

Submitted on
NAL website 6/25/2019

FY 2019

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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?	YES Started For	Do you have an Assisteens auxiliary?	Do you have Community Volunteers?	Do you a Thrift Shop/Retail Shop?
Metro Columbus	2019	No	2019	No	Yes	No

Accomplishments

We continue to emphasize public awareness and community support by belonging to two Chambers of Commerce. We participated in a summer community market day and in the fall, in a community bazaar where our Crafters made items for sale. A local Kohls store sends five employees four times a year to assemble hygiene kits for children and donates \$500 each time. We sent an annual appeal letter to the community and received nearly \$10,000 in donations; we received small grants from Mercator and Aldi. We have Gold Star status on Guidestar. Our website is updated regularly and we post items of interest on Facebook, Instagram and Twitter. We celebrated our 15th anniversary during the entire year and produced a member cookbook which was sold to members, friends, family and the community. We also had a special anniversary meeting where we invited friends and prospective members. Our fundraising activities--Casino Night and Spring Luncheon and Fashion Show, as well as restaurant nights--were successful in terms of money earned and community awareness. Our Flower Sale was successful as well. We participated in Action Week with books for children at a local elementary school. Our treasurer instituted an inventory computer program for our hygiene kit items, making this project very easy to track. Our philanthropic programs thrived, with our hygiene kit program for adults and children producing and distributing over 2,000 kits. We instituted a new program at Huckleberry House where we now provide start-up household items for the apartments where the teens live. We continue to keep a visual record of our yearly activities with a scrapbook.

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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.

Programs

Program	Status	Year Started	Year Ended	Groups Served:	Groups Involved:	Category:	Type:	Comments	Program Name	Record ID
Assault Survivor Kits	Adopted	1999	-	- Children - Adults - Families	- Chapter	Community-Needs	Supplies	Our ASK program is divided into four programs--Hygiene Kits, Crisis Clothing and Domestic, Huckleberry House, and Franklin County Children	PGM-02622	a451P000000DhTT

County Children Services. We receive many in-kind donations from members and community for these programs.

# of Members Involved	# of Recipients (people)	Budget	Expenses	Program Statistics Name
50	1500	19600	19101	PS-00604

Programs

Program	Status	Year Started	Year Ended	Groups Served:	Groups Involved:	Category:	Type:	Comments	Program Name	Record ID
Center for Family Safety and Healing	Adopted	2016	-	Children	-	Chapter Community-Needs	Health		PGM-02623	a451P000000DhTUQ

# of Members Involved	# of Recipients (people)	Budget	Expenses	Program Statistics Name
1	150	1300	1300	PS-00605

Programs

Program	Status	Year Started	Year Ended	Groups Served:	Groups Involved:	Category:	Type:	Comments	Program Name	Record ID
Operation School Bell	Adopted	1999	-	Children	-	Chapter Operation-School Bell	Clothes	Our OSB program is divided into two programs- Reading and Tutoring and Head and Toe. The above figures are for these two programs combined.	PGM-02624	a451P000000DhTV

# of Members Involved	# of Recipients (people)	Budget	Expenses	Program Statistics Name
12	150	4250	4000	PS-00606

Programs

Program	Status	Year Started	Year Ended	Groups Served:	Groups Involved:	Category:	Type:	Comments	Program Name	Record ID
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Providing Adopted 2007 Assistance and Laughter for Seniors	- Adults - Chapter Community- Needs	Chapter Health members visit an assisted living residence with books, puzzles, candy, snacks, etc., and spend time talking with them.	PGM- 02625	a451P000000DhTWQ
# of Members Involved 10	# of Recipients (people) 75	Budget 650	Expenses 649	Program Statistics Name PS-00607

What vendors/stores do you use?

- Kohl's
- Payless Shoes
- Walmart
- Other

Other

Question Response
Are all of your agreements up-to-date? Yes

Question Response
Have Program Selection Report forms been reviewed by your National Philanthropic Programs Consultant when initiating programs and submitted once signed? N/A

Question Response
Are you using the new Self-Renewing Fillable agreements? Yes

Question Response
Have all of your new agreements with an Organization, District/School or a Store been submitted to your National Philanthropic Programs Consultant? *yes*

Question Response
Has your chapter completed the Operation School Bell Outcomes Summary Results Survey on the national website? No

Explanation Response
 Question Response
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? 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

Membership

Member Service Hours

Voting Adult Service Hours Nonvoting Adult Service Hours
9074 0

Community Volunteer Statistics

Service Hours # of Volunteers What type of Service?
200 10 - 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
- Anne Banning Leadership
- 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 2019? Networking - Other

- Other

October 2018 - Michigan

Regular Meetings

Please select the time of your regular chapter meetings:

Week: Day:

Fourth Monday

Membership
Questions

Question

Response

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

Do you own:

Do you lease:

- Office space

Date annual chapter budgets, including auxiliaries, approved by membership

05/21/2019

Question

Response

Has the chapter Board designated a portion of unrestricted net assets for expansion, building, equipment or other use? **No**

Explanation

Question **Does the chapter document internal control procedures?** **Yes** Response

Question **Did the Board review the most recently filed IRS Form 990 before it was submitted?** **Yes** Response

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

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

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?	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
Other	Excel	Yes		

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

Question **Was the Resale Shop Survey updated at your chapter's fiscal year end?** **N/A** Response

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

Question **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** Response

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

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Strategic Planning

GuideStar level designation achieved
Gold

What is the term of your strategic plan?
One year

Seq Question **Does the strategic plan include a mission and vision statement and core values?** **Yes** Response

Seq Question	Response
27 Does the strategic plan include goals and strategies? Yes	
Seq Question	Response
28 Does the strategic Plan include action plan steps associated with the goals and strategies?	Yes
Seq Question	Response
29 Has the chapter adopted the shared National mission and vision statements and tagline?	Yes
Seq Question	Response
30 Does the chapter have a strategic planning Vice President or Chairman? Yes	
Seq Question	Response
31 Is the strategic planning Vice President or Chairman a voting member of the Board? Yes	
Seq Question	Response
32 Does the chapter have a one-page strategic plan summary? Yes	
Seq Question	Response
33 Is the one-page strategic plan summary available on the public side of the chapter website?	Yes
Seq Question	Response
34 Is the strategic plan used in developing the chapter annual budget? Yes	
Seq Question	Response
35 Are all chapter members involved in strategic plan development and implementation? Yes	
Seq Question	Response
36 Does the chapter have a process to (at least) annually review strategic plan goals, strategies and the action plan?	Yes
Seq Question	Response
37 Does the Board regularly review the strategic plan and use it to direct decision making? Yes	
Seq Question	Response
38 Is the chapter GuideStar organizational profile updated at least every 18 months? Yes	
Seq Question	Response
39 Is the GuideStar level designation widget displayed on the public side of the chapter website?	Yes

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Marketing Communications

Date of last update made to chapter website information
06/22/2019

Question
Does the use of Assistance League trademarks and designs/logos comply with Registered Trademarks and Rules for Trademark Use and Graphic Standards?

Response
Yes

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

Response
N/A

Question
Do you have a community newsletter? No

Response Explanation

Question

Response

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? Yes

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

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

Question Response
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? Yes
Technology

What Office Productivity Suite do you use?	What Office Productivity Suite do you plan to use?	Do you use an email marketing tool?	Other Email Tool	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?
None	None	Other				- Spreadsheet

Question Response Explanation
Does your chapter use role based emails? No

Question Response Explanation
Does your chapter have an email policy? No

Question Response
Does your chapter use TechSoup? Yes

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