

PROJECT DIRECTOR

Revised – July 2012

1. *At the beginning of your year set up a file to be arranged by topic/subject. Refer to FILES in the GENERAL POLICIES and PROCEDURES section. You will also need to set up the following:*
 - a. *Accountings file for posting chapters' monthly reports. Keep your report forms and file in alphabetical order according to city, chapter name, and number.*
 - b. *Set up a notebook for information from Oklahoma School for the Blind and Oklahoma School for the Deaf. Include correspondence, adoptions, etc.*
 - c. *Maintain the PERMANENT FINANCIAL RECORDS file.*
2. *At board meetings, discuss only those topics that need clarification prior to the afternoon meeting. When giving a report at a State Council Meeting, it should be prepared in advance. Make two copies of the report; one to put in your file, the other to give to the Recording Secretary after you give your report.*
3. *Write an article for each issue of the Petticoat Journal and encourage participation from all chapters. Refer to ARTICLES FOR PETTICOAT JOURNAL in the GENERAL POLICIES and PROCEDURES section. You may exceed the one-half page limit. Include financial report in each issue.*
4. *Any proposed changes in the contest rules must be given to the Contest Chairman to present for approval at the June meeting. Refer to CHANGES IN CONTEST RULES in the STATE CONTEST POLICIES and PROCEDURES section.*
5. *Within seven days following convention, open an account in the name of Epsilon Sigma Alpha International, Oklahoma State Council Project Fund at a savings association, and deposit check issued by previous Project Director. The savings association MUST be "federally insured." Utilize an interest-bearing account if possible.*
 - a. *Obtain signature cards and send to the President and 1st Vice President-President Elect.*
 - b. *Two signatures are required on all checks written. Authorized signatures on the account should include the Project Director, the President and the 1st Vice President-President Elect. The Project Director shall issue checks, and if she is unable, the President shall issue checks. If the Project Director and President are unable to issue checks, they shall be issued by the 1st Vice President-President Elect.*
 - c. *Promptly deposit all donations to the State Project Fund Account.*
 - d. *Inform President of name of bank and bank account number.*
6. *Within seven days following State Convention, notify each school of the amount of money that has been designated for purchases for the ensuing year.*
 - a. *Request each school to send to you within ten days a list with three or more suggestions for purchases. Request suggestions are listed in order of their preference, with descriptive data and approximate cost.*

- b. *Let schools know these suggestions will be presented to the Board and membership at the June State Council Meeting. Following the June Meeting, notify each school of the membership's decision for items to be purchased.*
- c. *Remind each school that our check will be made payable to the vendor, when possible, and that the vendor should make an invoice out to Epsilon Sigma Alpha. After merchandise is delivered, Epsilon Sigma Alpha will pay the invoice. She will mail check payable to vendor, in care of OSB or OSD and they, in turn, can forward check to vendor.*
- d. *If possible, visit each school early in the year. It is good for the Director to become acquainted with you and you with them. Discuss tours, adoptions, procedures and purchases being made by ESA.*

STATE PROJECT TOURS

- 6. *Within seven days after your election, confirm a tour date for each school. October or November for the Oklahoma School for the Deaf and late February for the Oklahoma School for the Blind tour. Dates are set in accordance with the State President.*
 - a. *On the day of the tour, plan to arrive at the school at least thirty minutes before registration is to begin.*
 - b. *Be responsible for name tags, attendance sheets, and the registration desk/table.*
 - c. *Serve as hostess for the tour. Give directions, help members find rooms, etc. During the program, thank everyone for coming and present money for lunches to the school and thank them for inviting us.*

OKLAHOMA SCHOOL FOR THE BLIND TOUR GUIDELINES

- a. *Send invitations to Executive and General Board members, all active Chapter Presidents and active Past State Presidents at least 30 days before tour. Include lunch reservation form needed for lunch count. Since OSB is state operated, it will be necessary to charge a nominal fee for lunch. Advise school of number of meals needed 5-7 days before tour.*
- b. *Work with District 3 and 5 Coordinators in scheduling their meetings held in conjunction with the tour.*
- c. *The school has a coffeepot and cups in the waiting room. Please bring with you the coffee, sugar, sweetener, cream and coffee filters. Donuts or cookies are optional. Have someone at the registration table to register attendees and collect lunch money.*

OKLAHOMA SCHOOL FOR THE DEAF TOUR GUIDELINES

- ❖ *The same directions apply to the OSD Tour. Work with the District 4 Coordinator in scheduling her meeting held in conjunction with this tour.*

- 7. *Early in the year, set up an accounting file as a permanent record. Post all financial transactions in it.*
 - a. *Keep accurate account of all receipts and disbursements.*
 - b. *Keep receipt book. Write receipts for all monies received. Receipts are not mailed. Announce at state meetings that receipts are available if chapters want to pick them up.*

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- c. *Disburse funds as approved.*
 - d. *Make arrangements with the State Auditor for pre-audit of books in conjunction with the March State Council Meeting. At State Convention, submit year-end financial records to Auditor for final audit.*
 - e. *Files must be retained for three years. Records for audit should be retained for seven years.*
 8. *Be prepared to give a financial report at each Board Meeting, and at each State Council Meeting. Make three copies of the report; give copies to President, Recording Secretary, and retain a copy for your files.*
 - a. *Report to include: Balance Forward, Total Receipts, Total Disbursements, and Present Balance. To the report, attach a detailed list of receipts and disbursements, and announce that list is available for anyone who would like to look at it. Announce number of chapters who have donated to the State Project Fund.*
 - b. Submit monthly financial statements to the President and place copy of the report in your file.**
9. *Prepare a financial statement for the period from August 1 through July 31.*
 - a. *If your predecessor did not provide you with the financial information for the period from August 1 through April 30 during her year, then you will need to review her books and records for this information.*
 - b. *This information will be included on the Federal Tax Facts form submitted to ESA Headquarters by the State Council. This information should be provided to the State Treasurer no later than August 10.*
 - c. *Prepare a financial statement for the period from August 1 through April 30th during your year and provide this information to your successor for the financial information she will need to submit to the State Treasurer.*

10. DONATIONS TO THE STATE PROJECT FUND

Encourage chapters to try to donate \$50.00 to the project fund; however, you should stress that ANY AMOUNT (more or less) is appreciated.

For donations received as MEMORIALS and HONORS:

- *Send a receipt and thank you to the donor.*
- *Send acknowledgement card to the person being remembered, stating reason, i.e., death, birthday, anniversary, etc.*
- *Encourage chapters to use Turn-Around Funds for donations.*

11. SPONSORSHIPS/ADOPTIONS

The sponsorship/adoption process requires a lot of time, and there is much correspondence on your part. Request chapters to send sponsorship/adoption and re-sponsorship/re-adoption forms to you as soon as possible and NO LATER than September 1. Stress this over and over again at all ESA meetings.

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- a. *When school term begins and you receive information from school for sponsorships/adoptions, send sponsorship/adoption certificates to chapters. If you can give it to the people at the meetings, you can save postage. Include the information sheet pertaining to the student and their needs. If possible, complete sponsorship/adoption processing by October 1.*
- b. *Throughout the year, ascertain from report forms if chapters are taking care of student's needs. If you do not receive reports, write to the chapter, express your concern for the student, and in a DIPLOMATIC way, ask what they are doing for the student since you have not heard from them.*
12. *Using registration list from state project tours, prepare a list (city, chapter name and number) and indicate number of members in attendance at each tour. Send copy of list to Outstanding Chapter Chairman immediately following each tour. Place a copy of list in your files.*
13. *Before April 1, copy judging forms for all eligible chapters. Judging should take place as soon as possible after April 1. Send list of award winners to State President and Corresponding Secretary before April 15. Place judging sheets in envelopes and give to Corresponding Secretary at the Board Food Function. Refer to JUDGING CONTESTS in the STATE CONTESTS POLICIES and PROCEDURES section.*
14. *Immediately after April 1, prepare a list (city, chapter name and number) and indicate number of reports received from each chapter and number of students sponsored/adopted. Send to Outstanding Chapter Chairman before April 15.*
15. *Immediately after April 1, send summary list to the State President and the State Philanthropic Chairman. Prepare list in alphabetical order according to city, chapter name and number, and indicate for each chapter the total hours, total money, total mileage and total monetary value reported to you. Place a copy of list in your files.*
16. *Throughout the year, keep a "work list" and give to new Project Director as a guideline.*
17. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section.*
 - a. *Present awards at luncheon or as directed by State President.*
 - b. *At Second General Assembly, report funds each school will receive on a per capita basis.*
 - c. *Bring to Convention a cashier's check, payable to Oklahoma State Council of ESA, and give check to your successor at the Incoming/Outgoing Board Meeting on Sunday.*

NOTE: *If State Council is to vote on continuation for a project, or change of State Project during your term of office, solicit suggestions from all chapters. At the March State Council meeting, present suggestions and a resume of each one. Then publish the same information in the April/May issue of the Petticoat Journal. Chapters will vote at State Convention.*

These are voted on every three years. If there is to be a vote for State Projects, it is your responsibility to have ballots prepared for voting prior to State Convention.

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18. *Keep a written record of work done pertaining to your office or committee and deliver to your successor at the close of the annual convention*
19. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
20. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*