

Idaho Association of the Deaf
Policy and Procedures
Officer Duties, Committee Duties, and Event Procedures
Adopted August 2017

President:

1. Schedule place, day, and time for board meetings
 - a. As many as deemed necessary, but no less than 4 times per year.
2. Communicate with all board members and committee members on a regular basis
3. Contribute to upkeep of social media and newsletters
4. Acts as a back-up to the treasurer in the case the treasurer is not available
5. Is a delegated name on IAD's bank account
6. Has IAD checks/debit card on hand
7. Shall have access to IAD's bank account online
8. Shall, at each biennial conference, along with the vice-president, screen motions that are made by members for the general business meeting.
 - a. This ensures dual proposals are not made
 - b. This ensures that proposals made are not already in the bylaws or guidelines
 - c. This ensures that proposals made are not out of order

Vice-President:

1. Meet with by-laws committee as needed
2. Keep track of suggested changes to bylaws
3. Ensure convention planning is taking place and advise the convention chair and committee as needed
4. Shall, at each biennial convention, along with the president, screen motions that are made by members for the general business meeting.

Secretary:

1. Maintain minutes from each board meeting and general meeting
2. Post approved minutes from each meeting on IAD's website
3. Maintain contact with members to inform them of events, issues, legislative action, and meetings
4. Update membership list periodically
5. Check in with LaPearl McPherson Scholarship Committee every six months

Treasurer:

1. Manage the funds of IAD according to policies adopted by the Board
2. Establish sound, acceptable accounting procedures for the expenditure and/or deposit of IAD funds, including timelines for depositing checks, cash, and paypal funds.

3. The treasurer shall have the authority to make purchases up to \$250.00 for any single item. Any expenditure exceeding this amount shall require approval of the Board.
 - a. This does not include expenditures made by committees with monies that the committees raise for a particular activity.
 - i. Example: Bazaar Committee raises 750 dollars through sponsorship. They can spend this wisely on expenditures related to the event without approval of the board.
 - ii. Example: An event requires certain expenditures. Expenditures, within reason, to ensure efficient operations for the event do not need to be approved by the board each time.
 - b. The treasurer shall keep receipts/proof of all expenditures, regardless of amount.
4. The treasurer shall inspect IAD financial records on a periodic basis and report any irregularities to the Board.
 - a. The recommendation is every 3 months; requirement is every 6 months
 - b. The treasurer should work closely with the auditor on this.
 - i. The treasurer is required to submit a report to the auditor and meet with the auditor at least every six months.
5. Submit financial reports to the board for **each** event within 30 days of the end of each event.
6. Ensure that monies deposited into IAD's account are distributed into the appropriate categories:
 - a. IAD General Fund
 - i. YLC Fund
 - b. Deaf Mentor Fund
 - c. Deaf Center Fund
 - d. Sports Fund
 - e. Deaf Youth Fund
7. The treasurer shall always have on hand IAD's checkbook and debit card.
8. Checks that are over \$500.00 must be written out and signed in front of a witness.
9. Shall have access to IAD's bank account and maintain the account.
 - a. Password changes must be approved by the board and shared with the auditor and president
10. Shall have access to IAD's paypal account and maintain the account
 - a. Password changes must be approved by the board and shared with the auditor and president
 - b. Monies must be transferred to IAD's bank account at the close of each event.

Assistant Treasurer:

1. The Assistant Treasurer is basically an assistant to the Treasurer and shall perform duties as assigned by the Treasurer

2. The Assistant Treasurer is responsible for maintaining and monitoring the membership, including:
 - a. Collecting payments for memberships
 - b. Maintaining the membership list
 - c. Sending or giving out membership cards
 - d. Establishing membership drives
3. It is recommended that the Assistant Treasurer live in a different area from the Treasurer so that access to bank accounts and finances is spread throughout the state.

Auditor:

1. The auditor shall inspect all financial reports, records, receipts, expenditures, and earnings on a periodic basis.
2. The auditor shall work closely with the treasurer on this and sign off on each report that is submitted to the board and/or general membership.
3. The auditor shall report to the board any irregularities that may appear
4. The auditor shall meet with the treasurer and review financial reports every six months.
5. Work closely with the treasurer and two other IAD members in good standing to periodically review fiscal management policies and practices and make recommendations for changes or improvement to the board.
6. Shall have access to IAD's bank account online.
7. Shall have access to IAD's paypal account.

President Emeritus:

1. Attends all board meetings.
2. Advises the board on various procedures and issues
3. Makes recommendations to the board

Immediate Past President:

1. Attends all board meetings
2. Works closely with the current president to ensure a smooth transition
3. Makes recommendations to the board
4. Voting member of the board

LaPearl McPherson Scholarship Committee:

1. Keep track of funds associated with the McPherson Scholarship
2. Operates separately from the IAD board
3. Annually, review applications for the scholarship and select a student to receive the scholarship.
 - a. Note: Trustees of the McPherson Scholarship are not limited to the selection of only one student. More than one student can receive monies from the scholarship in a given year.
4. Report to the board periodically

Committee Chairs:

1. Chairs that plan events with a lot of logistics and manpower need to submit a 90 day plan for the event.
2. Chairs of smaller events should submit a 30 day plan for the event.
3. Be aware that most businesses require at least 30 days to approve requests for donations.
4. NO I.O.U.s shall be accepted
 - a. Post-dated checks are acceptable
5. Major expenditures should come with at least two estimates, to ensure we get the best deal possible.
 - a. Example: prices from two different gyms when hosting a tournament

Public Relations Chair:

1. The chair will maintain IAD's website; www.idahodeaf.org
2. The PR chair will ensure that promotions and sponsor logos are updated regularly on IAD's website.
3. The PR chair will attend a board meeting as needed to gather/share input on the website

Easter Hunt Committee:

Note: The Deaf Community Easter Hunt has been a staple in the Treasure Valley for over 30 years. An organization was founded approximately 15 years ago called the Deaf Center Idaho (DCI). DCI took over the Easter Egg Hunt about 10 years ago as there was no one, at that time, interested in running the event. It became an annual DCI event. When DCI decided to officially disband, the Idaho Association of the Deaf absorbed their goals and duties. This happened in an effort to consolidate our resources and monies. Part of the agreement that IAD made with DCI, by way of a Memo of Understanding (MOU), was that we would continue to host the Easter Egg Hunt annually. In 2015, we expanded our Easter Egg Hunt to serve other areas of the state and had an event in Twin Falls. This has become an annual event, as well.

Goal: To give back to the Deaf community, especially Deaf children, in various parts of the state and to foster relationships with parents of Deaf children, allies of the Deaf, and Deaf children. Deaf children also need Deaf adults to look up to; this event offers the opportunity for this.

Locations: There is flexibility with location, but the Easter Egg Hunt in the Treasure Valley has occurred at the Storey Park in Meridian, Idaho for approximately 10 years now. In Twin Falls, we have worked with the College of Southern Idaho to offer the Egg Hunt for the Magic Valley on CSI's campus. There is the potential to expand to other parts of the state.

Chairpersons: There can be one chair to oversee the event at both locations OR two chairs; one for each location. Work together to share resources, candy, and prizes. More chairs can be appointed/used if we expand to other parts of the state. The chair(s) must be a member of IAD.

Main Event: The Egg Hunt; We have, in storage, several large totes of plastic eggs that we use over and over. These eggs are stuffed with candy and the occasional small toy. There are larger, shiny eggs that we typically stuff with numbers. Each child gets one large shiny egg. The numbers correspond with prizes that we give out every year.

Candy: Over the last few years, we have developed a relationship with several ASL programs throughout the state. Teachers that work at these programs typically ask their ASL students to donate a bag of candy--sometimes to get extra credit points, sometimes on a voluntary basis, and sometimes as an incentive. The candy that is donated is used to stuff the eggs. Since there are, literally, thousands of eggs, these

same ASL programs have worked with us in the past to stuff the eggs. There has been small toys, such as whistles, toy cars, and toy soldiers donated in the past, as well.

1. Programs that have worked with us in the past
 - a. Rocky Mountain High School
 - b. Eagle High School
 - c. Centennial High School
 - d. Boise State University
 - e. Idaho State University
 - f. College of Southern Idaho
 - g. Idaho School for the Deaf and the Blind
 - h. College of Western Idaho
2. Organizations that have worked with us in the past
 - a. North Idaho Deaf Club
 - b. Treasure Valley Bowling Association of the Deaf
 - c. Council of the Deaf and Hard of Hearing
 - d. Business: Signs of All Trades
 - e. Business: Core Realty (Boise)

Prizes: Even though our goal with this event is to give back to the community, we also expect that expenses be kept to a minimum. For many years, this event relied mainly on donations and sponsors. For some reason, this changed and there were literally hundreds of dollars spent on this event each year. When IAD absorbed DCI's goals and events, we made a conscious effort to reduce the amount we spend on prizes and other costs related to the Easter Egg Hunt. In the past two years, we have succeeded at gathering prizes through donations almost entirely. A form letter is attached to this document. You can edit the letter to reflect the appropriate dates, times, and locations for each year.

Sponsors and Donations: Many businesses will donate prizes. Some will donate money. Some will donate gift cards. Use these wisely to ensure you have enough prizes for every kid, as well as enough candy and food. Money that may be left over after the events will be deposited into the Deaf center fund. Put the effort into getting donations, though, as this event could be completely cost-free. All sponsorship funds must be sent to the treasurer of IAD. All receipts must be turned in to the treasurer of IAD within 15 days of the event's conclusion. Any expenses that are not documented with receipts will not be reimbursed. IAD's treasurer will work with the event host to make purchases as needed. Any expenditure over 50 dollars will need to be approved by IAD's board. All receipts, collection of toys, etc will be "closed" within 30 days. Leftover toys/prizes, if any, are stored in IAD's office until the next year.

Audience: The event is intended for Deaf children and their siblings.

1. Treasure Valley: Averages 100 to 120 kids
2. Magic Valley: Averages 25 kids

Set-up: The way the event has been set up over the past 10+ years, at both locations, is set up to work with the materials we have. We have three large bunny signs. The field in which we scatter the eggs is divided into three sections. The bunny signs indicate the age range for each section. We typically do not set a limit on eggs for each child, but do allow each child only ONE large shiny egg (prize). After the event, we ask parents and their children to take the candy/prizes out of the eggs and return the eggs to the large totes we have. That way, we re-use eggs and do not have to purchase plastic eggs every year. The eggs do break, though, and we typically collect eggs to make up for the loss through donations. The field is typically divided into sections with ribbon or twine.

Easter Bunny: IAD has an easter bunny costume that we use every year at all locations. Someone volunteers every year to be the easter bunny. The easter bunny must be Deaf and able to sign fluently. Deaf children love seeing a signing easter bunny and often talk with the easter bunny.

Food/Beverages: Some years, there is breakfast provided--such as muffins and donuts, milk and juice, hot chocolate and coffee. This is not a requirement, but many people have said they appreciate this extra touch. We have been able to get donations from many businesses in the past, which minimizes how much we spend on food/beverages. Below are businesses that have typically donated food to our easter egg hunt in the past.

1. Krispy Kreme
2. Starbucks
3. Dutch Bros
4. McDonald's
5. Albertson's
6. Chobani's

Final Note: This event is meant to be fun, exciting, and an unique experience for Deaf children. Deaf adults often attend to encourage the kids and to act as role models. Interpreting students often attend to interact with Deaf kids and the community and to volunteer their services as interpreters between parents and Deaf adults (in low-incidence situations only). Make the effort to reach out to parents of Deaf children and make them feel a part of the community. This enriches the Deaf child's life.

Bazaar Committee:

History: The first bazaar hosted by IAD was in 2005, in Gooding, Idaho. The chairs were Della and Alan Wilding. This event was hosted in Gooding for two more years after that, and then became a DCI event. From that time on, the bazaar has always been held in the Boise area. Most recently, IAD has twice hosted the bazaar at Southminster Presbyterian Church in Boise, Idaho. This has been a good location for us. The chair of this event must be an IAD member.

Key Suggestions:

1. After years of experimenting, we have determined the best time is the first weekend of November.
2. Food sales have typically earned us quite a bit of money, next to booth fees.
 - a. Food is often donated for this event. The best seller seems to be hot dogs and chili dogs, both easy to make and sell. Popcorn is also another popular seller, as well as candy.
 - b. Businesses that typically donate to this event are: Costco, Walmart, Albertson's, and various local grocery stores.
 - i. Best results are attained if you ask for donations at least 30 days in advance.
3. Booth fees have been 20 dollars per space for many years. This seems to be a reasonable fee and garners more interest in vendors. There is flexibility in pricing for booths.
 - a. We have found that opening booths to the general public (not just the Deaf community) has brought in more vendors.
 - b. Deaf vendors should be the first priority, though.
 - c. IAD typically runs the food sales and has their own booth. We have sold various items at our booths, including stickers for car bumpers, t shirts, and raffle items. Many of the raffle items have been donated in the past.
4. Reservations should be made at least 3 months in advance.
5. The bazaar should be announced at least 3 months in advance in order to give vendors time to prepare.
6. Advertise the bazaar to everyone, not just the Deaf community. The most money is made from hearing people who come to spend money for the holidays. Make the effort to advertise to the public. Sources of advertising that have worked for us in the past are:
 - a. Craigslist
 - b. Facebook Buy/Sell/Trade pages and Crafts pages
 - c. Flyers posted in the vicinity

- d. Information shared with other organizations that work with the Deaf, such as Hands and Voices, CDHH, Hamilton, and IESDB
- 7. Timing: We have noticed that two days works better than just one day. The best days are Fridays and Saturdays. If possible, open up the hours; start at 9 am and continue until 8 pm, for example, on both days. This opens up the times people can come in and gives us more opportunity to sell food--breakfast, lunch, dinner. This also allows Deaf customers time to interact and chat, an important part of Deaf culture!
- 8. Locations: Expanding and having the bazaar in more than one place is a possibility. People have suggested this. If there are resources and motivated people, go for it!
- 9. Expenses: Typically, IAD spends very little to host the annual Bazaar. Monies spent are mainly on rent for the space used and sometimes food. We have included the form to use when contacting Southminster Presbyterian to use their facilities. They typically ask for a 50 dollar donation.
- 10. We have partnered with others to host this event, which helps reduce the expenses we take on. One year, for example, we partnered with Hamilton and allowed them to display an array of assistive devices for Deaf people. They paid half of the rental fee. Another year, we got sponsorship from CDHH, which paid for the entire fee. Be creative.
- 11. Booth fees: Booth fees shall be lower for IAD members
 - a. Example: Booth fee \$20.00, IAD Member \$15.00
- 12. Money raised from this event goes into the Deaf Center fund.
- 13. The books on this event must be closed within 30 days of the conclusion of the event.
 - a. All receipts turned in to IAD's treasurer
 - b. All earnings turned in to IAD's treasurer

Chili Feed/Competition Committee:

History: The chili feed was established as an annual event by the DCI. When IAD absorbed DCI, we signed a memo of understanding (MOU). In that MOU, IAD agreed to continue to host the chili feed annually. This is a fundraiser for the Deaf center.

Event: This started out as a competition. People would pay to compete, bringing in their home-made chili. The Deaf community and guests would come and taste the different types of chili and vote on the best one, the most spicy one, the most unique one, and so forth. When DCI became inactive, there were no competitions held for about five years. IAD started the event up again, but hosted it as a chili feed, rather than a competition. IAD officers made a huge pot of chili and people came to eat. There was an admission price and a silent auction. Both ways seem to work for the community, although recent comments from the community have indicated they'd like to see the competition come back. Our recommendation is that if you cannot get enough competitors (at least five), do a chili feed instead.

Dates: Based on recent events, we recommend that this event be hosted in February or March. This helps us spread out our events throughout the year.

Basic competition rules:

1. Each competitor provides her/his own food.
2. Each competitor needs to bring enough chili for approximately 50 people to taste.
 - a. Recommendation: Use sample bowls for people to taste.
3. Each competitor needs to pay a small fee to participate.
4. Each competitor needs to list all of the ingredients to inform participants of possible allergies.
5. After the competition is over, customers can eat more of their favorite chili.
6. Use half of the earnings from the fees competitors pay as a prize for the best chili, as voted by the community. Donations of gift cards can be attained to add to the prize purse. If a sizeable gift card is obtained, this can be used as the sole prize.

Participants: Competitors can participate in the chili tasting and voting, but do caution them to be fair to others. Everyone that participates should taste each sample before voting. Votes should be confidential.

Tallying votes: At least two people should count the votes together and double-check before announcing the winner(s).

Location: The location should be big enough to accommodate everyone and have enough outlets for competitors to plug in their crock pots, etc, to keep their chili warm/hot.

Sponsors: To increase the profit of the event, we suggest you find a sponsor or two for the event. The sponsors can receive incentives, such as advertising space on IAD's website, their logos displayed at the event, and so forth.

Chili Feed: If you opt to have a chili feed instead, we recommend you contact various people to donate portions of the entire dish. For example, in the past, we have had one person donate beans, another donate ground beef, another donate tomato sauce, another donate cheese, and so forth. That way, there are no expenditures on food. This, in turn, creates "pure profit," as we are spending nothing. Make enough chili to feed at least 50 people. Admission is charged for everyone that wants to come and eat chili, interact, and play games. You can add a silent auction or even a live auction to increase earnings.

Admission: Competitor fees and admission fees to this event shall be lower for IAD members. (Example: 8 dollars admission for general population, 5 dollars for IAD members)

Silent Auction/Live Auction: This can happen at either a competition or a feed. This is not required for the event, but recommended, as it brings in extra earnings.

Companies that have donated items for the auction in the past are:

1. Signs of All Trades (Gooding)
2. Core Group Realty
3. Holly Thomas-Mowery
4. Dave and Buster's
5. The Toy Store

Books: The books on this event must be closed within 30 days of the event.

1. All earnings turned in to IAD treasurer
2. All receipts of expenditures turned in to IAD treasurer
3. A record of expenditures and earnings turned in to IAD treasurer
4. Funds raised from this event will go into the Deaf center fund.

Walk4ASL Committee:

History: The Walk4ASL event was first established and hosted by IAD, and chaired by Stefanie Saltern, in 2014. The purpose of this event is to raise money for Deaf mentors in the state of Idaho. The first event was hosted in Boise, Idaho. The following year, we added an event in North Idaho. The third year, we added an event in Blackfoot, Idaho. Hosting the event in three locations has enabled us to not only raise more money for the Deaf mentor program, but also to connect to more Deaf children, parents of Deaf children, and educators of the Deaf.

Goal: Raise funds for Deaf mentors in the state of Idaho. Work with the Idaho Educational Services for the Deaf and the Blind to provide Deaf mentors for Deaf children in Idaho. Work with parents of Deaf kids to provide support, ASL instruction, and other related services. Money raised at this event goes into the Deaf mentor fund.

Event: This is a walk, much like a 5-K run that many organizations host. The event typically occurs in September, during Deaf Awareness Week. People pay for the privilege of walking with others that are passionate about the cause and participating in activities designed to educate, as well as raise funds (such as a carnival).

Locations: We typically host an event in Boise, Idaho; Coeur d'Alene, Idaho; and Blackfoot, Idaho. These reach populations in different areas of Idaho, which is one of our goals. More locations may be added in the future. Specific locations within the city have not been established. We have been experimenting with various locations to determine the best place to attain maximum exposure to the general public.

Assistant chairs: Because this event happens in several locations, it is necessary to have an assistant chair for each location.

Committee Members and Volunteers: Ensure there are enough committee members to take on the responsibility for all aspects of the event. Example: One committee member to take care of advertising, one for registration, one for logo design, one for t-shirts, etc. Volunteers have typically been recruited from local ASL and Interpreting programs, as well as from community members.

Sponsorship: Corporate sponsors are often recruited to sponsor this event. It is recommended that you start asking for sponsorship 6 months before the event. The more sponsors you have, the more visibility you get, as well as money. Deaf-owned and Deaf-targeted businesses are often willing to sponsor. However, do make the effort

to attain sponsorship from large companies outside of our community. Organizations have also been contacted in the past to sponsor the event.

1. Companies that have sponsored us in the past:
 - a. Purple
 - b. Z-VRS
 - c. Sorenson
 - d. Signs of All Trades
 - e. ASL Inside
 - f. Many more....
2. Organizations that have sponsored us in the past:
 - a. Idaho ASLTA
 - b. ASLTA
 - c. Idaho Hands and Voices
 - d. IESDB
 - e. Many more....

Media/Advertisement: Advertising and recruitment are key to the success of this event. The more participants we have, the more our exposure is and the larger our profit is. Advertise through facebook, social media, newspapers, online groups, and news outlets. Reach out to other organizations that serve the Deaf and have them spread the information. Flyers should be attractive and precise.

T-Shirts: Traditionally, events like this include t-shirts for all participants. A new logo is developed for each event, with sponsors listed on the back. Be creative in your efforts to create a logo. Host a logo contest, ask local Deaf artists to submit ideas, and so forth. Logos should be Deaf-themed. T-shirts can become the most costly expense of this event, so make an effort to get donations/sponsors for the t shirts; keep costs as low as possible. Basic rules for walks/runs are to have brightly colored shirts to ensure visibility for all participants (safety reasons). Colors such as neon green, pink, yellow, and such work quite well.

Event Packet: There is an event packet that will be shared with the chair of this event, as well as assistant chairs. The packet includes such items such as suggested timelines, contacts that have worked with us in the past, suggested prices, procedures for registering people, and so forth.

Membership Recruitment: It is recommended that there be a booth near the registration desk to recruit/register members for IAD. Parents, educators of the Deaf,

and hearing allies are encouraged to become members. This helps us maintain contact with these individuals and expand our volunteer base.

Earnings/Expenditures: The books on this event must be closed within 30 days of the close of the event. All monies, including cash, checks, and paypal earnings, must be turned in to IAD's treasurer within 30 days. Receipts of expenditures must be turned in to IAD's treasurer within 30 days. A record of all sponsors, donations, and expenditures must also be turned in to IAD's treasurer within 30 days. All monies deposited through paypal must be transferred to IAD's bank account within 30 days.