

Water For People

Standard Operating Procedures

August 2009

Applicable Policy Numbers: To be determined...

Goals

1. Promote interest, provide service opportunities for, and provide funds for Water For People
 - a. Education
 - b. Service opportunities
 - c. Fundraising
2. Sources of information
 - a. Water For People website: www.waterforpeople.org
 - b. National AWWA website: www.awwa.org

Committee Membership

1. Committee chair
2. Individual chairs (with large enough committee):
 - a. Education/advocacy
 - b. Volunteering
 - c. Communications
 - d. Fund development
 - e. Administration
3. Committee members, as needed.

Schedule of Activities

1. Committee meetings, every other month (January, March, May, July, September, November (fall conference)).
2. May – Golf outing
3. July – Trapshoot
4. August – Kenneth J. Miller Founders Award (if recipient is available).
5. November – Raffle (at fall conference)
6. Planning committees for activities, as necessary (or as available).

Deliverables

1. Activity write-ups for Wise Water Words (publication), as completed.
2. Kenneth J. Miller Founders Award (if recipient is available): in time for fall conference (WFP needs 2-4 weeks to submit paperwork and send award).
3. Treasurer's submission after each activity.
 - a. Total income, line by line, including breakouts for checks, cash, and coin.
 - b. Total expenses, line by line (include receipts).
 - c. Total revenue, line (income less expenses), have treasurer remit check to Water For People.
 - d. Prize amount, winners, and other distribution, as necessary
4. Submit annual report to Section Board at November Fall Conference board meeting, including budget.

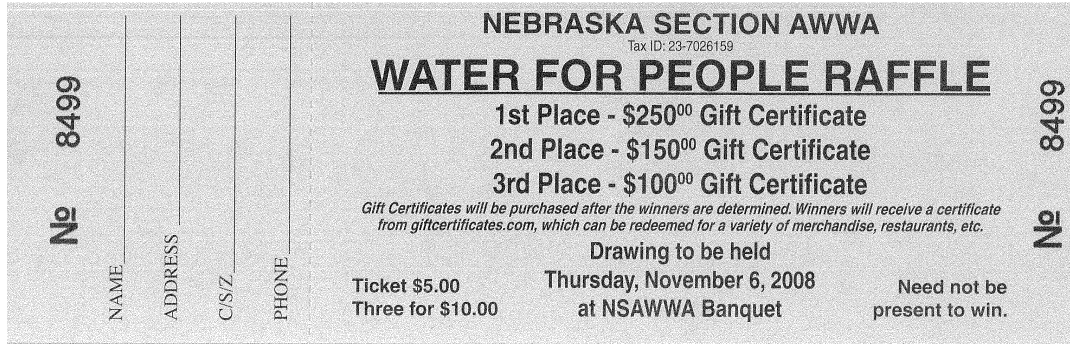
Budget

1. Submit budget request to Section treasurer for upcoming year by November 1.

Water for People Annual Raffle Fundraiser SOP Held during Fall Conference (second week in November)

Set-up

- August
 - Tickets are ordered through Big Red Printing in Norfolk, NE.
 - Rich Koenig, rich.koenig@dhhs.ne.gov, (NDHHS) has coordinated with printers.
 - Rich will send a sample of the ticket for mark-up (generally date and number changes). A sample of the 2008 ticket is as follows:



- The printers will send a three-page proof, initial, and modification sheet prior to running the order.
 - The tickets are ready within 1-2 weeks and can be mailed to you.
 - Ticket charges in 2008 were \$165.
- September
 - Provide raffle tickets and instructions to Board/Committee Members at the Board meeting.
 - Sell tickets (need not be present to win).
 - Check with WFP to see if they have lapel pins for those who buy \$20 in tickets (new for 2008)
 - October/November
 - Sell tickets (need not be present to win).

Event

- Prior to:
 - Bring bowl for raffle selection.
 - Be sure to have change (\$50, 4-\$5, 3-\$10 min.).
- During
 - Mention tickets at each opportunity possible
 - Need to raise \$675 to cover costs of printing and prizes.
 - Be visible at sessions and sell tickets throughout day, be sure to ask EVERYONE.
 - Prep tickets for raffle (bring staple remover).
 - Have visiting dignitary select winners.
 - Get photo of winners (if possible) for Wise Water Words.
 - Make sure contact information is correct.
 - Get money to Section Treasurer.
- After
 - Order gift certificates from www.giftcertificates.com. Certificates will be e-mailed to winners.
 - Submit receipt to Section Treasurer for reimbursement.
- Not Much After
 - Send check to Water for People.
 - Prepare write-up for Wise Water Words.
 - Input funds raised into accounting spreadsheet.

Water for People Annual Golf Fundraiser SOP
Generally held during Drinking Water Week (second week in May)

Set-up

- January
 - Reserve golf course (historically Quail Run Golf Course in Columbus, NE), with 1 p.m. start.
 - Locations:
 - Quail Run Golf Course, Columbus, NE. Douglas Dunbar, PGA Director of Golf, Quail Run & VanBerg GC, City of Columbus, NE, 402-564-1313; [golfpro@columbusne.us].
 - The Pines, Valley, NE. Don Dravland, PGA Golf Pro, The Pines CC. 402-359-4311; dondravland@pga.com
 - Negotiate contract:
 - Determine costs per golfer for golf, carts, and all other items except food.
 - Decide on menu
 - Review final pricing prior to signing any contract. Ensure that the menu is complete and you understand what is and is not included (e.g. typically dessert, coffee are not included). Beef is a common favorite among Nebraskans.
 - Discuss beverage cart for the outing—providing a cart should be free since the club typically charges for alcohol.
 - Determine total final cost per player.
 - Ask golf course to donate a free round of golf for four including carts for prizes.
 - Determine what proportion (if any) of the golf fees include gift certificates for the pro shop. These funds can be used for hole prizes and winner prizes rather than money received from mulligan sales, etc.
 - Submit tax-exempt letter to golf club. Since the Section is a 501(c)3 organization, all charges from the golf outing are exempt from sales tax. Letter should include the statement, “The Nebraska Section of the American Water Works Association is a 501(c)3 non-profit tax exempt organization.” Include the Nebraska Section of the AWWA State Tax ID number which is: 23-7026159.
- February/March
 - Flyer creation and mailing
 - 2008 – posted flyer on website, sent reminder postcards out to membership, point them to website.
 - Invite students to be involved in the event, give out assignments — one student for taking pictures (teams, action, hole sponsor signs), two students to run betting hole. It works slick if the team pictures are taken at the betting hole (where the students are located).
 - Make sure hole sponsor signs are good enough from previous year.
- April
 - WFP Committee members call previous donors and golfers.
 - End of April – Close event sign-up, collect flag prizes, finalize list leading up to event.
 - Contact golf course to assign betting holes (chalk diameter around hole), and flag prize requirements (signs, name lists, etc).
 - Create hole sponsor, flag prize, and participant poster board for display at sign-in table (will need easel).
- May
 - Provide final participant list by Monday prior to the event. If there are not enough for a full team; create two groups of 5 (if two left over), or one group of 3, with team members rotating to hit for the fourth person.
 - Arrange for Section treasurer to bring check book to pay for event.
 - Run event.

Event

- Prior to:
 - Arrive at golf course around 10:30 a.m. Ask students to arrive at 11 a.m.
 - Set up registration table:
 - Sign-in sheet
 - Raffles
 - Mulligan sales (4 per team, \$15 amount) (consider increasing to \$20/4 tickets)
 - Set up mulligan sales (4 per team, \$15 amount).
 - Place hole sponsor signs at tee boxes.
 - Prizes (suggestions):
 - Betting hole: This is typically on a par 3 with view of the hole. Golfers can bet \$5, and receive \$10 if the ball lands within marked area. There are two options to marking the area: (1) chalk 15' diameter circle around the hole; (2) tie a string to the hole flag that is 15' in length.
 - Closest to the pin
 - Longest drive
 - Closest to water hazard without going in
 - Organize flag and other prizes for distribution after the event.
- During
 - Roam and have a good time.
 - Make sure pictures are taken of each team and any hole sponsor signs where hole sponsor can't attend.
- After
 - Present awards (four prize bags to lowest scoring team; nine prizes for hole prizes); 1st - \$200, 2nd - \$120, and 3rd - \$80. Prizes to come from 'mulligan' and betting hole proceeds (should cover majority of prize money).
 - Other Options: Golf fees may include gift certificates to the pro shop. You can use these for the prizes. (2009-a total of \$432 of pro shop gift certificates was available for prizes (\$6/person) and this covered prize money.)
 - Thank all participants, etc.
 - Forward pictures to Section for posting on the website and newsletter.
 - Forward pictures of hole sponsor signs to hole sponsors for their use.
 - Prepare newsletter article and Section report.
- Not Much After
 - Send check to Water for People.
 - Send out thank you/tax reporting letters to participants, hole sponsors, etc.
 - Congratulate committee members.

Water for People Annual Trap Shooting Fundraiser SOP
First one held at Harry Koch Range (Papillion, NE) in conjunction with IWPCA Conference (June 3)
Second potentially planned for Kearney, NE, NWOD Conference (mid-July)

Set-up

- 3-4 months prior
 - Reserve event venue; may include substantial venue fee (\$800 in 2008).
 - Send letter confirming date, time, location, etc.
 - Fees were \$15 for participants; each person purchased own shells and clays.
- 2-3 months prior
 - Flyer creation and mailing
 - 2008 – posted flyer on website, sent reminder postcards out to membership, pointed them to website.
 - Used WFP committee members to call donors and participants.
- 1 month prior
 - One week before – close event sign-up.
 - Collect prizes, finalize list leading up to event.
 - Create sponsor, prize, and participant poster board for display at sign-in table (will need easel).
 - Order WFP items/merchandise for distribution at event.
 - Create receipt for participant fees (no letter needed for participants this way).
- 1 week prior
 - Arrange for Section treasurer to send check to pay for event (request receipt prior to event).
 - Order sandwiches for lunch and procure other lunch components.
 - Run event.

Event

- Prior to:
 - Arrive at venue around two hours prior.
 - Set up lunch, etc.
 - Place sponsor signs at check-in.
 - Organize prizes for distribution after the event.
- During
 - Roam and have a good time.
 - Make sure pictures are taken of each team and/or action; also get group photo.
- After
 - Present awards (top three trap and/or skeet), thank all participants, etc.
 - Forward pictures to Section for posting on the website and newsletter.
 - Forward pictures of sponsor sign to sponsors for their use.
 - Prepare newsletter article and Section report.
- Not Much After
 - Send check to Water for People.
 - Send out thank you/tax reporting letters to sponsors, etc.
 - Congratulate committee members.
 - Plan next year's event.

Water for People Kenneth J. Miller Founders Award SOP

Check current award requirements, available at www.waterforpeople.org or www.awwa.org.

Preparation

- July
 - Request permission to form ad hoc awards committee from Section.
 - Committee shall consist of the following (from AWWA and WFP websites), <http://www.awwa.org/Membership/Content.cfm?ItemNumber=43227>
 - WFP Committee chair
 - Section chair
 - Section director
 - Most recent award recipient
 - Second most recent recipient
 - Section secretary
- August
 - Determine list of potential awardees.
 - Meet as a committee and select awardee.
 - Make assignments for completing the application, review by committee, and submission to Water For People.
- September
 - Submit final application to Water For People by September 15.
 - Notify Water For People of need for award by October 25 for presentation at the fall conference.
 - Award pin will be mailed to you.
 - Request permission from the Section board to have visiting dignitary present the award. Also ask for time at the award ceremony at the final banquet, or other time as necessary.

Fall Conference

- Prior to:
 - Confirm receipt of award pin.
 - Type up blurb to read at awarding, make sure it is large font.
 - Inform awardee of recipient's function at national ACE meetings, generally held in June.