

Alabama Association of Federal
Education Program
Administrators

AAFEPA

Policy Manual

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APPROVED by the AAFEPA Board of Directors: November 8, 2012

A. Charter Documents

Articles of Incorporation

The Executive Committee is currently researching for information concerning The Articles of Incorporation.

IRS letter of determination granting 501(c) 4 status

According to IRS records on file, AAFEPA maintains a 501(c) 4 status.

B. General Information

Alabama Association of Federal Education Program Administrators

Past Presidents

| | |
|-----------|--------------------|
| 1991-1993 | Leo Brown |
| 1994-1996 | Joan Buckley |
| 1996-1998 | Charlotte Campbell |
| 1998-2000 | Margaret Mastin |
| 2000-2002 | Bobby Burns |
| 2002-2004 | Karen Jensen |
| 2004-2006 | Eleanor Traylor |
| 2006-2008 | Mary Bess Powell |
| 2008-2010 | Karen Calvert |
| 2010-2012 | Jayne Davis |

Goals and Strategies

AAFEPA goals are:

1. To promote an exchange of knowledge, experience, and ideas concerning federal programs in order to enable the members to serve educational entities with greater effectiveness and efficiency
2. To disseminate information concerning resources available from the federal government so that greater use can be made of these resources
3. To supplement and assist the flow of information and constructive comment from the offices of the Alabama Department of Education that is responsible for the administration of federally supported educational programs
4. To provide advice and counsel regarding federal programs to any member and/or organization seeking to serve the educational needs of the community, the state, or the nation
5. To provide training institutes or workshops in the areas of federal programs

Strategies

AAFEPA's annual conference involves more than one hundred administrators who work with federal education programs. During the three day conference, members hear from state and national presenters on relevant information concerning federal educational programs and the impact on local districts and schools. There is also an opportunity for networking among the members on various topics.

AAFEPA/NAFEPA members have the following benefits: weekly information through the Monday Morning News; regular NAFEPA (National Association of Federal Education Program Administrators) updates with news and features; special access for members only on the NAFEPA web page; communication of information about federal legislation, appropriations, and regulations; information packets on current topical issues designed as handy references; networking opportunities with other leaders in education; development of new insights into how congressional, judicial and regulatory systems work; meetings with key decision-makers in Washington DC; opportunities to share views with others, in various publications and at state conferences; and assistance with the design and implementation of federal education programs through the many contacts that NAFEPA has with the U.S. Department of Education and key legislators.

C. Board Organization and Operations

Board Description

The Intermediate Units of the organization shall be divided according to the AAFEPa district map. Each district shall serve as an extension of the association in fostering the purpose of the association and within the district. The minimum organization of a district shall consist of one representative and alternate. The representative shall serve as the chairman of the district and shall serve on the Board of Directors of the Association. The alternate shall assist the Representative in the affairs of the district and shall represent the district on the Board of Directors only in the absence of the representative. Representatives and alternates may succeed themselves in the office for one additional term. (Total of 4 years)

The Board of Directors shall hold an annual meeting and such other meetings as are deemed necessary for the conduct of the business of the association. Meetings of the Board shall be called by the president, or the secretary, upon request by a majority of the Board members.

The Board shall have power to conduct all Association business and act for the Association in all matters except the election of officers, the approval of the budget, the establishment of dues, the adoption of By-Laws, the amendment of the By-Laws and Constitution, and the modification of the Association's district alignment.

The Board shall authorize the issuance of all publications, announcements, and other materials relating to the general work of the Association, the annual meeting and committee activities.

The Board shall prepare a budget covering anticipated receipts and expenditures to be presented to the membership for approval at the annual meeting. All appropriations of funds shall be the direct responsibility of the Board of Directors and shall be in accordance with the budget approved by a majority vote of the members present and voting at the annual meeting.

Code of Ethics and Code of Conduct

As a nonprofit organization at the forefront of state and federal education programs, AAFEPA's policy is to uphold the highest legal, ethical, and moral standards. Our members support AAFEPA because they trust the Board to be good stewards of their resources, and to uphold rigorous standards of conduct. Our reputation for integrity and excellence requires the careful observance of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

AAFEPA will comply with all applicable laws and regulations and expects its officers, Board members and contractors to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional, businesslike manner; and to treat others with respect. Officers, Board members and contractors should not use their positions to obtain unreasonable or excessive services or expertise from AAFEPA's affiliates.

In general, the use of good judgment based on high ethical principles will guide officers, Board members and contractors with respect to lines of acceptable conduct. However, if a situation arises where it is difficult to determine the proper course of conduct, or where questions arise concerning the propriety of certain conduct by an individual or others, the matter should be brought to the attention of AAFEPA. Officers, Board members and contractors should raise any such concerns with the president or the treasurer of AAFEPA.

In all questions involving ethics and conduct, the Board will make relevant determinations, except that any individual whose conduct is at issue will not participate in such decisions.

Confidentiality

Confidentiality is a hallmark of professionalism. AAFEPA officers, Board members, and contractors

1. Ensure that all information that is confidential or privileged or that is not publicly available is not disclosed inappropriately.
2. Ensure that all nonpublic information about other persons or firms acquired by AAFEPA officers, Board members and contractors in dealing with outside firms on behalf of AAFEPA is treated as confidential and not disclosed.

Board Conflict of Interest Policy

Officers, Board members and contractors have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which AAFEPA wishes its business to operate. The purpose of these guidelines is to provide general direction so that officers, Board members and contractors can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an officer, Board member or contractor is in a position to influence a decision that may result in personal gain or gain for a relative as a result of AAFEPA's business dealings. For the purpose of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the officer, Board member or contractor is similar to that of persons who are related by blood or marriage.

No presumption of a conflict is created by the mere existence of a relationship with outside firms. However, if an officer, Board member or contractor has any influence on any material business transactions, it is imperative that he or she discloses to an officer of the organization as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an officer, Board member, contractor, or a relative has a significant ownership in a firm with which AAFEPA does business, but also when an officer, Board member, contractor, or a relative receives any kickback, bribe, substantial gift (\$25.00 or more), or special consideration as a result of any transaction or business dealings involving AAFEPA.

A conflict of interest statement will be completed annually (no later than November 30), and submitted to the secretary. The secretary will provide a status report at the next Executive Committee meeting, following the submission deadline.

All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

APPROVED by the AAFEPA Board of Directors: November 8, 2012

Lobbying Policy

AAFEPA officers, Board members and members must be cautious when discussing pending legislation and must advise its members about lobbying issues. Specific funding levels and requests for additional funds should never be discussed, and even discussing pending legislation can be considered lobbying and can be problematic. The IRS has determined that even an attempt to “educate” a legislator is lobbying, if the communication is designed to influence the legislator’s actions. The IRS has also determined that writing a letter to a member of Congress about an issue and discussing the potential consequences of pending legislation is considered influencing.

Board Self-Assessment

Rationale

The Board is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its functioning.

While the Board sees its role of assessing its performance as ongoing, it sets aside time at its annual workshop to conduct a self-evaluation among the Board members.

Purpose and Process

The purpose of the Board self-evaluation is to identify those areas of Board functions that are working well and those that may need improvement. The Board self-evaluation speaks to the Board as a whole, not to individual members. It is the evaluation process of the overall effectiveness of the Board as a decision-making group.

The following process will be used:

- A self-evaluation form will be distributed to all Board members annually.
- The completed self-evaluation forms shall be submitted to the president least three week(s) prior to the regularly scheduled Board workshop at which the self-evaluation will be discussed.
- The self-evaluation results shall be included as an agenda item for review at the regularly scheduled Board workshop.

Board Calendar

AAFEPA Board Calendar

Executive Committee

- Meeting at annual conference
- Meeting as needed to conduct the business of AAFEPA

Board

- Meeting at annual conference
- Meeting as needed to conduct the business of AAFEPA

Annual Conference

- Location: TBD
- Fall as determined by Board of Directors

Annual General Membership Meeting

- Annual Fall Conference

Committee Planning

At the annual fall business meeting of the Board of Directors, the Board will review the recommendations of each committee. These recommendations will include, but are not limited to, action plans; committee budgets; attendance at national events, workshops and forums; timelines; and evaluation tools. Committee recommendations are contingent upon Board approval. Once Board approval has been received, the committee chair is responsible for facilitating the plan and ensuring that all policies and procedures are followed.

Scholarships: Awards and Distribution

AAFEPA awards two scholarships of \$1,500 annually. Persons eligible for one of the two \$1,500.00 scholarships are senior students presently enrolled in a public school or students currently enrolled as freshmen in accredited colleges or universities. The Leo Brown Scholarship is awarded to a student who is pursuing a degree in Education. A second scholarship, the Joan Buckley Scholarship, is awarded to an applicant pursuing a degree in any area of their interest.

Applications are distributed to the AAFEPA Board members in September. Scholarship application information is also located on the web-site at www.aafepa.org. It is the responsibility of the Board members to develop a process for distributing the application to the AAFEPA members in their districts.

Scholarship applications are read and scored using a consistent scoring rubric. The scores are returned to the Scholarship Chairman before the designated date. The scores are averaged and the scholarship recipients are announced at the fall AAFEPA conference. Letters are mailed to all participants after the AAFEPA conference. Since AAFEPA has two Board members on the NAFEPA Board of Directors, both scholarship recipients are eligible for one of the three NAFEPA scholarships (\$2,500.00) awarded in the spring.

Awards: Nominations and Presentations

Each year the AAFEPA Executive Committee nominates members for the NAFEPA National Leadership Award. The nominees will be announced at the AAFEPA conference and the National Leadership Awards are presented at the NAFEPA Spring Conference.

D. Fiscal Policies and Procedures

Finance and Audit Committee Job Description

The finance and audit committee coordinates the Board's financial oversight responsibilities by recommending policy to the Board, interpreting it for the Board, and monitoring its implementation. The committee also provides Board oversight of the organization's financial audit.

The finance and audit committee monitors the organization's financial records; reviews and oversees the creating of accurate, timely, and meaningful financial statements to be presented to the Board; reviews the annual budget and recommends it to the Board for approval; monitors budget implementation and financial procedures; reviews internal financial controls; monitors budget assets; monitors compliance with federal, state, and other reporting requirements; reviews the organization's insurance coverage; and helps the Board understand the organization's finances.

The finance and audit committee also ensures that the organization has an independent audit of its financial statements annually, recommends the independent auditors for Board approval, receives the audit report and any other reports relating to the audit or to the assets and collection management practices of NAFEPA, and periodically reports the auditor's findings and recommendations to the Board.

The finance and audit committee shall consist of not fewer than 3 Board members. The members of the finance and audit committee shall be appointed for two year terms by the Board. Committee members should have a strong background in accounting, finance, or business. The treasurer should chair this committee.

Collection for Accounts Past Due

1. The conference chairperson will create a list of all participants who are not paid in full prior to the start of the conference. Participants not paid in full will be required to pay their outstanding balances before receiving their registration materials.
2. Any registrant not paid in full and who did not attend the conference will be placed on a watch list. These registrants will be contacted at the 30, 60 and 90 day past due dates. First contact will be via email. Second contact will be via phone call, and third contact will be by U.S. mail. Additionally, this list will be cross-referenced when receiving registrations for the following year. Past due and current payment must be received in advance of the next year's conference for the registrant to attend.

Cancellation Policy

Cancellations, requested in writing, at least one month prior to the event will receive a full refund of the registration fee. Membership portion is non-refundable. Cancellations, requested in writing, which are received less than one month prior to the start of the conference will be reviewed by the Board and decided on a case by case basis.

Travel Expense Reimbursements

AAFEPA's Board reimbursement policy shall be reviewed annually by the treasurer and the Board. The organization's travel mileage reimbursement shall be equal to the current IRS reimbursement amount.

So that the amount of the reimbursement is not considered taxable income to the recipient, AAFEPA will reimburse lodging expense on an actual basis provided that the amount is reasonable and receipts are attached.

The organization will reimburse members traveling on official organization business the cost of round-trip coach-class travel, housing cost, meals up to a maximum of the CONUS rate per day and other expenses as approved. Guest travel, housing, and meals are generally not reimbursable.

Prior Approval/Reimbursement Form: Prior Approval Reimbursement form including all anticipated expenses must be submitted at least 30 days prior to travel. Any actual expenses which exceed the pre-approved amount by more than 10% must be re-approved by the Board before payment will be made.

Travel: Round-trip airfare for AAFEPA Board members will be reimbursed up to a maximum of economy coach class, and local transportation to and from the airport. Round-trip transportation reimbursement by other means will NOT exceed the above amount as determined by the treasurer.

Additional Travel Expenses: Additional expenses, such as un-included meals, baggage costs, and parking, must be prior approved and will be reimbursed at the actual rate or CONUS rate.

Reimbursement is allowed for reasonable, ordinary, and necessary expenses incurred in connection with approved expenses or travel on behalf of AAFEPA. Any exception to this policy must be approved by the AAFEPA president. **Failure to submit the appropriate paperwork and corresponding documentation within 30 days of the expense may cause reimbursement to be denied.**

Other Expense Reimbursements

Other authorized expenses incurred in carrying out AAFEPA business may be reimbursed via a properly executed payment request form. Activities made at AAFEPA expense should be authorized by the Board, for a specific purpose, or in an approved budget of AAFEPA.

Budget Process and Review

The budget process is designed to provide

- A means by which spending limits are set based on expected revenue levels
- A system to allow for procedures to compare actual results to the set spending limits
- A means for setting program priorities and allocating resources to those priorities
- A means for comparison of actual financial results to budgeted amounts and analysis of differences from those budgeted amounts

Preparation of Budget

Prior to the end of the fiscal year, the president, finance and audit committee, and treasurer shall review the financial activity for each of the prior two fiscal years, including actual results of operations for those two fiscal years, mission of the organization, goals, committee/project plans, and any other relevant information deemed appropriate. The Board of Directors shall establish the annual membership fees and conference registration fees.

Approval of Budget

After preparation of the budget for the next fiscal year, copies of the budget, proposals for cost reductions (if necessary), and proposals for cost increases (if necessary) shall be sent to all Board members. At the fall workshop or Board meeting, the Board shall meet to discuss and approve or reject the budget. If the budget is rejected, the Board shall direct the president, finance and audit committee, and treasurer to amend the budget for changes as directed by the Board.

Review of Budget

Once the budget has been set for the fiscal year, the budget shall be included in the accounting system of AAFEPA. As monthly financial statements are prepared, a comparison of actual monthly results of operations to budget figures shall also be prepared. The financial statements and budget variances (with detailed explanations) shall be reviewed by the Board. When deemed necessary, the Board shall revise the budget to fund additional services or make allowances for other unbudgeted revenues or expenses.

IRS Form 990 and 990-T

The Board shall ensure that the following steps toward public disclosure of AAFEPAs financial status take place:

1. Review Form 990 and Form 990-T by Finance and Audit Committee by April 15 each year.
2. File accurate, complete, timely, and in compliance with regulatory requirements Form 990 by May 15, without extension, each year.
3. File accurate, complete, timely, and in compliance with regulatory requirements Form 990-T (Unrelated Business Income Tax) by May 15, without extension, each year, if required.
4. Disclose to the general public, through the organization's Web site, Form 990 and the audited financial statements by June 15, each year.

Audit Reports

The financial records of AAFEPAs shall be audited annually by an independent CPA firm that has a significant group of nonprofit clients. The finance and audit committee shall be responsible for selecting the audit firm to conduct the annual audit. If the same audit firm conducts the audit for more than five consecutive years, the finance and audit committee shall review the firm's services and decide if the firm or the audit partner needs to rotate.

The audit firm will not be hired to perform non-auditing services, except for tax preparation and Form 990 preparation and shall not perform substantial services for any officer, Board member and/or contractor personally. The audit firm shall be engaged to provide annual audit findings to the president and the finance and audit committee, and if needed, the Board. The finance committee shall review the audit and make its recommendation to the Board.

Financial Controls

Authorization for signatures necessary on contracts, checks, and orders for payment, receipt or deposit or withdrawal of money shall be provided by resolution of the Board.

1. Any individual authorized to purchase goods and/or services for the organization shall follow the procedures set forth in these policies.
2. The president, finance and audit committee and treasurer shall be responsible for reviewing and recommending an annual operating budget to the Board for approval.
3. The Board shall be responsible for adopting the annual operating budgets.
4. No expense shall be incurred in excess of the total budgetary appropriations without prior approval of the Board.
5. The Board has the authority to approve the establishment of a charge account in AAFEPAs name, including the credit limit.
6. The president has the responsibility to establish and enforce written procedures for the use of all open charge accounts and credit cards. The president, finance and audit committee and treasurer will review all credit card procedures on an annual basis.

APPROVED by the AAFEPAs Board of Directors: November 8, 2012

E. Personnel Policies and Procedures

Whistleblower Protection

General

AAFEPA Code of Ethics and Conduct (“Code”) requires officers, Board members and contractors to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As representatives of the organization, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all officers, Board members and contractors to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No officer, Board member or contractor who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse consequence. This Whistleblower Policy is intended to encourage and enable representatives and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

Reporting Violations

The Code addresses the organization’s open-door policy and suggests that representatives share their questions, concerns, suggestions, or complaints with someone who can address them properly. Representatives are required to report suspected violations of the Code to the organization’s compliance officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when an individual is not satisfied or uncomfortable with following the organization’s open-door policy, individuals should contact the organization’s compliance officer directly.

Compliance Officer

The organization’s compliance officer is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the executive committee. The compliance officer has direct access to the executive committee of the Board of Directors and is required to report to the executive committee at least annually on compliance activity. The organization’s compliance officer is the president of the organization.

Accounting and Auditing Matters

The executive committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The compliance officer shall immediately notify the executive committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The compliance officer will notify the sender and acknowledge receipt of the reported violation or suspected violation within 14 days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Record Retention and Document Destruction

AAFEPa takes seriously its obligations to preserve information relating to litigation, audits, and investigations. The Sarbanes-Oxley Act makes it a crime to alter, cover up, falsify, or destroy any document to prevent its use in an official proceeding. Failure on the part of officers, Board members and/or contractors to follow this policy can result in possible civil and criminal sanctions against AAFEPa and its officers, Board members and/or contractors and possible disciplinary action against responsible individuals. Each officer, Board member and/or contractor has an obligation to contact the president or treasurer of a potential or actual litigation, external audit, investigation, or similar proceeding involving AAFEPa. The information listed in the retention schedule below is intended as a guideline and may not contain all the records AAFEPa may be required to keep in the future. Questions regarding the retention of documents not listed in this chart should be directed to the president.

From time to time, the president may issue a notice, known as a “legal hold,” suspending the destruction of records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. No records specified in any legal hold may be destroyed, even if the scheduled destruction date has passed, until the legal hold is withdrawn in writing by the president.

| File Category | Item | Retention Period |
|-----------------------------------|---|-------------------------|
| Corporate Records | Bylaws and Articles of Incorporation | Permanent |
| | Corporate resolutions | Permanent |
| | Board and committee meeting agendas and minutes | Permanent |
| | Conflict-of-interest disclosure forms | 4 years |
| Finance and Administration | Financial statements (audited) | Permanent |
| | Auditor management letters | Permanent |
| | Journal entries | Permanent |

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| File Category | Item | Retention Period |
|-------------------------------|--|-----------------------------------|
| | Bank deposits and statements | 7 years |
| | Charitable organizations registration statements (on-line at Michigan small business site) | 7 years |
| | Chart of accounts | 7 years |
| | Expense reports | 7 years |
| | General ledgers and journals (includes bank reconciliations, and fund accounting by month) | 7 years |
| | Equipment files and maintenance records | 7 years after disposition |
| | Contracts and agreements | 7 years after all obligations end |
| | Correspondence — general | 3 years |
| Insurance Records | Policies — occurrence type | Permanent |
| | Policies — claims-made type | Permanent |
| | Accident reports | 7 years |
| Tax | IRS exemption determination and related correspondence | Permanent |
| | IRS Form 990s | Permanent |
| | Withholding tax statements | 7 years |
| | Correspondence with legal counsel or accountants, not otherwise listed | 7 years after return is filed |
| Communications | A backup set should be kept for all of these documents | |
| | Press releases | Permanent |
| | Annual reports | Permanent (5 copies) |
| | Other publications | 7 years |
| | Photos | 7 years |
| | Press clippings | 7 years |
| Consulting Services | Consulting contracts/filed | 7 years after all obligations end |
| Technology | Software licenses and support agreements | 7 years after all obligations end |
| Library | Other foundations' annual reports | 2 years |
| | Directories and periodicals | 2 years |
| General Administration | Correspondence — president, consultant and general | 7 years |
| | | |

By: _____
President

APPROVED by the AAFEPa Board of Directors: November 8, 2012

AAFEPA

Policy Manual

Appendix

Appendix: A

Alabama Association of Federal Education Program Administrators

Conflict of Interest Statement

I have read the Conflict of Interest Policy and agree to its terms.

Name: _____

Signature: _____ Date: _____

I hereby state that to the best of my knowledge I maintain **no relationship** with a person or organization as defined in the Conflict of Interest Policy that is currently transacting business or expected to transact business with AAFEPA.

Name: _____

Signature: _____ Date: _____

I hereby state that **I do have a relationship** with persons or organizations, as defined above and listed below, which might constitute, or lead to, a conflict of interest.

Name: _____

Signature: _____ Date: _____

Entity Relationship

Entity Relationship

Entity Relationship

Entity Relationship

Appendix: B

**Alabama Association of Federal Education Program Administrators
Committee - Project Development and Implementation Form**

APPROVED by the AAFEPA Board of Directors: November 8, 2012

Committee:

Date:

Committee Chair:

Email:

Committee Chair's Phone:

Members:

Emails:

- 1. Brief Description:** Briefly describe your proposed project/committee work.

- 2. Need or Problem:** Specifically describe the need/problem and indicate evidence of this need/problem.

- 3. Proposed Solution/Idea:** Briefly but specifically identify exactly what you propose to do in your project, including development and implementation activities. Include a timeline of proposed activities.

- 4. GOAL Statement/Evaluation:** State your goal(s) for this project/committee work. How will you know if your project/committee work is successful?

- 5. Proposed Budget:** Work with the AAFEPa president and treasurer to develop a detailed budget for the project/committee work development, implementation and evaluation.