which expect to have expenses and which do not have their own budget categories. (Examples of committees which have their own budget categories are Training and Conference committees.)

Each committee chair submits a budget request to the President by the date indicated.

Based on the President's review of the completed form and how much has been tentatively approved for overall committee expenses for the year, the President either approves or modifies the committee chair's request.

The President sends the signed form to the Treasurer.

The Treasurer establishes the approved budget and maintains the original form. The Treasurer sends a copy of the approved form to the committee chair.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### NOMINATIONS

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Procedure 5.1.1

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#### **Timeline for Nominations and Elections**

##### **July/August**

The Chair shall send out a mailing to the membership soliciting nominations for the elections to be held the following spring. Regional Representatives shall actively solicit nominations from their regions.

##### **August**

The Chair shall provide an article for the fall newsletter soliciting nominations and shall include a form in the newsletter to collect such nominations.

##### **September/October**

1. The nominations committee shall meet and develop a slate of candidates for all open positions. Every effort should be made to offer a dual slate for every position. In the event there are more than two candidates for a position, the nominations committee shall select the two candidates who, in the estimation of the committee, would be best suited for the position, taking into account experience, training, and diversity on the Board (including, but not limited to: race, sex, and sector representation).
2. The candidates will be advised of their nomination pending approval of the Executive Board, and given copies of the election/campaign procedures.
3. The Executive Board shall approve the proposed slate of candidates at the meeting preceding the Fall conference.
4. During the business meeting at the Fall Conference, the Chair will advise the membership of the nominations and nominations from the floor for all positions will be accepted at that time. Candidates for statewide positions (President-elect, Vice President, Secretary, Treasurer) will then be given the opportunity to address the membership for three minutes.

##### **January**

A brief vita of all candidates, along with the candidate's statement of candidacy, will be included in the Winter edition of the newsletter. In the event the newsletter cannot be mailed to the membership prior to 30 days from the scheduled date of the election mailing, a special mailing of the above information will be sent to the membership.

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### 5. COMMITTEES

### NOMINATIONS

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#### February

All individuals who are paid FASFAA members by February 15 of that year, as certified by the Treasurer, shall be eligible to vote in the election. The Membership Chair shall provide two sets of mailing labels of all members eligible to vote as of February 15, to the Chair.

#### February/March

The Chair shall mail or make available electronically, ballots to all members eligible to vote no later than March 1. All ballots shall be clearly identified with the deadline date for return to the Secretary. If electronic balloting is utilized, paper ballots will only be made available to members who request them before March 1.

#### March

Completed ballots must be mailed to the Secretary and postmarked no later than March 31. Electronic ballots will not be accepted after March 31. The Secretary will hold all ballots, unopened until the Nominations Committee meets. In the event the Secretary is a candidate for office, the ballots should be sent to the Chair of Nominations Committee.

#### April

1. The Nominations Committee will meet no later than April 10 to count the ballots. The Secretary (if not candidate) should be in attendance to certify that the ballots were properly counted.
2. In the event of a tie, a run-off election will be held. The Chair of Nominations shall mail or make available electronically run-off ballots to the eligible voting membership no later than April 15. If electronic balloting is utilized, paper ballots will only be made available to members who request them before April 15.
3. Completed ballots shall be returned to the Secretary and must be postmarked no later than May 10 to be counted. Electronic ballots will not be accepted after May 10.

#### May

If necessary, the Nominations Committee will meet in advance of the Executive Board meeting at the Spring Conference to count ballots.

The results of election will be announced in the Spring edition of the newsletter or by a letter to the membership, and at the business meeting at the Spring Conference. The President will ask for a motion to destroy the ballots. The Secretary will retain the ballots until such time as a vote passes to destroy the ballots.

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**5. COMMITTEES**

**OTHER COMMITTEES**

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**Committee Budgets**

At the outset of the new fiscal year, the President or Treasurer makes available sufficient quantities of the Budget Estimate/Request Forms. See Appendix 5.2.1.

The President requests that the form be completed by all committees which expect to have expenses and which do not have their own budget categories. (Examples of committees which have their own budget categories are Training and Conference committees.)

Each committee chair submits a budget request to the President by the date indicated.

Based on the President's review of the completed form and how much has been tentatively approved for overall committee expenses for the year, the President either approves or modifies the committee chair's request.

The President sends the signed form to the Treasurer.

The Treasurer establishes the approved budget and maintains the original form. The Treasurer sends a copy of the approved form to the committee chair.

## FASFAA POLICY AND PROCEDURE MANUAL

### 6. CONFERENCES

### SITE SELECTION

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1. Obtain recommendations for specific sites from other members or consult the ***Florida Official Meeting Planners Guide***. This guide is published by: Worth International Communications Corporation, P.O. Box 17170, Hialeah, FL 33017-1070. Phone (305) 828-0123 and (800) 447-0123. The information is made available through the cooperation of the Florida Department of Commerce, Division of Tourism. It contains information on all conference facilities in the state, including meeting space, accommodations, contacts, maps, and attractions nearby. A subscription to Convene, The Journal of the Professional Convention Management Association is also useful. This magazine is published by: Convene, 100 Vestavia Office Park, Suite 220, Birmingham, AL 35216-9970. This magazine is published 10 times per year.
2. Before visiting the site and following consultation with vendor-sponsor coordinator, make sure that hotel has sufficient space to meet our needs by working with the International Marketing Network.

#### Conferences (number of attendees 350-450)

- 215 guest (sleeping) rooms
- Approximately 5 suites with kitchen/capability
- Banquet space for at least 400
- 6 or 7 break out rooms to hold 50-60 in theater style seating
- 1 to 2 boardroom-type meeting rooms; and a minimum of 3000 square feet for exhibit area consisting of 35-45 table tops 8' and in the same area space in which breaks can be held concurrently; or the equivalent of hallway space for breaks.

#### Executive Board Meeting (numbers of attendees 17-25)

- 15-17 guest (sleeping) rooms if two days
- Suite of hospitality capability
- Food function space for 25-30
- Meeting room to seat 30 Hollow Square
- Additional seating available around perimeter of room

#### Workshops (number of attendees 25-75)

- 15-30 guest (sleeping) rooms if two days
- Suite or hospitality capability
- Banquet space for 30-60
- 2-4 meeting rooms to hold up to 60 theater style

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### 6. CONFERENCES

### SITE SELECTION

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3. Schedule meetings to view the site(s) with the hotel's sales representative assigned to handle association meetings.
4. Schedule site visits for approximately 2-3 hours at each site.
5. Each site visit consists of a tour of the facility and a question and answer period in which the hotel can learn more about our needs and expectations
6. Most hotels will offer complementary meals and/or overnight accommodations to the site visiting team.
7. Take the following materials to the meeting to leave with the sales representative:
  - Fact Sheet of Historical Trends and FASFAA Fact Sheet
  - Copies of pocket agendas for typical fall/spring conferences
  - Agendas for executive board meetings and workshops
8. Have available for reference the following information to use in discussing our needs:
  - Number of room pick-ups from last 2 or 3 conferences
  - Location of last few conferences and room rate for each facility
  - Budgets from last few conferences which show budgeted meal costs for comparison purposes
9. Obtain a packet of information including floor plan, services, meal prices, etc.
10. Request that the hotel send a proposal for specific dates of availability at a stated room rate.
11. Recommend site(s) to Executive Board for approval, contingent upon negotiation of contract
12. Once Board approval is obtained, ask the hotel to forward the contract.
13. Review all items in the contract and negotiate or resolve any discrepancies.
14. Once contract is adequate, forward to the President for signing.
15. Return the signed contract to the hotel and forward a copy to the conference chair.

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### 6. CONFERENCES

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#### 16. Local Arrangement Chairman's Responsibilities

- Contact the Chamber of Commerce to get items such as visitor's guide, local restaurants, golf and fishing information to be used in the packet that will be given to all conference participants.
- First mailing to the membership should include the following: driving directions to hotel from around the state, transportation from the airport to hotel, conference attire, approximate driving time from Tallahassee/Orlando/Miami/Jacksonville/Tampa and parking costs for valet and self parking
- Work with Registration Committee – packet stuffing day, provide all of the chamber of commerce material. Be available to assist with packet stuffing along with two people from your committee.
- Request one – Two complimentary hotel rooms to be used by members of the local arrangements committee, whose institutions will not approve the hotel expense.
- Local Arrangement Committee will be greeters for half a day before the conference and the first day during registration to direct conference members to registration and meeting rooms. The committee will be responsible to display signs on easels to the registration area. Door attendants will check name badges entry into opening luncheon, evening events and closing breakfast. They will also collect the name badges at the closing breakfast and pass out raffle tickets as well as collect the overall conference evaluations and pass out a raffle ticket.
- Order flower arrangement for the podium to be used at the opening luncheon and closing breakfast.
- Purchase four gift cards/certificates to be used as door prizes for the closing breakfast drawings. One for the badges and three to be used for session attendance/completion of evaluations.
- Stock President's Suite – Upon arrival at conference, day before Executive Board Meeting, check with current FASFAA President for items requested to be available for the President's guest. The last day of the conference, the FASFAA President's

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Suite needs to be cleared of all left over items not used during the FASFAA Presidents stay.

- Head Table – obtain a list from the FASFAA President as to who will be seated at the head table during the opening luncheon, evening event and closing breakfast. Create place cards with their names and place them in the order provided by the FASFAA President.

Code Blue Responsibilities – It is the responsibility of the Locals Arrangement Chairman to contact the hotel and identify themselves as the FASFAA contact person with the hotel in case of an emergency. Locate the nearest hospital. Confirm the hotel's procedures should an emergency occur, identify the hotel's contact person.

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### 6. CONFERENCES

### CONFERENCE PLANNING

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Although conference planning can vary with each individual conference chair, the activities essential to planning a FASFAA conference are the same. The following provides an overview of the primary elements involved in planning a conference. Individual conference planners may adapt these procedures to fit their own style, their committee makeup, the facility, or their budget.

#### Budget

1. Prepare a budget and obtain approval of the Executive Board.

#### Conference Program

1. Develop theme.
2. Plan to program around theme.
3. Develop tentative and final agendas.

Suggested Time Frames: Tentative agenda – 4 months prior to meeting.

Printed tentative agenda for pre-mailing – 2 months prior.

Final agenda – 4 weeks prior to meeting.

4. Select, recruit, and schedule speakers and moderators.
  - a. Extend oral and written invitations. When speaker/presenter agrees, send letter of confirmation to speaker confirming title of session, day, time and place. Request the following from speakers where appropriate.
    - Audio-visual equipment needs
    - Biographical sketch
    - Anticipated costs for transportation, room, etc.
  - b. Send speakers post conference, thank you letters.
5. Plan meal and hospitality functions, as they relate to program.
6. Assist Facilities Chair in preparing Facilities Worksheets to include:
  - Approximate number of participants for each session.
  - Approximate meeting rooms for sessions and functions.
  - Seating style for each session.
  - Audio-visual equipment needs.

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### 6. CONFERENCES

### CONFERENCE PLANNING

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7. Assist with budget preparation as it relates to program-related costs.
8. Help meet and greet speakers.
9. Prepare evaluation form for conference chair approval.

#### **Conference Program Statement**

Include the Release from Liability statement in each conference or training program.

#### **Social, Vendors, Sponsors**

1. Plan entertainment for conference guests.
2. Plan meals, banquets, coffee breaks, hospitalities with Program and Facilities Chair.
3. Arrange for sponsorships of the above by coordinating with FASFAA Vendor/Sponsor Coordinator.
4. The Vendor/Sponsor Coordinator provides a list of sponsors four weeks prior to conference for inclusion in conference program.
5. Obtain signs recognizing sponsors for their sponsored events. FASFAA has permanent signs for this purpose.
6. Send all sponsors pre-registration conference materials so that they may make hotel reservations, register for conference, etc.
7. Handle transportation.
8. Procure door prizes, souvenirs, and plan their awarding.
9. Coordinate recreational activities—arrange with hotel for tennis, volleyball, golf, etc.
10. Send thank you letters to all sponsors after conference is over.

#### **Registration**

1. Organize committee for full registration desk coverage. Have four people at heavy registration times; one person at times when registration is not scheduled to greet people, give directions and answer calls.

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### 6. CONFERENCES

### CONFERENCE PLANNING

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2. Coordinate finances with FASFAA Treasurer. Get and protect cash box. Be prepared to sell extra meal tickets and collect registration money.
3. Have a registration desk stocked with: telephone, typewriter, staplers, tape, pens, pencils, paper clips, masking tape, bulletin board for messages, rubber bands, extra cardboard for signs.
4. Arrange for safe storage of money and equipment from registration area at night and be sure to get it out early in the morning.
5. Work with Facilities Chair to staff meal functions with ticket-takers as needed.
6. Have committee available prior to conference to stuff and arrange packets.
7. Coordinate display materials.
8. Maintain an accurate count of registrants, guests, speakers and others for the purpose of providing meal guarantees.

### Publicity, Printing, Packets

#### Publicity

1. Prepare announcements and releases to media.
2. Communicate with FASFAA membership
  - a. Submit article for prior FASFAA Newsletter, Include registration forms in Newsletter where possible.
  - b. Communicate with FASFAA constituency, Executive Board, and regional representative to publicize the conference. Provide hotel brochures and/or flyers to be distributed at previous conference in registration packets.

#### Printing

1. Pre-registration mailings:
  - c. First mailing should include information about hotel registration and conference registration online.
    1. FASFAA registration form
    2. Tentative Agenda

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### CONFERENCE PLANNING

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3. Hotel brochure, reservation card, activities card
  4. Letter from President/President-Elect on FASFAA stationery.
- b. Reminder mailing at least four weeks prior to conference.
  - d. Letters to special invitees.

Plan for sufficient quantities to mail to all FASFAA members. In addition, send quantities to: Vendor/Sponsor Coordinator for sponsors; Program Chair for speakers, moderators, all on program; Council members; SASFAA Executive Committee (to FASFAA President). May also need materials for distribution at Experienced Aid Officer Workshop, Beginner Aid Officer Workshops, Support Staff Workshops, etc.

2. Conference materials. Print Agenda (mail program and packet). Registration packet may include meal tickets, name tags, list of registrants, signs for meeting rooms, vendor tables, meal, hospitality, coffee breaks, other entertainment functions may be necessary. Main sign for registration table: "Welcome to FASFAA Spring Conference," etc. Plan for sufficient quantities for expected numbers of attendees.
3. Print evaluation forms and distribute them at conference.

#### **Packets**

1. The Treasurer will provide a Budget Performance for each packet.
2. The Secretary will provide a copy of the previous Business Meeting minutes for the packet.
3. Assemble all materials for the packets at least one day before start of conference.
4. Arrange for a committee to stuff materials into packets so that they are ready before pre-conference committee meetings begin. For example, the Executive Board meets prior to the conference and their packets should be distributed at their meeting.
5. Packets are stored in the registration area and distributed during the hours the registration area is open.
6. The Conference Chair and President have the final authority on which materials are to be inserted into the conference packets.

#### **Facilities**

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### 6. CONFERENCES

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1. Assist in planning of meal and hospitality functions. Coordinate with Chair, Program Chair, and Social Chair.
2. Work with Program Chair to determine approximate number for each session and function.
3. Determine if any presenters will need Audio-Visual equipment and insure that it is available. Locate Audio-Visual equipment and have someone in charge of it at meeting. (Be sure it is secured in a safe place if brought into a hotel.) Sessions that have audio-visual equipment need to be checked in advance of sessions, and drapes must be pulled in those rooms. Some hotels have audio-visual available which they deliver, secure and remove.
4. Obtain tentative agenda from Program Chair. Work with him or her to determine 2 and 3 above to prepare Facilities Worksheet Agenda. Get head table setups from President and President-Elect. It is desirable to place name cards at head tables.
5. Receive Facilities Set Up sheets from Convention Coordinator at hotel after submitting worksheet agenda to that person. Go to hotel and become familiar with meeting rooms. Take the agenda and setup sheets and walk through the entire conference at the hotel. Be sure seating style is appropriate for each session. Be sure agenda and facilities sheets agree in all details. Program Chair and Social Chair may want to walk through this with you a week before meeting to be sure all is set. These details are what must be followed and checked during the conference step by step.
6. Coordinate printing of signs, meal tickets and place cards with Printing and Publicity Chair.
  - a. Signs: Needed for each meeting room each day with time and titles of sessions. Assign someone to set up signs each morning before the sessions start for the day, and take them down at the end of each day. Breaks, hospitality hours and receptions also need signs made, put up and taken down each day.
  - b. Meal tickets: Get schedule of people to collect meal tickets for each paid meal function. (Registration Coordinator may be able to offer some people to help.) People must be on the spot early. Send copy of schedule to FASFAA Treasurer and Chair. Treasurer will also be available to resolve any policy issues.
  - c. Head table place cards.
7. Help stuff registration packets preceding conference at the hotel.

## FASFAA POLICY AND PROCEDURE MANUAL

### 7. AWARDS

### AWARDS MADE BY FASFAA

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#### 1. Timetable

- A. During December or January of each year the President or his or her designee shall invite the general membership to nominate individuals to receive awards made by FASFAA. This may be done through the Newsletter, FLASH, or special letter.

The letter or article should include a description of the types of awards offered by FASFAA, qualifications for each award, the procedures to be followed, and a deadline for receiving nominations.

- B. The deadline for receiving nominations should be immediately prior to the Executive Board meeting which occurs around March. The Executive Board will consider any awards for the year at that meeting.
- C. Once the Board has approved any awards which will be made, the President (or designee) will obtain plaques and/or other tokens of appreciation which will be given to the persons honored and will invite recipients to the banquet.
- D. Awards will be presented during the Awards Banquet at the Annual Conference.

#### 2. Procedure

- A. Nominations should be submitted to the President in writing. A recommendation should be for a specific award and include information about the candidate in order to show that the nominee has met the qualifications. For example, if a person is being nominated for an award which requires a certain length of experience in a financial aid position, that information should be included. Professional activities of the individual and offices held should also be included.
- B. At the Executive Board meeting at which awards are considered, the President should summarize or read each letter of nomination received and ask if there is a motion to recognize the individual with a specific award. Each letter or recommendation should be acted upon separately.
- C. The Executive Board members may also make recommendations in the absence of written letters of nomination. A Board member should be prepared to recommend a candidate for a specific award, and give a brief

## FASFAA POLICY AND PROCEDURE MANUAL

### 7. AWARDS

### AWARDS MADE BY FASFAA

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rationale for why the person should be so honored. This information should be included in the minutes.

- D. The award categories of FASFAA are listed in the Awards Policy in a hierarchy from highest to lowest. In making recommendations and approving nominations, each individual should be considered for the highest award for which they qualify.
- E. The Executive Board should determine if any award decisions are to be kept confidential until the Awards Banquet. Although this is not ordinarily done, there may be cases in which this is appropriate.
- F. Immediately after the Executive Board meeting, the President or designee shall write to the person(s) being honored to inform them of the award, and invite them to the banquet.

### 3. Financial Considerations

- A. Most FASFAA awards are given to FASFAA members who would normally attend a FASFAA conference and no additional FASFAA expense should be incurred. However, if a FASFAA member (or previous member) who is receiving an award would have to use his or her own finances in order to attend, FASFAA may arrange to pay for the person's attendance for the day of the banquet.
- B. It is not customary to pay the travel expenses of a non-member of FASFAA to attend the banquet; however, room and board for the day of the banquet may be offered if necessary.

### 4. Follow-up

- A. At the close of each year, the Secretary should update the Policy and Procedure Manual, Appendix 7.1.1 (FASFAA Award Recipients) by including the names of any persons who received FASFAA awards during the year, along with a brief summary of why the award was given.

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#### Scholarship Awarding Procedures

Because scholarship recipients are recognized in conjunction with the Spring Conference and each award is made by the incumbent President, the awarding of the scholarship must follow a specific timeline.

1. The Treasurer informs the President of the estimated amount that will be available for the scholarship. This notification takes place no later than March 1.
2. The President selects the scholarship recipient according to the eligibility criteria established in Policy 7.3. There is no specified application form.
3. The President announces the name of the scholarship recipient to the Executive Board at the meeting which is usually held in March or April. A brief summary of the student's financial situation or background is provided to the Board, in written format. This documentation shall be maintained by the Treasurer for audit purposes.
4. At that Board meeting, a decision is made regarding any special arrangements necessary for recognizing the recipient, such as bringing the recipient to the conference, etc. Approval must also be given to fund the cost of any such recognition activities.
5. The Immediate Past President sends a letter to the President of the FASFAA President's institution, indicating that FASFAA is recognizing our President for his or her service with the awarding of the scholarship to one of their students. A sample letter can be found in the Appendix.
6. The name of the recipient is announced at the Spring Conference and should be introduced, if present. Whether or not the recipient is present, the President is required to distribute to the membership in written form, background information about the recipient.
7. The President requests a disbursement of the funds from the Treasurer for a date after July 1 of the upcoming award year, but no earlier than 30 days prior to the start of the term of the award.
8. The Treasurer sends the scholarship check to the president on the disbursement date requested. The check should be made payable to the student and the institution.
9. If the student selected does not enroll as intended, the President must select another recipient.

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10. The Treasurer shall make award documentation available to the association's auditor during the annual audit.