

# FASFAA POLICY AND PROCEDURE MANUAL

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# FASFAA POLICY AND PROCEDURE MANUAL

## 1. POLICIES & PROCEDURES

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## POLICY

### Policy 1: Introduction

The Florida Association of Student Financial Aid Administrators (FASFAA) Policy and Procedure Manual (Manual) supplements the Articles of Incorporation and the Association bylaws by providing specific policy guidance and procedures that are required to be used by the members of the Executive Board (hereinafter referred to as the Board) and committee chairs. It provides an overview of the Association's structure, describes the responsibilities of members who hold leadership positions, and provides guidance and reference to be used in the conduct of Association activities.

#### 1.1 Purpose and Scope

The manual is designed to provide the Board with easy access to essential information about the policies and procedures that govern FASFAA. These policies and procedures are intended to further the mission of the Association, ensure fiscal integrity and support the continued viability of the Association.

A number of additional benefits are expected from the use of the Manual, including a greater understanding of Association responsibilities among members, a consistency of interpretation and processes, and a means of familiarizing those members serving in a leadership position for the first time with the individual responsibilities as well as the overall role of FASFAA.

The Manual is not intended to include a description of every function of the Association nor of every activity conducted by the Association. The Manual is intended to be a living document that will change as necessary to fit the Association's needs.

Responsibility for preparing and maintaining the FASFAA Policy and Procedure Manual is assigned to the Secretary. The Association has adopted a standard software program (Word), format (Numerical Outline) and type style (Times New Roman) to be used throughout the Manual. All future changes to the Manual must adhere to these standards.

#### 1.2 How to Use the Manual

All members of the Board and committee chairs are responsible for using the Manual to perform their duties.

The Manual is organized into sections that should assist the user in locating information easily. The Table of Contents lists these sections.

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A numerical outline is used as the format, as listed in the Table of Contents. Chapter 1. For example, contains three subsections: 1.1, 1.2, and 1.3. Each policy section will be followed by a procedure section. If there is not a procedure for that section, then the procedure will state “there is no corresponding procedure for this policy.”

The Appendices will follow the same numerical outline. If there is an item referenced in the appendix it can be found using the section numbers.

### 1.3 Updating the Manual

All board members and committee chairs are responsible for identifying areas of operation in need of new or revised policy guidance or procedural changes, for recommending appropriate policy statements and procedures, and for ensuring adherence to established policies and procedures in the conduct of the activities of the Association. All policies must be approved by the Executive Board. Upon approval, the secretary incorporates the changes.

Each member of the Board and Committee Chair shall be responsible for an annual review of their relevant section(s) of the FASFAA Policy and Procedure Manual to ensure that it continues to further the mission of the Association and its financial integrity. All proposed changes to the Manual must be approved by a majority vote of the voting members present at the meeting of the Board.

Every five years the President will convene a task force with the participation of the Secretary to conduct a thorough review of the Manual to identify areas needing changes or updates.

### 1.4 Compliance

All Board members and representatives to the Board (committee chairs, liaisons, etc.) are responsible for following established policies and procedures.

### 1.5 Distribution

All members of the Executive Board and Committee chairs will be expected to review the complete manual at the onset on their term. The Board will be notified when revisions are made to the manual.

The Manual is available to all FASFAA members via the web site.

## **PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 2. CORPORATE INFORMATION

### OFFICIAL RECORDS OF FASFAA

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## POLICY

FASFAA was established in 1967 with the primary purpose to promote the professional development of campus aid administrators and others involved in student financial aid programs and assisting in the development and improvement of student aid programs. The specific purposes of FASFAA are delineated in the Association's bylaws.

### Official Records of FASFAA

The official records of FASFAA include the Bylaws, Policy and Procedure Manual, Archives, History, Survival Guide for Future FASFAA Presidents, and all other documents related to the official business of FASFAA.

The Secretary is the custodian of the administrative files of the Association. These files include copies of correspondence, official copies of the Bylaws, minutes of Executive Board meetings and Business meetings, FASFAA Logo, etc. At the completion of each year, all such information shall be transferred to the archives.

The Secretary is required to provide a copy of the last business meeting minutes to each conference attendee.

All archival information shall be maintained in the central storage location for permanent safekeeping.

The official address of the organization will change every two years. The address used will be the Treasurer as he/she will be on the board for 2 years. (See Bylaws Article VI, Section 2)

## PROCEDURE

In May of each year, the President shall work with the Secretary to prepare a Compilation Report detailing the following annual activities. If a Board Member or Committee Chair has submitted regular Board reports, these will be used to prepare the Compilation Report. In this case, each Board member will forward to the Secretary a report of any activities which took place between the previous Board Meeting at the transition meeting. If not, a request will be sent to the individual member of the current year Executive Board or Committee Chair, requesting an annual report including items listed below.

- A. President

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- Budget
- Publications

#### B. President-Elect

- Nominations/Elections information
- Budget

#### C. Vice President

- Training summary of events
- Training workshop materials
- Training schedule of workshops, sites and presenters
  - Budget
  - Planning calendar

#### D. Secretary

- Meeting agendas
- Minutes of Executive Board meetings
- Minutes of business meetings
  - Policy/Procedure changes
  - By-laws changes

#### E. Treasurer

- Tax returns (if filed)
- Budget performance reports
- Statement of annual audit or financial review

#### F. Immediate Past President

- Fiscal Concerns Report

#### G. Regional Representatives

- Regional meeting schedule
  - Planning calendar
  - Summary of region workshops (including: agendas and attendees)

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### 2. CORPORATE INFORMATION

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- Budget

#### H. Conference Chairperson

- Conference program(s)
- Conference planning information
- Conference report (if not available at transition meeting, it is expected to be produced by the fall board meeting)

#### I. Committee Chairs/Other Board Members

- Records of Committee work
- Budget

2. No later than June 1, the 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.

## FASFAA POLICY AND PROCEDURE MANUAL

### 2. CORPORATE INFORMATION

### COPYRIGHT OF FASFAA PUBLICATIONS

Last Policy Revision June 2019

Policy 2.2

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## POLICY

All documents written and published by FASFAA are considered to be copyrighted. It is not necessary to register these publications with the copyright office for them to be copyrighted.

All FASFAA publications must obtain a copyright statement, which includes the publication date. The following statement will appear on all appropriate FASFAA publications:

**Copyright FASFAA, Inc. [date]**

**Federal copyright law restricts reproduction of materials from this publication without prior written permission from FASFAA, Inc.**

All lists of copyrighted FASFAA publications can be found in the Appendix 2.2.1.

## PROCEDURE

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 2. CORPORATE INFORMATION

### CONDUCT OF MEETINGS

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## POLICY

### 1. Meetings

Parliamentary law is a self-adopted code of conduct imposing rules of behavior on members of an assembly. It allows for an honest exchange of ideas and an orderly discussion.

FASFAA adheres to the rules contained in *Robert's Rules of Order* for the conduct of business, specifically for Business meetings of the Association and meetings of the Executive Board.

The President shall appoint and announce the name of the Parliamentarian of the association at the first meeting of the Executive Board and at the annual business meeting. (The Immediate Past President often serves in this capacity.)

### 2. Executive Board Voting

Issues requiring a vote by the Executive Board shall usually take place at a regularly or specially scheduled Executive Board meeting.

However, in the event that a vote of the Executive Board must be taken in advance of a scheduled Board meeting and a special meeting cannot be arranged or it would not be cost effective to call a special meeting, a vote by telephone conference call or via an e-meeting may be taken.

Policy for Conference Call meetings: To arrange a telephone vote, a conference call for all Executive Board members shall be arranged by the Secretary. All Executive Board members shall be apprised at least 48 hours in advance, of the time and procedures for connecting to the conference call. A quorum of Executive Board must participate in the conference call for any official business to be conducted. The secretary shall take the minutes of the conference call and record the vote and these shall be made part of the official records of the association.

#### Policy for E-Meetings:

a. If the President wishes to call a meeting, he/she may do so without the need for a motion and a second. If another member of the Executive Committee wishes to call a meeting a motion to do shall be submitted to the President. This motion requires a second for the meeting to be held.

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### 2. CORPORATE INFORMATION

### CONDUCT OF MEETINGS

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- b. Notice of an e-meeting will be sent by the President to the Executive Committee (and others on the board, when appropriate), a minimum of 24 hours prior to the opening of the meeting, telling the time and day the meeting will be Called to Order, as well as restating the motion and fact that it has been seconded.
- c. Once the e-meeting has been Called to Order and a Call for Discussion is made, members of the Executive Committee will “reply all” indicating their presence and offering any discussion.
- d. When the majority of members of the Executive Committee have indicated their presence and offered discussion, or when 48 hours has elapsed from the Call to Order (whichever is earlier), the Chair will declare a quorum and call for the vote.
- e. Members of the Executive Committee will “reply all” with their vote within 24 hours of the call for the vote.
- f. After 24 hours from the call to vote, the Chair will declare the motion passed or failed and adjourn the meeting.
- g. The Secretary will preserve all emails stating presence, votes, and disposition, and file same with the original copy of the minutes of the called meeting.

## **PROCEDURE**

Parliamentary Procedures are summarized in these ten rules:

1. A motion should be made and seconded before any discussion of the particular motion begins. This doesn't preclude the group from discussing the matter in general before the motion is made.
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

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### 2. CORPORATE INFORMATION

### CONDUCT OF MEETINGS

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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.

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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### 2. CORPORATE INFORMATION

### LIQUIDATION OF ASSETS

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### **POLICY**

In the event of termination or dissolution, the residual assets of FASFAA will be moved into the Bonnie Pirkle Memorial Scholarship Fund.

### **PROCEDURE**

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 for their use in administering the Bonnie Pirkle Memorial scholarship. In case OSFA is unable or unwilling to accept the administration of the Bonnie Pirkle Scholarship, the assets shall then be distributed in accordance with the Articles of Incorporation.

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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### 2. CORPORATE INFORMATION

### CORPORATE RESONSIBILITIES

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## **POLICY**

FASFAA, Inc. is a tax exempt organization recognized by the IRS. It was chartered in February 1984 by the State of Florida as a not for profit corporation. (Prior to 1984 it operated without official federal or state designation.)

## **PROCEDURE**

### **Treasurer's Responsibilities**

The Treasurer is responsible for complying with state and federal regulations that pertain to the financial status of the Association. These responsibilities include, but are not limited to:

#### **Articles of Incorporation**

Each year based on FASFAA's incorporation date of February 1, 1984 a reaffirmation of the corporate status must be forwarded to the Florida Secretary of State to update the names of the Board of Directors, the corporate address, Registered Agent (per state of Florida statute), etc.

#### **Federal Income Tax 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. The federal employee identification number is 59-2437964.

#### **Return of Organization Exempt from Income Tax (IRS Form 990)**

Each year the Treasurer will see that the IRS Form 990 is filed. The form is due on the 15th day of the fifth month following the close of the association's fiscal year. (As the Fiscal Year ends June 30, the due date is November 15.). The Form 990 is required to be published on the association's web page.

#### **Florida Sales Tax Status**

On September 29, 1987 FASFAA, Inc. was granted exemption from paying Florida state sales tax. The tax exempt number is 07 03078 00 16. The Treasurer is not required to file a sales tax report to the Florida Department of Revenue.

## FASFAA POLICY AND PROCEDURE MANUAL

### 2. CORPORATE INFORMATION

### CORPORATE RESONSIBILITIES

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#### **Review of Financial Records**

The Treasurer must ensure that the financial records of the Association are reviewed each year.

#### **Miscellaneous Income (Form 1099)**

The Treasurer maintains information for any speakers who are paid honoraria and for the bookkeeper, if engaged. The information must be provided to the accountant so that a Form 1099 can be prepared for each individual.

#### **Music Copyright Compliance Agreements**

Under the United States Copyright Law, the public performance of copyrighted music requires permission from the copyright owner or its licensing agent. All associations that use either live or recorded music at conferences or other meetings are affected by this law. The Treasurer is responsible for completing the appropriate forms, if required, after each FASFAA conference and workshop.

## FASFAA POLICY AND PROCEDURE MANUAL

### 2. CORPORATE INFORMATION

### OFFICIAL LOGO

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### POLICY

1. The Florida Association of Student Financial Aid Administrators has an official logo, which distinguishes it from other associations. A copy of the logo is contained in the Appendix 2.6.1.

### PROCEDURE

1. The logo must be included on all official publications of the association, including the Newsletter, brochures, conference programs, training manuals, etc.
2. The logo is to be used as the heading for any stationery, which may be printed each year by the President for use by various members of the Executive Board.
3. The logo is included on the official banner of the association, which is displayed at regional and national conferences. The banner resides with the President or at a different location at her/his direction.
4. The logo should be used only in conjunction with activities which are sponsored or supported by FASFAA. Any clarification as to whether the logo should be used in connection with a particular function should be given by the President.
5. Any proposal to change the official logo of the association must be endorsed by the Executive Board and approved by the membership.
6. The Secretary maintains a permanent copy of the logo. The President may make other copies available to members of the Executive Board as necessary.
7. The official color of the FASFAA logo is: PMS 641.

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### 2. CORPORATE INFORMATION

### RELEASE FROM LIABILITY

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### **POLICY**

In order to minimize potential risk resulting from information provided to participants of FASFAA training workshops or FASFAA conferences, all training and conference materials shall contain the following release from liability (Bylaws Article II, Section 8):

Members of the Association recognize that one of the purposes of the Association is to provide training and informational services to its members through training conferences and periodic written material. While the Association shall utilize its best efforts to provide its members with the most current information available, there can be no assurances or warranty that its interpretation of any rule, regulation or statute will be in conformance with any present or future interpretation of such rule, regulation or statute by any appropriate governmental authority. Accordingly, each member shall hold the Association harmless from any claims, damages, or liability resulting from such member's use of any information, data, or interpretations as provided to such members by the Association.

### **PROCEDURE**

The release notification may be distributed either on the registration page for the training or on printed or electronic copies of materials.

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### OPERATING BUDGET

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## POLICY

### 1. Preparation and Reports

The President-Elect shall prepare a provisional operational budget for the incoming administration to be presented to the Executive Board for approval and to the membership at the Transition meeting. This budget will serve to provide a starting point under which the association can meet routine fiscal obligations without compromising the adherence to established fiscal policy. The final operational budget for the year can be presented and, if necessary, modified for approval by the Executive Board by its second meeting of the year (but no later than November 1). Revisions should be distributed to the membership. Using the *FASFAA Proposed Budget Worksheet* and in reviewing the *Association Budget* reference materials found in the Appendix, each President-Elect is expected to present a budget that provides revenue equal to or in excess of expenses. The President and Treasurer shall provide any requested assistance.

The Treasurer should provide budget information after the annual conference in the subsequent publication of the FASFAA newsletter.

The format of the Budget may be changed as the need arises.

### 2. Revenue and Expenditures

As a not-for-profit corporation, the use of revenue generated from dues, registration fees, and other activities shall be restricted to carrying out the activities of the Association, and in no way be used to accumulate undue profits.

All expenses incurred in performing activities of the Association shall be borne by the Association, as allowed by the reimbursement policy, except when the member(s) elects to absorb such expenses.

### 3. Reserve Fund

The Association should strive to maintain a reserve fund balance of no less than 100% of its operating budget. In general, reserve funds may be allocated from income derived in excess of expenses generated in any given fiscal year. Such funds may be comprised of both savings and investment accounts, providing the funds are not unnecessarily intermingled with the Association's checking or operational account.

The long term goal should be to increase the reserve to cover more than one year of operating expenses. Once exceeded, such funds should be used, at the discretion of the

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### OPERATING BUDGET

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Executive Board, to increase the corpus of the Bonnie L. Pirkle Memorial Scholarship Fund or any alternative endeavor as established by the Executive Board.

#### 4. Committee Expenses

Expenses related to committee activities shall be charged to the appropriate committee budget, and the committee chair shall approve all such expenses prior to request for reimbursement from the Treasurer.

#### 5. Authorized Expenditures

The Treasurer / Treasurer-Elect, or – with prior Executive Board authorization – the bookkeeper, is authorized to pay bills and reimbursement requests which are within the budget within 14 days of receipt. Payment for items in excess of the budget up to 5%, except for bills relating to a FASFAA conference, must be approved by the President. All expenditures in excess of the budget by more than 5%, except for bills relating to a FASFAA conference, must be approved by the Executive Board either at a meeting or by telephone conference call. If the increased expenditure is directly tied to an increase in revenue (i.e. sponsorship, donation, paid fee or an external institutional reimbursement to FASFAA), written approval by the President will be sufficient. The Treasurer shall inform the Executive Board of payment made in excess of the budget at the earliest possible time. The Treasurer has the authority to pay bills in emergencies, pending the approval of the President, within 48 hours.

The President is authorized to pay bills of the Association in the absence of the Treasurer or bookkeeper.

Bills should contain the signature of the contracting member prior to payment by the Treasurer.

Any reimbursement decisions made by the Treasurer that are disputed by a member shall be referred to the Executive Board for resolution.

6. The Executive Board will review with the Treasurer the feasibility of moving up to 5% of the annual profit, if any, into the Bonnie L. Pirkle Memorial Scholarship Endowment at the close of each fiscal year.
7. Both the Bonnie L. Pirkle Memorial Scholarship Endowment and all interest earned by the endowment are restricted to scholarship purposes and may not be used for operational expenses of the association.

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### OPERATING BUDGET

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## **PROCEDURE**

### 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, which will include, but are not limited to:

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.

This budget will be presented to the Executive Board for approval at the Transition Meeting.

### 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 prior fiscal year.

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 including publication to the website, and is not confined to publication in the FASFAA Newsletter.

## **Reimbursement**

1. Travel expenses assumed by FASFAA will be paid on a reimbursement basis in accordance with Policy 3.4. 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.

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### 3. FINANCIAL INFORMATION

### OPERATING BUDGET

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2. To obtain reimbursement for other authorized FASFAA expenses, also complete the FASFAA Expense Claim / Reimbursement form and indicate that the expense is not related to travel.
  - a. A copy of the request must be completed and forwarded to the bookkeeper with an additional copy to the President 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 the FASFAA Expense Claim / Reimbursement form.
  - a. A copy of the request must be completed and forwarded to the bookkeeper with an additional copy to the President 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.

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### MEMBERSHIP DUES

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### **POLICY**

1. Membership dues constitute a primary source of revenue for association activities, other than conferences and workshops.
2. Each year during the Fall Board Meeting, the Executive Board shall review the membership dues assessment to determine if any increase is warranted for the following year.
3. Any proposal to increase the dues of the association shall be endorsed by the Executive Board and shall be circulated in writing to all members affected by such proposal at least 30 days before a vote is to be cast by the membership.
4. Annual dues cover the fiscal year of the association, which is July 1 - June 30.

### **PROCEDURE**

The current dues for active and associate members are \$30 per year (adopted May 29, 1998).

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### SPONSORSHIP

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Policy 3.3

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## POLICY

### Definition

A sponsor is a company or organization whose activities either support, or are closely related to those of the financial aid community. A sponsor provides resources to be used by the Florida Association of Student Financial Aid Administrators in accordance with the purposes of the Association. Sponsors may, or may not, demonstrate or display these products or services for the purpose of soliciting business.

### General Guidelines

1. All sponsored activities (such as New Aid Officer Workshop, Clock Hour Workshop, Grad/Professional Workshop, or particular events at the Annual Conference) must be sanctioned by FASFAA and shall be coordinated through the sponsorship chair. These activities shall be scheduled as part of or as a complement to, regular FASFAA activities. Sponsored activities shall in no way conflict with other scheduled events or activities conducted by FASFAA.
2. All sponsoring organizations shall have at least one paid member of the Florida Association of Student Financial Aid Administrators.
3. Sponsors shall be consulted by the Sponsorship Coordinator of FASFAA to receive input as far as quality and cost of a sponsored function are concerned. As to the need for an event or the nature of the event, FASFAA will have the final authority. The sponsor may then decide as to whether or not to continue sponsorship of the function in the future. Appeal of this provision may be made to the FASFAA President who will have the final authority to determine to proceed with the function.

## PROCEDURE

1. The FASFAA President shall appoint an individual member to coordinate sponsor activities each year. All requests for sponsorship must be initiated by the Sponsorship Coordinator appointed to coordinate sponsorship. This individual shall work closely with each committee chairperson, conference planning committee, and FASFAA Treasurer to coordinate activities and funding. The Sponsorship Coordinator will prepare Sponsorship Options and this shall be approved by the Executive Board.
2. The Sponsorship Coordinator will solicit support from sponsors in a timely manner in advance of each conference or workshop. Additionally, as other items such as

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publications or events are identified throughout the year as in need of sponsorship, the Sponsorship Coordinator shall solicit sponsorship for such.

- a. Throughout the course of the year, sponsors may be asked to support specific activities of FASFAA in accordance with the general preferences indicated by the sponsor. FASFAA will provide as accurate a figure as possible for the purpose of quoting a price to the sponsor.
  - b. Sponsors will be asked if they are willing to share expenses with other sponsors for the same activity.
3. All sponsor support provided during the year should be summarized in the last issue of the FASFAA Newsletter for the year. Also a public announcement of this support should be made at the Annual Spring Conference Business Meeting.
  4. If practical, sponsorship packages should be available for distribution to prospective sponsors in late summer to allow for the costs to be built into sponsor corporate budgets. There may be a large number of sponsors who decide on options for FASFAA sponsorship close to the annual conference date, but sponsors should be given an option (and perhaps a discount) for early payment.

### **Sponsorship Options for 2018/19 Conference:**

#### **Executive Sponsor Package**

*\$4,000.00 due by April 5th, 2019 with Full Payment*

- Two (2) Conference Exhibit Booths
- Priority Booth Location
- 1 Comp Registration (Please make sure to register for the conference)\*\*
- On-line Conference Support Recognition
- Web Banner Ad for Fiscal Year
- 1 Page Ad in All Newsletters
- New Aid Officers Workshop recognition
- If held, Experienced Aid Workshop and or Graduate Professional Symposium recognition
- Region Workshop recognition
- Clock Hour Workshop recognition (If received prior to the workshop)

\*By purchasing this package, you will save \$2,700 on your total package versus sponsoring each item individually.

\*\*All exhibitors must register for and pay conference registration fees for other members attending in order to exhibit and attend conference activities.

#### **Associate Sponsor Package**

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*\$3,000.00 due by April 5th, 2019 with Full Payment*

- One (1) Conference Exhibit Booth
- On-line Conference Support Recognition
- 1 Comp Registration (Please make sure to register for the conference)\*\*
- Web Banner Ad for Fiscal Year
- Page Ad in All Newsletters
- New Aid Officers workshop recognition
- If held, Experienced Aid Workshop and or Graduate Professional Symposium recognition

\* By purchasing this package, you will save \$1,200 on your total package versus sponsoring each item individually.

\*\*All exhibitors must register for and pay conference registration fees for other members attending in order to exhibit and attend conference activities.

### Conference Exhibitor

*\$2,600.00 / \$2,100.00 First Time Registration, Full Payment due April 5th, 2019.*

- Booth, location determined by vendor/sponsor coordinator, with notable exception outlined below in high visibility booth location policy.
- Two (2) Six foot tables.
- One (1) conference registration for one conference attendee (please make sure to register for the conference).
- All exhibitors must register for and pay conference registration fees for other members attending in order to exhibit and attend conference activities.
- Recognition of conference exhibitors will be listed in the conference program, alphabetical by company name and on the FASFAA website from the end of the conference to the end of the fiscal year. Exhibitors will be given the opportunity to opt out of this at their own discretion.

### \*High Visibility Exhibit Space \$500

- Must be a conference exhibitor
- Entitles exhibitor to pre-select a booth location based on drayage company blue line layout
- High visibility booth locations will be honored by dollar amount contributed and then in order of date that web-based sponsor form is completed.

### Conference Supporter

*\$1,800.00 / \$1,300.00 First Time Registration, Full Payment due April 5th, 2019.*

- Booth, location determined by vendor/sponsor coordinator, with notable exception outlined below in high visibility booth location policy.
- One (1) Six foot table.
- One (1) conference registration for one conference attendee (please make sure to register for the conference).
- All exhibitors must register for and pay conference registration fees for other members attending in order to exhibit and attend conference activities.

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- Recognition of conference exhibitors will be listed in the conference program, alphabetical by company name and on the FASFAA website from the end of the conference to the end of the fiscal year. Exhibitors will be given the opportunity to opt out of this at their own discretion.

#### **Non-Exhibit Conference Support *Minimum of \$1,000***

*\$1,000.00 (or greater) due by April 5th, 2019 with full payment*

All conference supporters who wish to attend the conference must register for and pay conference registration fees in order to exhibit and attend conference activities. Supporters will be given the opportunity to opt out of this at their own discretion.

#### **On-Line Conference Support \$500**

*\$500.00 due by April 5th, 2019 with full payment*

Listed alphabetically on conference on-line registration Web page with hyperlink to supporter's Web site. Must be an Exhibitor or Non-Exhibit Conference Supporter to qualify for this recognition.

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## POLICY

### 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 of 10 business days for processing.
2. To obtain reimbursement for authorized FASFAA expenses, members will complete the most recent reimbursement form on the FASFAA web site and submit the form and receipts to the President for her/his approval within 15 days following completion of travel or the date the expense was incurred. A copy of the expense report and receipts must be sent to the Treasurer and the bookkeeper. If not submitted within 15 days of the expense, the member may be personally responsible for the expense; the President must approve any exception to this policy.
3. In the event of incomplete documentation of expenses, the request for reimbursement will not be processed. The member will then be contacted by the Treasurer or Bookkeeper to inform them of the documents needed for processing. The member must respond to the request within 7 days from receipt of contact, or the member may be personally responsible for the expense.
4. The Treasurer will inform the Electronic Services Chair of any changes of established reimbursement rates as outlined in the Reimbursement Allowance section.

### Executive Board

Members will be reimbursed for only those “extra” expenses associated with attending an Executive Board Meeting. As an illustration, if the Board meets the day before a FASFAA Conference, the member would attend the conference at his/her institution’s expense; only those meal and hotel costs for the preceding day will be reimbursed by the Association.

Whenever possible, meetings of the Executive Board shall be convened in conjunction with other events that the members would attend at their institution’s expense.

## PROCEDURE

### Reimbursement Allowance

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All expenses will be paid on a reimbursement basis, receipts required, according to the following guidelines:

Air Fare	Economy or Main Cabin Class (travelers are encouraged to choose the least expensive fare)
Taxi, Ride-Share	Actual cost
Hotel	Actual cost ( <u>not to exceed single room rate</u> )
Meals	Actual cost or per diem (whichever is less)
Auto Mileage	IRS published rate and standardized mileage printout (ie: mapquest, yahoo maps)

#### 1. Authority

Specific authority for payment of travel expenses will be based on:

- a. Guidelines established and approved annually by the Executive Board according to budget limitations.
- b. The actual availability of funds.
- c. All expense reimbursements must be approved by the FASFAA President.

#### 2. Items Covered

- a. Travel
  1. Private auto at the published IRS rate per mile, the total not to exceed actual or estimated cost of air travel (economy or main cabin).
  2. Air travel at economy or main cabin rate only (travelers are encouraged to choose the least expensive fare).
  3. Commercial travel by other means which does not exceed the cost of air coach fare to and from the specified destination.
  4. Rental car only on specific approval by the President, for good and valid reasons.
- b. Registration fees for non-FASFAA events, if required and approved for payment by the President. For FASFAA events, Registration Fees will only be covered if approved by the Executive Board.

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- c. Lodging – actual cost not to exceed single room rate. In conjunction, with group travel such as Executive Board, if decided by Executive Board policy, lodging may be reimbursed at one half the double room rate. The Annual Conference will be subject to a different policy as approved by the Executive Board.
- d. Meals – reimbursement based on actual receipts or the per diem rate (whichever is less)

#### Maximum allowances as follows:

Breakfast - \$7.00 - when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.

Lunch - \$11.00 - when travel begins before 12 noon and extends beyond 2:00 p.m.

Dinner - \$18.00 - when travel begins before 6:00 p.m. and extends beyond 8:00 p.m. or when travel occurs during night-time hours due to special assignments.

- e. Other (Reimbursable at actual costs)
  - 1. Ride-share, taxi, etc.
  - 2. Airport parking costs.
  - 3. Toll costs.
  - 4. Tips, other than for adult beverages.

#### Documentation

A copy of the agenda for meetings other than the annual Conference, Executive Board, and other such official FASFAA meetings or workshops must be attached to the reimbursement form. The agenda should include the beginning and ending time of the meeting identification of all meals that were sponsored or paid by another organization or individual.

Requests for reimbursement of speaking engagements on behalf of FASFAA must be authorized by the president and must include a copy of the written request along with the time and place of the function and any agreement as to reimbursement of expenses or honoraria.

Requests for reimbursement for meals or other related expenses that include expenses for other individuals must be authorized by the President and must include a statement specifying the number of people entertained and a statement documenting how the activity benefited FASFAA.

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.

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Reimbursement forms must include the actual signature of the individual requesting funds. Scanned copies of the form and receipts are acceptable, but the individual traveler must retain copies of the original receipts in case they are requested by the Treasurer or President to provide them.

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### USE OF CREDIT CARDS

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## **POLICY**

The Treasurer shall secure major credit cards for the President and Bookkeeper to be used solely for official FASFAA business. The credit line shall be limited to \$2,500 per person unless a higher amount is approved by the Executive Board.

In the event a FASFAA credit card is used for personal or other unauthorized expenses, the Treasurer (or Bookkeeper, if engaged) shall immediately bill the user for those expenses as well as any interest accrued for those expenses. The individual who charged the unauthorized expenses will reimburse the association within fourteen days of notice by the Treasurer (or Bookkeeper, if engaged) of the charges. Any failure to reimburse unauthorized expenses in accordance with this section must be brought before the Executive Board at the next regularly scheduled meeting.

Expenses charged to the FASFAA credit card shall be reported on the FASFAA Travel Reimbursement Form. All credit card receipts should be attached to the form.

Each cardholder will not be authorized to use his or her card after the expiration of the term of office and shall surrender his/her card to the Treasurer within 30 days of the expiration of his/her term of office.

## **PROCEDURE**

### FASFAA Credit Cards

1. 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 (or Bookkeeper, if engaged) 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.

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4. The Treasurer (or Bookkeeper, if engaged) receives the monthly bill and matches it with receipts. If there are charges without receipts, the Treasurer (or Bookkeeper, if engaged) contacts the individual. If any are not FASFAA charges, the member sends a reimbursement to the Treasurer.

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## **POLICY**

### **Storage and Release**

All original software/hardware will be tracked by the Electronic Services Chair, and, if appropriate, stored by the Chair as well. Online software licenses (e.g. Quickbooks, MemberClicks) will be issued in the name of the individual user with a master account in the name of the association (or the Electronic Services Chair). The maintenance of user rights and logins for online software will also be maintained by the Electronic Services Chair.

The Electronic Services chair is responsible for developing and updating a regulatory statement to be signed by borrowers, as well as a log to indicate the type of software borrowed or user accounts created, by whom the software was borrowed (if appropriate), and the date it was returned.

The Electronic Services chair is authorized to loan an authorized copy of software owned by FASFAA or to issue an online software account, to any Executive Board or committee member needing it for association business. A signed regulatory statement, in recognition of copyright laws, must be signed by the borrowing member before the copy is released.

The borrower is responsible for maintaining the copy in good condition; conforming to the regulatory statement; and returning the software and/or hardware promptly to the Electronic Services chair upon completion of the business for which it was borrowed, or at the end of his/her term, whichever comes first.

All hardware will reside with the Electronic Services chair. Hardware used by other FASFAA members must be returned to the Electronic Services chair. A list of all FASFAA hardware and software can be found in APPENDIX 3.6.

Any new hardware and software purchased by FASFAA shall be added to the listing automatically by the Electronic Services Chair.

### **Software Training**

Upon approval of the president, the association may allow a new officer or committee chair to attend, at FASFAA's expense, a training session offered in their local area.

## **PROCEDURE**

### **Storage and Release**

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The Electronic Services Chair 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 Electronic Services Chair.

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 Electronic Services Chair 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 Electronic Services Chair. The Electronic Services Chair will send a form to be signed and returned. The Electronic Services Chair 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 Electronic Services Chair. The Electronic Services Chair notes in the log the date it was returned.

The Electronic Services Chair 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 Electronic Services Chair to secure and return equipment.

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## POLICY

### Investing Funds

There should always be sufficient funds in the checking account to pay the bills of the association. However, whenever the checking account balance exceeds \$10,000 and it is not immediately prior to a conference or workshop, and there are no anticipated bills which would cause the balance to fall below \$10,000, funds should be invested.

The Treasurer will invest the funds and notify the board at the next meeting. Funds should be invested in CDs. The term of the CDs should be determined by whether or not the current interest rates are favorable. One CD should be maintained with a weekly term, in the event that funds are needed quickly. The remaining CDs should be of varying length to be determined at the discretion of the treasurer. However, no CDs should be for terms longer than one year, in the event that the association needs to access the funds.

As a benchmark for CD rates, the Treasurer should consult with a national source of CD rates (such as the 100 Highest Yields on 1-800-327-7177 found in USA Today or a similar source) to make sure that CD rates under consideration for investment purposes are at least the same or higher than national rates.

CDs must be opened at financial institutions protected by the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC). No more than \$100,000 may be invested in any one account unless the aforementioned corporations (or their facsimile) have insured funds in excess of that amount.

The Treasurer will determine when it is time to invest additional funds by noting the current bank balance and the timing of any anticipated expenses. If the balance is high at the start of a new fiscal year, or due to funds received prior to a conference, workshop or newsletter, the Treasurer should be cautious in reducing the balance before all major bills are paid.

The Bonnie L. Pirkle Memorial Scholarship Endowment will be invested to earn a high rate of return, with minimal risk to the association. The Treasurer will determine when to use accumulated donations to invest in additional CDs.

## PROCEDURE

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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## POLICY

1. The fiscal records of the Association are maintained by the Treasurer (and bookkeeper, if engaged).
2. The Treasurer (and bookkeeper, if engaged) is responsible for determining the allocation of expenses to the appropriate budget lines.
3. As of 1998-99, the Association uses a cash accounting method for keeping its fiscal records and follows generally accepted accounting principles.
4. A transition team should be appointed by the President (one that includes the current and incoming Treasurer and bookkeeper, if engaged) to facilitate the change of Treasurers.
5. All fiscal records will be audited at least annually at the close of the fiscal year.
6. The Association's fiscal records are open to the membership.
7. The Treasurer is required to submit copies of the current Budget Performance Report to the General Membership during the Business Meetings held at the Annual Conference. The Report can either be distributed at the Annual Business Meeting or as part of the President's Annual Report to membership at the end of the year.

## PROCEDURE

### 1. Transition to New Treasurer

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

The Treasurer-Elect will spend one day at FASFAA's expense with the outgoing Treasurer (and bookkeeper, if engaged), 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 Association will maintain the same bank account unless the Executive Board, upon the recommendation of the Fiscal Concerns Committee, decides to change banks. If the Association decides to open a new bank account, the new Treasurer will need to acquire:

- a. FASFAA federal employer identification number (EIN) which is 159-2437964.

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- 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, and Bookkeeper, if engaged.
- e. Applications for FASFAA credit cards for the approved Executive Board Members if so decided.
- f. An interest-bearing checking account is preferred.

### 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 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.

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a. **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. Appropriate documentation will be retained for each income deposit. For example, there may be a posted entry for membership in the Income Journal. Back-up documentation for the entry will be available in Memberclicks.

A General Ledger should also be kept for each account that shows a total of the month's income and the running totals of the budget amounts. The income will also be recorded in both the bank and pay pal check register. Any income received by check or via pay pal will be transferred to the checking account on a regular basis.

b. **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 appropriate expense line in expense journal and the bank account register . There also are certain debits, which may be posted although no checks have been written, such as automatic ACH check withdrawals, which will be posted in the expense journal and checkbook register under the appropriate expense account.

The Budget Performance can be automatically generated from the general ledger information in the accounting system being used, currently the QuickBooks Desktop Accounting System.

4. **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. The membership application, conference registration forms and training workshops are available on [www.fasfaa.org](http://www.fasfaa.org) and automatically entered into the member clicks system.
- b. Receipts are automatically generated in the Memberclicks database, but a duplicate receipt will be provided upon request.
- c. If a FASFAA Board member receives cash at a regional workshop, the appropriate process is to write a personal check or secure a money order made payable to FASFAA and to deposit the cash into their account. The check or

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money order along with appropriate documentation must be forwarded to the Treasurer (or Bookkeeper) as soon as possible. Upon request, receipts will be available for cash payments.

#### 5. Receipt of Credit Card Payments from Members

- a. All credit card payments are accepted via the Paypal system.
- b. Credit card payments are entered into the Paypal check register.
- c. Total Paypal deposits are transferred from Paypal to the bank on a regular basis.

#### 6. Membership

Membership applications are automatically entered into Memberclicks. Any participant attending any FASFEE event must be a paid member for the current year. The Treasurer (or bookkeeper, if engaged) will work closely with the Membership Chairperson to reconcile the number of members with the membership funds collected. It should be noted that there are FASFEE Lifetime Members from whom no membership fees are due. Therefore, the total membership count will exceed the funds collected by the number of lifetime members.

#### 7. 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 or designee (which could include Bookkeeper if engaged) 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 FASFEE conference, the 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 or designee will ascertain that complete and appropriate documentation is submitted for each expense payment request.

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- d. The Treasurer or designee 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 with the check stub stapled to the front of it.
- e. For other reimbursement requests, such as a bill or refund request, the Treasurer or designee 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 with the check stub 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 or designee 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.

### 8. Reconciling Bank Statements

Currently being rewritten by auditor.

### 9. Special Problems

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

- 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

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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 (in consultation with the event organizer) 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.

#### 10. Balancing the Books

Before completing a budget performance, the Treasurer or designee must balance the books and have the cash balance agree with the bank balance via the software program QuickBooks.

#### 11. 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. 10 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.

#### 12. Registration Form

The registration form prepared for a conference or training workshop should include the following in consideration of the Treasurer or designee.

- a. Payment amount.

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### 3. FINANCIAL INFORMATION

### ACCOUNTING

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- b. Payment type.
- c. If check is mailed, make payable to FASFAA and sent in care of Treasurer or designee.
- d. 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.
- e. 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.

### 13. Conference and Training Workshops

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

- a. The registration information should be coordinated with the conference/workshop committee chairperson.
- b. The Treasurer coordinates with the registration chair the handling of receipts and provides for appropriate payment.
- c. The Treasurer will follow refund provisions outlined in 14e.
- d. A membership list, up-to-to-date, will be provided for the registration chair.
- e. A spreadsheet will be set up to accept the various categories of funds; registration fees, membership, late fees (if applicable), and extra meal tickets.
- f. A spreadsheet will be set up to record sponsor commitments and receipts.
- g. If no funds are received with a registration submission, or if funds are short, the Treasurer will bill the registrant. Subsequent bills should not be more than 30 days apart.
- h. All conference supporters who wish to attend the conference in order to exhibit must pay for conference registration fees, unless conference registration fees are included in exhibitor package.

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- i. 7 days prior to the conference the Treasurer will coordinate with the registration chair to provide a list of late registrants to ensure a list of outstanding financial obligations.
- j. At the conference the Treasurer or designee may assist with an update of the count and accuracy of the registration submissions.
- k. At the close of the conference, the hotel should provide the bill to the conference chairperson and site selection coordinator who can review and accept as accurate. The Treasurer will pay the final bill upon approval of the site selection coordinator and conference chairperson.
- l. The sponsorship chair 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.
- m. After the conference the Treasurer reconciles the registration submissions and payments and updates the spreadsheet. Bills are sent to registrants with unpaid balances.
- n. 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 their designee) indicating whether or not live or recorded music was performed no later than 30 days after the conference or workshop.

#### 14. **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 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 President.
- c. Among other items, an auditor will look for documentation for each check written, will review documentation and reconciliation for the income received,

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### 3. FINANCIAL INFORMATION

### ACCOUNTING

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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.

#### 15. 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.

#### 16. 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.

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

Each year by November 15, the Treasurer (or Bookkeeper if engaged) must insure that the IRS Form 990 is completed by the accountant. The outgoing Treasurer will complete and sign the 990, but the Bookkeeper, if engaged, or the incoming Treasurer will 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.

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**3. FINANCIAL INFORMATION**

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- b. It is the responsibility of the current Treasurer to file the 990 Form to IRS by November 15 to prevent a financial liability to FASFAA. The auditor may prepare it for the Treasurer.

**18. 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 85-8015964511C-9.

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

**19. Budget Categories**

Budget categories for income and expense will be listed in Appendix 3.8. These categories will be used for creation of the annual budget and the tracking of income and expenses against budget.

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### ACCOUNTING – SCHOLARSHIP ADMIN

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Policy 3.8.1

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## POLICY

### Accounting Policies Related to Scholarship Administration

1. **Investment Policy.** See Section 3.7.
2. **Scholarship Spending Policy.** Each year the Fiscal Concerns Committee will meet with our investment advisor to determine the amount of the scholarship. The Executive Committee will vote on the amount of the scholarship. This is done in December (annually)..
3. **Review of Records.** Information pertaining to the awarding of the scholarship will be available for review as part of the association's annual audit.
4. **Periodic Review.** The Fiscal Concerns Committee will review the operation of the scholarship program periodically to determine if the funding level is sufficient and to evaluate whether the program is meeting its intended purposes. This information is then reviewed by the Executive Committee.
5. **Donation of Assets.** It is expected that donations will be in the form of cash. Donations in the form of other assets (e.g. stocks, bonds, or equipment) may be converted to cash at the discretion of the Executive Board.
6. **Compliance.** The Treasurer will comply with applicable state and federal regulations concerning the receipt of donations for the scholarship fund.

## PROCEDURE

### Accounting Procedures Related to Scholarship Administration

1. 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.
2. 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.

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**3. FINANCIAL INFORMATION**

**ACCOUNTING – SCHOLARSHIP ADMIN**

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3. 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.
4. 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.
5. Upon request the Treasurer will provide receipts for all donations

## FASFAA POLICY AND PROCEDURE MANUAL

### 3. FINANCIAL INFORMATION

### DISASTER RECOVERY

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Policy 3.9

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## POLICY

### **Disaster Recovery**

Proper controls must be in place to facilitate the recovery of financial records, such as in the case of a natural disaster, computer failure or the incapacitation of the Treasurer. This should include the following:

1. The Treasurer (or Bookkeeper, if engaged) is responsible for making and providing backup files of the accounts to the President on a monthly basis (generally after the bank statement is reconciled). The Treasurer is also responsible for maintaining a separate backup copy on the Association's own hardware, if applicable, for easy retrieval.
2. The Treasurer is responsible for sending copies of the Certificates of Deposit to the Secretary upon receipt..
3. The Secretary is responsible for maintaining copies of the Certificates of Deposit in the Association's records.
4. The Secretary is responsible for maintaining an online backup of all association non-financial files, including minutes, agendas, policies and procedures, bylaws, etc. This file should be updated as changes occur.

## PROCEDURE

There is no corresponding procedure for this policy.

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**4. MEMBERSHIP**

**ASSOCIATION MEMBERSHIP**

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**Policy 4.1**

**Last Procedure Revision: N/A**

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**POLICY**

1. Membership applications for the ensuing year should be available no later than July 1.
2. The Executive Board, via a majority quorum vote, may deny membership to any organization or member that does not comply with generally accepted standards of propriety and/or does not support the basic tenets of FASFAA and its activities.

**PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 4. MEMBERSHIP

### EXECUTIVE BOARD MEMBERSHIP

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Policy 4.2

Last Procedure Revision: N/A

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### **POLICY**

The Executive Board consists of the six officers, five Regional Representatives, and members-at-large, all of whom have voting rights.

There shall be no substitute voting representatives at Executive Board meetings.

At their own expense, FASFAA members are encouraged to attend meetings of the Executive Board, and at the discretion of the Chair, may be recognized.

The President-Elect may invite all newly elected officers to the Executive Board meeting held in conjunction with the Annual Conference.

Meetings are held at the call of the President (see Article V, Section 3 of the bylaws).

The President should provide members 30 days advance notice of Executive Board meetings.

The President should provide specific guidelines to Board members regarding expectations or policies relating to Board activities.

### **PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### STANDING COMMITTEES

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Policy 5.1

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## POLICY

### Standing Committees

The standing committees of the Association shall be a Nominations Committee, a Budget Committee, a Training Committee, Fiscal Concerns Committee, Site Selection Committee, and a Global Issues Committee.

### Committee Budgets

1. Committee chairs shall submit a Budget Estimate/Request Form to the President for approval.
2. It is the committee chair's responsibility to approve or disapprove the expenses of the committee members.
3. The committee chair will work with the Site Selection/Event Committee to establish the maximum hotel costs allowable for committee meetings or functions, or will determine the actual hotel that members should use. This information will be provided to all committee members prior to the meeting.
4. It is the committee chair's responsibility to stay within the established budget limits for the committee or to request guidance from the Executive Board should the committee anticipate spending more than the budgeted amount.
5. It is the committee chair's responsibility to follow all policies and procedures regarding the budgeting, requesting of sponsorship, and expenditure of association funds on behalf of the committee.
6. A committee conducting a special event, workshop or conference is required to prepare a budget specifically for that event, which includes revenue, expenses, and sponsorship. This budget must be approved by the Executive Board prior to the event. (This requirement does not apply to typical regional meetings which are expected to operate on a no-cost or break-even basis.)
7. All committee chairs will be responsible to provide review and update of policy and procedures affecting their committee (annually).

### Committee Reports

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### STANDING COMMITTEES

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Policy 5.1

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Committee Chairs shall prepare a written report to the President, for inclusion in the President's Annual Report, and shall provide written reports to the Executive Board at each meeting. In addition, Committee Chairs are responsible for submitting appropriate Newsletter articles.

### **PROCEDURE**

#### **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. Committee budgets are then incorporated into the President's proposed operational working budget and presented to the Executive Board for approval.

The President sends the signed form to the Treasurer.

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

The deliberations and activities of the committees shall remain confidential to the committees and to the Executive Board.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### NOMINATIONS

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Policy 5.1.1

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## POLICY

### Nominations Committee

The Nominations Committee is a standing committee of the Association. It is chaired by the President-Elect and its members are the Regional Representatives.

Regional Representatives who are nominated for office in the ensuing year shall not be a member of the committee. In this case, the President may appoint a FASFAA member from the same region to fill the vacancy on the committee.

The Chairman of the Nominations Committee shall not vote unless it is necessary to break a tie.

### Nominations

1. The Nominations Committee will convene to select a slate prior to the Spring Executive Board Meeting. The slate of candidates must be approved by the Executive Board.
2. All candidates must be current dues paying members at the time the slate is presented (per December 3, 1993 Board Meeting Minutes).
3. All candidates for office will provide a biography and candidacy statement that will be provided to the membership via the website.
4. In the event an approved nominee withdraws from the election, or for other reason(s) cannot continue through the election process, the Nominations Committee shall have the authority to present replacement nominees to the Executive Board for approval prior to the ballot being made available via the website.
5. The election will open 30 days before the first day of the Annual Conference.
6. The candidates for President-elect will give up to a 3 minute speech on their candidacy at the Annual Conference.
7. The election will close on the last full day of the Annual Conference at a time designated by the Nominations and Elections Committee with the results of the election being announced by the President thereafter.

## PROCEDURE

### Timeline for Nominations and Elections

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### 5. COMMITTEES

### NOMINATIONS

Last Revision June 2019

Policy 5.1.1

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#### August/September

The Nominations Chair shall solicit nominations for the elections to be held the following spring. Regional Representatives shall actively solicit nominations from their regions.

#### October

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

#### December/January

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).

#### February/March

The candidates will be advised of their nomination pending approval of the Executive Board, and given copies of the election/campaign procedures.

The Executive Board shall approve the proposed slate of candidates at the meeting preceding the Annual Conference.

#### March/April

A brief vita of all candidates, along with the candidate's statement of candidacy, will be included in the spring edition of the newsletter and on the website.

#### April/May

The Nominations Chair or designee shall make available electronically, ballots to all eligible members.

#### May/June

During the annual business meeting at the Conference, the Nominations Chair will advise the membership of the nominations and nominations from the floor for all positions will be accepted

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### NOMINATIONS

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at that time. Elected officers may be asked to give up to a three minute speech on their candidacy.

The election process will be executed in time for completion by the Annual Conference.

All paid eligible members, certified by the Treasurer (or bookkeeper if engaged), shall be eligible to vote in the annual election.

Ballots will be made available electronically to the membership 30 days before the first day of the Annual Conference.

Completed ballots must be accepted until the designated end date during the Annual Conference. The Electronic Services Chair receives the electronic tally of all ballots. The election results are verified by the Nominations Committee Chair and announced at the closing Annual Conference Business Meeting and sent electronically to the membership. The President will ask for a motion to destroy the ballots. The Electronic Services Chair will retain the ballots until such time as a vote passes to destroy the ballots.

In the event of a run-off election, run-off ballots will be made available electronically within 5 business days after the close of the Annual Business Meeting. Electronic ballots will be accepted for 2 weeks from the start of the run-off election. The run-off election results are verified by the Nominations Committee Chair and announced at the closing Annual Conference Business Meeting.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### TRAINING

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Policy 5.1.2

Last Procedure Revision: N/A

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## **POLICY**

The Training Committee is a standing committee of the Association. Its Chairperson is the Vice-President of Training.

### **Committee Membership**

The Committee is comprised of the 5 Regional Representatives and other members as selected by the Vice-President of Training as recommended or approved by the President.

### **Scope**

FASFAA training activities shall be responsive to the training needs of the entire membership as it pertains to the financial aid profession.

### **Training Events**

All training activities sponsored by the Training Committee shall be for paid members. Every training activity must have a budget approved by the Executive Board. State- wide training events must be coordinated with the following: Treasurer, Bookkeeper (if engaged), Site Selection Coordinator, and Membership Chair. Training activities (other than the regional workshops) are not intended to operate at a loss and should either break-even or show a small profit.

The same guidelines for refunds, reimbursements, waiving of registration fees and paying for honoraria are the same at training activities as for conferences (Policy 6.2).

All training materials should contain the Release of Liability Statement as specified in Article II, Section 8 of the bylaws. The Training Committee will review what additional liability releases should be included in materials provided.

The Conference Chair, Region Representatives, or Vice President of Training are responsible for completing and submitting the Music Performance Report to the Bookkeeper (if engaged) and Treasurer no later than 30 days after any training activity indicating whether or not live or recorded music is performed.

Vice President of Training and Regional Representatives are responsible for advance publicity whenever a regional or national conference is scheduled for Florida.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

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**5. COMMITTEES**

**TRAINING**

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**Policy 5.1.2**

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**PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### BUDGET

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Policy 5.1.3

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## POLICY

### Budget Committee

The Budget Committee is a standing committee and is comprised of the Executive Board members. It shall consider annually a budget proposal for the ensuing year, as submitted by the President-Elect.

The President of the association will serve as the committee chair and will be responsible to provide review and update of policy and procedures affecting their committee (annually).

## PROCEDURE

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### GLOBAL ISSUES

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Policy 5.1.4

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## POLICY

### Global Issues Committee

The purpose of the Global Issues Committee is to enhance the inclusivity of its membership to reflect the demographic of the student population we serve. In addition to increasing diverse membership and participation, the Committee will also be responsible for engaging members in thoughtful interactions regarding inclusivity, informing the general membership of the concerns and issues of diverse members, and ensuring diverse representation on the various FASFAA committees and offices.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

## PROCEDURE

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### OTHER COMMITTEES

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Policy 5.2

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## POLICY

In addition to the Standing Committees, the President may appoint other committees to carry out the activities of the association. These committees function at the will of the President and may not necessarily be active each year. Several of these committees are outlined as follows and include their typical responsibilities.

### Committee Membership Selection

The President shall appoint a chair for each non-standing committee. Committee Chairs shall select members with consideration given to minority representation, regional representation, and representation of the diverse type/size/control of FASFAA member institutions and agencies. At least one member should have served on the Committee during the prior year, to provide continuity.

### Committee Budgets

1. Committee chairs shall submit a Budget Estimate/Request Form to the President for approval.
2. It is the committee chair's responsibility to approve or disapprove the expenses of the committee members.
3. The committee chair will work with the Site Selection/Event Coordinator to establish the maximum hotel costs allowable for committee meetings or functions, or will determine the actual hotel that members should use. This information will be provided to all committee members prior to the meeting.
4. It is the committee chair's responsibility to stay within the established budget limits for the committee or to request guidance from the Executive Board should the committee anticipate spending more than the budgeted amount.
5. It is the committee chair's responsibility to follow all policies and procedures regarding the budgeting, requesting of sponsorship, and expenditure of association funds on behalf of the committee.
6. A committee conducting a special event, workshop or conference is required to prepare a budget specifically for that event, which includes revenue, expenses, and sponsorship. This budget must be approved by the Executive Board prior to the event. (This requirement does not apply to typical regional meetings which are expected to operate on a no-cost or break-even basis.)

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### OTHER COMMITTEES

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7. The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

### **Committee Reports**

Committee Chairs shall prepare a written report to the President, for inclusion in the President's Annual Report, and shall provide written reports to the Executive Board at each meeting.

Committee Chairs are responsible for submitting appropriate Newsletter articles.

## **PROCEDURE**

### **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. Committee budgets are then incorporated into the President's proposed operational working budget and presented to the Executive Board for approval.

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

### MEMBERSHIP

Last Revision June 2019

Policy 5.2.1

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### POLICY

The Membership Committee is not a standing committee and serves at the will of the President.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

### PROCEDURE

Typical responsibilities include:

- Sending a renewal notice to all members.
- Responding to requests for applications to join the Association.
- Soliciting membership from individuals whose institutions have not previously participated in FASFAA.
- Maintaining all membership records and information.
- Reconciling the number of paid members with the records maintained by the bookkeeper.
- Prepare one e-mail blast per year to non-members of FASFAA, soliciting their membership.
- Referring the names of non-renewals to the Regional Representatives for follow-up.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### FEDERAL LEGISLATIVE AFFAIRS

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Policy 5.2.2

Last Procedure Revision: June 2019

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## **POLICY**

### **Federal Legislative Affairs Committee**

The Federal Legislative Affairs Committee is not a standing committee and serves at the will of the President.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

## **PROCEDURE**

Typical responsibilities include:

1. Monitoring the status of all federal financial aid programs, including funding and proposed legislative and regulatory changes.
2. Keeping the membership informed of the status of federal aid programs through e-mails, newsletter reports, special reports, telephone calls or other such means as the chairperson deems appropriate.
3. Encouraging the membership to respond to regulatory and legislative initiatives.
4. Providing advice on how to influence the legislative process through communication with legislators and other officials involved in legislative affairs.
5. Perform other duties or complete special projects as assigned.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### STATE LEGISLATIVE AFFAIRS

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Policy 5.2.3

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### POLICY

The State Legislative Affairs Committee is not a standing committee but serves at the will of the President.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

### PROCEDURE

Typical responsibilities include:

1. Monitoring the status of all state financial aid programs, including funding and proposed legislative and regulatory changes.
2. Keeping the membership informed of the status of state aid programs through e-mails, newsletter reports, special reports, telephone calls, or other such means as the chairperson deems appropriate.
3. Encouraging the membership to respond to proposed legislation.
4. Providing advice on how to influence the legislative process through communication with legislators and other officials involved in legislative affairs.
5. Perform other duties or complete special projects as assigned.

**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**SPECIAL PROJECTS**

**Last Revision September 2016**

**Policy 5.2.4**

**Last Procedure Revision: N/A**

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**POLICY**

The Special Projects Committee is not a standing committee and serves at the will of the President.

It is intended to function as a resource to the President to conduct any special activities or projects for which no committee already exists. Examples of the special projects completed are included in the Appendix.

**PROCEDURE**

There is no corresponding procedure for this policy.

**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**PAST PRESIDENTS' COUNCIL**

**Last Revision June 2019**

**Policy 5.2.5**

**Last Procedure Revision: N/A**

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**POLICY**

The Past Presidents' Council is not a standing committee and serves at the will of the President.

This committee was established in 1985-86. It was initiated specifically to recruit the ideas of past presidents. It was designed to utilize their expertise as well as to keep them involved in FASFAA.

The Immediate Past President chairs the Council. The membership should be comprised of former FASFAA Presidents who are still residing in Florida.

Like all other committees, the activities and the deliberations of the committee will remain confidential.

**PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### EARLY AWARENESS OUTREACH

Last Revision June 2019

Policy 5.2.6

Last Procedure Revision: N/A

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### **POLICY**

The Early Awareness Outreach Committee is not a standing committee and serves at the will of the President. If a Public Relations Chair has been appointed, the following activities may be coordinated by that individual.

Typical responsibilities may include:

1. Work with Regional Representatives in the coordination of Financial Aid Awareness Week, and make sure that this week is under gubernatorial proclamation.
2. Send a FASFAA introductory letter to guidance counselors and civic groups throughout Florida.
3. The chair should obtain a schedule of college nights throughout the state and the contact person. This information should be distributed to the Regional Reps in order to arrange FASFAA coverage.
4. Assist in coordination of activities during Financial Aid Awareness Week
5. Coordinate with OSFA Liaison to send out updated publications.
6. Perform other duties or complete special projects as assigned.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

### **PROCEDURE**

There is no corresponding procedure for this policy.

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### 5. COMMITTEES

### SPONSORSHIP COORDINATOR

Last Revision June 2019

Policy 5.2.7

Last Procedure Revision: N/A

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### **POLICY**

The Sponsorship Coordinator Committee is not a standing committee and serves at the will of the President.

Typical responsibilities include:

1. Work with membership, Treasurer, and bookkeeper (if engaged) in reference to sponsorship participation.
2. Work closely with each conference program chairperson to see that the programs provide an adequate opportunity for the sponsorship community to participate in each conference.
3. Perform other duties or complete special projects as assigned.

The committee chair will be responsible to provide review and update of policy and procedures affecting their committee (annually).

### **PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### NEWSLETTER

Last Revision June 2019

Policy 5.2.8

Last Procedure Revision: N/A

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### **POLICY**

1. The Association will publish 4 quarterly newsletters per year.
2. The Newsletter is intended to be a self-sufficient activity. The newsletter will be sent out to all FASFAA membership via the listserv and posted on the website.
3. The Newsletter Editor will use discretion in evaluating the suitability of the advertisements and the reputation of the advertisers, giving preference to FASFAA members whenever possible.
4. Advertising may be purchased at a rate to be determined by the Sponsorship Chair.

### **PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

ARCHIVE/RESEARCH

Last Revision September 2016

Policy 5.2.9

Last Procedure Revision: N/A

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### **POLICY**

The Archive/Research Committee is not a standing committee and serves at the will of the President.

The committee may be assigned projects as deemed to be appropriate by the President.

Archive/Research activities of the Association are listed in the Appendix.

### **PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### REGIONAL REPRESENTATION

Last Revision June 2019

Policy 5.2.10

Last Procedure Revision: N/A

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## **POLICY**

The regional representative concept was initiated in 1982-83 in order to promote open communication between the membership and Executive Board and to involve greater regional support for FASFAA.

There are five regional representatives who are elected by FASFAA members from their respective regions on a bi-annual basis. Region 1, 3, and 5 are elected on odd years. Region 2 and 4 are elected on even years.

All five representatives are voting members of the Executive Board and members of the Nominations Committee.

Promote financial aid application completion events in their region.

Vice President of Training and Regional Representatives are responsible for advance publicity whenever a regional or national conference is scheduled for Florida.

Responsibilities shall include having meetings in their regions to coordinate sharing of information between their regional members and the Executive Board and may also coordinate:

- training workshops conducted in their area
- Financial Aid Awareness Week activities
- workshops of interest to the particular region
- welcoming of new members to the association.

## **PROCEDURE**

There is no corresponding procedure for this policy.

**FASFAA POLICY AND PROCEDURE MANUAL**

**5. COMMITTEES**

**CERTIFICATION**

**Last Revision September 2016**

**Policy 5.2.11**

**Last Procedure Revision: N/A**

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**POLICY**

The membership discontinued the activities of the Certification Committee by majority vote on May 24, 1984.

All members who were certified at that time were granted lifetime certification certificates. They are listed in the Appendix.

**PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 5. COMMITTEES

### AMBASSADOR COMMITTEE

**Last Revision June 2019**

**Policy 5.2.12**

**Last Procedure Revision: N/A**

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### **POLICY**

The Ambassador Committee is not a standing committee and serves at the will of the President.

The Ambassador Committee shall plan for New Members at conferences, workshops, and other association events throughout the year.

The mission of the FASFAA Ambassador Committee is to be a positive representative of our organization to financial aid professionals in the State of Florida. The Ambassadors will ensure this relationship is mutually beneficial to New Members and FASFAA community by bringing FASFAA history, networking opportunities, and future goals of the associations to prospective members. This will create a new, productive force of involved FASFAA members.

### **PROCEDURE**

There is no corresponding procedure for this policy.

## FASFAA POLICY AND PROCEDURE MANUAL

### 6. CONFERENCES

### SITE SELECTION COMMITTEE

Last Revision June 2019

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## POLICY

The Site Selection Committee is responsible for recommending sites for conferences and negotiating contracts with the facilities selected. The President selects the chair and fills all vacancies as they occur. The Chair of the committee should be willing to commit to an extended service interval of 2 years. If possible, the site selection Chair should include at least 1 member from each region to assist with the site selection.

Site selection may be based upon written proposals from the committee, which, minimally, must include the following:

1. A suggested site willing to block sufficient rooms to accommodate the anticipated size of the conference.
2. A suggested site that can provide luncheon and banquet service.
3. A suggested site with conference facilities to accommodate general sessions and “break-out” rooms.
4. The suggested site’s room rates.
5. Suggested transportation from airport nearest site.
6. Evidence that there are members willing to assist in local arrangements and/or conference planning.
7. Information on nearby restaurants and entertainment.

In addition to the information provided in the proposal described above, the Executive Board will consider the following in making the site selection:

1. Accessibility of the site by auto and air.
2. The amount of time that has lapsed since a FASFAA conference was held in a particular region/city.
3. Potential attendance.
4. Available dates and potential conflicts with holidays, school registration periods, and other scheduled workshops and conferences.

The President signs all contracts with sites selected for FASFAA conferences.

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### 6. CONFERENCES

### SITE SELECTION COMMITTEE

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## PROCEDURE

1. Obtain recommendations for specific sites.
2. If the hotel has sufficient space to fit our needs, the site selection coordinator or authorized designee may schedule a meeting to view the site(s) with the hotel sales representative assigned to handle association meetings. Site visits should be approximately 2-3 hours. 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. If needed, an overnight accommodation may be needed and must be considered part of the annual budget (if not offered by the hotel).
  - 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
    - 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
  - Obtain a packet of information including floor plan, services, meal prices, etc.
  - Request that the hotel send a proposal for specific dates of availability at a stated room rate.
  - Recommend site(s) to Executive Board for approval, contingent upon negotiation of contract
  - Once Board approval is obtained, ask the hotel to forward the contract.
3. Review all items in the contract and negotiate or resolve any discrepancies.
4. Once contract is adequate, forward to the President for signing.
5. Return the signed contract to the hotel and forward a copy to the conference chair.
  - Plan meals, banquets, coffee breaks, hospitalities with conference chair.

Conferences (number of attendees 200-250)

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### 6. CONFERENCES

### SITE SELECTION COMMITTEE

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- Minimum 175 guest (sleeping) rooms
- Approximately 5 suites with kitchen/capability
- Banquet space for at least 250
- 4 or 5 break out rooms to hold 50-60 in theater style or classroom 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 based on the size of the Board)

- An appropriate number of 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

Statewide Workshops (number of attendees 25-150)

- 25-100 guest (sleeping) rooms depending on event type
- Suite or hospitality capability
- Banquet space for 30-150
- 2-4 meeting rooms to hold up to 150 theater or classroom style depending upon the need of the instructors

#### 6. Local Arrangement Chairpersons' 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.
- Provide conference committee and electronic services chair with the following information: 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 complimentary hotel room to be used by member of the local arrangements committee, whose institutions will not approve the hotel expense.

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### 6. CONFERENCES

### SITE SELECTION COMMITTEE

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- Local Arrangement Committee will be greeters for half a day prior to and throughout the conference 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 luncheons, evening events and closing breakfast.
- Order flower arrangement for the podium to be used at the opening luncheon and closing breakfast.
- Order centerpieces for general function tables.
- Stock President's Suite – Upon arrival at conference, 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 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 luncheons, evening events and closing breakfast. Create place cards with their names and place them in the order provided by the FASFAA President.
- Plan entertainment for conference guests, unless President assigns task to another party.
- Coordinate recreational activities—arrange with hotel for tennis, volleyball, golf, etc.
- Main sign for registration table: “Welcome to FASFAA Annual Conference,” etc. Plan for sufficient quantities for expected numbers of attendees.
- Code Blue Responsibilities – It is the responsibility of the Locals Arrangement Chairperson 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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## POLICY

Conferences are held annually. They are meant to provide educational programming as well as social interaction for the membership and are expected to meet high professional standards.

### Conference Chair

1. The President-Elect selects the Conference Chair for the ensuing year and this should take place no later than nine months prior to each conference.
2. The Conference Chair should have had prior experience as a committee member for a FASFAA conference.
3. If there is more than one Conference Chair, the benefits below will be limited to one of the two Chairs and will not be doubled.

### Conference Committee

1. The Sponsorship Coordinator is an ex-officio member of each conference committee.
2. Each conference committee should include a member of the committee from the previous conference to share information.
3. The Conference Committee should include at a minimum the following members: the Conference Chair, Facilities Chair, the Local Arrangements Chair, Registration Chair, and the Curriculum Coordinator. Ex-officio members include the President, the VP Training, the Electronic Services Chair, the Membership Chair, the Vendor / Sponsorship Chair, the Scholarship / Charity Chair, Site Selection Chair, the Treasurer and the Bookkeeper if engaged. Additional members may be included as needed and as determined by the Conference Chair. The next year's conference chair should be included as a member of the committee as one of the roles above. An individual may serve more than one role.

### Budget

1. The Conference Chair will develop a proposed budget which will be approved by the Executive Board.
2. The budget will reflect the minimum profit expected, as shown in the operating budget.
3. The proposed budget should be prepared and approved as soon as possible, but no later than six months prior to the conference.

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4. A sample proposed budget is included in the appendix.
5. The budget should include all revenue, and expenses associated with holding the Annual Conference.

#### **Conference Program**

The Conference Program will contain the Release from Liability Statement as stated in Corporate Responsibilities.

#### **Registration Fees**

The conference Chair shall recommend a registration fee to be approved by the Executive Board.

All refund requests shall be honored up until 7 days prior to the conference. Requests for refunds will be granted by a written request and only under mitigating circumstances, as determined by the Conference Chair and President. Otherwise all fees are non-refundable but are transferable to another attendee or another conference.

#### **FASFAA Conference complimentary room and registration policy**

Conferences are held annually and are meant to provide training and networking opportunities for members of FASFAA as well as guests.

In order to serve on the FASFAA conference committee you must be a member of FASFAA and be fully supported by your institution. This includes all costs or fees associated with attending the annual conference.

#### **Complimentary rooms**

As a general rule, providing complimentary rooms or registration is a means of:

1. Compensating members or guests whose responsibilities during the annual conference prevent normal participation in meeting functions or
2. Compensating guests who are not members and whose sole purpose for attending the conference is to present training sessions or perform other duties associated with the conference.

Complimentary rooms, if available and needed, are provided as follows in the following priority order:

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**President** – The availability of a complimentary room and specific nights covered are outlined in the hotel contract. Additional nights, before or after the conference, are at the expense of the individual or their employer.

**Conference chair** – A maximum of four (4) nights. If complementary room nights are not available, this cost shall be borne by the conference budget.

**Bookkeeper** – A maximum of three (3) nights.

**NASFAA president (or representative)** – A maximum of two (2) nights.

**SASFAA president (or representative)** – A maximum of two (2) nights.

**\*ASFAA visiting president (or representative)** – A room shall be provided for the entirety of the conference. This could be covered by the comp nights or the President's budget depending upon the budget for that year.

**NASFAA trainer** – A maximum of three (3) nights.

**Guest Speaker** – FASFAA has the option of extending a maximum of one (1) night if the individual has to travel more than 100 miles to the conference site.

The value of excess complimentary room nights are applied to the master bill if the hotel contract allows. If the contract does not allow for this application to take place the excess room nights are applied to the conference budget.

If available, the following positions should be considered for room coverage in the conference budget in no particular order: Local Arrangements Chair, Electronic Services Chair, Treasurer, Site Selection Chair, and VP Training.

#### **Complimentary registration**

Complimentary full conference registration is provided to the following: NASFAA president (or representative), NASFAA trainer, SASFAA president (or representative), visiting \*ASFAA president, Federal Trainer, and Conference Chair.

A maximum of two (2) complimentary conference registrations for winners of prizes and raffles.

#### **Statement for Conference Registration Form**

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The following statement should be included as part of the conference registration form “You may register early and pay later. All refund requests will be honored if received by the bookkeeper no later than 7 days prior to the conference. Otherwise all fees are nonrefundable but are transferable to another attendee for the same conference.”

#### **Honoraria and Travel Expense Reimbursements for Guest Speakers/Presenters**

Guest speakers and presenters will not receive honoraria unless approval is granted by the Executive Board.

#### **Music Performance Report**

Under the United States Copyright Law, the public performance of copyrighted music requires permission from the copyright owner or its licensing agent. All associations that use either live or recorded music at conferences or other meetings are affected by this law.

This form must be completed by the conference or committee chair of any FASFAA sponsored event and forwarded to the bookkeeper no later than 30 days after any activity indicating whether or not live or recorded music is performed.

#### **Conference Summary Reports**

Within 45 days after a conference, the Chair shall submit a written report to the President, which minimally shall include the following:

A final budget that includes a description of all sponsorship related to the conference, a comparison between the tentative budget and actual performance, an analysis of meal guarantees, actual consumption and revenue, the number of registrants, a description of pre-conference publicity efforts, and any recommendations to enhance future conferences.

The report will be shared with the chair of the next conference.

Samples of conference materials are included in the Appendix.

## **PROCEDURE**

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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. Solicit conference proposals no later than October.
4. Develop tentative and final agendas.

Suggested Time Frames: Tentative agenda posted to the website – available when registration opens (approximately February).

Final agenda – 4 weeks prior to meeting.

5. 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.
6. Plan meal and hospitality functions, as they relate to program.
7. Assist Facilities Chair in preparing Facilities Worksheets to include:
  - Approximate number of participants for each session.
  - Approximate meeting rooms for sessions and functions.

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- Seating style for each session.
  - Audio-visual equipment needs.
8. Assist with budget preparation as it relates to program-related costs.
  9. Help meet and greet speakers.
  10. 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. The Vendor/Sponsor Coordinator provides a list of sponsors to the program chair allowing for sufficient time for inclusion in conference program.
2. Send all sponsors pre-registration conference materials so that they may make hotel reservations, register for conference, etc.
3. Procure door prizes, souvenirs, and plan their awarding.
4. The Sponsorship chair will send a list of registered attendees which includes email addresses prior to the conference.
5. Send thank you letters to all sponsors after conference is over.

#### **Registration**

1. Organize committee for full registration desk coverage. Have three people at heavy registration times; one person at times when registration is not scheduled to greet people, give directions and answer calls.
2. Coordinate finances with FASFAA Treasurer. Get and protect money bag. Be prepared to sell extra meal tickets and collect registration money.
3. Have a registration desk stocked with: laptop, printer, and office supplies.
4. Arrange for safe storage of money and equipment from registration area at night.

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5. Work with Local Arrangements 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.
9. Produce name tags for distribution to registrants upon check-in.

### **Publicity, Printing/Notifications, Packets**

#### **Publicity**

1. Prepare announcements and releases to media.
2. Communicate with FASFAA membership
  - a. Submit article for FASFAA Newsletter to include registration information.
  - b. Communicate with FASFAA constituency, Executive Board, and regional representative to publicize the conference.
  - c. The upcoming conference chair will host an information table to provide information regarding the next year conference.

#### **Printing/Notifications**

1. Pre-registration notification:
  - a. First notification should include information about hotel registration and conference registration online.
    1. Tentative Agenda
    2. Hotel brochure, reservation card, activities card
    3. Correspondence from President on FASFAA stationery.
  - b. Reminder notification at least four weeks prior to conference.
  - c. Notification to special invitees.

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2. Conference materials. . Registration packet may include guest meal tickets, name tags, and pocket agenda.
3. Main sign for registration table: “Welcome to FASFAA Annual Conference,” etc. Plan for sufficient quantities for expected numbers of attendees.
4. Distribute conference evaluations electronically at the end of the conference.

#### **Packets**

1. Assemble all materials for the packets at least one day before start of conference.
2. 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.
3. Packets are stored in the registration area and distributed during the hours the registration area is open.
4. The Conference Chair and President have the final authority on which materials are to be inserted into the conference packets.

#### **Facilities**

1. Assist site coordinator in planning of meal and hospitality functions. Coordinate with Chair, Program Chair, and Social Chair.
2. Obtain and review tentative agenda with Program Chair to determine approximate number for each session and function. Complete facilities worksheet agenda to track all conference related information, to include but not limited to: moderator, presenter name, session name, AV needs, time and location.
3. Determine if any presenters will need Audio-Visual equipment and ensure 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 equipment available which they deliver, secure and remove.

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4. Work with Conference Chair and/or Convention Coordinator to review the facilities worksheet agenda. Receive banquet event orders (BEO) from Convention Coordinator at hotel after submitting worksheet agenda to that person. Review meeting space and be sure seating style is appropriate for each session. Take the agenda and setup sheets and walk through the entire conference at the hotel. Be sure agenda and BEO's are in agreement. Program Chair and Conference 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.
5. If needed, help stuff registration packets preceding conference at the hotel.

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### 7. AWARDS

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## POLICY

### 1. Types of Awards

#### A. Honorary Lifetime Membership

To receive an Honorary Lifetime Membership, an individual must be nominated by a member, and approved by the Executive Board. The individual so honored shall receive recognition in the form of a suitable plaque, to be presented (in absentia, if necessary) at the Annual Conference. Full benefits of membership shall be extended and the payment of dues waived. Persons selected must meet the following criteria:

1. The person must have served in an educational institution in a financial aid position and/or in a financial aid agency for a combined period of no less than ten years.
2. The person must have assumed a leadership role in FASFAA.
3. The person must either be retired from service in the financial aid profession and not returning to employment for an institution or related agency / organization, or the person must be retiring from service in the financial aid profession within the current or next fiscal year of the association without plans to return to employment in another institution or related agency / organization.

#### B. Lifetime Service Recognition Award

This award is intended to recognize long-time members of the Association who are now retiring from service but do not qualify for an Honorary Life Membership Award. To receive a Lifetime Service Recognition Award, an individual must be nominated by a member and approved by the Executive Board. The individual so honored shall receive recognition in the form of a suitable plaque, to be presented (in absentia, if necessary) at the Annual Conference. Persons selected must meet the following criteria:

1. The person must have served in a financial aid related position in Florida for a period of no less than ten years and have been a FASFAA member no less than seven years.
2. The person must either be retired from service in the financial aid profession and not returning to employment for an institution or related agency / organization, or the person must be retiring from service in the financial aid profession within the current or next fiscal year of the

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### 7. AWARDS

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association without plans to return to employment in another institution or related agency / organization.

#### C. **Distinguished Service Award**

To receive a Distinguished Service Award, an individual or organization must be nominated by a member, and approved by the Executive Board. The individual so honored shall receive a plaque to be presented at the Annual Conference. A person so honored shall meet the following criteria:

1. It shall be determined that the person has made a significant contribution to the aid community at the national, regional or state level.

#### D. **Certificate of Appreciation**

Upon nomination by a member and approval of the Executive Board, an individual or organization may receive the Certificate of Appreciation for a one-time service to the financial aid community. This service usually would have been performed at the state level, but there might be circumstances that would justify an award to an individual working at the regional or national levels. This award may also be conferred to recognize an individual who has left the financial aid profession in the State of Florida and has not retired.

### 2. **Policies Governing Awards**

#### A. **Special FASFAA Awards**

The President or his/her designee shall be responsible for ordering and presenting the plaques to Honorary Lifetime Members, Distinguished Service award recipients, Lifetime Service Recognition Award recipients, and recipients of Certificates of Appreciation.

Plaques should not exceed 9" x 12" (or similar dimensions).

#### B. **Executive Board Awards**

The President shall be honored during the annual conference and presented with a plaque in recognition of his/her term of service. Ordering and presentation of the plaque shall be the responsibility of the President-elect. The plaque should not exceed 14" x 17" (or similar dimensions).

The President may choose to honor all members of the Executive Board and committee chairs at the end of the year with a modest token of appreciation. Such recognition may be in the form of a gift or plaque.

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### 7. AWARDS

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All committee members will receive a certificate of appreciation at the end of their year of service. In order to ensure equitable treatment, committee chairs should refrain from giving additional gifts or awards to committee members.

#### C. Other Awards

The President may elect to offer additional awards for exceptional service (e.g. Committee of the Year) upon approval by the Executive Board for the creation of such an award. Such awards should be consistent with those for Distinguished Service.

No award other than those listed above shall be made on behalf of FASFAA or paid by FASFAA unless it is approved by the Executive Board.

#### D. Alternative Forms of Recognition

In certain instances, such as when an individual is honored posthumously, alternate forms of recognition shall be given special consideration. The Executive Board shall ensure that the token of appreciation, which accompanies each award, is appropriate for the individual being honored.

Examples of other forms of recognition might include the naming of a FASFAA activity in honor of the deceased person, a donation to a charitable cause in the person's name, a plaque or token given to the person's institution, or giving a token of appreciation to a member of the person's family. The Executive Board shall approve all alternate forms of recognition.

## PROCEDURE

### 1. Timetable

- A. During February/March of each year the President or designee shall invite the general membership to nominate individuals to receive awards made by FASFAA. This may be done through the Newsletter or via the FASFAA Listserv.

The article or notification 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.

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- B. Nominations should be reviewed with the Executive Board in March/April. The Executive Board will consider any awards via conference call or at the spring 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. The President or designee will invite recipients to be honored at the Annual Conference Awards Ceremony.

### 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 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.

### 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

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an award would have to use his or her own finances in order to attend, FASF<sub>AA</sub> may arrange to pay for the person's attendance for the day of the Awards Ceremony.

- B. It is not customary to pay the travel expenses of a non-member of FASF<sub>AA</sub> to attend the Awards Ceremony; however, room and board for the day of the Ceremony 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 (FASF<sub>AA</sub> Award Recipients) by including the names of any persons who received FASF<sub>AA</sub> awards during the year

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### **POLICY**

1. FASFAA may apply for or be given certain honors or awards by other organizations.
2. Awards for which FASFAA makes application must have the consent of the Executive Board prior to submission of the application.
3. Awards bestowed upon FASFAA for which no application was submitted may be accepted upon approval of the President.
4. Any token of appreciation received in connection with an award given to FASFAA is the property of the Association.
5. Any financial remuneration received in connection with an award given to FASFAA shall be used as directed by the Executive Board.
6. A listing of the awards bestowed upon FASFAA is listed in Appendix 7.1.2.

### **PROCEDURE**

There is no corresponding procedure for this policy.

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## POLICY

### 1. Background

Between 1993 and 1996, EDUCAID provided a significant amount of sponsorship funding to FASFAA which had not been spent. In 1995-96 the Executive Board approved the creation of a scholarship using the remaining EDUCAID funds. With EDUCAID's consent, work was begun on establishing an endowed scholarship program, using these funds as the original endowment. It was determined that awards would be made from the interest earned from investment of the funds in the endowment and funds would be raised on a continued basis to add to the initial scholarship corpus. The creation of the scholarship program was announced at the end of 1995-96 and named the Bonnie L. Pirkle Memorial Scholarship. To accommodate the first award in the absence of interest earned, the total amount available (approximately \$20,000) was reduced by the amount of the initial award (approximately \$1,000). The amount considered to be the initial endowment was \$19,000. Originally, 100% of the allocation was awarded by the President. In 2016-17, eligibility was adjusted to allocate 50% of the annual allocation to the President, and the remainder to be divided among the other elected officers equally with the exception of Immediate Past President and President-Elect.

### 2. Mission Statement

The Bonnie L. Pirkle Memorial Scholarship was established by the Florida Association of Student Financial Aid Administrators as a commitment to provide, from its own resources, financial assistance to enable deserving students to benefit from higher education. The scholarship was also created as a means of recognizing the FASFAA President's institution for his or her service to the association. The scholarship was named in honor of Bonnie L. Pirkle, a long-time FASFAA member who exemplified the highest personal and professional qualities and who embodied the spirit of camaraderie of financial aid administrators in Florida. As a memorial fund, the scholarship also honors other FASFAA members whose lives were devoted to helping students to receive financial assistance and thereby fulfill their educational goals. FASFAA hopes that the awarding of this scholarship will also increase the visibility and enhance the image of financial aid administrators in the State of Florida.

### 4. Objective

To enhance in real dollar terms the principal of the funds to the extent that there is a real dependable source of funds for scholarships without diminution of principal. 'Real dollar terms' in this context is defined as dollar values adjusted for inflation.

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The entire income from the Bonnie Pirkle Scholarship Fund may be distributed annually. This amount must first be reduced by an amount equal to the annual inflation rate as determined by the Consumer Price Index or other appropriate index, times the total amount in this scholarship fund at the time the amount of the award is determined. Such amount shall be added to the principle sum of the endowment fund each year before the distribution of the income to the recipient.

The FASFAA Executive Board, including its Treasurer, will assume responsibility for the investment and management of the principle of the Fund. The investment of said endowment fund will be monitored and supervised by the Fiscal Concerns Committee of FASFAA.

#### 4. Eligibility Criteria

In order to be eligible for the scholarship, a student must:

- a. Be a U.S. citizen or eligible non-citizen.
- b. Have financial need, as determined by generally accepted practices of financial aid administration.
- c. Be accepted for enrollment, or be enrolled in, a program of study, which leads to a degree or certificate.
- d. Be attending the Florida institution of the FASFAA President or elected officials, other than the Immediate Past President and President Elect.
- e. Enroll during the following fiscal year.
- f. Meet any other criteria established by the FASFAA President in order to select the scholarship recipient.

#### 5. Scholarship Terms

- a. The scholarship is a one-time, non-renewable award.
- b. The scholarship award is not transferable to another institution.
- c. If the scholarship winner does not enroll during the academic year for which the award was made, the President or elected officials shall select another recipient.

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- d. The amount of the award shall be determined according to the funds available and shall be approved by the Executive Board.
- e. The parameters of the award are intentionally designed to be flexible, in order to accommodate the needs of recipients attending all types of institutions, and to change with time. Except for those elements specified, award decisions are left to the good judgment of the association's leaders.

### 6. Awarding Policies & Recipient Recognition

- a. The President and elected officials, other than the Immediate Past President and President Elect will announce to the Executive Board the name of the individuals selected to receive the scholarship.
- b. Fifty percent of the amount determined by the Fiscal Concerns Committee pending board approval will be awarded to the President's institution, with the remaining fifty percent to be divided equally between all elected officials, other than the Immediate Past President and the President Elect.
- c. The Board may authorize the expenditure of funds to recognize the recipients.
- d. The membership will be informed of the names of the scholarship recipients, along with background information about the recipients, at the Annual Conference.
- e. The scholarship recipients will receive information about Bonnie L. Pirkle, including a photograph and biographical information. This information is contained in the Appendix.
- f. The President and elected official's institutions, other than the Immediate Past President and President Elect may provide additional forms of recognition at the campuses.
- g. FASFAA may publicize the awarding of the scholarships outside of FASFAA, such as notifying the recipients' hometown newspaper or providing press releases to other organizations in an effort to increase visibility for FASFAA. Such publicity will occur only after FASFAA has received a written authorization from the recipients.
- h. Recipient recognition activities are centered around the Annual Conference.

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### 7. Fund-Raising Activities

"Fund-raising activities" are defined as any event, procedure, process, or policy which results in donations to the scholarship fund. Investment of such funds by the Treasurer would not be considered fund-raising; letters written to solicit donations or events such as raffles, bake sales, or casino nights would be considered as such.

a. Fund-raising activities undertaken by FASFAA shall be two types:

1. Permanent and on-going activities. These activities will maintain steady yet minimal flow of contributions to the fund each year. (An example is the fifty-fifty raffle at regional workshops).
2. Specific fund-raising activities. These will be conducted to provide a higher level of donations to the fund. (An example is silent auctions at annual conferences).

b. Specific Fund-Raising Activities

1. All fund-raising activities shall be approved by the Executive Board.
2. All fund-raising activities shall be in good taste and reflect the standards of a professional organization.
3. The President may assign the responsibility for fund-raising to a committee chair or other FASFAA member.
4. The proceeds of any conference raffle designated for scholarship purposes beyond the cost of the raffled item can be added to the scholarship corpus.
5. Other events of activities which might be conducted include bake sales, casino nights, or specific fund drives carried out to supplement the scholarship fund.

### 8. Donor Recognition

- a. It is FASFAA's intention to recognize all donations to the scholarship fund in some way, either individually or in groups.
- b. Individual thank-you letters will be sent to recognize any donation of \$100.00 or more which is accompanied by the donor's name and address. The President and/or

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Scholarship Chair may wish to send additional letters of thanks for generous donations. A sample letter is included in the Appendix.

- c. Receipts for donations will be provided by the bookkeeper upon request.

### 9. Financial Policies

There are a variety of financial policies which pertain to the administration of the Bonnie L. Pirkle Memorial Scholarship. See the Financial Information section of the FASFAA Policy and Procedure Manual for a review of these policies.

The FASFAA President shall appoint a committee chair or other FASFAA member to oversee the administration of the scholarship program. This person must work in close coordination with the Treasurer/bookkeeper and others responsible for various aspects of the scholarship program.

## PROCEDURE

### Scholarship Awarding Procedures

Because scholarship recipients are recognized in conjunction with the Annual Conference and each award is made by the incumbent President and officers of the current Executive Board (Vice President of Training, Regional Reps, Treasurer, Secretary), the awarding of the scholarship must follow a specific timeline.

1. The Fiscal Concerns Committee with Board approval determines the scholarship amount and informs the President of the amount of the award available to the President to award, and the amounts (if any) of funds available for officers of the Association to award.
2. The President or other specified officer of the Association 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(s) of the scholarship recipient(s) to the Executive Board at the spring board meeting. A brief summary of the students' financial situations or backgrounds is provided to the Board in written format. This documentation shall be maintained by the Treasurer or designee for audit purposes.

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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 Institutions at which the President of the FASFAA or other specified Elected Officer is employed, indicating that FASFAA is recognizing our Elected Officers for their 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 Annual 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(s).
7. The President requests a disbursement of the funds from the Treasurer or designee 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 or designee sends the scholarship check to the President and other specified elected members 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 or other applicable specified elected board member must select another recipient.
10. The Treasurer or designee shall make award documentation available to the association's auditor during the annual audit.