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Within thirty (30) days after the end of the chapter's fiscal year, the outgoing President shall complete this form. Save a copy for the chapter files and provide a copy to the incoming President.

Please note: The information to be inserted is for the chapter **and its auxiliaries.**

Chapter	Fiscal year ended	Do you have an adult auxiliary?	Do you have an Assisteens auxiliary?	Do you have Community Volunteers?	Do you a Thrift Shop/Retail Shop?
Metro Columbus	2018	No	No	Yes	No

You don't need to complete form in one sitting, but you do need to go to the last page and click Review, and then Confirm to save your data so that it is available the next time you access the form.

Accomplishments

1. We continue to emphasize public awareness and community support. We belong to two local Chambers of Commerce. 2. We continue our relationship with a local Kohl's store. Kohl's employees join our members several times per year to assemble hygiene kits for children.. Each time this happens, Kohl's donates at least \$500 to us to be used for children. 3. We have continued our mailed.annual appeal. We received more money than budgeted and more than in previous years. We continue to see an increase in donations from outsidew our membership. 4. We again have Gold Star status on Guidestar. 5. We continue to update our website and have Facebook, Instagram, and Twitter accounts. 6. We continue our notecard project with art work donated by a local artist. 7. We continue our craft group which makes items to sell at a local holiday bazaar in addition to making the decorations for our functions. 8. We began a cookbook project and will have cookbooks ready to sell for the 2018 holiday season. 9. We hosted a Casino Night in October. It was successful and another is planned for October, 2018. 10. We participated in the Legacy of Literacy program. 11. We continued all of our philanthropic programs and have become more organized in how we approach each one as well as better at keeping more detailed records. 12. We participated in a Chapter visit from National representatives in March. 13. In July we participated in a restaurant fundraiser- part of the restaurant's proceeds for one evening were donated to us. This was successful and we will participate in this again in July 2018. 14. Two of our members compile a scrapbook of pictures, flyers, letters, etc from throughout the year so we have a history of happenings.

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Philanthropic Programs

For recipients, list number of persons served, not number of schools, hospitals, etc. Budget amounts should be for the year being reported upon. **You can now update program information and add new programs.**

Programs

Program Name	Groups Served	Groups Involved	Category	Type	Status	Year Started	Year Ended
Assault Survivor Kits	- Children - Adults - Families	- Chapter	Community Needs	- Supplies	Adopted	1999	

# of Members Involved	# of Recipients (people)	Budget	Expenses
22	1279	14769	14520

Comments

Our ASK program is divided into four programs- Hygiene Kits, Crisis Clothing, Huckleberry House, and Franklin County Children Services. The above figures are for the combined programs.

Program Record ID Programs StatisticsRecord ID
a3R1a0000009F6VEAU a3W1a0000004xMSEAY

Programs

Program Name	Groups Served	Groups Involved	Category	Type	Status	Year Started	Year Ended
Center for Family Safety and Healing	- Children	- Chapter	Community Needs	- Health	Adopted	2016	

of Members Involved # of Recipients (people) Budget Expenses
 1 140 1479 1217

Comments

Program Record ID Programs StatisticsRecord ID
 a3R1a00000010KqEAI a3W1a000000501NEAQ

Programs

Program Name	Groups Served	Groups Involved	Category	Type	Status	Year Started	Year Ended
Operation School Bell	- Children	- Chapter	Operation School Bell	- Clothes - Supplies	Adopted	1999	

of Members Involved # of Recipients (people) Budget Expenses
 11 159 4550 4343

Comments

Our OSB program is divided into two programs- Reading and Tutoring and Head and Toe. The above figures are for these two programs combined.

Program Record ID Programs StatisticsRecord ID
 a3R1a0000009F6UEAU a3W1a0000004xMXEAY

Programs

Program Name	Groups Served	Groups Involved	Category	Type	Status	Year Started	Year Ended
Providing Assitance and Laughter for Seniors	- Adults	- Chapter	Community Needs	- Health	Adopted	2007	

of Members Involved # of Recipients (people) Budget Expenses
 10 51 750 702

Comments

Program Record ID Programs StatisticsRecord ID
 a3R1a0000009F6WEAU a3W1a0000004xMcEAI

What vendors/stores do you use?

- Kohl's
- Payless Shoes
- Walmart
- Other

Other

Question

Have Program Amendment Notice forms for existing philanthropic programs of the chapter and its auxiliaries been submitted to the National Philanthropic Programs Committee when amending a program?

Response
 Yes

Question

Have Program Selection Report forms been submitted to the National Philanthropic Programs Committee when initiating a program?

Response
 Yes

Question

Have Agreements with an Organization, District/School or a Store forms for each philanthropic program of the chapter and its auxiliaries been submitted to the National Philanthropic Programs Committee when securing agreements for a program?

Response
 Yes

Question

Response

Have Program Termination Notice forms for existing philanthropic programs of the chapter and its auxiliaries been submitted to the National Philanthropic Programs Committee when terminating a program?

Yes

Question

Response

Has your chapter completed the Operation School Bell Outcomes Summary Results Survey on the national website?

No

Explanation

Question

Response

Are all philanthropic programs identified with the name Assistance League? Yes

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Membership

Member Service Hours

Voting Adult Service Hours Nonvoting Adult Service Hours
8953

Community Volunteer Statistics

Service Hours	# of Volunteers	What type of Service?
343	6	- Once and done - Ongoing

Expectations

Financial Expectations/requirements other than dues
None, other than to support our events.

Hours Expectations/requirements (Voting, Nonvoting, Auxiliary, Other)
None

Service Expectations (committees, meetings, programs)
It is recommended that each member serve on at least two committees.

Dues \$/yr (Voting, Nonvoting, other)
\$50 per year voting \$100 per year non-voting

Governance

Membership classifications other than Voting, NonVoting
None

Does the chapter have term limits for Board Positions?
Three years

Does the chapter have term limits for Chair positions?
None

Number of members on Advisory Council?
None

Member Orientation

How often does chapter have Orientation?
As needed

What method is used for Orientation?

- One on One
- Class

Awards

What awards does chapter give?

- Ada Edwards Laughlin
- Other

Awards - Other

Service awards to out-going board members, "Pat on the Back" award to non-board members

Background Screenings

Does your chapter conduct background screenings?

- No One

Who is your vendor?

Networking Events

Did your chapter attend/plan to attend a networking event in 2018? Networking - Other
 - Other **October 2018 - Michigan**

Membership Questions

Question

Is a current Assisteens's Auxiliary Consent Form on file with the chapter's Assisteens Coordinator for each Assisteens member?

Response

N/A

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Finance

Do you have any paid staff?

- None

Insurance

Have you reviewed your insurance in the past year to insure adequate coverage?

Yes

Do you have cybersecurity insurance?

No

Do you have child protection insurance?

No

Please provide any comments you may have regarding insurance.

Date annual chapter budgets, including auxiliaries, approved by membership
05/23/2017

Question Response

Are the chapter's most current annual financial statement and IRS Form 990 available on the chapter's website? Yes

Question Response
Did the Board review the CPA's management letter returned with audited financial statements? Yes

Question Response Explanation
Did the Board review the most recently filed IRS Form 990 before it was submitted? No Reviewed by the treasurer

Do you use a donor database to track donors and donations? Other Donor DB Is the Charitable Solicitation Registration current in all states in which the chapter is required to register? Yes Please list vendor if you use one. Did the chapter disclose the following information on tickets and/or invitations for all fundraising events?
 - Amount of ticket
 - Fair market value
 - Description of goods/services
 - Amount tax deductible
 - Words "retain for tax purposes" on portion retained by donor

Question Response
Did the chapter follow IRS regulations and applicable state and local laws, if any opportunity drawings/raffles were held? Yes

Question Response Explanation
Has the chapter established a planned giving program? No

Question Response
Did the chapter provide receipts/acknowledgments to donors for all cash and noncash contributions and obtain valuations of gift-in-kind donations? Yes

Question Response
Did the chapter pay sales tax on fundraising activities (including thrift shops and sales of purchased items) where required by state and local laws? N/A

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Strategic Planning

GuideStar level designation achieved
Gold

Date chapter GuideStar profile was last updated?
03/01/2018

What is the term of your strategic plan?
One year

Date strategic plan was last updated?
11/01/2017

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Marketing Communications

Date of last update made to chapter website information
06/01/2018

Question Response
Do all marketing communications/public relations and other informational materials include the Assistance League® name and logo? Yes

Question Response
Do auxiliary marketing and communications/public relations and other informational materials include a statement that identifies the auxiliary as an auxiliary of the chapter? N/A

Question Response
Does the use of Assistance League trademarks and designs/logos comply with Registered Trademarks? Yes

and Rules for Trademark Use and Graphic Standards?

Question

If the chapter or auxiliary brochures were updated in the past year, were they submitted to the National Vice President Marketing Communications for review prior to printing?

Response
Yes

Question

If the chapter's website solicits contributions, are chapter's mission statement, summary of past year service accomplishments, roster of Board of Directors, and financial information included on the website?

Response
Yes

Question

Is information on the chapter's website accurate and up-to-date? Yes

Response

Technology

What Office Productivity Suite do you use?
None

What Office Productivity Suite do you plan to use?
None

Do you use an email marketing tool?
Other

Other Email Tool
Page Maker

Do you use an Operation School Bell tool for scheduling students?

Do you use a tool for scheduling volunteers?

Do you use a tool for tracking volunteer hours?

- Spreadsheet

Question

Does your chapter use role based emails? No

Response Explanation

Question

Does your chapter have an email policy? No

Response Explanation

Question

Does your chapter use TechSoup? Yes

Response

Are you ready to submit this form and load the required files?

No

If not, click Review, scroll down to the bottom of form that is displayed and then click Confirm to save your changes. You will be then be able to retrieve your saved data to complete the form at a later time.