

FRIENDS
OF NEVADA STATE
MUSEUM LAS VEGAS

Friends of Nevada State Museum Las Vegas
Membership Handbook
Revised January 2023

**Friends of Nevada State Museum Las Vegas
Membership Handbook**

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1. Mission

Our mission is to encourage, foster, and assist Nevada State Museum, Las Vegas (NSMLV) programs and activities by volunteering, fundraising, and promoting community interest in the museum.

2. Vision

To have the NSMLV recognized locally and nationally for the quality of its exhibits and programs, and to create financial support system to ensure the continued quality of NSMLV.

3. Meetings

There is a Friends general membership meeting the third Thursday of each month at the NSMLV. There is a monthly Board meeting which is held at a time and place agreed upon by the Board members.

4. Friends of NSMLV Membership

Membership in the Friends of NSMLV is open to all. Membership in the Friends does not include membership in the NSMLV or the Springs Preserve. Simply apply using the form in Appendix I or online at www.nsmlv.org/membership (coming soon), and pay the annual dues. Membership shall not be restricted on the basis of race, sex, creed, age, sexual orientation, or disability.

Membership Advantages

Subscription to Friends of NSMLV Newsletter

Invitations to events

Participation and volunteer opportunities

Learn about local cultural and natural history through:

- Guest speakers
- Behind the scenes access to NSMLV and NSMLV staff
- Workshops
-

Member Opportunities

Members may contribute to Friends of NSMLV by serving on the board of directors, volunteering at a museum event or a Friends fundraiser, recruiting new members of the Friends of NSMLV, or by financial donations.

Annual Membership and Dues

The Friends Membership Year is January 1 through December 31. Annual dues will be proposed by the Board of Directors and approved by two-thirds (2/3) vote of the members at a regular meeting. Dues are delinquent as of February 1. Delinquent members shall be dropped from the membership rolls if dues are not received by March 1.

There shall be five categories of membership in the corporation:

- Student – open to full time students with a current identification card
- Family – open to parents and children

- Individual – open to any person who pays dues
- Sponsor – open to any person or organization that contributes funds, goods, or services to the Friends at a level determined by the Friends Board of Directors
- Patron – open to any person or organization that provides funds or goods, goods, or services to the Friends at a funding level determined by the Friends Board of Directors
- Benefactor – open to any person or organization that provides funds, goods, or services for the Friends at a funding level determined by the Friends Board of Directors.
- Honorary - Upon a simple majority vote of the Board of Directors, honorary membership may be granted to persons of distinction interested in promoting the NSMLV. Honorary members shall be exempt from payment of dues for life

Charter Members

Anyone who joins the Friends of NSMLV prior to January 1, 2017 is a charter member. Membership is for the volunteer group Friends of NSMLV only, and does not include membership in the Nevada State Museum or the Springs Preserve. Charter members of the Friends are acknowledged in Appendix J of this document.

5. Friends of NSMLV Policies

Friends of NSMLV Policies are provided in the appendices of this document.

6. Privacy

All addresses, telephone numbers, and emails are considered proprietary information and will not be shared with other organizations with the exception of the Nevada State Museum, Las Vegas. See Appendix F, Confidentiality Policy.

7. Communications

The primary communication method for the Friends of NSMLV is email and web site postings. Announcements, special invitations, and requests to volunteer may be sent by email and/or posted on the Friends web site.

To decide on content and timing of Friends communications, we will balance these values:

- a) Accuracy
- b) Attribution (source of the information)
- c) Completeness
- d) Transparency
- e) Respect for members
- f) Benefit to the organization

Please put the following email addresses on your safe list as you may receive information from any of them:

members@nsmlv.org
media@nsmlv.org

The Friends web site url is:
www.nsmlv.org

Information may also be conveyed via Facebook. The Friends Facebook page is:

<https://www.facebook.com/nsmlv.org>

Online Etiquette Guidelines

These are some guidelines for commenting, blogging, tweeting, and photo sharing:

- Be yourself. Always be transparent about who you are and who you represent when sharing or commenting about the Friends of NSMLV. Use your real name, and state that you volunteer for the Friends and what your role is.
- Be respectful. Always respect other's opinions, even when they don't offer the same in return.
- Think ahead. Protect yourself, your privacy, and Friends of NSMLV's confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully.

For more information, see Appendix G – Media Policy

8. Standing Rules

1. The Board of Directors shall present to the membership an annual suggested operations and fundraising budget at the annual business meeting.
2. All Friends of NSMLV fundraising events will have a budget presented to the Board of Directors by the event chairperson consisting of estimated expenses and income. The event shall be approved by the Board of Directors before it occurs. Following the event, an actual expense and income report will be presented to the Board of Directors. See Appendix L for an event budget form.

3. The Treasurer shall present the Fiscal Year’s Report at the annual business meeting. The *suggested* template for the report is shown below, but it should be edited as needed by the Treasurer. Particularly for income and expenses, it is important to have the accounting line items in the accounting software match the line items in the budget template. Misalignment between budget and accounting line items necessitates tedious regrouping of numbers for budget comparison reports and can lead to over-spending of accounting line items not represented in the budgeting process.

| Friends of Nevada State Museum Las Vegas Fiscal Year Statement (DATE) | Prior Year Actual | Current Year to Date | Current Year Budget | % Budget to Date | Year End Forecast | Budget to Year End Variance | Notes |
|------------------------------------------------------------------------------|--------------------------|-----------------------------|----------------------------|-------------------------|--------------------------|------------------------------------|--------------|
| Earned Revenue | | | | | | | |
| Contributed Revenue | | | | | | | |
| Released from Restriction | | | | | | | |
| Total Unrestricted Revenue | | | | | | | |
| Program Expense | | | | | | | |
| Development Expense | | | | | | | |
| Admin Expense | | | | | | | |
| Total Operating Expense | | | | | | | |
| NET UNRESTRICTED INCOME | | | | | | | |
| Restricted Contributions | | | | | | | |
| Released to Unrestricted | | | | | | | |
| NET RESTRICTED INCOME | | | | | | | |
| NET ALL ACTIVITY | | | | | | | |
| Note A (Narrative Explanation) | | | | | | | |
| Note B (Narrative Explanation) | | | | | | | |
| Note C (Narrative Explanation) | | | | | | | |

This report format is intended to promote maximum understanding by the board by showing the year-to-date but focusing on the expected year-end results. The goal is to allow the board to determine if the Friends are on track to meet revenue targets and to stay within the budgeted expenses.

4. Up to \$500.00, non-accumulative, may be expended at the discretion of the Board of Directors for general operating expenses of Friends of NSMLV with a majority approval vote of the Board of Directors. Expenditures over \$500.00, with the exception of approved fundraising event expenses, will be presented to the membership at a general meeting for final approval. The Treasurer can sign for and authorize expenditures up to \$499.99. Expenditures in excess of \$499.99 require authorization and signature by both the Treasurer and President.
5. Any request to the Friends of NSMLV for funds shall be presented to the Board of Directors in written form.
 - a) The Board of Directors may approve up to \$500.00 to be used for the benefit of Nevada State Museum, Las Vegas as requested by the Director of the museum, with information about that specific need upon a majority approval vote of the Board of
 - b) Requests above \$500.00 will be discussed by the Board of Directors and may be an agenda item at the next general membership meeting with a Board recommendation to the membership on whether the request should be granted.
6. Honorary members shall be exempt from payment of dues for life.
7. The Board of Directors shall ensure adherence to the following policies:

Appendix A – Reimbursement Policy

Appendix B – Conflict of Interest Policy

Appendix C – Document Retention Policy

Appendix D – Whistleblower Policy

Appendix E – Financial Management Policy

Appendix F – Confidentiality Policy

Appendix G – Media Policy

Appendix H – Internship Policy

Appendix I – Friends of NSMLV Membership Form

Appendix J – Charter members of the Friends of Nevada State Museum Las Vegas.

Appendix A- Expense Reimbursement Policy

Article 1 – Purpose

The Board of Directors of the Friends of Nevada State Museum Las Vegas (NSMLV) recognizes that Officers, Chairpersons, or Members of the Friends may be required to incur expenses from time to time to conduct Friends business and to further the mission of this non-profit organization. The purpose of this policy is to ensure that:

- a) Adequate cost controls are in place
- b) Expenditures are appropriate
- c) To provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Friends members.

It is the policy of the Friends to reimburse only reasonable and necessary expenses actually incurred by members.

When incurring business expenses, the Friends expects Members to:

- a) Exercise discretion and good business judgement with respect to those expenses
- b) Be cost conscious and spend the Friends' money as carefully and judiciously as their own
- c) Report expenses, supported by required documentation, as they were actually spent

Article 2 – Procedure

This article describes reimbursement procedures.

1. **Expense Report.** Expenses will not be reimbursed unless the person requesting reimbursement submits a written Expense Report to the Treasurer. The Expense Report, which shall be submitted within six weeks of purchase must include:
 - Member's name
 - Date of original expense
 - Itemized list of all expenses for which reimbursement is requested
 - Member signature
 - Original receipt(s)
 - Reason the expense was incurred

2. Receipts

Receipts are required for all expenditures. No expense up to \$500.00 will be reimbursed without board approval. Members requesting reimbursement submit, with the Expense Report (shown below), receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided, the date, and the total

expenses. Receipts are required for all expenditures billed to Friends of NSMLV. No expense in excess of \$500.00 will be submitted without general membership approval.

**Friends of Nevada State Museum Las Vegas
Expense Reimbursement Form**

| | |
|--------------|--|
| Payee Name: | |
| Payee Phone: | |
| Payee Email: | |

Expense Period

| | |
|-------|--|
| From: | |
| To: | |

| | |
|--------------------------|--|
| Business Purpose: | |
|--------------------------|--|

Itemized Expenses

| Date | Description | Cost |
|-------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Total | | |

Don't forget to attach receipts!

Payee Signature _____ Date _____

Approval Signature _____ Date _____

Article 3 – Reimbursement Expenses

Reimbursable expenses and non-reimbursable expenditures are described below.

1. **Reimbursable Expenses.** Reasonable expenses incurred from performing Friends of NSMLV related tasks are reimbursable. Expenses that are reimbursable include, but are not limited to:

- Office supplies
- Postage
- Printing
- Training material
- Raffle prizes
- Refreshments

2. **Non-Reimbursable Expenditures**

Friends of NSMLV does not reimburse members for travel or any other expense not related to Friends business.

Appendix B – Conflict of Interest Policy

Friends of Nevada State Museum Las Vegas Conflict of Interest Policy For Directors and Officers and Members of a Committee with Board Delegated Powers

This policy is based on the IRS model Conflict of Interest policy, which is an attachment to Form 1023. It adds information needed to allow Friends of Nevada State Museum Las Vegas (Friends of NSMLV) to assess director independence in order to answer questions on Form 990.

Article I -- Purpose

1. The purpose of this Board conflict of interest policy is to protect Friends of NSMLV's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer or director of Friends of NSMLV or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" directors.

Article II -- Definitions

1. **Interested person** -- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial interest** -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which Friends of NSMLV has a transaction or arrangement,
 - b. A compensation arrangement with Friends of NSMLV or with any entity or individual with which Friends of NSMLV has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which Friends of NSMLV is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board or Executive Committee decides that a conflict of interest exists, in accordance with this policy.

3. **Independent Director** -- A director shall be considered “independent” for the purposes of this policy if he or she is “independent” as defined in the instructions for the IRS 990 form or, until such definition is available, the director --
- a. is not, and has not been for a period of at least two years, an employee of any entity in which Friends of NSMLV has a financial interest;
 - b. does not directly or indirectly have a significant business relationship with Friends of NSMLV, which might affect independence in decision-making;
 - c. is not employed as an executive of another corporation where any of Friends of NSMLV’s executive officers serve on that corporation’s compensation committee; and
 - d. does not have an immediate family member who is an executive officer of Friends of NSMLV or who holds a position that has a significant financial relationship with Friends of NSMLV.

Article III -- Procedures

1. **Duty to Disclose** -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Committee.
 2. **Recusal of Self** – Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
 3. **Determining Whether a Conflict of Interest Exists** -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Committee members shall decide if a conflict of interest exists.
4. **Procedures for Addressing the Conflict of Interest**
- a. An interested person may make a presentation at the Board or Executive Committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - b. The Chairperson of the Board or Executive Committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the Board or Executive Committee shall determine whether Friends of NSMLV can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board or Executive Committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Friends of NSMLV's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts of Interest Policy

a. If the Board or Executive Committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to

b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the Board and all committees with board delegated powers shall contain:

a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Committee's decision as to whether a conflict of interest in fact existed.

b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

1. Friends of NSMLV may reimburse such persons for the reasonable out-of-pocket expenses incurred in connection therewith. Friends of NSMLV may not pay compensation to directors or officers for services rendered.

Article VI – Annual Statements

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:

a. Has received a copy of the conflict of interest policy,

b. Has read and understands the policy,

c. Has agreed to comply with the policy, and

d. Understands Friends of NSMLV is a non-profit organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

2. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
3. The Board of Directors shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

Article VII – Periodic Reviews

To ensure Friends of NSMLV operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to Friends of NSMLV's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, Friends of NSMLV may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Director and Officer Annual Conflict of Interest Statement

1. Name: _____ Date: _____

2. Position: _____

3. I affirm the following:

I have received a copy of the Friends of NSMLV Conflict of Interest Policy. _____(initial)

I have read and understand the policy. _____(initial)

I agree to comply with the policy. _____(initial)

I understand that Friends of NSMLV is a non-profit organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes. _____(initial)

Signature

Appendix C - Document Retention Schedule

Friends of Nevada State Museum

The following types of documents will be retained in the volunteer room at NSMLV for the following time periods in the specified format (for electronic records, optional paper copies may also be retained). At least one copy of each document will be retained according to the following schedule. The Secretary is responsible for ensuring computer backups and paper files are created and retained.

Corporate Records

| Record | Retention Period | Document Format |
|--------------------------------------------------------------------------|-------------------------|------------------------|
| Articles of Incorporation to apply for corporate status | Permanent | Paper |
| IRS Form 1023-EZ to file for tax-exempt and/or charitable status | Permanent | Paper |
| Letter of Determination granting the tax exempt and/or charitable status | Permanent | Paper |
| By Laws | Permanent | Electronic |
| Board Policies | Permanent | Electronic |
| Resolutions | Permanent | Electronic |
| Board meeting minutes | Permanent | Electronic |
| Tax or employee identification number designation | Permanent | Paper |
| Annual corporate filings | Permanent | Paper |
| General meeting minutes | Permanent | Electronic |
| Annual business meeting minutes | Permanent | Paper |

Financial Records

| Record | Retention Period | Document Format |
|------------------------------------------------------|-------------------------|------------------------|
| Fiscal Policies and Procedures | Permanent | Electronic |
| General Ledger | Permanent | Electronic |
| Check registers/books | 7 years | Paper |
| Business expenses documents | 7 years | Paper |
| Bank deposit slips | 7 years | Paper |
| Invoices | 7 years | Paper |
| Investment records (deposits, earnings, withdrawals) | 7 years | Paper |
| Property/asset inventories | 7 years | Electronic |
| Petty cash receipts/documents | 3 years | Paper |
| Credit card receipts | 3 years | Paper |

Tax Records

| Record | Retention Period | Document Format |
|-------------------------------------------------------|-------------------------|------------------------|
| Annual tax filing for the organization (IRS Form 990) | Permanent | Paper |
| Filings of fees paid to professionals (IRS Form 1099) | 7 years | Paper |

Insurance Records

| Record | Retention Period | Document Format |
|----------------------------------------|------------------|-----------------|
| Property insurance policy | Permanent | Paper |
| Officers insurance policy | Permanent | Paper |
| General liability insurance policy | Permanent | Paper |
| Insurance claims applications | Permanent | Paper |
| Insurance claims disbursements/denials | Permanent | Paper |

Contracts

| Record | Retention Period | Document Format |
|-------------------------|--------------------------------------------------|-----------------|
| All insurance contracts | Permanent | Paper |
| Legal correspondence | Permanent | Paper |
| Vendor contracts | 7 years | Paper |
| Warranties | 7 years or life of warranty, whichever is longer | Paper |

Donations/Funder Records

| Record | Retention Period | Document Format |
|--------------------------|------------------|-----------------|
| Grant dispersal contract | Permanent | Paper |
| Donor lists | Permanent | Electronic |
| Grant applications | 7 years | Paper |
| Donor acknowledgements | Permanent | Electronic |

Management Plans and Procedures

| Record | Retention Period | Document Format |
|-----------------------------------------------------------------|------------------|-----------------|
| Strategic Plans | 7 years | Electronic |
| Programs, marketing, finance, fundraising, and evaluation plans | 7 years | Electronic |

Email and Other Computer-Based Correspondence

This is in regard to correspondence/information that is developed and/or maintained by volunteers using Friends of NSMLV computers and the Friends of NSMLV mail host. Attempts will be made to retain 3 years of emails, however, this may not be possible due to space limitations imposed by the mail host.

Document Destruction

Once the retention schedule ends, hardcopy documents may be destroyed by shredding or fire. Copies of computer backups will be destroyed by proven means.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within five (5) business days. The Board President will authorize provisions. No documents will be concealed, altered, or destroyed with the intent to obstruct the investigation or litigation.

Appendix D – Whistleblower Policy

Friends of Nevada State Museum

Article I – Purpose

The Friends of Nevada State Museum Las Vegas (NSMLV) is committed to high standards of ethical, moral, and legal business conduct. It is the intent of the Friends to adhere to all laws and regulations that apply to the organization. This policy aims to provide an avenue for Friends members to raise concerns.

Article II – Policy

If any Friends member or other concerned person reasonably believes some financial reporting, improper conduct, policy violation, or unethical activity of the Friends or one of its members is in violation of Friends by-laws or local, state, or federal law. They may report their concerns with assurance that they will be protected from reprisals, harassment, or victimization for whistleblowing.

Article III – Procedure

A written complaint must be filed by a Friends member or other concerned person with the Board President or Vice-President (if complaint is with the President). Please mail or deliver a **signed**. Written letter to:

Friends of NSMLV
Attn: President
309 S. Valley View Blvd.
Las Vegas, NV 89107

Friends of NSMLV asks that members or persons put their name(s) to allegations because appropriate follow-up and investigation may not be possible unless the source of the information is

Article IV – Retaliation

A Friends member or other person is protected from retaliation only if they bring the alleged unlawful activity, policy, or practice to the attention of the Friends President or Vice President, and provides the Friends Board of Directors with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to Friends members or persons that comply with this requirement.

The Friends will not retaliate against or reveal the identity of a Friends member or other person who in good faith, has made a protest or raised a complaint against some practice of the Friends, or of another individual or entity with whom the Friends has a business relationship, on the basis or a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Friends will not retaliate against a member or other person who disclosed or threaten to disclose to the President, Vice President, or a public body, any activity, policy, or practice of the Friends that the Friends member or other person reasonably believes is in violation of a law, or a rule, or regulations mandated pursuant to law or in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

The Board of Directors will provide a written response to the whistleblower about the investigation results. A copy of the response will be retained in the Friends correspondence records.

Appendix E- Financial Management Policy
Friends of Nevada State Museum Las Vegas

Article I – Philosophy

The purpose of financial management in the operation of all Friends of Nevada State Museum Las Vegas (NSMLV) is to fulfill the organization’s mission in the most effect and efficient manner, and to remain accountable to stakeholders, including NSMLV, partners, funders, and the community. To accomplish this, the Friends commits to provide accurate and complete financial data for internal and external use by the Board of Directors.

Article II – Authority

The Board of Directors are ultimately responsible for the financial management of all activities.

The Treasurer is responsible for the day-to-day financial management of the organization. The Board authorizes the Treasurer to pay bills, receive funds, and maintain bank accounts.

The Treasurer and the President of the Friends of NSMLV are authorized to co-sign checks approved by the Board or general membership as described in the by-laws.

The President and Treasurer are authorized to act on the Board’s behalf on financial matters, such as enter into contracts for activities that have been approved by the Board as a part of budgets or plans.

The Treasurer is authorized to manage expenses, reporting to the Board of Directors and the Friends general membership on variance and the reason for those variances.

Article III – Responsibilities

The Board of Directors shall:

- 1) Account for fundraising and donor restricted funds separately from general operating funds, and clearly define the restrictions applicable to those funds.
- 2) Report the financial results of Friends operations on a monthly schedule.
- 3) Pay all obligations and file required reports in a timely manner.
- 4) Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchase without specific approval of the Board and general membership
- 5) Limit vendor accounts to those prudent and necessary
- 6) Review financial reports at each board and general meeting
- 7) Provide adequate training to Board of Directors to enable each person to fulfill their financial oversight role

8) No advances of funds to Board members are authorized

9) In no case shall Friends of NSMLV borrow funds from any officer or member or their families without specific authorization from the Board of Directors.

Article IV – Budget

To ensure that planned activities minimize the risk of financial jeopardy and are consistent with Board-approved priorities and organization goals, the Board of Directors shall:

- 1) Use responsible assumptions and projections, with a goal of an unrestricted surplus
- 2) Submit operating and fundraising budgets to the Board in time for the annual business meeting.
- 3) Submit budgets for estimated expenses and income for all fundraising events before expenditures for the fundraising event occur
- 4) Determine, at the beginning of each fiscal year (January 1), the amount of monetary fundraising and donations earned in the previous fiscal year that may be transferred to the operating account for Friends administrative expenses.

Article V – Gift Acceptance

The Friends will accept stock or other negotiable instruments as a vehicle for donors to transfer assets to the organization. Transfer and recording the value of the asset shall be done in a consistent manner and in compliance with all accounting standards. The Board shall sell any stock given to the organization immediately upon receipt by the organization.

The Friends shall accept contributions of goods or services other than cash that are related to Friends operations. Any contributions of non-cash items must be reviewed and approved by the Board of Directors before acceptance.

Non-cash contributions (goods and services) specifically for fundraising events do not need board approval.

Article VI – Asset Protection

To ensure the assets of the Friends are adequately protected and maintained, the Board of Directors shall:

- 1) Insure against theft and casualty losses to the organization and against liability losses to Board members or the organization itself to level indicated in consultation with suitable professional resources.
- 2) Plan and carry out suitable protection and maintenance of property, building, and equipment.
- 3) Avoid actions that would expose the Board to claims of liability.
- 4) Protect intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.

- 5) Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments.

Article VII – Procurement and Receiving of Goods

This Article provides guidelines governing receipt of goods authorized for purchase by the Friends of the Nevada State Museum Las Vegas (Friends). The ‘Receiver’, either an Officer of the Friends or a Museum Staff person, shall determine that products or services received are acceptable and conform to the terms and conditions of the purchase order.

Goods shipped to an Officer of the Friends

- Officer shall inspect goods received
- Officer shall ensure product Purchase Order, Invoice, or relevant document matches the Shipping Order
- If accepted, Officer shall sign for receipt of goods
- If rejected, Officer shall notify the President of the Friends to determine appropriate action(s)
- Officer shall forward approved Invoice to the Treasurer for payment

Goods shipped to the Nevada State Museum Las Vegas

- Museum Staff shall confirm that goods received were authorized by the Friends
- Museum Staff shall inspect goods received
- Order Accepted
 - Museum Staff shall sign for receipt of goods
 - Museum Staff shall, by e-mail, notify the Treasurer of the Friends and copy the President
 - When receipt and acceptance of goods is complete
 - And, in the event there is no Shipping document
 - Museum Staff shall submit signed documents to the Treasurer of the Friends
- Order Rejected
 - Unable to confirm order was placed by the Friends
 - Order packaging appears sufficiently damaged
 - Museum Staff shall contact the Treasurer or President of the Friends in a timely manner to avoid assumption by vendor of product acceptance

Suggested Guidelines for Comparing Goods Received to Purchase Documents:

Correct model number, description, size, type, color
Quantity Ordered vs Quantity Shipped/Delivered
No Damage, Breakage or Spoilage (if perishable)
Unit of Measurement – Amount ordered equals amount received
Acceptable Delivery Documentation – Packing/Shipping List, Invoice

Appendix F - Confidentiality Policy

Friends of Nevada State Museum

Article I - Purpose

Confidentiality is a hallmark of professionalism. The Friends of Nevada State Museum Las Vegas (NSMLV) Board of Directors and members should:

1. Ensure that all information that is confidential or privileged or not publically available is not disclosed inappropriately.
2. Ensure that all non-public information about other persons or firms acquired by the Friends is treated as confidential and not disclosed.

Article II – Policy

It is the policy of the Friends of NSMLV that the Board of Directors and members of the Friends of NSMLV may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with the Friends to any person, including relatives, friends, and business and professional associates, other than to person who have a legitimate need for such information and to who the Friends have authorized disclosure. The Board of Directors and members shall use confidential information solely for the purpose of performing services as needed for the Friends. This policy is not intended to prevent disclosure where disclosure is required by law.

The Friends' Board of Directors and members shall not post confidential information on the Friends social media accounts or share confidential information with traditional media outlets. This includes financial information, legal matters, unreleased advertising, circulating rumors or members' persona information. Members posting on behalf of the Friends are to respectfully and professionally represent the organization, adhere to the terms and conditions of any third-party sites, and take full responsibility for their communication.

At the end of a Board Members term in office or upon the termination of membership, he or she shall return, at the request of the Friends, all document, papers, keys, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Appendix G - Media Policy

Friends of Nevada State Museum Las Vegas

Article I – Purpose

This media policy is a corporate code of conduct that provides guidelines for members of the Friends who publish content on the Internet or in traditional media in their role as a member of the Friends of Nevada State Museum Las Vegas (NSMLV). This policy applies to social media and traditional media.

Article II – Media Content

Media content should inform and engage about the NSMLV or the Friends of NSMLV. Subject matter should be appropriate (no complaining, no inappropriate language, and content should be respectful of others).

Proprietary information (content for members only) may not be published.

Internal information about personnel or financial matters may not be published.

Posts on any social media site should be timely and relevant. Casual language and phrasing is condoned and encouraged as long as it is not offensive.

Personal blogs (non-Friends-related and open access) should not comment on Friends business matters.

Article III – Who Can Publish

The Friends of NSMLV Media Coordinator must approve posts on the Friends media pages. Only the Media Coordinator, the Friends webmaster, and (if appointed by the Media Coordinator) the assistant webmaster may post to the Friends media pages.

Only the Friends main Facebook page should be a fan page; all other related pages should be groups.

Article IV – Confidentiality and Privacy

Recognize that everything you write or receive on a social media site is public.

Use the highest level of privacy tools available to control access to your personal activity when appropriate, but don't let that make you complacent. It's not that hard for someone to hack those tools and make public what you thought was private.

Conduct yourself in social media forums with an eye to how your behavior or comments might appear if the Friends are called upon to defend them. In other words, don't behave any differently online than you would in any other public setting.

Remember that the terms of service of a social media site apply to what you post and gather on that site. The terms might allow for material that you post to be used in a different way than you intended. Additionally, law enforcement officials may be able to obtain by subpoena anything you post or gather on a site without your consent—or perhaps even your knowledge.

Article V – Etiquette

Realize that social media communities have their own culture, etiquette and norms, and be respectful of them.

Article VI – Security

The Friends Webmaster, is responsible for the security of passwords and upkeep of social media accounts.

Appendix H – Paid Internship Policy

Friends of Nevada State Museum Las Vegas

Article I – Purpose

The Friends of Nevada State Museum Las Vegas (NSMLV) plans to offer paid internship opportunities for college students at all levels of study and in multiple disciplines.

An internship at the NSMLV is a prearranged, structured learning experience that takes place within a specific time frame. The experience should be relevant to the stated academic and/or professional goals of the intern and to the disciplines represented at NSMLV.

The internship experience is for the benefit of the intern. The intern does not displace regular museum employees, but works under close supervision of a museum Curator. The Curator that provides the training derives no immediate advantage from the activities of the intern. The intern is not necessarily entitled to a job at the conclusion of the internship.

Internships are generally a semester long and range from 20-40 hours per week, although in some cases, other arrangements can be made. They may be served for college credit, to expand the intern's education, or for critical job experience.

Article II - Selection Criteria for Friends of Nevada State Museum Las Vegas Paid Internship

Equal opportunity is a fundamental principle of the Friends of NSMLV, where selection for intern opportunities is based on personal capabilities and qualifications without discrimination because of race, color, religion, sex, national origin, age, marital status, citizenship status, sexual orientation, gender identity, disability, pregnancy, military status, creed, genetic predisposition or carrier status or any other protected characteristic as established by law. This policy applies to all terms and conditions of internship selection. This description shall not be construed as a contract of any sort for a specific period of intern placement.

Number of Annual Grants

The number and type of paid internship grants made annually will be determined by the Curatorial staff of the NSMLV and the amount of funding available from the Friends of NSMLV.

Determining the Grant Amount

The size of an internship grant is determined by the duration of the internship, the academic achievement of the recipient, and the amount of funding available from the Friends of NSMLV.

Specific Selection Criteria

To avoid conflicts of interest, the following are not eligible to receive paid internships from the Friends of NSMLV:

- Employees of the Nevada State Museum system and immediate family of Nevada State Museum system staff
- Members of the Board of Directors of the Nevada Division of Museums and History and immediate family of the Board of Directors of the Nevada Division of Museums and History, or its successor organization[s]
- Members of the Springs Preserve board of directors and immediate family of the Springs Preserve board of directors, or its successor organization[s]
- Employees of the Nevada Department of Tourism and Cultural Affairs, or its successor organization[s]
- Friends of NSMLV Board members and immediate family of Friends

Immediate family includes spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, step-sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).

Applications are accepted from students throughout the United States. The Friends of NSMLV does not provide paid internships to international students.

Intern selection is competitive, and is based on academic standing, letters of recommendation, personal statement (limited to 300 words or less), and required interview, usually by telephone, with the Curatorial staff of NSMLV. Interns must be at least sixteen years of age. The Board of Directors for the Friends of NSMLV shall select interns based on the recommendations of the Curatorial staff of the NSMLV.

Article III - Grant Maintenance

Paid interns are expected to work at NSMLV for the duration and number of hours specified in their internship grant. Failure to appear for work without prior arrangement with the NSMLV Curatorial staff is grounds to revoke the grant. Failure to provide required deliverables (if any) on time, is grounds to revoke the grant.

Article IV - Grant Supervision

Interns are supervised by an assigned museum Curator and meet with the supervising Curator at least weekly.

Stipends are paid monthly via check or direct deposit to the intern.

Article IV - Grant Application Process

To apply for an internship, potential interns must submit an Internship Application, a current resume, and a letter of recommendation from a teacher or professor. The application is available from the NSMLV Curator of Education. Alternatively, application may be made online at www.nsm.lv.org/intern. Online applications will only be posted as internships become available. Application deadlines are:

- 5:00 p.m. U.S. Pacific time on April 1 for the Summer term
- 5:00 p.m. U.S. Pacific time on August 1 for the Fall term
- 5:00 p.m. U.S. Pacific time on December 1 for the Spring term.

All paperwork must be complete and in-house by the deadline to be considered for an internship unless other arrangements have been made. All applicants are notified of the Friends of NSMLV's decision to offer or decline an internship within one month of the respective application deadline.

Article V - Internship Solicitation

Internship opportunities paid for by Friends of NSMLV will be posted on the Friends web site and the NSMLV web site at least 60 days before the application deadline. The postings will include:

- description of the internship opportunity
- work location
- start and end dates of the internship
- required number of work hours
- amount of the stipend
- description of deliverables, if any, and deadlines for submitting deliverables

Article VI -Types of Internships

Internships that may be offered by the Friends of NSMLV include, but are not limited to, the list provided below. The availability of internships depends on the availability of supervising Curators, availability of appropriate internship projects, and the availability of funding.

COLLECTIONS CARE INTERN. The Collections Care Intern assists with the inventory and care of the artifacts and documents in the NSMLV collection. Work includes checking collections before the information is entered into the collections database.

COLLECTIONS INTERN. Intern uses research skills to review and organize findings allotted by the supervisor in order to develop new exhibits. The intern will then analyze his/her findings in comprehensive reports written to achieve understanding in a specified subject. The intern will be provided with feedback to evaluate his/her findings.

COLLECTION MANAGEMENT INTERN. The primary purpose of the Collection Management Intern is to assist with specific projects or tasks which include inventory, cataloging and organization of artifacts in the museum database; assisting with exhibition installation and de-installation; and wrapping / preparing artifacts for transport and or making custom storage boxes.

DEVELOPMENT INTERN. The primary purpose of the Development Intern is to better understand event coordination and management; research; data entry, and assisting in creating various Development materials. Tasks may include researching donor prospects; assisting with event planning and preparation; data entry of donor information; developing a variety of materials and other duties. Ideal candidate will have strong oral and written communication skills; be computer-literate; be enthusiastic and flexible; able to manage multiple projects and tasks, and meet deadlines; and have an interest in the development/fundraising process. Possible majors include nonprofit management, philanthropic studies, and business/finance, although others may apply.

EDUCATIONAL PROGRAMMING INTERN. This position will work with the Education Curator to increase the consistency, visibility, and quality of museum program offerings. The position will have a special focus on programming the public spaces in and around the museum.

EXHIBIT MAINTENANCE INTERN. This person assists with the creation and maintenance of permanent and temporary exhibits throughout the museum. Basic skills in carpentry, painting, and cleaning are recommended. Must be able to stand on ladders and stoop to work at low levels. Recommended fields of study include: Theatre Arts, Set Design and Museum Studies.

EVENTS and SPONSORSHIP INTERN. The Events and Sponsorship Intern will assist supervisor in event planning process, fundraising events, sponsorship and overall nonprofit operations. Key functions will be in planning and executing the events.

GRAPHIC ARTS INTERN. The Graphic Arts Intern will assist supervisor with design, preparation, and production of printed materials, social media materials, videos, photographs, signs, labels, exhibit backdrops, and other graphic materials as needed.

GRANT WRITING INTERN. This intern position will assist curators with writing and editing grant proposals, data mining, preparing reports, researching possible funders, and confirming grant related files are in audit ready condition.

INFORMATION TECHNOLOGY INTERN. An IT intern would assist with the configuration, installation and troubleshooting of operating systems, networks, software, printer and scanners; IT inventory reconciliation; preparation of equipment for surplus; editing and processing of multimedia for web streaming and archiving; web page design, maintenance and updating.

LIBRARY SERVICES INTERN. Library Services interns will gain an understanding of a research library where the focus of the collections is on Nevada's cultural and natural history.

Interns may provide direct public service to library patrons and assist in the use of the online catalog and other collection finding aids, assisting and instructing users in accessing online databases, retrieving books and materials from the closed stack area, conducting shelf maintenance tasks, preparing bibliographies on various topics, etc.

VOLUNTEER SERVICES INTERN. Intern will assist the Volunteer Center staff in a variety of projects including volunteer management, public relations, recruiting, orientation, and training. Intern will also have the opportunity to develop his/her own projects within the scope of the volunteer program, including: research, evaluation, delegation, organization, and development of marketing tools. As part of the internship, the successful candidate could have the opportunity to attend professional development workshops, professional networking meetings, community outreach fairs and more. This internship is open to a variety of related majors, including Human Resources students. Prior experience as a volunteer and interest in the field of volunteer management is desired.

For more information about these and other internships, please contact the NSMLV Curator of Education

NSMLV INTERN APPLICATION FORM
(page 1 of 3)

Full Name: _____

Email: _____

Phone: _____

Current Address

Street: _____

City: _____

State: _____ Zip code: _____

Permanent Address

Street: _____

City: _____

State: _____ Zip code: _____

Which internship are you applying for?

Collections Care Collections Collection Management Development

Educational Programming Exhibit Maintenance Events and Sponsorship

Grant Writing Graphic Arts Information Technology Library Services

Volunteer Services

What term are you applying for?

Spring Summer Fall

What is your availability?

Full time (35 hours/week) Part time (15 – 20 hours/week)

NSMLV INTERN APPLICATION FORM
(page 2 of 3)

College or University Attended: _____

Degree Awarded: _____

Date of Graduation: _____

If you have not yet graduated, please enter your expected graduation date

Will you seek academic credit for this internship? Yes No

Please attach the following to this application:

- 1) your single-page resume
- 2) a personal statement of 300 words or less

References

Please add contact information for a teacher or professor familiar with your work:

Reference full name: _____

Relationship: _____

Email: _____

Phone: _____

I confirm that am not:

- 1) An employee of the Nevada State Museum system or immediate family of Nevada State Museum system staff
- 2) A member of the Board of Directors of the Nevada Division of Museums and History or immediate family of the Board of Directors of the Nevada Division of Museums and History, or its successor organization[s]
- 3) A member of the Springs Preserve board of directors or immediate family of the Springs Preserve board of directors, or its successor organization[s]
- 4) An employee of the Nevada Department of Tourism and Cultural Affairs, or its successor organization[s]
- 5) A member of the Friends of NSMLV Board of Directors or immediate family of the Friends of NSMLV Board of Directors

Immediate family includes spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, step-sibling, brother-in-law, sister-in-law, aunt, uncle, niece, nephew, or first cousin (that is, a child of an aunt or uncle).

Signature of Applicant: _____

Date: _____

Printed Name of Applicant: _____

Appendix I - Friends of Nevada State Museum Las Vegas Membership Form

Membership
Friends of Nevada State Museum Las Vegas

www.nsmlv.org
www.facebook.com/nsmlv.or
gmembers@nsmlv.org

Name _____

Email _____

Telephone _____

Annual Membership Type:

- Student - \$15
- Individual - \$20
- Family - \$25
- Sponsor - \$100 or more. A portion of the monetary support may be tax deductible.

Members receive:

A Subscription to Friends of NSMLV Newsletter
Invitations to events
Participation and volunteer opportunities

and learn about local cultural and natural history through:

- Guest speakers
- Behind the scenes access to NSMLV and NSMLV staff
- Workshops

Any questions, please email members@nsmlv.org

Make check out to Friends of NSMLV and mail form to:

Friends of Nevada State Museum Las Vegas
c/o Membership
309 S Valley View Blvd
Las Vegas, NV 89107

Appendix J - Expulsion

Article 1 – Expulsion Meetings

All meetings pertaining to expulsion shall be held in Executive Session and all information shall be confidential.

Article 2 – Expulsion with Cause

If the attitude or conduct of any member, at any time, is considered detrimental to the welfare of the Friends, that member may be expelled, with cause, for the following reasons: dilatory practices, fraud, embezzlement, theft of Friends or Museum property, or deleterious conduct. Before expulsion, a letter of allegation shall be submitted to the Board of Directors, who shall then form a Board of Inquiry. A simple majority vote by the Board of Directors, in Executive Session, shall be obtained, in order to proceed with the expulsion action.

Article 3 – Expulsion Hearing

The Board of Inquiry shall give a written notice to the accused member to appear before them at a time and place designated and to show cause why the member should not be expelled. Failure to appear or respond shall be cause for immediate expulsion. The Board of Inquiry shall report its findings within sixty (6) days to the Board of Directors who shall take whatever action is deemed necessary. If the Board of Inquiry does not report its findings within sixty (60) days, the Board of Directors shall dismiss all charges. In the event of expulsion, the accused member shall be required to return of Friends of NSMLV property immediately. All membership rights cease on the member's expulsion.

Appendix K- Charter Members

Friends of Nevada State Museum Las Vegas

Charter members of the Friends of Nevada State Museum are those who joined prior to January 1, 2017. Many charter members helped fund, publicize the Friends, and complete administrative tasks associated with forming the group. Without our charter members, the Friends would not exist.

| | |
|------------------------|------------------|
| Jeff Alpert | Jon Howard |
| Steve Alpert | Caroline Kunioka |
| David Bouyea | John Maxey |
| Nancy Brady | Terry Maxwell |
| Camilla Camburn | Karen McKenney |
| James Camburn | Betty Miller |
| Barbara Ciocca | David Millman |
| Diane Dizon | Pamela Prim |
| Ronald Dizon | Clyde Ruckle |
| Nick Dyer | Jenni Ruckle |
| Tom Dyer | Mary Savage |
| Laura Eisenberg | Judy Schaffer |
| Elizabeth Foley | Mark Schaffer |
| Duke of Fremont Street | Pamela Sitton |
| Mary Gafford | Patricia Thacker |
| Alden Grant | Michele Tombari |
| David Grant | Margurite Walton |
| Sarina Grant | Dorothy White |
| Diane Hill | Sheila White |
| Ken Hill | Joan Whitely |

Special thanks to the following staff members of the Nevada State Museum, Las Vegas for their support during creation of the Friends:

Ralph Avendano
Roberto Borrego
Paul Curry
Brenda Isaacs
Josie Kleinick
Maureen McDonough
Ilana Short
Cyndy Toy
Tom Dyer
Stacy Irvin
Caroline Kunioka
Michelle Lord
Dennis McBride
Wes Southerland
Sali Underwood
Crystal R. Van Dee

Appendix L – Event Budget Form

BUDGET FOR [Name of Event]

Event Date

Total Board Approved Budget

Date Budget Approved

| | Estimated | Actual |
|----------------|-----------|--------|
| Total Income | | |
| Total Expenses | | |
| Total Raised | | |

INCOME

| | Estimated | Actual |
|-------------------|-----------|--------|
| Ticket Sales | | |
| Merchandise Sales | | |
| Auction | | |
| Raffle | | |
| Donations | | |
| Gold Sponsor | | |
| Silver Sponsor | | |
| Bronze Sponsor | | |
| Other Sponsors | | |
| Total | | |

EXPENSES

| | Estimated | Actual |
|-------------------------|-----------|--------|
| Equipment Rental | | |
| Permits, licenses | | |
| Food & Drink | | |
| Utensils, napkins, etc. | | |
| Printing | | |
| Advertising | | |
| Other | | |
| Total | | |