

## Policies and Procedures for the Bisbee Back to School Committee

- Decisions on how funds are spent will only be made through the planning committee. Suggestions can be made and will be added to the agenda for discussion. Suggestions will be reviewed and approved in our next planning meeting.
- Suggestions are always welcome. Anyone interested in making a suggestion to help us improve the outcome of our event can contact the committee secretary to have those items included in the agenda prior to a meeting.
- If a task or assignment is requested from one of the planning committee members they are expected to complete the task. If any issues arise or believe they are unable to complete the task please notify the committee on a timely manner to re-assign the task. **Preferably via email.**
- Planning committee is responsible for attending meetings regularly and communicating any issues.
- Planning committee is responsible for the recruitment of new entities that will participate or help sponsor the back to school event.
- Each member of the planning committee is responsible for their role and task within the planning of our event.
- Backpacks distributed are only for children who have been identified by the school district as qualifying to participate in the back to school event. The school will be responsible for the distribution of tickets for children participating in the event.
- Planning committee is prohibited from taking any cash. We can only accept checks made out to "**Bisbee Rotary Club.**"
- Checks need to be reported and given to the planning committee secretary. This will ensure we thank every single sponsor for their support.
- Bisbee Rotary Club will continue to handle our bank transactions and accounting.
- Bisbee Rotary Club is the responsible fiscal agent. Make sure to let sponsors know their donation is tax deductible. **(memo: Bisbee Back to School)**
- After the event we will be meeting again to discuss how we can improve the outcome of the event for next year. We will review: How many children were served? How many backpacks were distributed? This information is important for our sponsors, so we need to make sure this information is disseminated in a timely manner. This will help us ensure our credibility as an organization.