Mandatory Training
PROGRAMMING DIRECTOR

Who is the NEWH, Inc. President? _____

Name the person (and their position) on your board who you report to and go to for questions.

_____

Check the board members who have a vote on your board:

☐ President   ☐ Secretary
☐ VP/Administration   ☐ Executive Advisor
☐ VP/Development   ☐ Directors
☐ Treasurer   ☐ Chairs

Only the Chapter President and Treasurer prepare/create the budget for the chapter.

_____Yes   _____No

For any approved expense needing reimbursement - a reimbursement request must be submitted to your treasurer or NEWH, Inc. within _____days and accompanied by a receipt.

Is there a fee to use the chapter credit card?   _____Yes   _____No

Who do I contact to use the NEWH, Inc. Chapter credit card for deposits and payments to vendors?

_____

What types of events are considered programming events?

_____

Is board approval needed on each event budget?   _____Yes   _____No

Who do you contact to secure certificate of insurance?   _____

Who should I send my event invitation/email broadcast requests to?   _____

How much lead time is required for email broadcast requests?   _____

A fair market value is required for all events with a ticket price.   _____True   _____False

The Results of Activity Report needs to be submitted to the NEWH, Inc. office within _____ days after the programming event.

Thank you for serving!

Name: _____

Chapter: _____

Save this file as (lastname_firstname) and email completed form to erika.swansen@newh.org