

THE KANSAS ASSOCIATION OF
STUDENT FINANCIAL AID ADMINISTRATORS
POLICIES AND PROCEDURES MANUAL

February, 1997

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April, 2002

April, 2004

April 2009

March 2011

June 2011

The Kansas Association of Student Financial Aid Administrators recognizes the need to form a strong alliance of professionals committed to the understanding of federal regulations, professional development and growth, and inform the public of the changes in the delivery of Title IV and State of Kansas funding. The Association is concerned with the application process, congressional methodology and fair and equitable treatment of all professional judgment decisions. We are reminded of our charge to provide resources and services to all students attending post-secondary education, recognizing that college costs are rising while state and federal funding levels remain constant or decline. The Association is committed to providing training to its members to ensure that financial aid is properly administered to all students.

The Kansas Association of Student Financial Aid Administrators (KASFAA) was formed to achieve these objectives. The members of this Association represent post-secondary institutions of higher education, lending institutions and other agencies and businesses directly involved in the financial aid process.

This Policy and Procedures Manual defines general policies of the Association. It is intended as a guide to the officers and committee chairpersons for the effective administration of the activities of the Association. This manual also provides the necessary information about the Association governance to the general membership.

This manual should be reviewed annually and updated as necessary to insure that policies and procedures are consistent with current practices and regulations.

PHILOSOPHY

The Kansas Association of Student Financial Aid Administrators ascribes to the general principal and purpose that student aid should provide financial resources to students who would otherwise be unable to pursue post-secondary education. The Association will adhere to the National Association of Student Financial Aid Administrators “Statement of Ethical Principles.”

The Association is committed to the belief that no one should be denied access to post-secondary education because of a lack of family resources, or a lack of knowledge of the financial aid delivery system or application process. It is a goal of the Association to assist those seeking assistance through all Title IV regulations.

The Association is committed to addressing issues of diversity affecting the Association and the student populations served by its membership through the various committee functions.

Part of the philosophy of the Association is to assist members with professional development opportunities at annual meetings. Our mission is to counsel, verify, assess need, determine and monitor eligibility, award aid, develop procedures, prepare budgets, report, ensure quality, and provide a work environment that stresses professional growth and development.

The Core Values and Purposes as defined in the KASFAA By-Laws serves as our Code of Ethics.

OBJECTIVES

- KASFAA will update members on Title IV regulations and other professional issues through various means of communication.
- The Annual meeting shall be held in the spring as part of the spring conference. Other regular meetings of the membership shall be held at a time and place determined by the Board of Directors. The purpose of these meetings will be to provide an ongoing dialogue among members, and a meaningful exchange of ideas.
- The Association will conduct High School Counselor Workshops to aid counselors in understanding the financial aid process and any changes enacted through congressional action.
- The Association will promote financial aid awareness with the public as specifically designated by the Board of Directors.
- The Association will encourage its members to participate in all activities associated with financial aid awareness by participating in seminars, holding financial aid nights, making presentations and partnering with other professionals and organizations.
- The Association will assist all members in the administration of financial aid funds management through training.
- The Association will promote diversity awareness among its membership through the work of individual committees and conference sessions/speakers.
- The Association will review and respond to legislative proposals affecting the membership and address appropriate issue resolutions which:
 - Affect the delivery of funds to students, or issues facing the Association.
 - Attempt to influence the formation of legislation and regulations to better serve the public and the financial aid community.

POLICIES AND PROCEDURES

Officer Responsibilities

General

- Attend all scheduled Board of Directors Meetings
- Attend all Association Business Meetings
- Submit written reports for all meetings
- Submit properly completed Reimbursement Forms
- Other duties as assigned by the President

President – In addition to those duties outlined in the by-laws, the President shall:

- Be a member of the Board of Directors of the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA) and attend all RMASFAA board meetings
- Attend the RMASFAA annual conference
- Attend the National Association of Student Financial Aid Administrators (NASFAA) annual meeting
- Present to the Board proposals for future conference locations

President-Elect – In addition to those duties outlined in the by-laws, the President-Elect shall:

- Chair the Conference Planning Committee with responsibility of planning and coordination of KASFAA Conferences during his/her term of office

Vice-President – In addition to those duties outlined in the by-laws, the Vice-President shall:

- Co-chair the conference planning committee (refer to Conference Planning section)

Secretary – In addition to those duties outlined in the by-laws, the Secretary shall:

- Prepare and distribute all minutes to the board members two weeks prior to the Board meeting
- Present minutes for approval at Board and business meetings
- Send approved minutes to ERC so they can be posted on the KASFAA website
- Order and monitor KASFAA stationary supplies

Treasurer – In addition to those duties outlined in the by laws, the Treasurer shall:

- Be a member of the Conference Planning Committee
- Submit non-profit report to Secretary of State
- Have prepared and submit non-profit Corporate Tax Return
- Pay the Association liability insurance annually
- Distribute written income/expense summaries at each Board meeting
- Refer to Funds Management section for further responsibilities

Associate Member Representative – In addition to the duties outlined in the by-laws:

- The Associate Member Representative shall serve as a voting Board Member representing the interests and perspectives of the associate membership
- Communicate Board plans and activities to the Associate Members
- Serve as a contact person for the Associate Membership requesting information concerning KASFAA activities

- Keep the KASFAA President informed of Associate Membership actions or decisions that may impact the state
- Serve as a member of the Associate Member Committee
- Serve as Moderator of the Lender breakout sessions at the KASFAA conferences
- Serve in a position to evaluate the informal review of the Treasurer's books
- Support and promote good will between the Association and the Associate Members

Past President

- Chair the Association Governance Committee
- Serve as a voting member of the Board of Directors

Committee Responsibilities

General

- All committees, with the exception of the Association Governance Committee, will consist of a chair, co-chair, and volunteers from the association. The co-chair is selected by the president-elect and will become chair of the committee for the subsequent year.
- All committee chairs have an opportunity to suggest budgetary items for consideration to the BOD at the budget planning meeting held in late spring or early summer.
- All committees have the responsibility for maintaining a record of all activities undertaken, including a timeline by which said activities must be implemented and/or completed in order to facilitate accomplishment of committee objectives.
- All committees have the responsibility of submitting a written report at each Board of Directors' meeting, which summarizes the committee activities to that point in time. The report is also presented at the business meeting to the general membership. The final report will include an evaluation of the committee for the year, and recommendations for committee use.
- Travel expenses associated with fulfilling committee responsibilities are not covered by the Association. KASFAA recommends that you request permission from your institution or supervisor to volunteer in order to obtain support for your involvement.
- See specific committee timelines in Addendum 1.

Archive Committee - The Archive Committee is responsible for managing the collection and storage of historical and financial documents. See Addendum 3 for specific details.

Association Governance Committee – Membership of this committee consists of the three immediate past presidents, the current president and president-elect. The responsibilities of this committee include:

- Annually review the Association by-laws and Policies and Procedures Manual. Propose any changes necessary to keep both documents current with the needs of the Association
- Present by-law change proposals as directed by Board of Directors
- Certify that any by-law changes are in accordance with state and/or federal regulations governing that Association's corporate status
- Conduct the nomination and election process for officers of the association
 - Solicit nominations for election of officers from membership

- A ballot for election of officers ideally includes a full slate of candidates for each vacant office
- Collect and publish information about each nominee before elections
- Coordinate and implement election (refer to Election section)
- Maintain the ballots/election results for a period of one year following the election; then request Board of Directors' approval to destroy the ballots/election results.

Associate Member Committee – The responsibilities of this committee include:

- Support and promote good will between the Association and the Associate Members
- Assist KASF AA conference planning committee
- Proceeds from the fund raising event sponsored by the Associate Committee, may be awarded in the form of a need-based scholarship to a school or schools selected from a random drawing of current institutional members or as designated by the Board of Directors.

The amount of the award will be determined by the BOD unless it is awarded in the form of a need based scholarship to a school or schools. The criteria for determining how many schools are selected is as follows:

- Contingent on the amount of money that is raised as illustrated below.

\$0- 499	One School
\$500-999	Two Schools
\$1000-1499	Three Schools
\$1500-1999	Four Schools
\$2000-2499	Five Schools
\$2500-2599	Six Schools

- The money collected will be divided equally among the schools selected.
- A school is not eligible to receive the scholarship two years in a row, but will be eligible the following years.

Awards Committee – KASF AA recognizes individuals who have provided voluntary service or made significant contributions toward the aims and ideals of the financial aid profession in KASF AA. Any member of the Association may make nominations for awards. Awards are presented at the Spring Conference. The responsibilities of this committee include:

- Maintain records of individual member years of service, by working closely with the Membership Committee
- Obtain nominations for Outstanding Service, Meritorious Achievement, Hall of Fame, and Special Recognition awards and present those nominations to the Board
- Coordinate Retirement Recognition awards
- Purchase all awards
- Organize the Awards Ceremony

College Goal Sunday Committee – The responsibilities of this committee include:

- Secure adequate funding for the CGS project via grant requests in coordination with the Board of Directors
- Set the date for College Goal Sunday with Board of Directors approval

- Market the College Goal Sunday event, which may include working with a public relations firm, using any national materials, or grassroots membership contacts
- Ensure website is updated
- Secure site locations

Conference Planning Committee – The assignment of duties and responsibilities within this standing committee will be at the discretion of the President-Elect and the Vice-President. The responsibilities of this committee include:

- Conference Management
 - Coordination of all facility functions and activities include but are not limited to the following:
 - meal planning
 - securing meeting rooms
 - provide audio visual equipment
 - secure vendor display area
 - organize vendor recognition events
 - plan entertainment activities
 - schedule neophyte training as appropriate
 - reserve block of rooms with hotel
 - purchase grand prize
 - Construct a budget within the resources approved by the Board
 - Create organizational time line for conference planning committee
 - Develop, distribute and collect conference registration materials and fees
 - Conduct on-site conference registration
 - Coordinate with all other association committees as needed
 - Develop and conduct a conference evaluation for future committee use
 - Provide list of KASF AA members requesting a mentor to Welcome Committee
- Conference Program:
 - Plan conference program agenda
 - Create Tentative Agenda to be included in registration information
 - Contact Session Presenters
 - confirm session and time
 - request session description
 - request biographical information
 - request AV equipment needs
 - request expense information
 - Create Conference Program
 - Send names of presenters and moderators to Registration Subcommittee Chair for nametags
 - Coordinate AV needs by presenter/room
 - Contact moderators informing them of date and time of training session
 - Create moderator packets including:
 - moderator Chore List
 - presenter Biographical Information
 - session evaluations
 - grand prize drawing slips
 - Review role of moderator at KASF AA and distribute packets
 - Following KASF AA, send “Thank You” notes to presenters

Corporate Development Committee – The responsibilities of this committee include:

- Solicit all support for the various Association activities, projects, and functions
 - To solicit support, a letter, including KASFAA’s tax i.d. number should be sent to all associate members, (Labels for association members can be obtained from the membership chairperson
 - Work with Treasurer to confirm payments for support
 - Provide to the Conference Planning Committee a list of all sponsors and exhibitors for publication in the conference program

Electronic Resources Committee – The responsibilities of this committee include:

- Maintain a flow of information to the KASFAA membership at large, pertaining to the development and use of new and existing technological resources
- The committee supports electronic communications among members through the management of two electronic mailing lists and a website
 - KASFAA-L – a non-commercial list created to provide an electronic forum for financial aid administrators in Kansas to discuss issues and share information
 - Subscription is limited to KASFAA members
 - Subscriber can post a message to the list without prior review
 - The committee monitors the list for appropriate use and makes recommendations to the KASFAA Board of Directors if inappropriate use is detected
 - At the Board’s request, the committee will remove a subscriber from KASFAA-L for initiating or forwarding any inappropriate messages to the list
 - BOD-L – a closed list for the KASFAA Board of Directors and committee chairs to discuss issues before they are presented to the membership at large
 - A new Board member is subscribed upon taking his/her position on the Board.
 - Subscription to the list is terminated upon the person leaving the Board
 - WWW.KASFAA.ORG – the organization website. The committee creates and maintains all website pages and links. The committee monitors the website to ensure that information is current, relevant and appropriate.
 - The ERC website administrator will post information to the website upon request by committee chairs.

Finance Committee – The responsibilities of this committee include:

- Review the Policies and Procedures Manual and the Treasurer’s Guide
- Hold an organizational meeting to plan its strategy for fulfilling the purposes of the committee if needed.
- Develop and manage a budget (if applicable) which stays within the limits approved by the Board, to support the activities of the committee.
- Review bank statements and bank account reconciliation monthly.
- Assist the KASFAA Treasurer with policy issues pertaining to accounting procedures, budget and financial review issues.
- Make recommendations to the Board regarding Association fiscal matters.

- Schedule, review and present to the Board the internal financial review, where appropriate.
- Secure the Accounting firm that will conduct the external financial review.
- Write the external financial review response, when necessary, and submit for Board Approval and President's signature.

Finance Committee Procedures

- **Monthly Bank Account Reconciliation** (see detailed procedures document)
 1. Receive monthly bank statements from treasurer
 2. Log into QuickBooks and complete reconciliation process for both KASFAA and College Goal Sunday accounts.
 3. Submit reconciliation report to treasurer.
 4. Work with treasurer to resolve any discrepancies, if necessary report discrepancies to board of directors.
- **Internal Financial Review**
 1. Schedule review date with treasurer, associate member representative, and finance committee co-chair.
 2. Review the following documents to ensure proper procedures were followed:
 - a. Complete the corresponding checklists
 - **KASFAA and COLLEGE GOALSUNDAY:**
 - **Review copies to ensure most recent copies are available**
 - KASFAA By-Laws
 - KASFAA Policy and Procedure Manual
 - KASFAA Treasurer's Guide
 - **Reports filed to ensure timely filing is complete**
 - IRS
 - Form 990 – Return of Organization Exempt From Tax
 - Supporting Documentation
 - Schedules
 - State of Kansas Annual Report
 - **Conflict of Interest Policy and Statements to ensure current board has signed statements**
 - President
 - President Elect
 - Vice President
 - Past President
 - Secretary
 - Treasurer
 - Associate Member Representative
 - **Technology – review QuickBooks policy**
 - Backed up Regularly
 - **Banking Review to ensure the following**
 - 2 signatures on checks over \$500
 - Deposits match Bank Statements
 - Timely deposits
 - Bank statements Reconciled in timely manner
 - Annual Reports submitted on time

- **Review Accounts Receivable to ensure items are addressed in a timely manner**
 - Collectibles
 - Write Offs
 - **Expense Reimbursements to ensure the following:**
 - Proper Documentation – Receipts and Signatures
 - Reimbursements issued in timely manner
 - Reimbursements to treasurer approved and signed by executive board
 - **Review Accounts Payable to ensure:**
 - Timely payment of outstanding bills
 - **Annual Budget to ensure budgets are approved and balanced**
 - Prepared
 - Approved
 - Balanced
 - **Investments to ensure timely reinvestment of funds is completed**
 - Interest Bearing accounts – Interest Statements (1099)
 - Reinvestment of returns – Deposit of Interest
3. Prepare report from checklists to review with the treasurer and present to the board of directors

Fiscal Officers Committee –The responsibilities of this committee include:

- Maintain a flow of information to the membership at large in dealing with the fiscal responsibilities of the financial aid process
- Compile and maintain a directory of fiscal officers in the state
- Share Perkins updates with the Association, as appropriate
- Provide information and training on all financial aid related topics as legislation and regulations change
- Have representation on the Conference Planning Committee

Membership Committee –The responsibilities of this committee include:

- Present new membership applications and any supporting documentation to the Board for approval
- Assist committees needing membership lists
- Inform membership of renewal procedures and follow up on non-renewals
 - Fee structure for all members is set by the Board of Directors at their first budget meeting
 - Multiple individual names with various phone numbers may be listed for each institutional or organizational address
- Maintain membership database to include years of service to KASFAA

Newsletter Committee – The responsibilities of this committee include:

- Chair is the “Editor” of the KASFAA Newsletter – Oz-Sociated Press
- Publish a minimum of two annual newsletters – one in fall and spring in a format to be determined by the committee

Publicity & Awareness Committee – The responsibilities of this committee include:

- Out reach to various constituencies (high school guidance counselors, students and parents) to assist them with understanding the financial aid processing a variety of ways:
 - Update and produce the annual Kansas FACT Poster to be distributed to high school guidance counselors and KASFAA members
- Prepare a variety of financial aid related articles for distribution to high school guidance counselors for use with their students and parents
- Participate in College Planning Conferences throughout Kansas by staffing a KASFAA table with financial aid information
- Evaluate on an annual basis whether there are resources available to reach out to constituents other than guidance counselors, students and parents (at either junior or senior high level)

Training Committee – The responsibilities of this committee include:

- Provide training opportunities and materials for KASFAA association members, high school counselors, and other partners in student financial aid
- This committee will assist the Conference Planning Committee in program development when requested
 - Training opportunities may include Neophyte, NASFAA Fall Training, conference sessions, Support Staff (if included in KASFAA budget), High School Counselors

Welcome Committee – The responsibilities for this committee include:

- Welcome new employees of member institutions/organizations
- Send cards of condolences, congratulations, etc.
- Help staff the registration table at each KASFAA conference
- Assign mentors as requested by KASFAA members
 - List of KASFAA members requesting a mentor will be provided by the Registration Sub-Committee of the Conference Planning Committee

Policy – General Policies and Procedures

Association Funds

Funds Management

The Treasurer will keep the Association funds in an interest-bearing, non-fee, insured account which is the most advantageous to the Association. The Association will maintain a reasonable balance for cash flow. The Board of Directors will be responsible for determining an amount for a reasonable balance.

Accurate records will be kept reflecting the income and expenses of the Association. Bills will be paid by invoice, cash receipt, and/or a Reimbursement of Expense Voucher. Questionable bills must be submitted to the Board of Directors for approval.

The bank statements will be reviewed monthly by the Chair of Finance Committee. The review should be complete before the next month's process begins. Discrepancies will be brought to the attention of the Board of Directors.

The Treasurer's books will be reviewed annually at the close of the fiscal year. An internal review will be conducted each year that an external review is not conducted. The Board of Directors will appoint at least two members of the Association, one being the Associate Member Representative and one being a member of the Finance Committee to conduct the review. They will in turn submit their findings by written report to the Board of Directors.

An external review will be conducted at the request of the Board of Directors.

Any check in the amount of \$500 or more will be signed by the Treasurer and one other authorized officer, the President, Past President or President Elect. No check will be made payable to Cash or Tender. Any check made payable to the Treasurer will be signed by another authorized officer.

Expense Reimbursement

All expense reimbursements will be approved by the committee chair or an officer prior to being paid.

Expense reimbursement for travel will be paid to the President for his/her substitute for the RMAFSA Board of Directors meeting, for the RMAFSA annual meeting, for the NASFAA annual meeting and any other travel expenses approved by the Board of Directors.

Travel reimbursement for mileage will be determined each year based on the IRS rate in effect on July 1 or an actual commercial ticket fare.

A meal associated with a Board of Directors meeting will be paid by KASFSA.

Free rooms granted by a conference site facility, will be utilized first by a conference presenter for whom KASFSA is responsible for housing, then the President of the Association, and then the President-Elect, in that order.

Presenters from outside the Association will be reimbursed for necessary expense which may include travel, meals, and/or housing. Members of the Association and/or Department of Education personnel will not be reimbursed.

Honorariums or consultant fees will be paid by the Association to presenters whom the Conference Planning Committee deems appropriate for participation at a KASFSA meeting.

Conference Registration Fees

All conference participants will pay the full conference registration except non-member presenters. Full payment applies regardless of in-kind services rendered in connection with the conference. Exceptions to this rule can be made with approval necessary from the Chairperson of the Conference Planning Committee.

Awards

Length of Service Awards will be presented to members and associate members who have maintained membership in KASFAA for 10, 15, 20 and each five years thereafter. A start date between July 1 and June 30 counts as a full year of service for the purpose of the Length of Service Award. In addition, the members' institution must be a current paid member of KASFAA. The Awards Committee Chair will submit a list of members and associate members to the Board for their consideration at the **winter board meeting**. In case of questions about start dates, the Awards Committee Chair will contact the member in question and is authorized to make decisions on award eligibility. Consultation with the Awards Committee members in these cases is encouraged.

Retirement Recognition is given to members who have officially retired from their place of employment, the profession and their institution. They must have 10 years of service or more active participation in KASFAA. The Awards Committee Chair will report the names of those who appear to be eligible for retirement to the Board at the winter meeting. Questions, if any will be handled in the same manner as described above. The retirement gift shall be determined by the Board of Directors. Those recognized upon their retirement should be kept on the KASFAA mailing list and are welcome to attend meetings or participate in KASFAA activities as though they were still paying membership dues.

Outstanding Service Award is presented to recognize the outstanding contribution of an individual in the field of financial aid through contributions to KASFAA. The Board may select one member or associate member each year by secret ballot at the **winter board meeting**. Nominations are requested from the membership and can also come from the Board. A person is eligible to receive this award only once. A plaque is awarded at the KASFAA Awards Banquet.

Outgoing President's Plaque – the Awards Committee will provide a plaque in recognition of the outgoing KASFAA President to be presented by the incoming President at the Awards Banquet.

Meritorious Achievement Award is presented to an individual who has made an important contribution to KASFAA or to the financial aid profession that KASFAA wishes to recognize. To receive a "Meritorious Achievement Award", the individual should have made either an important single contribution or significant multiple contributions to KASFAA or the profession. The individual does not have to be a member of KASFAA. The purpose of this award is to encourage members to become involved in carrying out the mission of the Association and to encourage continued individual support to the financial aid profession. This award would not necessarily be an annual award. It would be awarded at the Spring Conference in the year in which it was awarded. Anyone in the Association may nominate an individual for this award. The Awards Committee will solicit nominations from the membership through its regular process of identifying others to be recognized at the Spring Conference. Since this is a prestigious award, it should be submitted to the KASFAA Board of Directors for approval. Any individual selected should not be told of this award. It should not be announced publicly until the Awards Banquet at the Spring Conference.

The Hall of Fame Award is the highest award made by KASFAA. The Awards Committee will solicit nominations from the membership through its regular process for other awards. The Board of Directors chooses the award recipient(s) at the winter meeting. It is not mandated that this award be given each year. The decision of the Board will remain secret until the Awards Banquet at the spring meeting. This award can be given to any person who has contributed significantly to the financial aid profession for a minimum of fifteen years. The award is presented at the Spring Conference.

Committee Of The Year Award is selected each year by the KASFAA President who recognizes them at the annual Awards Banquet.

Special Recognition Award was established to recognize individuals who have left the association and/or profession and are not a current year recipient of a distinguished KASFAA award. It was designed to recognize individuals for their service to KASFAA. The Awards Committee Chair will report the names of those who appear to be eligible for recognition to the Board at the winter meeting. The Board of Directors can add additional names to the list. Recipient(s) of this special recognition will be at the recommendation of the Executive Board.

The Board of Directors must approve any other recognition.

The Awards Banquet - Generally the KASFAA Awards Banquet will be held in conjunction with the Spring KASFAA conference.

Elections

Election of officers of the Association will be coordinated and implemented by the Association Governance Committee. It is an institutional responsibility to make certain that any individuals otherwise eligible to vote (see definition in the by-laws) are included on the membership master list prior to the election. Any person not included on the membership master list at that time may not vote in the election.

For election purposes, there will be a single on-line ballot for each membership type. The Association Governance Committee will conduct an election by soliciting possible candidates from the membership within 60 days prior to the regular fall meeting, posting the electronic slate of candidates on www.kasfaa.org with biographical information and picture within 30 days prior to the fall meeting and providing ballots to the membership **within 30 days prior to the fall meeting**. The Association Governance Committee will obtain the ballots results and announce the outcome of the election at the fall meeting.

Newly elected officers will begin working with current officers immediately following the announcement of the election results to ensure a seamless transition.

Membership Activities

KASFAA encourages every member of the Association to actively participate in the Association at all levels to enhance the organization itself, and provide for their own personal and professional growth. To achieve this, every effort is made to institute a broad base of institutional representation throughout the officer nominations and

committee structures. The Association also strives to assist members in active participation in the regional and national associations of student financial aid for those same reasons. Regional and national representation enhance and strengthen the state association, and provide a broader avenue for flow of information to the membership at large and the constituents the Association serves.

Condolences

From time to time it may be appropriate for the Association to express condolences upon the death of a KASFAA member. These guidelines are provided as a suggested response. At the discretion of the President, alternative expressions may be approved.

In remembrance of a Past President or current board member, a donation of \$100 is suggested.

- In remembrance of a former board member, a donation of \$75 is suggested
- In remembrance of a financial aid professional at a KASFAA institution, a donation of \$50 is suggested
- In remembrance of a family member (spouse, parent, or child) of a financial aid professional at a KASFAA institution, a sympathy card is suggested

Addendum 1 – Committee Timelines

ARCHIVE COMMITTEE TIMELINE

ASSOCIATION GOVERNANCE TIMELINE

July/August

- Solicit nominations for election of officers from membership
- Complete ballot for elections of officers (ideally a full slate)
- Collect and publish information about each nominee before elections. Use KASF AA mass email process. Coordinate publication with Electronic Resources Chair
- Coordinate electronic voting with Electronic Resources Chair

October/November

- Coordinate election procedures at the fall conference, includes preparing ballots should it be necessary to hold paper ballots elections at that time
- Seek Board approval to destroy paper ballots from previous year election (at **fall board meeting**)

March/April (at your final board meeting at Past President)

- Pass any paper ballots to incoming Past President

ASSOCIATE MEMBER TIMELINE

February/March

- Determine method by which funds will be raised for either need-based scholarships or as designated by the BOD.

AWARDS COMMITTEE TIMELINE

October

- Have committee meeting at Fall Conference

November/December

- Send out awards nomination form
- Obtain length of service listings from Membership Chair

January

- Send out reminder(s) about awards nominations
- Finalize length of service award lists
- Conduct committee conference calls as necessary

February

- Award nominations due February 1
- Present nominees to Board at **winter board meeting**
- Develop program for awards banquet at Spring Conference

- Conduct committee conference calls as necessary

March

- Order all award plaques and other items for awards banquet
- Conduct committee conference calls as necessary
- Finalize program for awards banquet and print

March/April

- Secure all plaques/awards and set up awards banquet
- Awards presentation at Spring Conference

COLLEGE GOAL SUNDAY TIMELINE

Event is usually held the first Sunday after Super Bowl. The primary goal and purpose of College Goal Sunday is to provide student financial aid and professional assistance, which will lead to the completion of the Free Application for Federal Student Aid and enable students to finance their higher education.

May

- Select a volunteer coordinator (can also be current year's Co-Chair).
- Past chair to finalize any budgetary matters for prior year.
- Past chair to finalize reports to donors (Lumina, etc.)
- Set time to discuss and draft budget for upcoming year. Those included are past chair, chair, co-chair, president and treasurer.

June

- Begin securing site coordinators and possible new sites for the upcoming year.
- Begin working on grant applications
- Submit grant requests to other possible donors such as Nelnet, NSLP, and the Sallie Mae Fund.
- Complete final Lumina/YMCA grant report and grant requests. Usually due June 30.

July

- Schedule an initial meeting (to take place in August) with Trozzolo Communications to review publicity plan, timelines and budget; and to set goals for attendance figures.

August

- Have all site coordinators secured for upcoming year.
- Have all site cities selected for upcoming year.
- Register with clubtexting.com to reserve a text message. Has been "CGS" in the past. **YOU'LL NEED THIS FOR THE FLYERS.**

September

- Send welcome email to all site coordinators for upcoming year. Advise them of the CGS game plan, request their current work as site coordinators be to secure their individual site location within the site city ASAP so that we may proceed with web updates, etc.
- Work with site coordinators in verifying exact address information for each CGS site.

- Provide the confirmed site location information to Trozzolo Communications so that layout work on poster and brochures.
- Try to post a PDF version of the flyer to the KASFAA website so people can print them.

October

- Work with volunteer coordinator (Co-Chair) to solicit volunteers, as needed.
- Chair and co-chair to prepare KASFAA Newsletter article.
- Send layouts of poster, brochure (boilerplate message) and website to Marcia Weston/Johnvae Campbell for review prior to publication. Boilerplate message will also need to go to all funders for approval.
- Chair & past-chair to approve poster and brochure layouts for print (so that they are printed and in our possession by December meeting)

November

- Website should be “live” with current CGS information for upcoming event early in the month.

December

- Co-chair to touch base with volunteer coordinator and send email via KASFAA-L requesting volunteers, if necessary.
- Hold site coordinators’ meeting.

January

- Distribute “Countdown to College” newspaper insert. Coordinate with Valerie Walthall

February

- With assistance from Trozzolo Communications, participate and/or enlist assistance for various radio shows, panels, and interviews on TV.
- Conduct interviews by phone with various newspapers regarding CGS on an as-needed basis.
- Send out email(s) to site coordinators to tie up any loose ends and provide last minute reminders
- Compile report data of attendance numbers and breakdown.
- Compile report data from participant, volunteer and site coordinator evaluations. Ship forms to YMCA before deadline given by Marcia Weston/La Toya Sykes.

March

- Co-chair to compile database of all scholarship recipients and send out letters to recipients with the scholarship winner receipt.

April

- Hold CGS Wrap-Up meeting at the spring conference. Work w/conference chair to get a time slot and room.
- Finalize any budgetary matters for prior year.
- Finalize reports to other lending partners and complete final YMCA report due date provided by Marcia Weston.

CONFERENCE PLANNING TIMELINE

Fall Conference Timeline

February

- Confirm hotel contract Site

July

- Conference Planning Committee meeting All
- Menu selection submitted to hotel Site
- Contact ERC to determine timeline for web submission Registration
- Request mailing labels from membership Registration
- Submit teaser to Conference Planning Chair for approval Registration
- Session topics determined Program

August

- Registration information to ERC Registration
- Mail teaser Registration
- Request for comp hotel rooms to Site Chair Entertainment/Program
- Entertainment finalized and submitted to Conference Planning Chair for approval Entertainment
- Secure speakers, moderators, and presenters Program
- Program schedule finalized & submitted to Conference Planning Chair for Approval Program
- Registration open online Registration
- Mail or email confirmation letters to scheduled entertainment if needed Entertainment
- Send approved topics and schedule to ERC for Website Program
- Entertainment schedule to program chair for program printing Entertainment
- Entertainment information to ERC if needed Entertainment
- Mail or email confirmation letters to speakers, moderators, and presenters Program

September

- Early online registration ends (hotel room block cutoff date) and late registration fees start Registration
- Equipment requests to Equipment Chair All
- Program ready and to printer Program
- Reminder to presenters, moderators (also equipment reminder) Program
- Confirm conference needs with hotel Site
- Registered attendee numbers to Site Chair for meal count Registration
- All equipment secured Equipment
- Conference evaluation forms ready Registration
- Nametags and attendee lists printed for registration table Registration
- Update hotel on meal count and special dietary needs Site
- Provide list of 1st time attendees to Welcome Chair Registration
- Entertainment flyers to Registration Chair for packets Entertainment

<ul style="list-style-type: none"> • Session topic signs for doors submitted to hotel 	Program/Registration
October	
<ul style="list-style-type: none"> • Packet stuffing 	
Spring Conference Timeline	
November	
<ul style="list-style-type: none"> • Confirm hotel contract 	Site
<ul style="list-style-type: none"> • Conference Planning Committee meeting 	All
January	
<ul style="list-style-type: none"> • Menu selection submitted to hotel 	Site
<ul style="list-style-type: none"> • Contact ERC to determine timeline for web submission 	Registration
<ul style="list-style-type: none"> • Request mailing labels from membership 	Registration
<ul style="list-style-type: none"> • Submit teaser to Conference Planning Chair for approval 	Registration
<ul style="list-style-type: none"> • Session topics determined 	Program
<ul style="list-style-type: none"> • Registration information to ERC 	Registration
<ul style="list-style-type: none"> • Session topics determined 	Program
<ul style="list-style-type: none"> • Secure speakers, moderators and presenters 	Program
February	
<ul style="list-style-type: none"> • Mail teaser 	Registration
<ul style="list-style-type: none"> • Request for comp hotel rooms to Site Chair 	Entertainment/Program
<ul style="list-style-type: none"> • Entertainment finalized and submitted to Conference Planning Chair for approval 	Entertainment
<ul style="list-style-type: none"> • Program schedule finalized & submitted to Conference Planning Chair for Approval 	Program
<ul style="list-style-type: none"> • Registration open online 	Registration
<ul style="list-style-type: none"> • Mail or email confirmation letters to scheduled entertainment if needed 	Entertainment
<ul style="list-style-type: none"> • Send approved topics and schedule to ERC for Website 	Program
<ul style="list-style-type: none"> • Entertainment schedule to Program Chair for program printing 	Entertainment
<ul style="list-style-type: none"> • Entertainment information to ERC if needed 	Entertainment
<ul style="list-style-type: none"> • Mail or email confirmation letters to speakers, moderators, and presenters 	Program
March	
<ul style="list-style-type: none"> • Early online registration ends (hotel room block cutoff date) and late registration fees start 	Registration
<ul style="list-style-type: none"> • Equipment requests to Equipment Chair 	All
<ul style="list-style-type: none"> • Program ready and to printer 	Program
<ul style="list-style-type: none"> • Reminder to presenters, moderators (also equipment reminder) 	Program
<ul style="list-style-type: none"> • Confirm conference needs with hotel 	Site
<ul style="list-style-type: none"> • Registered attendee numbers to Site Chair for meal count 	Registration
<ul style="list-style-type: none"> • All equipment secured 	Equipment
<ul style="list-style-type: none"> • Conference evaluation forms ready 	Registration
<ul style="list-style-type: none"> • Nametags and attendee lists printed for registration table 	Registration
<ul style="list-style-type: none"> • Update hotel on meal count and special dietary needs 	Site
<ul style="list-style-type: none"> • Provide list of 1st time attendees to Welcome Chair 	Registration

- Entertainment flyers to Registration Chair for packets
 - Session topic signs for doors submitted to hotel
- Entertainment
Program/Registration

April

- Packet stuffing

REGISTRATION COMMITTEE

Responsible for:

- Developing and printing of teaser, name tags, conference attendee's sheets, and check in list.
- Creating evaluation forms for sessions and overall conference evaluation.
- Coordinating with Electronic Resources Committee (ERC) to get registration form, program, housing and all conference related information in the KASF AA website. Online form needs to be printable.
- Design and print mini programs
- Packet stuffing
- Track paid and unpaid registrants. Report on unpaid registrants.
- Provide list of first time attendees to president-elect and Welcome Committee.
- Collate moderator packets.
- Secure/purchase conference bags – work with local Chamber of Commerce.
- Set up staff registration table.
- Provide list of equipment needs to Equipment Committee chair.
- Provide list of KASF AA members requesting a mentor to Welcome Committee

PROGRAM COMMITTEE

Responsible for:

- Design and print cover and program.
- Design form for confirmation letter, which includes equipment needs. Mail and collect response forms from speakers, moderators, and presenters.
- Provide list of equipment needs to Equipment Committee chair for speakers, moderators, presenters, and Program Committee.
- Provide speaker, moderator, and presenter names, bios, session topics, and session descriptions to Registration Committee Chair.
- Coordinate with Site Committee on hotel rooms needed for speakers or presenters.
- Thank you to speakers and presenters.
- Keynote speaker gifts.
- Coordinate travel for speakers, etc.
- Work with Associate member Committee to determine funding needed.
- Budget \$3,500.00

ENTERTAINMENT COMMITTEE

Responsible for:

- Secure entertainment for Wednesday, Thursday (luncheon and dinner).

- Submit entertainment flyer to Registration Committee chair.
- Coordinate with Decorations Committee.
- Coordinate with Site Committee on any hotel room needs for entertainers.

DECORATION COMMITTEE

Responsible for:

- Securing decorations.
- Coordinating with Entertainment Committee.
- Decorating banquet and entertainment rooms.
- Check with hotel about what they will supply (napkins, table cloths).
- Provide list of equipment needs to Equipment Committee.

EQUIPMENT COMMITTEE

Responsible for:

- Securing, setting up, monitoring, and returning all equipment needed for conference.
- Contact KASFAA membership for equipment needs.
- Coordinate with Site Committee chair any expenses needed for equipment.

SITE COMMITTEE

Responsible for:

- Schedule Conference Planning Committee meetings.
- Select conference subcommittee chairs.
- Create and monitor master timeline.
- Coordinating with committees on committee assignments.
- Confirm hotel contract.
- Act as liaison with hotel for planning of conference
 - Food for tables during evening entertainment
 - Head table set up to hotel for each meal
 - Food for Board meeting
 - Room for Board meeting
- Confirm with hotel conference needs.
- Plan conference meals and breaks.
- Work within allotted budget
- Purchase Grand Prize if applicable
- Other

CORPORATE DEVELOPMENT COMMITTEE TIMELINE

June/July

- Send invitation to all Associate Members to solicit financial support.

August

- Remind associate members of upcoming deadline for fall conference exhibit fees.

September

- Notify exhibitors of conference details (shipping address for hotel, etc.)

October

- Ensure funds received for fall conference exhibit fees and other corporate support.

January

- Remind associate members of upcoming deadline for spring conference exhibit fees.

February

- Notify exhibitors of conference details (shipping address for hotel, etc.)

March

- Ensure funds received for spring conference exhibit fees and other corporate support.
- Reconcile funds received with Treasurer.

ELECTRONIC RESOURCES COMMITTEE TIMELINE

March

- Prepare to transition from Chair to Co-Chair prior to spring conference

April

- Spring Newsletter – post at http://kasfaa.org/docs/toc_newsletters.html

May/June

- Update website with new Board of Directors information and request access to databases (Membership Database- Membership Committee Chair and Co-Chair / Event Administration Databases - President-Elect and member of Conference Planning Committee responsible for registration). Send appropriate database user guide.
 - * <http://www.kasfaa.org/docs/committees/BoardDirectors/index.html>
 - * <http://www.kasfaa.org/docs/committees/leaders/index.html>
 - * http://www.kasfaa.org/docs/committees/toc_leadersbycommittee.html
- Request nomination information from outgoing Awards Committee about those recognized at Spring Conference to be posted at http://kasfaa.org/docs/toc_inside.html
- Annual updates to forms - http://kasfaa.org/docs/toc_onlineforms.html
 - Volunteer Form – Received from President
 - Reimbursement Form - Received from Treasurer (changes not always necessary as it is not year specific)
 - Corporate Sponsorship Form – Received from Corporate Development Committee Chair
- Membership Renewal Updates – Received from Membership Chair
 - Only requested change made in 08-09 was to the fee
<http://www.kasfaa.org/docs/forms/memApp.html>
- BOD Meeting – get approved minutes from Secretary to post at http://kasfaa.org/docs/toc_inside.html

July

- Fall conference information from Conference Planning Committee (landing page, registration form, program)

August

- HS Counselor Training Set-up – Received from Training Committee (landing page, registration form, directions to sites)

- Online Elections – Receive information from Association Governance Chair (Was done in September 2008 but it would be best if it is ready to submit to ATAC in August due to policy guidelines)
 - All current members are eligible to vote
 - Associate and ExOfficio members are not eligible to vote
 - Write-ins are not allowed
 - Access to the results is granted to the Past-President
 - Past-President will provide Slate of Officers and Bios

September

- College Goal Sunday - http://kasfaa.org/docs/toc_highschools.html
 - Work with College Goal Sunday Committee Chair to update date and make sure links are active/correct

October

- BOD Meeting - get approved minutes from Secretary to post at http://kasfaa.org/docs/toc_inside.html
- Business Meeting - get approved minutes from Secretary to post at http://kasfaa.org/docs/toc_inside.html
- Post-Conference Information – from Conference Planning Committee
 - Attendee List and Evaluation Form

November/December

- Fall Newsletter – post at http://kasfaa.org/docs/toc_newsletters.html

January

- Summer Institute Scholarship Application – Received from President and posted to http://kasfaa.org/docs/toc_onlineforms.html

February

- BOD Meeting - get approved minutes from Secretary to post at http://kasfaa.org/docs/toc_inside.html
- Spring Conference information - from Conference Planning Committee (landing page, registration form, program)
- Support Staff Workshop - received from Training Committee (landing page, registration form, directions to sites)

FINANCE COMMITTEE TIMELINE

(Year that an external review if not completed)

April

- Duties begin with installation of new officers
- Meet with Past Chair to review ongoing projects
- Procure Finance Committee Notebook
- Attend Board Meeting as co-chair (both chair and co-chair attend)
- Review Bank Statements and Reconciliation
- Secure signed Conflict of Interest forms from Executive BOD (see addendum 2)

May

- Select firm to conduct external financial review
- *External reviews are completed at the request of the Board of Directors
- Review Bank Statements and Reconciliation

June

- Attend Summer Board Meeting-Chair Only
- Review Bank Statements and Reconciliation

July

- Review Bank Statements and Reconciliation
- Complete internal financial review, with Associate Member Representative, unless external review is requested by the board of directors

August

- Review Bank Statements and Reconciliation

September

- Review Bank Statements and Reconciliation

October

- Attend **fall board meeting** – Chair Only
- Review Bank Statements and Reconciliation

November

- Review Bank Statements and Reconciliation

December

- Review Bank Statements and Reconciliation

January

- Review Bank Statements and Reconciliation

February

- Review Bank Statements and Reconciliation
- Attend **winter board meeting** – Chair Only

March/April

- Attend **spring board meeting** – Chair and Co-chair
- Review external review & report at spring board meeting
- Review Bank Statements and Reconciliation

FISCALS OFFICER TIMELINE

None

MEMBERSHIP COMMITTEE TIMELINE

June

- After dues have been set by the board notify membership of annual dues. Remind primary contacts to check their institutional information for accuracy.

September/November

- Follow up with previous members who have not renewed their membership.

December/March

- Clean up membership database to ensure accuracy if needed.

NEWSLETTER COMMITTEE TIMELINE

October

- Contact the newsletter committee to begin brainstorming topics and other ideas to incorporate into the newsletter. Contact BOD if there are any topics that they would like to see in the newsletter. Delegate articles as needed.

November

- Receive newsletter articles from committee and create the newsletter. Send the draft to the committee, and if no editing is necessary, send the newsletter to the ERC Chair. Goal is to publish the newsletter shortly after the Fall conference.

March

- Contact the newsletter committee to begin brainstorming topics and other ideas to incorporate into the newsletter. Contact BOD if there are any topics that they would like to see in the newsletter. Delegate articles as needed.

April -

- Receive newsletter articles from committee and create the newsletter. Send the draft to the committee, and if no editing is necessary, send the newsletter to the ERC Chair. Goal is to publish the newsletter shortly after the Spring conference.

PUBLICITY AND AWARENESS COMMITTEE TIMELINE

June

- KASFAA Board Meeting

July (Early)

- Request Information for KASFAA Fact Poster

August/September (Early)

- Get College Planning Conferences list from Admissions Offices
 - Delegate members of committee to call hosts and volunteers for each CPC
- Print KASFAA Fact Posters and Jr./Sr. Calendars if needed
 - 2009-2010 were printed at Washburn
- College Planning Conferences begin

October

- College Planning Conferences
- Have Jr./Sr. Calendars available at KASFAA conference
- KASFAA Board Meeting
- KASFAA Fall Conference
- Deliver KASFAA Fact Posters to Training Chair for HS Counselor Training

November

- Finish up College Planning Conferences

December

- Submit request to Governor's Office to declare February as Financial Aid Awareness Month
 - Update (if need be) proclamation to be signed by Governor

January

- Sent out information/ideas to KASFAA members on promoting Financial Aid Awareness Month
- Up to 10 KASFAA members can attend proclamation signing at Governor's Office (include KASFAA President)

February

- Financial Aid Awareness Month
- KASFAA **winter board meeting**

April

- KASFAA **spring board meeting**
- KASFAA Spring Conference

TRAINING COMMITTEE TIMELINE (Suggested date of completion in parentheses)

May

- (30) Contact KACRAO Conference Planners to offer training services

June

- (30) Review all training evaluations for suggestions for improvement
- (30) Schedule initial planning meeting (suggest 2.5-3 hours)
- (30) Create and distribute committee contact list
- (30) Set up committee list-serve
- (30) Prepare details for meeting (parking, food, communications)
- (30) Identify KACRAO Trainer

July

- (07) Hold initial planning meeting
- (12) Identify NASFAA Fall Training Trainer

August

- (11) Send out “Save the Dates” email to list serve with planned events
- (11) Reserve sites for High School Counselor Workshops

September

- (30) KACRAO Conference Training
- (30) Prepare advertisement for High School Counselor Workshops
- (30) Prepare High School Counselor Workshop materials
- (30) Prepare High School Counselor Workshop curriculum
- (30) Prepare High School Counselor Workshop registration information
- (30) Contact Electronic Resources to begin online registration
- (30) Prepare KASFAA October Board Report
- (30) Prepare advertisement for NASFAA Fall Training

October

- (08) Mail High School Counselor Workshop Registration Announcement
- (08) Online High School Counselor Registration Live
- (20) KASFAA Neophyte Training
- (20) KASFAA Board Meeting
- (30) Online High School Counselor Workshop Registration Closes
- (30) Finalize site arrangements and Food reservations based on numbers
- (30) NASFAA Fall Training online registration open

November

- (20) High School Counselor Training
- (30) Compile High School Counselor Training Workshop Evaluations
- (30) Write High School Counselor Training Workshop closeout report and recommendations for future
- (30) NASFAA Fall Training

December

January

- (01) NASFAA Fall Training
- (15) Write NASFAA Fall Training closeout report and recommendations for future
- (30) Contact GPACAC Conference Planning Chair for program offer

February

- (15) Conference Call with Committee on Neophyte Training
- (28) Finalize Neophyte Training and Presenters

March

- (10) Provide information to Conference Planning Chair

April

- Conference Neophyte Training
- Review evaluations and pass material to next Chair

WELCOME COMMITTEE TIMELINE

None

**Conflict-of-Interest Policy
for the
Kansas Association of Student Financial Aid Administrators (KASFAA)**

1. Scope. The following statement of policy applies to each member of the Board of Directors of KASFAA. Board of Directors members include Officer and Committee Chairs and will be referred to hereafter as the Board. In addition, it is intended to serve as guidance for all KASFAA members.
2. Fiduciary Responsibilities. Board members, officers, and members of KASFAA serve the greater good of the organization and have a clear obligation to fulfill their responsibilities in a manner consistent with this fact. All decisions of the Board are to be made solely on the basis of a desire to advance the best interests of the organization. The integrity of KASFAA must be protected at all times.

Effective boards will include individuals who have relationships and affiliations that may raise questions about perceived conflicts of interest. Although many such potential conflicts are and will be deemed inconsequential, every Board member has the responsibility to ensure the entire Board is made aware of situations that involve personal, familial, or business relationships that could be troublesome. Thus, the Board requires each officer annually (a) to be familiar with the terms of this policy; (b) to disclose to the KASFAA President any possible personal, familial, or business relationships that reasonably might give rise to a conflict involving KASFAA; and (c) to acknowledge by his or her signature that he or she is in accordance with the letter and spirit of this policy.

3. Disclosure. All Board members are requested to list on this form only those substantive relationships (a) they or members of their family maintain with organizations that do business with KASFAA, or (b) that potentially could be construed to affect their independent, unbiased judgment in light of their decision-making authority and responsibility.

If a member of the Board is uncertain whether to list a particular relationship, the President should be consulted. He/She may elect to seek the judgment of the other KASFAA officers before informing and consulting with the entire Board within an executive session (either in-person or via electronic means) If the Board determines that no potential conflict exists, an Exception will be granted. Information shared or gathered as a result of such consultations (including information provided on this form) shall be confidential except when the KASFAA's best interests would be served by disclosure. Such disclosure will be made only after informing those concerned.

The following definitions are provided to help the Board and officers decide whether a relationship should be listed on the disclosure:

- **Business Relationship:** One in which a Board member or a member of his or her family as defined below serves as an officer, director, employee, partner, Trustee, or controlling stockholder of an organization that does substantial business with KASFAA.

- **Family Member:** A spouse, parent, sibling, child, or any other relative if the latter resides in the same household as the Board member.
 - **Substantial Benefit:** When a Board member or a member of his/her family (a) is the actual or beneficial owner of more than 5 percent of the voting stock or controlling interest of an organization that does substantial business with KASFAA or (b) benefits directly, indirectly, or potentially from cash or property receipts totaling \$10,000 (what does the Board consider substantial?) or more annually.
4. Restraint on Participation. Board members who have declared a potential conflict of interest, or who have been found to have a potential conflict of interest, shall refrain from participating in consideration of proposed transactions unless the Board requests information or interpretation for special reasons. Should a potential conflict of interest matter require a Board vote to resolve, those concerned shall not be present at the time of the vote.

Archive Periodic Items

Item	Notes	Retention
Annual budgets		3
Bank statements & reconciliation		5
Check register/Disbursement reports	KASFAA & CGS	5
Conflict of Interest Statements		3
Contracts	Fulfilled or Canceled	3
Deposit records	KASFAA & CGS	5
End of year Treasurer Report		10
External financial review		10
Federal tax returns	Fiscal Year	10
Insurance policy		5
Internal financial review		10
Investment statements		5
Not for Profit Corporate Annual Report	State of KS	10
Periodic Treasurer reports	BOD/Business Mtg	3
Policies and Procedures		5
Receipt book	With Treas. until completely used	5

Purge Year Periodic Items*	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Annual budgets	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Bank statements & reconciliation	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Check register/Disbursement reports	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Conflict of Interest Statements	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Contracts	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Deposit records	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
End of year Treasurer Report	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
External financial review	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Federal tax returns	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Insurance policy	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Internal financial review	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Investment statements	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Not for Profit Corporate Annual Report	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	2012
Periodic Treasurer reports	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Policies and Procedures	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Receipt book	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017

*Items are Fiscal Year ending unless otherwise indicated.

Archive Permanent Items

Item	Notes	Retention
Award recipients	Website	Permanently
BOD meeting minutes	Website	Permanently
Business meeting minutes	Website	Permanently
By-Laws	Website	Permanently
Capitol Federal Passcards	Current BOD	Permanently
CD's		Permanently
Charter		Permanently
Conference programs		Permanently
Newsletters	Website	Permanently
Not-for-Profit/501(c)(3)		Permanently
Registered Agent	State of Kansas	Permanently
Photos	Name, event, date	Permanently
Tax ID number		Permanently

Archive Treasurer Items

Items	Notes	Retention
Signature Cards		2
Treasurer Guide		3
W-9s		2

Purge Year Treasurer Items *	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Signature Cards	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Treasurer Guide	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
W-9s	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020

*Items are Fiscal Year ending unless otherwise indicated.

Addendum 3

Archive Box Contents

Purge Year

Item	Retention	Year*
Annual budgets	3	2017
Bank statements & reconciliation	5	2015
CD Statements (Cal Yr)	5	2015
Check register/Disbursement reports	5	2015
Conflict of Interest Statements	3	2017
Contracts	3	2017
Deposit records	5	2015
End of year Treasurer Report	10	2010
External financial review	10	2010
Federal tax returns	10	2010
Insurance policy (Ending Yr)	5	2015
Internal financial review	10	2010
Investment statements	5	2015
Not for Profit Corporate Annual Report	10	2010
Periodic Treasurer reports	3	2017
Policies and Procedures	5	2015
Receipt book	5	2015

*Items are Fiscal Year ending unless otherwise indicated.