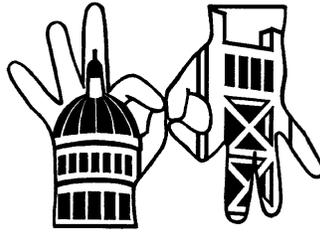


SaVRID



Sacramento Valley Registry of Interpreters for the Deaf, Inc.

Policies and Procedures Manual

Creating a Professional Legacy

The Sacramento Valley Registry of Interpreters for the Deaf, Inc. (SaVRID) is an

Affiliate Chapter of the National Registry of Interpreters for the Deaf (RID). RID is the only national association dedicated to the professional development of interpreters and transliterators.

Policies and procedures, guidelines, and action plans concerning the various activities of the Board of Directors, committees, and general membership of the Sacramento Valley Registry of Interpreters for the Deaf are compiled for general reference purposes into this handbook. The information was prepared and compiled by Kathy M. Stacey.

The **2002 SaVRID Board of Directors** presents this handbook as a *gift* to future SaVRID Boards in the hope that they will find the information helpful. It is also hoped that future Boards will continue to add materials to this handbook thereby leaving a legacy of their own service to the Sacramento Valley interpreting community.

The authority and responsibility for issuing operational policies and procedures are vested in the SaVRID Board of Directors. The Board is responsible for the development of procedures to implement steps as appropriate for the issuance of the policies and procedures developed within various areas of the organization. It is the responsibility of the Executive Board to both generate appropriate new policies and to constantly review and update existing policies and procedures

In developing new or revising old policies or procedures, care should be taken to ensure that the policy is not in conflict with RID or RID Bylaws.

2002 Board of Directors

Charlene Nunes, CI and CT, President
Diana Callahan, CI and CT; SC:L, Vice-President
Joan Voss, CI and CT, Secretary
Cindy Farnham, CI and CT, Treasurer
Laura Cain-Mooney, CI and CT, Member at Large
Amy Golden, CT, Member at Large
Jesse Martinez, CT, Member at Large
Kathy M. Stacey, CT, Member at Large

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The RID Regional Representatives monitor affiliation requirements mandated as policies by

RID. In the event that these requirements are not satisfactorily met, the Chapter's regional representative will discuss the situation with the Chapter Board of Directors. The Chapter must determine if they wish to move toward compliance or to dissolve the Chapter.

The following activities must be done on an annual basis. It is the responsibility of the Affiliate Chapter President to assure that these are carried out.

DUE AS THEY OCCUR (to the Region Representative and RID Director of Member Services)

1. All Bylaw and Policy and Procedure amendments
2. A copy of the minutes of all membership meetings and Executive board meetings.
3. Any changes to the AC mailing address, AC Board of Directors (names, addresses, positions, term expiration), AC Newsletter Editor (name and address), and/or AC CMP Coordinator (name and address).
4. A copy of each issue of the newsletter.
5. Letter stating any tax related changes to the organization (name, address, local chapters).

DUE OCTOBER 1ST & APRIL 1ST OF EACH YEAR (to the Region Representative and RID Director of Member Services)

1. Copy of current membership listing (names only)

DUE WITHIN NINETY (90) DAYS OF THE END OF THE AC FISCAL YEAR (to the IRS)

1. File the Group Form 990, Return of Organizations Exempt from Income Tax

DUE WITHIN NINETY (90) DAYS OF THE END OF THE AC FISCAL YEAR (to the Region Representative and RID Director of Member Services)

1. File an annual report. This report should include contact information for the Affiliate Chapter leadership, the major events of the Chapter, listing of workshops sponsored or co-

sponsored, annual Committee reports, and copies of letters regarding political actions, and Chapter problems and solutions (not grievance information). A certified copy of financial statement (certified by board or auditor) and copy of IRS form 990: Return of Organizations Exempt from Income Tax .This Chapter annual report will become a permanent record in the RID Archives.

RID Affiliate Chapter Affiliation Requirements

<input checked="" type="checkbox"/>	ITEM	DUE DATE	DUE TO WHOM
	All Bylaw and Policy and Procedure amendments	As Occurs	RID Director of Member Services & Region Representative
	Changes in contact information for any of the following:		
	a) AC Mailing Address	As Occurs	RID Director of Member Services & Region Representative
	b) AC Board of Directors (Names, Addresses, Positions, Term Expirations)		
	c) AC Newsletter Editor (Name, Address)		
	d) AC CMP Coordinator (Name, Address)		
	One copy of each AC newsletter (hard copy or electronic)	As Occurs	RID Director of Member Services & Region Representative
	Minutes of all meetings (Executive Board of Directors and General Membership)	As Occurs	RID Director of Member Services & Region Representative
	Letter stating any tax-related changes within the AC (Names, Addresses, Local Chapters)	As Occurs	RID Director of Member Services & Region Representative
	Copy of current membership listing (names only)	October 1st + April 1st	RID Director of Member Services & Region Representative
	IRS Form 990: Return of Organizations Exempt from Income Tax	Within 90 Days After End of the AC Fiscal Year	IRS
	Annual report which includes:		
	1. Contact information for the AC Leadership (Contact Information Listing As Above)	Within 90 Days After End of the AC Fiscal Year	RID Director of Member Services & Region Representative
	2. Major affiliate chapter events for the year		
	3. Listing of workshops sponsored or co-sponsored		
	4. All annual committee reports		
	5. Copies of letters regarding political actions		
	6. Affiliate chapter problems and solutions (not grievance information)		
	7. Certified (by board or auditor) copy of financial statement (including descriptions of the source of revenue/all disbursements)		
	8. Copy of the IRS Form 990: Return of Organizations Exempt from Income Tax		

Nomination and Election Procedures

BOARD OF DIRECTORS

The Board of Directors shall be comprised of a President, Vice-President, Secretary, Treasurer, and four (4) Members-at-Large. The immediate Past President may serve as a non-voting member of the Board of Directors for a term of one year. The Past President shall participate in an advisory capacity and coordinate transition activities during the installation of new officers.

Any member in good standing who is also a member in good standing of the national Registry of Interpreters for the Deaf, Inc., shall be eligible for candidacy on the Board. Board candidates must have also demonstrated their interest in chapter activities by attending general meetings during the previous year.

- Nominations for the SaVRID Board of Directors shall be submitted in writing at the September general meeting.
- Only SaVRID members in good standing shall submit nominations.
- Nominees must be SaVRID and RID members by October 15.
- Nominees' eligibility will be verified.
- Eligible nominees will be notified and asked if they will accept the nomination.
- Nominees must submit a bio/vita for the newsletter by October 25 (or newsletter deadline).
- Nominee names and bio will be printed in the November issue of the *SaVRID Voice*.
- Elections will be held at the November general meeting.
- Only dual members of SaVRID and RID shall be allowed to vote.

President

“...have general supervision, direction, and control of the business and affairs of this corporation; represent the corporation in all appropriate activities; preside at meetings of the members and/or directors; appoint committees; and perform such other duties as may be prescribed by the voting membership, the Board of Directors, or as required by law.” SaVRID Bylaws

IN ADDITION TO THE DUTIES OUTLINED IN THE SAVRID BYLAWS, THE BOARD PRESIDENT SHOULD UNDERTAKE THE FOLLOWING ACTIONS:

- Maintain a relationship between SaVRID, the Region V Representative, and the national office.
- Participate in conference calls every one to two months with other Region V Presidents.
- Submit an article for the RID *E-news* – due to the Region V Representative on a pre-established basis.
- Stay informed on matters impacting the interpreting profession
- Oversee professional meetings of the general membership whereby the membership is updated on local, regional and national news.
- Promote a professional environment and standard for general and Board meetings.
- Establish ground rules for general and Board meetings.
- Ensure communication accessibility for members and visitors.
- Prepare agendas for general and Board meetings.
- On no less than a bi-monthly basis review a current back up of Quickbooks and verify the validity of Quickbooks entries.
- On no less than a bi-monthly basis review the current bank account statements.
- Submit an article for each issue of the SaVRID Voice.
- Calendar annual dates for general and Board meetings.

THE PRESIDENT MAY WISH TO CONSIDER THE FOLLOWING ACTIONS:

- Request Board member and committee reports in advance.
- Locate a single site for general meetings.
- Keep to agenda timeline.
- Recognize newly certified members.
- Host a fundraiser at the general meetings.
- Develop a program for earning CEUs during the general meetings.
- Outreach to outlying communities (Redding, Stockton, etc.)

- Outreach to programs/organizations of interest (Los Rios Community Colleges, CSUS Deaf Studies Program, CAD, NorCal, etc.)

Vice President

“ In the absence or disability of the President, the Vice-President shall assume all duties of the President, and in so acting, shall have all the powers of the President. The Vice-President shall perform such other duties as may be prescribed by the Board of Directors.”

IN ADDITION TO THE DUTIES OUTLINED IN THE SAVRID BYLAWS, THE BOARD VICE PRESIDENT ALSO UNDERTAKES THE FOLLOWING ACTIONS:

- Maintains the SaVRID Yahoo group list serves
 - SaVRID Community
 - SaVRID Board of Directors
 - SaVRID Executive Board
- Serves as the board liaison for Student Representatives at meetings and other SaVRID events
 - Contacts students before events
 - Has students sign in/out to prove attendance
 - Letters of recognition to students
- Facilitates during board meetings or oversees the facilitation for board meetings
- Serves as the board liaison for the Video Librarian
- Keeps action items list from meetings and distributes to the board

Secretary

“The Secretary shall keep full and accurate record of the proceedings of the Board of Directors and general meetings; shall keep record of attendance at meetings; shall supervise the keeping of all corporation records; shall serve notices as may be necessary or proper; and shall perform such other duties as prescribed by the Board of Directors.” SaVRID Bylaws

- Supervise the keeping of all corporation records from previous to current years
- Keep files of hard copy documents and save the board and general meeting minutes on USB drive.

- Keep adequate supplies of pens, post-its, scissors, tack pins, tape, voting cards, markers, and large flip notes
- Compose correspondence to donors
- Maintain the Seal of the Corporation and affix it to papers as may be required
- Serve as liaison for ad-hoc committees at President's request.
- Send President approved announcements and notices to Yahoo List Serve.
- Send request for nominations to Yahoo List Serve and ask for respected Bios from each nominee.
- Request and collect names and bios from all those interested in nomination either during special elections or November elections.
- Provide names to the President and Elections committee.
- Serve as board liaison to the Elections committee

Secretary's Action Item Checklist

MEETINGS

- Maintain a record of Motions made at general and Board meetings
- Photocopy agendas for general and Board meetings
- Distribute meeting minutes in a timely manner to Board members requesting edits and/or omissions (after President approval)
- Send final drafts of meeting minutes to Publishing Chair for inclusion in the newsletter and to SaVRID webmaster for posting on SaVRID.org
- Post finalized meeting minutes (board and business meetings) on SaVRID Board Yahoo group

- One week prior to the general business meetings ask for newly certified interpreters on SaVRID’s community Yahoo group.
- Send names of newly certified to President in board report email at least three days prior to general meeting.
- Purchase Congratulations balloon to give to newly certified members on stage during general business meeting and list in general business meeting minutes
- Bring large flip charts and markers to meetings in case of motions
- Collect all materials at the end of the meeting

Treasurer

“...receive and safely keep all funds of this corporation and deposit them in the bank(s) designated by action of the board of Directors; disburse only on checks signed by the designated Board officer(s); keep records pertaining to the membership of this corporation; and perform such other duties as may be prescribed by the Board of Directors.” SaVRID Bylaws

- Pick-up the mail weekly at the post office (Arden Way): P O Box 255084, Sacramento, CA
 - Sort the mail for entry into Quick Books (membership renewals, workshop registrations, donations, etc.)
 - Send mail to final destinations (board members, committee chairs, pay bills, etc.)
- Input entries of monies received and paid in Quick Books (Writing checks, deposits, etc.)
- The monies paid go to interpreting services, insurance policies, scholarships, website maintenance, general meeting expenses, workshop expenses, membership expenses, newsletter expenses, fundraiser expenses, etc.
 - General meeting expenses: Interpreting services if needed, Insight presenter, refreshments, balloons, etc
 - Workshop expenses: Presenter fees, refreshments if provided.
 - Membership expenses: Directory and payments related with it, mailing related papers.
 - Newsletter expenses: Kinko’s payments, mail postage, etc.

- Fundraiser expenses: food and whatever needed.
- Every time that a check is paid fill an Account Receivable form for SaVRID's records and fill a receipt for member's records if possible.
- After entry into Quick Books deposit money into bank account (Chase Bank)
- Reconcile bank statements monthly
- Prepare financial reports for board meetings, general meetings, and newsletter
- Prepare documents for governmental agencies – Franchise Tax Board, IRS, Secretary of State, etc.
- Every November 15 – File the Group Form 990, Return of Organizations Exempt from Income Tax (RID has the form)
- Within 30 days of the end of the fiscal year – send a certified copy of the financial statement to RID

Treasurer's Action Item Checklist
(See Attachment B1 for more details)

GENERAL MEETINGS:

- Prepare financial reports – Profit & Loss, Summary and Detail
- Prepare Treasurer's Report to membership
- Bring financial binder, reports, Helping Hands Scholarship applications, and membership applications
- Prepare checks to Insight presenter and interpreter(s)

WORKSHOPS:

- Take receipt book or give to workshop chair

- Provide final financial information from workshop to Cathy Keller for grant paperwork
- Obtain list of SaVRID and NorCRID members to verify membership for workshop discount

NEWSLETTER:

- Send current bank balances/financial information to editor of the SaVRID Voice

NEW BOARD:

- Mail form to Secretary of State to change names of Officers
- Complete new signature card at bank and post office; update account at Kinko's

Member at Large (4) One -year appointment

“The Member-at-Large must assume the chair of a standing or special committee and perform such other duties as may be prescribed by the Board of Directors.” SaVRID Bylaws

- Decide on committee to chair
- Meet with former Member-at-Large committee chair to determine what actions have been completed
- Recruit members to join the committee
- Hold regular committee meetings
- Delegate duties based on skill and experience
- Prepare committee reports to Board and general membership

Suggested Committees:

Fund Development

Plan and Coordinate fundraising

- Check dates with PDC, NorCal, CSUS ASL Club, and Affiliate Chapters before setting an event date
- Advertise on all social media (SaVRID Facebook Page, SaVRID website, SaVRID Yahoo groups, web pages of Stakeholders)
- Coordinate volunteers and food
- Follow-up after event to announce profit
- Collect donations for Silent Auction and Food Table
- Hold Committee Meetings

- Use committee to:
 - Help improve reoccurring events and choose the best event dates
 - Brainstorm event ideas
 - Help spread the word/advertise events
 - Delegate general meeting and fundraising event responsibilities
- Advertise
 - Help advertise for all SaVRID workshops, fundraising, and general meetings on all related websites and e-mail listservs.
 - Keep SaVRID Facebook up to date on all news related to the interpreting field and SaVRID
- General Meeting
 - Set-up food and silent auction table (committee members with student reps help)
 - Present to SaVRID members about past and future fundraising events
- Including how much SaVRID has raised so far

Silent Auction

Objective: Fundraising activity. Monies earned may be used for the general fund, for a specified event, for interpreting services at meetings, etc.

- Silent auctions are held during the general meetings,
- Fund Development Chair has oversight responsibility
- Fund Development Chair will ensure drawings are conducted in a fair and timely manner and will collect and maintain all monies received until the end of the silent auction at which time money will be given to the treasurer.
- Fund Development Chair will oversee the solicitation of silent auction items from members, clubs, organizations, businesses, etc. prior to the event by continuously sending out donation request letters (see Attachment D6 & D7) and will maintain a listing of donors.
- Fund Development Chair will work with the secretary and/or other board members for correspondence in soliciting donations and for follow-up acknowledgement.
- Fund Development Chair Advertise items to SaVRID members

- Fund Development Chair Create bid sheets for the auction
- Ticket prices are to be determined by the Board of Directors.
- Drawings may be held during the meeting, at the conclusion of the meeting, or as deemed appropriate by the Board. Winning numbers may be drawn and posted on a board or may be announced. Winning tickets will be redeemed by the silent auction coordinator.
- Any silent auction items that are unclaimed by the end of the evening will be recycled into the silent auction held at the next general meeting.

Food Donations

Objective: Reduce cost incurred by SaVRID when providing refreshments during business meetings and workshops

- Send donation request letters to grocery stores and Costco to help provide food for meetings and workshops (see Attachment D8)
- Buy Food and Beverages
 - Budget out how much food is needed and the best places to buy items
 - Coordinate with Starbucks for the coffee donation (ask the one closest to the meeting/workshop)

Membership

Database Information:

- Maintain and update the Membership database (Access)
- Maintain Regonline credit card payments
- Create a new Regonline “event” each year for the new Membership cycle
- Post Board Report (aka current membership totals) to Board listserv a week prior to all meetings
- Submit reports for RID as outlined in the Affiliate Chapter Handbook, Third Edition, Section 8
- Create Member Directories for all current members by the first Fall meeting (September)
- Update any newly certified members in the Access database
- Save database by overriding older version on Membership flash drive any time changes are made

Emails:

- Email a list of the email addresses and snail mail addresses to Newsletter
- Email Professional Development Chair a list of members’ names and contact info
- Email Vice President current member email addresses for Certified/Precertified members
- Email new members confirmation & access to Members Only password and copy of Directory

Verification:

- Provide member lists or spreadsheets of current members for verification by the Professional Development Committee chair for use with Workshops offering discounts for members

- Save Sign In sheets with signatures after meeting for proof of attendance (for elections, committee participation, etc.)
- Provide letters of member verification when requested on SaVRID letterhead

Prior to General Meetings:

- 1-2 weeks prior to the meeting, post a student volunteer request email to the listserv
- Print blank Student Volunteer Letter of Recognition (VP will sign at meeting) on SaVRID Letterhead
- The week of the General meeting, generate and print Sign In sheets based off of current membership spreadsheets

After the General Meetings:

- Scan the sign in sheets and upload to the Yahoo Board Groups documents

General Meetings:

Must Bring:

Sign In Sheets (for General Meetings)

- RID/SaVRID Dual Member sheet (voting members – receive index card at sign in)
- SaVRID members sheet (non-voting members)
- Visitors

Membership Box with office supplies (pens, clipboards, etc.)

Voting cards (aka index cards)

Membership Forms (blank)

Member Registration Form binder

Professional Development

Provides workshop, trainings and other means of earning continuing education units

Workshops

Workshop topics may be submitted by committee, by the Board of Directors, or by the general membership. Dates should be coordinated with the Board of Directors to avoid concurrent events. The selection of workshop topics should be presented to the membership and voted on by the membership. The goal of the Professional Development Committee will be four (4) workshops per calendar year. When possible try to coordinate workshops on the Saturday following a General Meeting so the presenter can provide the Insight at the General Meeting.

Presenter

- Negotiate topic, date, fee, hours, hotel accommodations, travel arrangements, cancellation cut-off date, materials and equipment needs, etc. All costs require approval from the Board of Directors.
- Presenter must complete all CMP paperwork, provide a bio/vita, and a statement of workshop goals.
- Presenter should be provided with a map and directions to the workshop location.
- A final draft of the workshop flyer should be submitted to the presenter for their approval.
- Use of G.E.E. (Grinzewitsch Educational Endowment) funds and/or other funding for Workshops

- PDC Chair (M-A-L position) will request funding from the Grinzewitsch Endowment fund when appropriate.
- CMP/ACET
 - SaVRID is a registered CMP Sponsor. The Vice President of the Board processes CEUs.

Location

American River College has been the facility used recently based on location convenience and cost. Larry Bromley is the facilities coordinator at the college and can be contacted at (916) 484-8643.

Norcal's office in North Highlands is another location to be used for workshops, depending on the size of the workshop and how many registered participants are expected to attend.

Flyer

- Proofreading should be done by presenter, PDC chair, CMP sponsor, and English “expert”.
- Grant funding and RID CMP/ACET programs have specific wording that must be adhered to on all fliers. CMP and ACET logos must be placed on all flyers offering CEUs under RID.
- Must include:
 - Title
 - Presenter name and bio/vita
 - Start and end time
 - Location (map optional)
 - Workshop description
 - Payment information (early and late registration; cost for members/non-members; SaVRID/NorCRID members pay same rate; refund information; cancellation date; fee for non-member CEUs; and address to send payment)
 - Interpreter accommodation information
 - Contact name/phone for more information

Workshop Checklist

Email flyer to all members' email addresses, post on SaVRID listserv and on NorCRID, email web master to post flyer on SaVRID's website, post on SaVRID's facebook page.

Contact the Board President to see if the Board is available to meet with the presenter for dinner the night before or night of the workshop. Coordinate lunch invitation during workshop.

Determine if interpreters will be needed and if so, contact Board person responsible for coordinating interpreting services.

Arrange for equipment. If workshop is located at American River College, equipment should be arranged through deaf services at (916) 484-8559.

Publications

Newsletter

OBJECTIVE: To report information in a nonjudgmental and unbiased manner that will further the understanding of respective roles within the interpreting profession as well as the dynamics involved in the various roles of interpreters. These roles include, but are not limited to:

- Interpreting in education settings – from primary to post-secondary.
- Interpreting in medical and mental health settings.
- Interpreting in legal/courtroom settings.
- Interpreting in employment/vocational settings.
- Interpreting with individuals who are deaf-blind.
- Teaming with a Certified Deaf Interpreter.
- Working as a self-employed freelance interpreter.

BACKGROUND: For many years, the newsletter was done by a member of SaVRID (Roy Clayton) who volunteered his time and equipment. When he was no longer able to continue, the newsletter fell back to members of the Board of Directors. From time to time, there have been volunteers among the membership who have taken on the task of doing the newsletter and who have designed their own newsletter format. In November 2000, the Board placed the newsletter under the direction of a Member at Large and established a Publications Committee. This was a decision made by that Board and was not a result of a motion made and passed by the membership. The title of the newsletter, *The SaVRID Voice*, was selected by a majority vote of the members and may not be changed without a majority approval from the membership.

CIRCULATION: The newsletter is a benefit of membership and is distributed to all members regardless of membership category. As required by RID, copies of each newsletter are mailed to the RID national office and to each Affiliate Chapter within Region V. Complementary copies are mailed to nonmembers who submit articles/information and to authors who have given permission to reprint or cite their work. Newsletters are delivered via first-class mail.

NUMBER OF ISSUES: The newsletter is published five times per year to coincide with the general meetings: January, March, May, September, and November. Distribution should be at least two weeks prior to the general meeting dates.

STAFFING: The newsletter should have an executive editor, copy editor(s) for proofreading, contributing editors/reporters, and a photographer. The staff should be familiar with standard style practices of journalism and have a good grasp of the English language. There are several publications on the market that can assist the staff with manuscript preparation, editing, and proofreading. It is also beneficial to have a member on the newsletter staff responsible for the membership mailing list and e-mail roster.

FORMAT: The newsletter staff has the flexibility and the responsibility to design the newsletter to meet the needs and expectations of the membership. It should reflect the professional organization of SaVRID as well as the national Registry of Interpreters for the Deaf. The President of the Board may want to exercise final approval of each issue prior to distribution.

EDITORIAL POLICY/ARTICLE SUBMISSIONS: *The SaVRID Voice* prints articles on matters of interest and concern to interpreters and transliterators. SaVRID encourages representation of various views and opinions within the interpreting field. SaVRID reserves the right to edit, excerpt, or refuse to publish any submission. Articles do not necessarily represent the opinions and endorsement of the SaVRID Board of Directors or the membership at large. It is helpful to have a consistent deadline for the submission of articles and advertisements established for the year and published in the newsletter. The goal of the newsletter is that it be a collaborative effort on behalf of the Board, newsletter staff, and the general membership. As often as possible, the staff should solicit articles and ideas from the membership for inclusion in each issue

ADVERTISEMENTS: Members who join at the Organizational level may receive five business card size ads per year without charge. Editorial staff may solicit outside advertising to help underwrite the costs associated with the newsletter. It is expected that advertising costs be consistent with other Affiliate Chapter publications, with current market rates, and with the intent to stay within the guidelines of a non-profit organization. In 2002, a business card ad cost \$15.00 per issue.

JOB ANNOUNCEMENTS/EMPLOYMENT OPPORTUNITIES: The posting of employment opportunities is done as a courtesy for interpreter/transliterator positions (paid or volunteer). There is currently no fee for this service.

ASSEMBLY PROCEDURE:

- Articles and information received will help determine the layout for each issue. A central theme or focus may be used. For example, the September issue might focus on educational interpreting. It is preferable to keep related information in one section rather than scattered throughout the newsletter.
- Each issue should include:

SaVRID's mailing address, e-mail address, and web site (if applicable)

The SaVRID Board of Directors and contact information

A list of dates and times for general and board meetings

Location of general meetings

Editorial policy

Membership information

President's report

General meeting minutes

Board meeting highlights or minutes

Workshop and training opportunities

Submission deadline for the next issue

Paid advertisements, if any

- Articles reprinted in whole or part must have prior permission from the author(s). RID logos may be reprinted in the newsletter without receiving authorization for each issue. The RIDCMP and ACET logos are to be used for all CEU-sponsored events.
- The format used for the past several years has been eight to twelve pages on 11” x 17” paper in a booklet style. Copies from 8 ½ “ x 11” originals are used to make an 11” x 17” template and then copied front to back. Half of the back page will need to be reserved for the mailing label and SaVRID’s return address.
- SaVRID has an account at Kinko’s on 56th and J Streets in Sacramento. Kinko’s will bill SaVRID, so it is best to reference the billing as an invoice for “newsletter”. Copies can be dropped off at the printers or can be made manually using the large copy machines. Newsletters will need to be collated, folded in half, and then folded again. Postal regulations require that the fold of the newsletter be at the bottom as well as on the right to ensure compatibility with postal cancel equipment. Mailing seals (not staples) are affixed to the top and side panels. Membership mailing address labels will also need to be affixed.
- Postage will vary depending on the weight of each issue, so it is best to take a completed copy to be weighed at the post office prior to purchasing postage. Newsletters are sent as first class mail rather than bulk mail or non-profit mail. Checks for postage are to be requested from the Treasurer. More than likely, the person responsible for the newsletter will not have the authority to sign checks for the organization, so the check will need to be pre-signed. The post office may require identification as proof that the bearer of the check is affiliated with SaVRID, so it’s a good idea to have a SaVRID business card or a letter of authorization from the President.
- Last, but not least, it is imperative to proof, proof, and proof once again before the final trip to the printers!

SaVRID WEB PAGE

www.savrid.org

OBJECTIVE: To promote SaVRID and to disseminate information to the members in a timely and efficient manner.

- The Board of Directors shall designate an individual to serve as the web master and coordinator of the web site.
- The web site may include, but is not limited to, information on general meetings, board meetings, chapter bylaws, membership application, workshops, board member contacts, and links to related sites.
- Web coordinator shall be responsible for posting new information in a timely manner, deleting older information, and ensuring that all links are in working order.
- Web coordinator shall check and respond or forward to the appropriate Board member any correspondence on feedback page.

- The Board of Directors shall ensure that the account is kept in good standing and all fees are paid upon receipt.
- The Board of Directors and/or web coordinator shall maintain confidentiality of the password(s).
- The member's only section of the website is a benefit of membership and the password for this section shall be updated at the beginning of every new fiscal year. The password should only be given to current members of the organization.

Mentoring

Mentoring moments coordinator coordinates mentoring opportunities for IPP students and novice interpreters. Mentoring sessions consist of the novice interpreter being provided with opportunities to interpret during the SaVRID General Business Meeting. By contacting the coordinator you will be paired with a certified interpreter during the SaVRID General Business Meetings where you and your team will find a discreet location to practice your craft. At the duration of the session the seasoned interpreter and novice interpreter will take a few moments to debrief.

This is a wonderful way for newer interpreters to improve upon their skills. It is also a wonderful way for seasoned interpreters to enrich the community. Interested mentors or mentees may contact the Mentoring moments coordinator at mentor@savrid.org.

Coordinator duties:

- Bring signup sheet for mentors and mentees to business meetings.
 - Advertise mentoring moments program at SaVRID business meetings when appropriate.
 - At the duration of the meeting have mentors and mentees complete Mentoring Moments Report Form (Attachment D9)
 - When appropriate coordinator may contact mentors and mentees for opportunities that occur outside of SaVRID General Business Meetings.
-

GENERAL MEETINGS*

Meetings are held five times per year in the months of January, March, May, September, and November. For many years, the meetings have been held on the third Friday, but are not restricted to that day. General meetings are open to all members and guests.

National, regional, and chapter business are discussed during the general business meetings. Nominations for any open Board positions are made during the September meetings, and elections are held in November. An informative or entertaining program may be included at any general meeting. In 2001, the *Insight* series was developed and implemented. *Insights* are one-hour presentations on topics of interest to interpreters. They offer .1 hour of continuing education units under the RID Certification Maintenance Program and Accredited Continuing Education Tract.

*See Attachment D9 for Sample meeting agenda

Meeting Protocol:

Members must come to the front of the room and wait to be recognized by the President before addressing the membership with comments, questions or motions.

Motions shall be made in the front of the membership after being recognized by the President. A written copy must be presented to the Secretary.

BOARD MEETINGS*

Meetings are held as often as deemed necessary to conduct chapter business. Board meetings are open to the general membership. From time to time, the Board of Directors may need to conduct closed sessions to discuss matters relating to highly sensitive and confidential information, personnel issues, or disciplinary action.

*See Attachment D9 for Sample meeting agenda

HIRING AN INTERPRETER FOR MEETINGS and EVENTS

Objective: To contact, qualify, and hire sign language interpreter(s) with the appropriate skills to facilitate communication between the speakers, board members, and SaVRID membership. All SaVRID meetings will be interpreted and made accessible to members and visitors.*

- The board of directors or its designee will maintain a list of all certified interpreters and their qualifications and will contact and hire RID certified interpreters that meet the job requirements.
- If RID interpreters are not available, NAD interpreters may be hired.
- If NAD interpreters are not available, then qualified freelance interpreters can be utilized at the discretion of the hiring agent.
- It is preferred that all interpreters be members of SaVRID.
- All interpreters shall adhere to the RID Code of Ethics.
- All interpreting assignments over one hour shall have a team.
- It is expected that the interpreters will work as a professional team, will work in twenty-minute intervals, and will actively participate in feedback, direction, and relief as necessary.
- All interpreting assignments will be paid assignments.
- Interpreting services may be donated by individual decision.

* SaVRID may, from time to time, host events that will not be interpreted due to the nature of the presentation or at the request of the presenter. Such events will be identified as not being voiced interpreted.

REFRESHMENTS FOR GENERAL MEETINGS

- Solicit donations from outside businesses/restaurants. Include a letter of donation request indicating SaVRID's tax-exempt status.
- Request members bring donated food or drink items.
- Refreshment chair elects to purchase all food and drink items. Requests for reimbursement must include all receipts, a completed AP form, and are to be submitted to the Treasurer.
- Purchase or receive donations of paper goods and condiments.

SUGGESTED REFRESHMENTS TO SERVE 80-100 PEOPLE:

Brewed Coffee

Hot Water for Tea, Cocoa, Cider

Soda and/or Juice – 4 or 5 two-liter bottles

Bottled Water

Ice in Ice Bucket with Scoop

Finger foods – cookies, doughnut holes, muffins, crackers, cheese, fruit, etc

Sugar/Artificial Sweetener, Cream/Creamer, Assorted Teas, Instant Cocoa and Cider

Cups, Coffee Stirrers, Napkins, Plates

STUDENT REPRESENTATIVES AT MEETINGS

Objective: An opportunity for students enrolled in an Interpreter Training Program to meet and interact with working interpreters. They will have the experience of seeing a professional interpreting association conduct business. The Board also benefits by having the student representatives available to assist during the general meetings.

Student representative requirements:

- Be currently enrolled in an ITP or equivalent
- Be able to socially converse in sign language
- Be friendly, reliable, punctual, and willing to take direction
- Dress in business casual attire
- Arrive early to help set-up the meeting room and stay late to assist in clean-up

Suggested areas needing assistance:

- Front Table: registration/check-in; verifying membership status; distributing voting cards; etc.
- Refreshment Table: set-up and maintain food and drinks
- Silent auction Table: set-up and collect money

Recruitment:

- Obtain a list of SaVRID Student Members
- Ask ITP instructors for permission to visit their classes and give a brief presentation on the program
- Provide follow-up phone calls to confirm

Recognition:

It is imperative to recognize the contribution of the student representatives at each of the meetings by introducing them to the membership and presenting them with a small gift of appreciation.

SECTION 4: MEMBERSHIP DIRECTORY

The Membership Directory is a benefit of membership and is updated at least annually. The Membership Committee and/or the Publications Committee may be designated to maintain the Directory.

Contents:

- SaVRID Purpose Statement
- List of Board of Directors
- President's address to membership
- NAD-RID Code of Professional Conduct
- List of Certifications issued by RID
- How to Hire and Interpreter
- How to Select an Interpreter
- SaVRID Bylaws
- SaVRID Member listing (by Category and Alphabetically)

SAVRID DOES NOT SHARE ITS MEMBERSHIP DATA BASE OR PROVIDE MAILING LABELS TO ANY OUTSIDE ORGANIZATION.

APPENDIX

By Laws

This is the true and correct copy of the SaVRID Bylaws approved by the Board of Directors November 2012.

Article I. Name

The name of this corporation shall be the Sacramento Valley Registry of Interpreters for the Deaf, Inc. (SaVRID).

The principal purposes of this corporation shall be to:

- Exchange ideas, opinions, and experiences concerning interpreting;
- Further the development of effective communication skills in interpreting and transliterating;
- Strive for the attainment of the highest standards in these communicative skills;
- Act as a body to advance professional and ethical standards for interpreters;
- Advocate for professional recognition and treatment of interpreters; Support the rights of Deaf and hearing people.

Article II. Principal Office

The principal office for the transaction of business of the corporation shall be fixed and located in Sacramento County, California. The Board of Directors may, from time to time, change the location of the principal office from one location to another within this County.

Article III. Membership

Section 1. Definitions

1. An interpreter is an individual who holds any of several certifications recognized by the national Registry of Interpreters for the Deaf, Inc. Interpreters generally work primarily between ASL and English. They may transliterate which is working between English and a form of sign language that uses a more English-based word order. In addition they may specialize in other forms of interpreting such as oral and Deaf-blind. They may also be Deaf interpreters.
2. For the purposes of SaVRID, the use of the word 'Deaf' is intentionally inclusive and includes people who are culturally Deaf, deaf, Deaf-blind, deaf-blind, hard of hearing, and late-deafened, regardless of language and communication preferences.

Section 2. Categories of Membership

2.1 This corporation shall have the following categories of non-transferable membership: Certified, Associate, Student, Supporting, Organizational, and Honorary.

Section 2. Eligibility

2.1 Certified Member – Any interpreter who holds valid certification accepted by the RID.

2.2 Associate Member – Any individual who actively engages in the work of interpretation, but who does not hold valid certification accepted by the RID.

2.3 Student Member – Any pre-certified individual currently enrolled in a course of study in an Interpreter Preparation Program.

2.4 Supporting Member – Any non-certified individual with an interest in supporting the purposes and activities of the corporation who does not meet eligibility requirements for Sections 2.1, 2.2, or 2.3 above.

2.5 Organizational – Any organization/institution/agency with an interest in supporting the purposes and activities of SaVRID.

2.6 Honorary Member – Any individual making outstanding personal contributions in the interpreting profession and in the Deaf community is granted this honor by a majority vote of the general membership.

Section 3. Member in Good Standing

3.1 The definition of member in good standing shall be persons who have met all financial obligations to this corporation and who have otherwise met all of the requirements of membership set forth by this corporation.

Section 4. Voting Rights

4.1 Each member of this corporation must be a member in good standing of the national Registry of Interpreters for the Deaf, Inc. before they are entitled to voting privileges at the affiliate level.

4.2 Each certified member of this corporation shall be entitled to one vote in meetings, referenda and elections. Voting pertaining to evaluations, certifications and standards/ethics may only be voted upon by certified members.

4.3 Each non-certified member of this corporation shall be entitled to one vote in meetings, referenda and elections with the exception of referenda pertaining to evaluations, certifications and standards/ethics.

4.4 Organizational level of membership is a non-voting category.

Section 5. Fiscal Year

5.1 The fiscal year of this corporation shall begin on the first day of July and end on the thirtieth day of June each year.

Section 6. Dues and Assessments

6.2 Dues shall become payable on the first day of July each fiscal year. The dues shall be equal for all members of a category, but different dues may be set for each category.

6.3 The Board of Directors shall not increase or decrease membership dues by more than ten percent without a majority vote of the voting members present at a general meeting.

6.4 Assessments may be levied on members by action of two-thirds of the voting members present at any meeting, provided that at least thirty days notice has been given.

Article IV. Board of Directors

Section 1. Composition of Board of Directors

1.1 The Board of Directors shall be comprised of a President, Vice-President, Secretary, Treasurer, and four (4) Members-at-Large.

1.2 The immediate Past President may serve as a non-voting member of the Board of Directors for a term of one year. The Past President shall participate in an advisory capacity and coordinate transition activities during the installation of new officers.

Section 2. Powers and Limitations

2.1 All corporate powers shall be exercised by or under the authority of the Board of Directors. Unless so authorized by the Board of Directors, no officer, agent, or member shall have any power of authority to bind the corporation by any contract or engagement, to pledge its credit, or to render it liable monetarily for any purpose or in any amount. All charges, responsibilities and membership directives shall persist until fulfilled regardless of any changes to the makeup of the Board of Directors.

2.2 The Board of Directors shall receive no compensation for their services as Board members.

2.3 The authority to expend corporation funds is vested with the Board of Directors. Requests for expense repayments or purchase/service orders must be completed in writing on the appropriate SaVRID forms. The President and at least one other Board member must sign the forms. Valid expense claims and receipts must accompany all submitted forms.

Section 3. Qualification of Board Members

Any member in good standing who is also a member in good standing of the national Registry of Interpreters for the Deaf, Inc., shall be eligible for candidacy on the Board. Board candidates must have also demonstrated their interest in chapter activities by attending at least two general meetings during the previous fiscal year.

Section 4. Duties of Officers

4.1 President: The President shall have general supervision, direction, and control of the business and affairs of this corporation; represent the corporation in all appropriate activities, preside at

meetings of the members and/or directors; appoint committees; and perform such other duties as may be prescribed by the voting membership, the Board of Directors, or as required by law.

4.1.1 The President shall represent SaVRID at national and regional RID conferences, attending all applicable business and organizational meetings. To aid in this responsibility, SaVRID will book the President's flights, hotel and early-bird registration, totaling up to 10% of the organization's current general account balance by January of that year.

With the approval of the Board of Directors, the President may appoint a member of SaVRID to these responsibilities in his/her stead.

4.2 Vice President: In the absence or disability of the President, the Vice-President shall assume all duties of the President, and in so acting, shall have all the powers of the President. The Vice-President shall perform such other duties as may be prescribed by the Board of Directors.

4.3 Secretary: The Secretary shall keep record of attendance at meetings; supervise the keeping of all corporation records; serve notices as may be necessary or proper; and perform such other duties as prescribed by the Board of Directors.

4.4 Treasurer: The Treasurer shall receive and safely keep all funds of this corporation and deposit them in the bank(s) designated by action of the Board of Directors; disburse only on checks signed by the designated Board officer(s); keep records pertaining to the membership of this corporation; and perform such other duties as may be prescribed by the Board of Directors.

4.5 Members-at-Large: The Member-at-Large must serve as chair of or liaison to at least one standing or special committee and perform such other duties as may be prescribed by the Board of Directors.

Section 5. Terms of Office

5.1 President, Vice-President, Secretary, and Treasurer shall serve two-year terms and may hold the same office for no more than two consecutive terms.

5.2 Members-at-Large shall serve a one-year term and may serve for no more than 4 consecutive terms.

Section 6. Nominations and Elections

6.1 Nominations shall take place at the second to last general meeting of the year. Nominations will only be accepted from members in good standing of this corporation.

6.2 Election of Board members shall take place at the last general meeting of the year. The election is to be conducted by secret, written ballot.

6.3 Election to any office shall be made by a simple majority vote of those voting members present at the meeting.

6.4 Installation of new Board members shall take place at this meeting, and the new Board members shall commence their service at the conclusion of the meeting.

6.5 Procedures governing nominations are outlined in the SaVRID Policies and Procedures Manual.

Section 7. Vacancies

7.1 Vacancies of the Board of Directors are created upon the death, resignation, disqualification, or removal due to legal action or for-cause against any director.

7.2 Removal due to legal action or for-cause shall be defined as a director who fails to meet their position responsibilities or who does not act in the best interest of the corporation. Removal from the Board requires a two-thirds vote of the Board of Directors in a closed session. The individual and the Board shall be notified of such a closed session and the specific purpose no less than two weeks before the meeting is to take place.

7.3 A vacancy occurring with less than one year remaining in the term may be filled by the affirmative vote of a majority of the remaining Board of Directors. If the unexpired term is more than one year, a special election will be held at the next general meeting when the vacancy will be filled by a majority vote of the membership.

Section 8. Meetings

8.1 Regular meetings of the Board of Directors shall be held at least on a quarterly basis at such time and place as designated by the President. Written notice of such meetings shall be provided to the membership at least thirty days in advance.

8.2 Special meetings of the Board may be called by the President or by any two directors, with a majority vote of approval by the Board, at least seven days in advance.

8.3 Regular or special meetings by electronic conferencing may be held so long as all directors participating in the meeting can communicate with one another.

8.4 Attendance at meetings is expected of directors. Absences which are not reported to the secretary prior to the meeting are considered unexcused. Board members are allowed two unexcused absences of all meetings of the Board and general membership. The third unexcused absence will result in automatic expulsion from the Board.

Section 9. Voting Rights

9.1 With the exception of the Past President, who is a non-voting member, each director shall be entitled to one vote.

Section 10. Quorum

10.1 For business to be conducted and actions to be taken a majority of the Board of Directors must be present.

Article V. Meetings of Members

Section I. General Meetings

Meetings of the general membership of this corporation shall be held at least four times during the calendar year with the last meeting of the year reserved for election of Board members. Time and

place of meetings will be designated by the Board of Directors with advance written notice to be provided to the membership.

Section 2. Special Meetings

Special meetings of the members of this corporation may be called at any time by the President, by the Board of Directors, or by written petition sent to the Board of Directors from a minimum of ten percent of the voting members. Written notice of the time and place of special meetings shall be given at least thirty days prior to the meeting.

Section 3. Communication at General Meetings

Business Meetings: The Business of SaVRID and RID will be conducted in a visual language to the greatest extent possible. Members who request voice interpretation with a two week notice or members that request assistance with a signed report/ comment will be provided accommodations by request.

Silent Networking Time: The language during Silent Networking is sign language. This is an informal opportunity for members and guests to reconnect, share food, and professionally network.

Insights: The presentation language will remain the decision of the presenter(s). All presentations in spoken English will be interpreted/ transliterated. For presentations in ASL/visual language, the Board's decision on accommodations will be guided by the target audience, the gravity of the information, and the nature of the request(s) for access.

Section 4. Quorum

A quorum to conduct business at meetings of the membership shall consist of no less than 30 voting members

Article VI. Committees

Section 1. Committees

1.1 The President shall establish, subject to confirmation by the Board of Directors, committees – including standing, special, and/or ad hoc – immediately after election.

1.2 For each committee, the President shall designate a member of the Board of Directors to serve as either chair or as a liaison.

Article VII. Amendment of Bylaws

The Bylaws may be amended by a two-thirds majority vote of the members present at a meeting announced for that purpose. However, any amendment, which would materially and adversely affect the rights of a specific category, must be approved by a two-thirds majority vote of the members voting from that affected category. Amendments take effect upon adoption.

Article . Inspection Rights

A copy of this corporation's Articles of Incorporation and Bylaws shall be open to inspection by the members of this corporation. Inspection can also be made of the books or minutes of proceedings upon written request to the Board of Directors with a fourteen-day notice. Purpose of inspection shall be reasonably related to such person's interest as a member.

Article IX. Non-Discrimination Policy

SaVRID shall not discriminate in matters of membership on the basis of age, color, creed, disability, ethnicity, hearing status, national origin, race, religion, gender or sexual orientation.

Article X. Parliamentary Authority

The rules contained in the current edition of Robert's Rule of Order shall govern this corporation in all cases to which they are applicable and consistent with these Bylaws and any special rules of order this corporation may adopt.

B – Detailed Procedures

1. Treasurer

Quick Books

**NEVER MAKE ENTRIES DIRECTLY IN THE CHECK REGISTER!!!
FOR THE HELPING HANDS FUNDS (HHF) NEVER SELECT ‘WASHINGTON MUTUAL-HELPING HANDS’ AS THE BANK. THE BANK TO DEPOSIT TO OR WITHDRAW FROM FOR HHF WILL ALWAYS BE ONE OF THE SUB-BANKS.* (the only exception is for bank fees. Pay bank fees from Washington mutual-helping hands, then transfer the amount used to cover bank fees from the GF to the HHF).**

After installing Quickbooks (QB) on your system register the software when prompted. QB will from time to time receive automatic updates via the internet. Install these updates. They include new help topics and security patches that can help the system run more smoothly.

***If you are ever processing and need to do a mock entry use the customer or vendor named “Test Customer”**

- Deposits

Deposits should only be made at the bank AFTER they have been recorded in QB!

- From the Home screen of QB select “Make Deposits”. This function allows you to enter a single or multiple deposits at once.
 - **SaVRID does not provide services and then invoice therefore we should not be in a situation where we are expecting to “Receive Payments”.**
 - Select the bank account you would like to Deposit into (this will be the General Fund, Berke, Thielman, McCaffrey or GEE accounts, **NEVER DEPOSIT INTO Washington Mutual – Helping Hands**). Enter the Date (**the same day that you deposit into the bank**); Memo (this should say deposit); Received from (Who is the payment for? If the check is from Sorenson but they are registering Jane Doe for a workshop it should say Sorenson/Jane Doe); From Account (This should always be an Income item. Look to the right of the drop down menu, it will say either income or expense); Memo (make it clear what the deposit is for BE SPECIFIC); Check #; Payment Method; Class (This should be specific. If this deposit is for a workshop, then this should tell us the name of the workshop) and Amount. At the bottom of the screen verify the deposit total.
 - DO NOT MARK ITEMS AS BILLABLE.
 - Save and Close. (You may go to the check register to verify that this deposit has been successfully made; do not make changes from the check register.)

- Entry Errors
 - If you make data entry errors go back to the deposit in question and edit the original. This does not require the transaction to be voided and re-entered.
- Voids
 - You should be able to make edits to deposits or payments in most instances. If a customer issues a check and then decides they need to have the check or transaction voided, you can enter a Void just for the sake of having a paper trail.
 - Go back to the entry in question and right click anywhere on the deposit or check. Select 'Voidt' from the pop up menu. (You may go to the check register to verify that this transaction has been successfully recorded; do not make changes from the check register.)
- Refunds & Credits
 - SaVRID does not process refunds for memberships, donations or SaVRID merchandise purchases. We only give refunds for workshop registrations in the event of serious illness, hospitalization or death.
 - From the QB home screen select 'Refunds & Credits'. Enter customer class, name, date, item, description, quantity, rate & amount. Select Save & Close.
 - A pop-up screen will appear, select "Give a Refund" and click 'ok'.
 - A new pop-up screen will appear. UNCHECK 'to be printed' then verify information on screen. Pay special attention to which account is being used for the refund, what class is being applied, and if the refund is via check. Enter the appropriate check number and click Save & Close. (You may go to the check register to verify that this transaction has been successfully recorded; do not make changes from the check register.)

NOTE: The class for the refund should be the same class that was used in the original purchase.

- Writing Checks
 - You will use the 'Write Checks' option in QB to record any payments that are made and to record any adjustments that need to be made to the account. **DO NOT USE THIS OPTION FOR TRANSFERRING FUNDS BETWEEN ACCOUNTS.**

- From the QB home screen select 'Write Checks'. A new window will appear. Select the Bank account you want to pull the money from (NEVER ENTER 'WASHINGTON MUTUAL-HELPING HANDS' AS THE BANK). Enter your check number, the date, who the check will be made payable to, the amount of the check, memo (optional),
- In the bottom portion of the screen under the expenses tab you will be asked for: account, amount, memo, customer/job, billable & class. Complete each of these sections. **IMPORTANT: When selecting an account make sure it is an Expense item and not an Income, Bank or other type of item. You will see the word Expense to the right.**

NOTE: IF YOU ARE ENTERING AN ADJUSTMENT USE THE VENDOR: RECONCILIATION DISCREPANCY.

- Reconciling Bank Statements
 - This should be done every time you get a bank statement in the mail.
 - From the QB home screen click on 'Reconcile'.
 - Enter which bank account you are using. It will only be the 'Washington Mutual-General Fund' or 'Washington Mutual-Helping Hands' account. **DO NOT USE THE SUB BANK ACCOUNTS**
 - Enter the information in the reconciliation window as it is listed on the bank statement and then select continue.
 - Put a checkmark next to all debits and credits in QB that also appear on your bank statement. (This process is the same as balancing your own check register at the end of a month).
 - When you are done select reconcile now.
 - If you do this on a regular basis you should have a difference of 0 and your account should successfully reconcile. If there is a discrepancy QB will suggest ways to fix the discrepancy.
 - **If you are unable to fix the discrepancy you may need to do an adjustment. This should only be done in the worst case scenarios.**
- **Transferring Funds**

- When a scholarship from the HHF is awarded, write the check from the general fund (GF) and transfer the funds from the appropriate HHF to the GF. To write a check, follow the steps listed above under ‘Writing Checks’.
- To transfer funds, from the QB home screen click on ‘Banking’ along the top most navigation bar. A drop down menu will appear, select ‘transfer funds’.
- Enter the date, class, the account you want to draw funds from, the account you want to deposit funds to, and the amount of the transfer. **In the memo write how the funds were used, do not include the name of the recipient as that information is confidential.**
- **Reports in QB**
 - From the QB home screen select chart of accounts
 - Right click on any of the accounts listed and a pop-up menu will appear. At the bottom of the menu select ‘Quick Report:_____’.
 - You can use this **Quick Report** to see how much money was generated or spent in membership, workshops, etc.
 - By selecting ‘Lists’ from the top most menu a drop down menu will appear. Select ‘Class List’. You will see categories (classes) of the larger groups. For example if you wanted to see how much a specific workshop generated you could use the class list and run a quick report on that specific class.
 - By selecting ‘Reports’ from the top most menu a drop down menu will appear. Select ‘Company & Financials’. Another menu will appear, select ‘Profit & Loss Detail’. Print this report out prior to each general meeting. This is knowledge that all SaVRID members are allowed access to due to our 501©3 non-profit status.

NOTE: There are various other reports that you can run, the ones listed above are used most often.

BACKUP QUICKBOOKS EVERY TIME YOU EXIT THE PROGRAM.

There is no need to use the following options from the Home Screen: Enter Bills, Pay Bills, Create Invoices, Create Sales Receipt, Receive Payments, Statement Charges or Statements

Send to the President

Send an email to the President after every reconciliation in QB has been completed. Give the totals in the Bank account as well as the totals in QB.

The President should have the password and login to access the bank account online. If this information changes it needs to be passed on.

Prepare a financial report at the duration of each fiscal year to show

- the total income,
- the total revenue and
- the net profit.

The President will have copies of previous versions. Use these as templates to create the new ones. These should be submitted yearly with your annual report.

Membership Form Processing

- When you receive a Membership Form for processing enter it for the Fiscal Year that is stated at the top of the membership form. We are not currently setup to be able to accept payments for multiple membership cycles or future membership cycles.
- Starting in May, verify with the member that the membership cycle they are paying for is for the current cycle (which will expire in 2 months). If they intend to pay for the upcoming membership cycle, edit the dates on the top of the membership cycle in pen to show the correct Fiscal Year.
- Enter payments for membership in QB as instructed in the QB section above. At the bottom right of the membership form indicate that the entry has been posted in QB.
- Once payments have been entered into QB, at the bottom right of the membership form indicate whether or not the payment was received in the form of Cash or Check.
- Make the deposit at the bank.

Bank Deposits

- Before making bank deposits print out a deposit slip from Quickbooks.
- Bring the deposit slip with you to the bank and make sure your deposit at the bank matches your QB deposit slip.

SaVRID Board & General Meetings

- From QB print out the Account Profit and Loss Detail Statement for the General Fund only.

- The dates for this report should be from the date of the last meeting, to the date of the current meeting.
- Place this report in the front of the white binder that is labeled “SaVRID Treasurer. Please leave on Table”
- Bring this binder to all meetings. Board members and the membership are to have access to this binder and these reports at all times.

2. Membership

Maintain and update the Membership database (Access)

-Input and Maintain current member totals (data entry of new and renewing members)

-print credit card registration from Regonline and get hard copy forms from Treasurer

-keep organized in alphabetical order for verification in a binder

-Verify info against RID:

-Go to rid.org

-Under “Search Tools” on left side of screen, choose “Find an Interpreter/Member”

-You may need to search several different ways as some people have some of their info marked private. (Use last name/first initial, or last name/state, or email address, etc., be creative)

-Search and verify name, level of membership, and Certifications, if applicable.

-Notate on bottom of either Regonline form or Hard Copy membership form the info verified and date for smoother input in Access (For example: “RID-yes 07/01/12” or “RID-no 07/01/12”)

This will make it easier if members have questions at a meeting as to their Voting rights and you can show them on the form when you verified the information. If they show you a current RID member card, notate the information on the sign in sheet and verify before the next meeting and update the database.

-Input in database In Access:

1) In the bottom right corner, start with the Datasheet View option, and click on the column labeled “Last” and sort in Ascending order by last name.

2) Search each new or renewing member to see if they are a past member.

-If they are a new member, click New to add a new file and enter information

-If they are a renewing member, you can just update their form by switching to the Form View option in the bottom right corner.

a) Make sure to update to the current membership year

(for example, if this is the current 2011-2012 Fiscal year, you will post date the Expires box to June 30 of the following year – 06/30/2012).

b) Input current amount they paid (total, including any donations)

c) Update any personal information

d) RID information (as outlined below)

e) SaVRID Member level

f) Certification level, if applicable, verified on RID’s website

g) Mark the Freelance box if they notated that on their form

h) Email address in both the E-mail and e-Voice area (to receive the newsletter),

i) Mark the CD Request box so they will receive the Directory

j) Information privacy changes

Click the Save icon and then switch back to the Datasheet View option to search again.

**Save database by overriding older version on Membership flash drive any time changes are made

-Email a follow-up for Student members IPP verification if not provided at time of registration

Per our membership form, to be recognized at the Student member level, you must be enrolled in an Interpreter Preparation/Training Program. Students will need to submit a copy of their schedule. You can email them when you enter them into access using the email address provided. Make a notation or put a post-it on the form with a note to flag their form. When they email the verification, print it and add it to their membership form in the binder.

-Update any newly certified members in the Access database

-This can be found in the current copy of each Newsletter

-In Access, update to Certified level and fill Certified field in with certification level verified from RID site.

-Newly Certified members do NOT pay difference in fees if they were already Associate members

(membership benefits remain the same, just update database for report accuracy)

Maintain Regonline credit card payments

-when alerted to new members, go to regonline.com, enter login and password and print the new members form for input in the Access database

-I find it helpful to keep a running total on my calendar of memberships as they renew

(for example, 96 total. When a new member alert is received, update your tally to 97. By doing this, you decrease the potential for error if you miss a notification and log in and maybe see a total of 98)

Create a new Regonline “event” each year for the new Membership cycle

-create new “event” prior to open enrollment for the upcoming fiscal year (around April)

-Login to Regonline.com

1) Go to Events Page, Membership Application

**** Save & Stay throughout editing process and verify info in the Preview mode****

2) Copy event Icon to the right of previous event) → >OK<

A) Events Page:

-Click on Copy of Event ---on the right panel, change status to Testing >OK<

-edit Reg form/Name

-Event Details Page

-Setup Functions >Edit Registration Form<

B) Registration Form Pages:

-Start (sub heading) tab – check the details

-Edit ---Event Basics → Event Title (edit: start/end dates for FY, Fiscal Year “FY”, remove the word “Copy”)

C) Registrant Types

-if membership dues increase, edit here

-check fees for each level, one by one (Cert, Assoc, Org, Student/IPP, Supp)

-make sure Processing Fee box is **marked** “share 100% of Regonline’s proc fees with the registrant”.

-leave the box **unmarked** that shows “Customize Registrant type display options”

-make sure “Link to homepage” box is **marked**

-make sure “Link to your event website” box is **marked** (Save & Stay)

D) Page Options

-Edit “Start Page/Header”

-there is an existing header

-check & update info (Save & Stay)

E) Personal Info tab

-check & update info

-(Save & Stay) → Preview each category: Cert, Assoc, Org, Student/IPP, Supp

F) Agenda tab

-do nothing

G) Lodging & Travel tab

-do nothing

H) Merchandise tab ---- this is the donation info page for the Helping Hands funds

-only update if you are adding a new category (Save & Stay)

I) Checkout tab

-only update if you are changing how we accept payment which should remain consistent with Credit Cards for now

-check Refund Policy → should remain the same (Save & Stay)

J) Confirmation tab

-UPDATE!!!! → need new Password for Members Only section on SaVRID website

-ask President to create and also be sure the Webmaster has access to this password

K) Other Tabs next to Reg Form Pages:

-Theme Designer tab

-do nothing, leave alone

-Event Website

-do nothing, leave alone

-Emails

-do nothing, leave alone

(Save & Close)

→ Go back to Events page

L) Events Page

-Registration Functions

- Choose >Test Register<
- Go through the process
- After successful test → right panel, click >Activate<
- ****Make sure to make previous Fiscal Year Membership Cycle INACTIVE at the same time

M) Notify Webmaster:

- send link from regonline
- send new password
- send PDF Membership Registration form

3) Update the Registration form Word Document for the current cycle

- any date information on the form needs to be updated for the current Membership Cycle/

Fiscal Year

- Save the Word and PDF version of the Membership Registration form to the Flashdrive
- Submit the PDF version to the Webmaster

Post Board Report (aka current membership totals) to Board listserv a week prior to all meetings

- Sort by member category in Access and then tally – in the following format:

Certified	119
Associate	41
Honorary	1
Organizational	10
Student	17
Supporting	3

To generate in Access:

1) In the bottom right corner, make sure you are in the Datasheet View option (not Form View)

2) Highlight the first column “Expires” and sort in Descending order so that life time members and then all current members will be at the top of the spreadsheet.

3) Find the bottom of the current Expiration date and highlight the line, then while holding the Control key on your keyboard, press the Up arrow key and highlight to the top of the spreadsheet.

4) When the current membership has been highlighted, Copy (hit Control-C) and then using Excel, open a new spreadsheet and click on the first cell.

In Excel:

5) Paste (hit Control-V) and the information will populate the Excel spreadsheet and can now be easily manipulated without damaging the Access database.

6) Keep only the Member Category column and delete the other columns

7) Delete the first line with the Member Category heading (this makes sorting easier)

8) Sort by the column, tally each level of membership and notate it in the field next to one of the levels, then delete the “extras” (you will have multiples in the column)

9) When you are finished tallying and deleting, the format will look like above.

10) Copy and submit your board report (Subject: Membership Report to the Board yahoo group)

Submit reports for RID as outlined in the Affiliate Chapter Handbook, Third Edition, Section 8

When you submit your current board reports before each meeting, the President will take the information needed and submit on the Board's behalf.

Create Member Directories for all current members by the first Fall meeting (September)

- contact John Orozco email: johnorozco21@yahoo.com phone: (916)806-4435
- email current membership (Bcc) at the beginning of new fiscal cycle (either before FY ends on June 30, so around June 15, or on July 1 as it turns over – or both) as a reminder to renew membership and that we need all renewals by August 1st if they want to be included in the Member Directory.
- update database with all new membership forms
- verify all members against RID for current standing at time of input
- get letter from the President
- check all other forms from previous directories and get updated versions if available and submit first draft (Excel copy of entire database spreadsheet) to John by the end of the first week in August.
- will need to have all members re-verified against RID.org again by the end of the first week in September and send any updated info/changes to John, since some will lapse or payments may overlap & we need current information
- once all amendments are made, email to membership (Bcc) the day of the September meeting

Emails:

-Email a list of the email addresses and snail mail addresses to Newsletter

- send this by the 15th of the month *prior* to the General meeting

To generate in Access:

- 1) In the bottom right corner, make sure you are in the Datasheet View option (not Form View)
- 2) Highlight the first column "Expires" and sort in Descending order so that life time members and then all current members will be at the top of the spreadsheet.
- 3) Find the bottom of the current Expiration date and highlight the line, then while holding the Control key on your keyboard, press the Up arrow key and highlight to the top of the spreadsheet.
- 4) When the current membership has been highlighted, Copy (hit Control-C) and then using Excel, open a new spreadsheet and click on the first cell.
In Excel:
- 5) Paste (hit Control-V) and the information will populate the Excel spreadsheet and can now be easily manipulated without damaging the Access database.

6) Sort by Comments (to find the members who receive newsletter by snail mail “NL via USPS”)

7) Label “Sheet 1” at bottom left “Email” and label “Sheet 2” as “Snail Mail”

Snail Mail spreadsheet:

8) Copy all members who have “NL via USPS” note in Comments column and paste to a new spreadsheet

9) Only keep Member Name/Company Name, Address #1, City, State, Zip Code – delete all other columns

10) Sort alphabetically by Last Name (it might be easier to move the Last Name column around to become the first column for sorting purposes)

Email spreadsheet:

11) Switch back to first spreadsheet and delete all leftover Snail Mail info

12) Keep the “Voice e-mail” column and delete all other information.

13) Sort email addresses alphabetically

13) Save and email spreadsheet to the Publishing Chair

-Email Professional Development Chair a list of members’ names and contact info

-send this at the same time you would submit your board reports as all info should be updated

----cc President on this email

To generate in Access:

1) In the bottom right corner, make sure you are in the Datasheet View option (not Form View)

2) Highlight the first column “Expires” and sort in Descending order so that life time members and then all current members will be at the top of the spreadsheet.

3) Find the bottom of the current Expiration date and highlight the line, then while holding the Control key on your keyboard, press the Up arrow key and highlight to the top of the spreadsheet.

4) When the current membership has been highlighted, Copy (hit Control-C) and then using Excel, open a new spreadsheet and click on the first cell.

In Excel:

5) Paste (hit Control-V) and the information will populate the Excel spreadsheet and can now be easily manipulated without damaging the Access database.

6) Sort alphabetically by Last Name (it might be easier to move the Last Name column around to become the first column for sorting purposes)

7) Keep Member Name/Company Name, Address #1, City, State, Zip Code, Email– delete all other columns

8) Save and email spreadsheets to the Professional Development Chair

-Email Vice President current member emails for Certified/Precertified members

To generate in Access:

1) In the bottom right corner, make sure you are in the Datasheet View option (not Form View)

- 2) Highlight the first column “Expires” and sort in Descending order so that life time members and then all current members will be at the top of the spreadsheet.
- 3) Find the bottom of the current Expiration date and highlight the line, then while holding the Control key on your keyboard, press the Up arrow key and highlight to the top of the spreadsheet.
- 4) When the current membership has been highlighted, Copy (hit Control-C) and then using Excel, open a new spreadsheet and click on the first cell.

In Excel:

- 5) Paste (hit Control-V) and the information will populate the Excel spreadsheet and can now be easily manipulated without damaging the Access database.
- 6) Sort by Member Category
- 7) Delete all rows for members from Honorary, Organizational and Supporting levels
- 8) Label “Sheet 1” at bottom left “Certified” and label “Sheet 2” as “Pre-Cert”

Pre-Certified spreadsheet:

- 9) Copy all rows for members who have Associate or Student levels notated in the Member Category column and paste to a new spreadsheet
- 10) Sort alphabetically by Last Name (it might be easier to move the Last Name column around to become the first column for sorting purposes)
- 11) Only keep Member Name, Email, and Member Category – delete all other fields

Certified spreadsheet:

- 12) Switch back to first spreadsheet and delete all leftover Pre-Certified info
- 13) Sort Certified members alphabetically by Last Name (it might be easier to move the Last Name column around to become the first column for sorting purposes)
- 14) Only keep Member Name, Email, and Member Category – delete all other fields
- 15) Save and email spreadsheets to the Vice President

-Email new members confirmation & access to Members Only password and Directory

- During input, keep a running list of email addresses and mass BCC email new members
Let them know:
 - actual receipts can be printed on the Regonline credit card site, or given by the Treasurer at meetings
 - that the password is not to be shared and will be distributed to members upon completion of their membership registration. Password will change each fiscal year.
 - Also include a copy of the Directory or let them know they can access a copy of the Directory and copies of Newsletters on the Members Only portion of the savrid.org website using the password provided.

Verification:

-Provide member lists or spreadsheets of current members for verification by the Professional Development Committee chair for use with Workshops offering discounts for members

To generate in Access:

- 1) In the bottom right corner, make sure you are in the Datasheet View option (not Form View)

- 2) Highlight the first column “Expires” and sort in Descending order so that life time members and then all current members will be at the top of the spreadsheet.
- 3) Find the bottom of the current Expiration date and highlight the line, then while holding the Control key on your keyboard, press the Up arrow key and highlight to the top of the spreadsheet.
- 4) When the current membership has been highlighted, Copy (hit Control-C) and then using Excel, open a new spreadsheet and click on the first cell.
In Excel:
- 5) Paste (hit Control-V) and the information will populate the Excel spreadsheet and can now be easily manipulated without damaging the Access database.
- 6) Keep only Last Name, First Name, Company Name, delete all other rows
- 7) Sort alphabetically by Last Name (it might be easier to move the Last Name column around to become the first column for sorting purposes)
- 8) Save and email spreadsheets to Professional Development Chair prior to workshop.

-Save Sign In sheets with signatures after meeting for proof of attendance (for elections, committee participation, etc.)

After the meeting, scan all copies of General Meeting sign in sheets and check with President as to where to email the copy for records or in case of verification of member standing.

-Do this after every meeting.

-Provide letters of member verification when requested on SaVRID letterhead

-Using the SaVRID letterhead in letter format:

Date

To Whom It May Concern:

(Member Name) is a current SaVRID member, in good standing, for the Fiscal Year of 20##-20##.

Sincerely,

Name

Membership, Sacramento Valley RID

-Scan to member as a PDF file (do not send as a Word Document as that can be manipulated and changed).

Prior to General Meetings:

-1-2 weeks prior to the meeting, post a student volunteer request email to the listserv for all students that are Student Members of SaVRID in good standing, and a separate email BCCing all students that you may have a running email list from previous meetings.

SaVRIDcommunity@yahoogroups.com

-once you have a list of volunteers, then email them again the week of the meeting reminding them of time, location, and dress code (professional).

-Print blank Student Volunteer Letter of Recognition (VP will sign at meeting)

-Using the SaVRID letterhead in letter format:

Date

Dear:

You are receiving this letter because the Sacramento Valley Registry of Interpreters for the Deaf (SaVRID) would like to recognize you for your valuable contribution during the following SaVRID general meeting(s):

“Date”

SaVRID recognizes your contribution totaling 3 volunteer hours. Serving as a student representative leads to overall professional development and enhancement of skills. Your service has a positive impact on not only you the student, but on the board as well as on the general membership as a whole. For your exceptional volunteer service SaVRID believes you should be recognized.

Yours sincerely,

Name

Vice President, SaVRID

-to be filled out with names once students complete duties

-The week of the General meeting, generate and print Sign In sheets based off of current membership spreadsheets

-Voting: RID/SaVRID (dual members)

-Non-Voting: SaVRID members only

-Visitor sign in list

To generate in Access:

1) In the bottom right corner, make sure you are in the Datasheet View option (not Form View)

2) Highlight the first column “Expires” and sort in Descending order so that life time members and then all current members will be at the top of the spreadsheet.

3) Find the bottom of the current Expiration date and highlight the line, then while holding the Control key on your keyboard, press the Up arrow key and highlight to the top of the spreadsheet.

4) When the current membership has been highlighted, Copy (hit Control-C) and then using Excel, open a new spreadsheet and click on the first cell.

In Excel:

5) Paste (hit Control-V) and the information will populate the Excel spreadsheet and can now be easily manipulated without damaging the Access database.

6) Sort by “RID Member” Category

7) Delete all columns except for RID Member Verified, Member Category, Last and First Name, and Company Name

8) Label “Sheet 1” at bottom left “Voting” and label “Sheet 2” as “Non-Voting”

Non-Voting spreadsheet:

9) Copy all rows for members who have “False” levels notated in the RID Member Verified Category column and paste to a new spreadsheet

10) Sort alphabetically by Last Name (it might be easier to move the Last Name column around to become the first column for sorting purposes)

11) Only keep Member Name (Last and First) and Company Name - delete all other fields

12) Add a "Sign In" Column next to the Names column for people to use to sign their name

Voting spreadsheet:

13) Switch back to first spreadsheet and

14) Sort by Certified Members by "Member Category" and **Bold** all Certified member names, then delete "Member Category" column and all leftover Non-Voting info

15) Only members with "True" levels notated in the RID Member Verified Category column should be left in this spreadsheet

16) Sort alphabetically by Last Name (it might be easier to move the Last Name column around to become the first column for sorting purposes)

17) Only keep Member Name (Last and First) and Company Name - delete all other fields

18) Add a "Sign In" Column next to the Names column for people to use to sign their name

Visitor Sign in:

19) Label "Sheet 3" at bottom left as "Visitors" and create a blank sign in sheet with lines for any people who are not members but are attending the meeting.

20) Save entire spreadsheet and print each before the meeting

After the General Meetings:

-Scan the sign in sheets and upload to the Yahoo Board Groups documents

1) Login to the Yahoo Board Group

2) Go to the Groups page

3) Locate the "Files" folder

4) Locate the "Secretary" folder

5) Locate the "Business Meeting Sign In Sheets" folder

6) upload the documents into the file

General Meetings:

Must Bring:

Sign In Sheets (for General Meetings)

-RID/SaVRID Dual Member sheet (*voting members – receive index card at sign in*)

-SaVRID members sheet (non-voting members)

-Visitors

Membership Box with office supplies (pens, clipboards, etc.)

Voting cards (aka index cards)

Membership Forms (blank)

Clipboards

Member Registration Form binder

-in case there are questions regarding membership forms received thus far or info verification.

- if members have questions at a meeting as to their Voting rights, you can show them on the form when you verified the information. If they show you a current RID member card, notate the information on the sign in sheet and verify before the next meeting and update the database.

C –Group Norms

- Use Sign Language at all times when Deaf individuals are present (limit simultaneous communication).
- Arrive on time, start time will be followed.
- Be an active participant.
- Be aware of body language and facial expressions.
- Listen to and honor all opinions and concerns.
- Respect everyone involved.
- Limit side conversations - voiced or signed.
- Only one person participates at a time.
- Raise your hand so everyone has a chance to participate
- Focus on the task at hand.
- Keep remarks brief only sharing necessary details.
- Avoid personal agendas
- Stay future oriented, while honoring the past
- Each member has the responsibility to speak up.
- Each member shares the responsibility for the meetings success.

- Cell phones and pagers are silenced during the meeting.

1. Letterhead



**Sacramento Valley
Registry of Interpreters for the Deaf**

P.O. Box 255084, Sacramento, CA 95865-5085 • www.savrid.org

**2011-2012
SaVRID Officers**

Erica West Oyedele, NIC
President

Jobina Navratil, NIC Advanced
Vice President

Nancy Kozicki
Secretary

Caleb Lopez
Treasurer

Members-at-Large

Amie Cuevas
Membership

Jennifer Thomas
Publishing

Barbara Ayers, CI & CT
Professional Development

Taylor Collis
Fund Development

Region V Representative

Holly Nelson, NIC Master

IID President

Brenda Walker Prudham, TC,
CI & CT, NIC Advanced

Sacramento Valley Registry of Interpreters for the Deaf qualifies as a non-profit organization under Section 501(c)3 of the Internal Revenue Code. Our Tax Exempt ID Number is 51-0256392. As such, persons making donations to SaVRID may deduct their contributions.

2. Sample Income/Expense Report

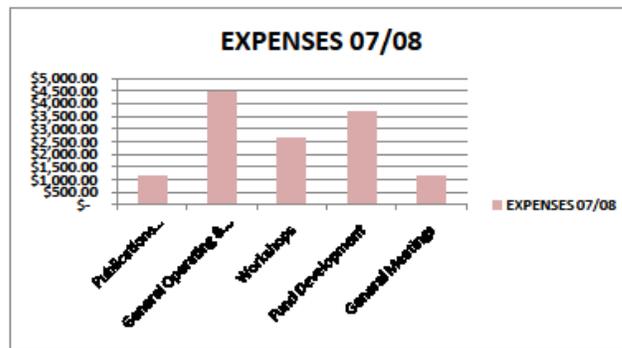
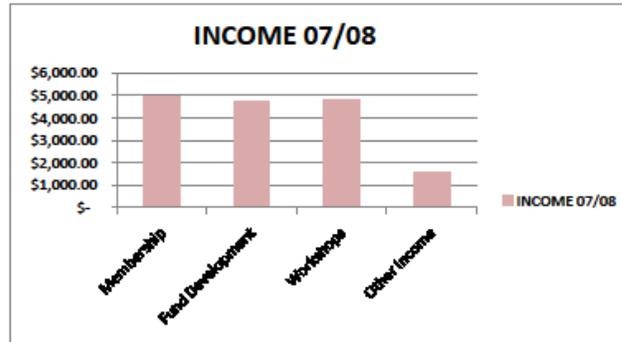
Sacramento Valley Registry of Interpreters for the Deaf

INCOME

	2007/2008
Membership	\$ 4,953.62
Fund Development	\$ 4,763.00
Workshops	\$ 4,790.00
Other Income	\$ 1,602.75
Total Income	\$ 16,109.37

EXPENSES

Publications (newsletter&website)	\$ 1,100.11
General Operating & Misc.	\$ 4,451.12
Workshops	\$ 2,622.90
Fund Development	\$ 3,657.99
General Meetings	\$ 1,115.78
Total Expenses	\$ 12,947.90



3. General Meeting Checklist

Meeting Location (President/Vice President)
Insight Presenter (President/Vice President)
Flip Chart and Markers (Secretary)
Set up / Tear Down of Tables – (ALL)
 Registration, refreshments, fund development, display, Chairs
Tape, Scissors, Push Pins, Ink Pens (Secretary)
Bulletin Board (Secretary)
Student Representatives (Membership Chair –email student members to solicit help)
 Registration table (2)
 Refreshments (2)
 Fundraising (2)
 *Outside PSSB to guide to meeting room (1 or 2)
Interpreters (Tracy Brennan – if requested)
Silent Auction Items (Fund Development Chair)
Refreshments (Fund Development and Vice President: VP to bring paper items to each mtg, Fund Development to coordinate food for meeting)
(Make sure stocked with enough of each of the following for approx 100 people)
Coffee/tea/sugar/sugar substitute/creamer
Napkins/Spoons/Coffee Stirrers/Plasticware (plates/bowls)
 Cups – hot/cold
 Soda/Juice/Ice
 Tablecloths
 Appetizers (with at least one vegetarian option)
Dessert (cookies/muffins/etc.)
Certification Recognition (Secretary)
 Contact RID for verification
 Purchase Congratulations balloon
Extra Newsletters (Publications Chair)
Registration (Membership Chair)
 Sign-in Forms
 Voting Cards
 Membership Applications
 Updated Membership Rosters – SaVRID and RID
 Suggestion Box
 Soda/Juice/Ice
 Tablecloth
 Cookies/cake/crackers/etc
Registration (Membership Chair)
 Sign-in Forms
 Voting Cards
 Membership Applications
 Agendas
 Updated Membership Rosters – SaVRID and RID
 Extra Newsletters
 Suggestion Box

4. Membership Application



Annual Membership Application

Membership Fiscal Year (July 1, 2011 - June 30, 2012)

Sacramento Valley Registry of Interpreters for the Deaf
 PO Box 255084
 Sacramento, CA 95865-5084
 www.savrid.org

By joining SaVRID, member agrees to adhere to the NAD-RID Code of Professional Conduct. The Ethical Practices System applies to current individual members who are providing interpreting services and not to organizations or non-practitioners. A copy of the NAD-RID Code of Professional Conduct is available at www.rid.org.

NAME _____ New Renewing Member

ORGANIZATION _____
(Organizational Members Only - please attach your business card)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ v/tty WORK PHONE _____ v/tty

CELL PHONE _____ FAX _____

PAGER _____ OTHER _____

VP#/IP ADDRESS _____ (for IP, static address only)

EMAIL (required to receive the SaVRID e-newsletter) _____

WEBSITE (Organizational Members Only) _____

Information To Be Kept Confidential

Check all that apply. Checked items will NOT appear in the Membership Directory.

<input type="checkbox"/> Address	<input type="checkbox"/> Home Phone
<input type="checkbox"/> Work Phone	<input type="checkbox"/> Pager
<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Fax
<input type="checkbox"/> VP#/IP	<input type="checkbox"/> Email <input type="checkbox"/> Web

OTHER LANGUAGE FLUENCIES: I am fluent or have knowledge in the following foreign visual and/or spoken language(s). I understand I may be contacted by individuals for verification of my interpreting skill level. Please list language fluencies other than ASL or English.

Membership Categories and Dues*

Please check the appropriate category

VOTING MEMBERS: Current membership with RID is required for SaVRID voting privileges.

Are you currently a member in good standing with RID? YES NO

__ RID CERTIFIED: \$45.00 **Certifications Held _____

__ ASSOCIATE: \$35.00 Individual engaged in interpreting/transliterating but not holding NAD/RID certifications.

Available for freelance interpreting? (Certified or Associate Members only) YES NO

__ Organizational: \$60.00 Organization or agency supporting the purposes and activities of SaVRID.

__ Student: \$30.00 Individual currently enrolled in an interpreter training program.
 Name of ITP/IPP _____

__ Supporting: \$30.00 Non-interpreting individual supporting the purposes and activities of SaVRID.

*Prorated quarterly membership rates are available to FIRST-TIME members only. Contact the SaVRID Treasurer at treasurer@savrid.org for the correct amount.

** In following with RID, Inc. and its CMP, individuals joining the Certified category must have one or more of the following certifications: NIC, NIC Advanced, NIC-Master, CSC, CI, CT, IC, TC, IC/TC, RSC, MSCS, CDI, OTC, OIC-C, OIC/S-V, CLIP, CLIP-R, SC-L, SC-PA, NAD III, NAD IV, NAD V.

Payment Information

Membership Dues \$ _____

Donations (optional)

HELPING HANDS FUNDS - founded by Lois Diamond and members of the Deaf Community, detailed at www.savrid.org

McCaffrey Scholarship Fund \$ _____

Berke Professional Fund \$ _____

Theilman Emergency Fund \$ _____

SaVRID General Fund \$ _____

TOTAL \$ _____

Please make check payable to SaVRID and mail to the address above.

* Application and payment must be received by September 1st, 2010 to ensure that your member information will be published in the 2010-2011 SaVRID Membership Directory.

FOR OFFICE USE ONLY

Date _____ Amt _____

Ck# _____ Cash _____

Letter QB DB MD

5. Helping Hands Fund Application

SaVRID Helping Hands Funds: History & Rules for Applications

HISTORY:

In the mid 1990's Lois Diamond and other members of the Sacramento Valley Deaf Community hosted a fundraising event with the purpose of dispelling opinions about the quality of interpreters in the Sacramento community and establishing a means to financially assisting individuals who wished to improve their professional status as interpreters and/or further master their sign language skills. In March 1995 the proceeds from that event were graciously given to the Sacramento Valley Registry of Interpreters for the Deaf to establish what was known as the Helping Hands Fund.

At the time of the first Interpreter Appreciation event there were only 10 SaVRID members with RID certification. Since then the numbers have greatly grown. By October 2005 over (150??) Certified interpreters were members of SaVRID.

In March 2006 the Helping Hands Fund was divided into three separate accounts to better provide an easier application process and fund accessibility. Below is a detailed listing of the accounts. A sincere sense of gratitude must be given to Lois Diamond and other members of the Sacramento Valley Deaf Community for their gift and vision for our future!



The HELPING HANDS FUND ACCOUNTS:

SaVRID's McCaffrey Scholarship Fund will provide interpreting students, who are SaVRID members in good standing, financial assistance to pursue their educational goals, and join the greater community in pursuing excellence through knowledge and experience.

SaVRID's Alma and Willis Burke Professional Development Fund will carry the *Helping Hands Fund* legacy of providing SaVRID members in good standing with financial assistance to pursue their educational goals, and join the greater community in pursuing excellence through knowledge and experience.

SaVRID's Thielman Emergency Fund has been established to assuage and ameliorate loss, the pain of loss, and the hardship of life's emergencies by supporting SaVRID members in good standing with financial assistance.

6. Mentoring Moments Report Form



Mentoring Moments Report

Date:

1. How many members were served?

2. What (if any) were the successes?

3. Were there any challenges?

4. Do you have any suggestions for improvement?

7. Sample Meeting Agenda

AGENDA

SaVRID Board Meeting Agenda

Friday, December 16, 2011

6:00 – 8:00 P.M.

Board Members Erica West Oyedele (President), Jobina Navratil (Vice President), Caleb Lopez (Treasurer), Nancy Kozicki (Secretary), Amie Cuevas (Member-at-Large), Jennifer Thomas (Member-at-Large), Taylor Collis (Member-at-Large), Barbara Ayres (Member-at-Large)

Time	Item	Owner
6:05pm	Call to order	Erica
6-6:10pm	Agenda additions/changes?	All
6:10-6:15pm	Review Purpose Statement & Group Norms	All
6:15-7:30pm	Board Reports	Various
	A. President's Report – Erica	
	B. Vice President – Jobina	
	C. Secretary – Nancy	
	D. Treasurer – Caleb	
	E. Fund Development– Taylor	
	F. Membership – Amie	
	G. Professional Development – Barbara	
	H. Publishing – Jen	
7:30-7:35pm	Committee & Task Force Reports	Various
	A. Political Committee – Nancy	
	B. Task Force - Jobina	
7:35-7:40pm	Unfinished Business	Various
	A. PPM Updates Review – Erica	
	B. Volunteer list serve – Erica	
	C. Other?	
7:40-7:45pm	New Business	Various
	A. Motions?	
7:45-7:55pm	Additional discussion/roundtable	All
7:55pm	Adjournment	Erica
7:55-8pm	Announcements	All

Notes:

8. Sample Donation Request (for Costco or Grocery Stores)



Sacramento Valley Registry of Interpreters for the Deaf

P.O. Box 255084, Sacramento, CA 95865 5085 • www.savrid.org

Dear Costco Wholesale,

The Sacramento Valley Registry of Interpreters for the Deaf (SaVRID) is a non-profit organization that supports the California Health and Human Services Department by serving the Deaf community in medical, mental health, rehabilitation, education and many other settings. Our goal is to continually educate and train our sign language interpreters/transliterators through workshops, conferences, and general meetings so we can better serve our Deaf community.

SaVRID has joined forces with California Association of the Deaf (CAD) to raise money by having a softball game and picnic on July 10, 2011. All the proceeds will be split 50/50 between SaVRID and CAD. CAD is also a non-profit organization whose goal is to promote the advancement of the moral, social and intellectual standing of the Deaf in California.

Your contribution makes it possible for our professional organization to hold membership meetings that provide educational opportunities to practitioners in our field and helps increase Deaf awareness. Your donation is not only tax deductible but a great way for you to advertise your business in our community.

Mission Statement:

- Exchange ideas, opinions, and experiences concerning interpreting
- Further the development of effective communication skills in interpreting and transliterating
- Strive for the attainment of the highest standards in these communicative skills
- Act as a body to advance professional and ethical standards for interpreters
- Advocate for professional recognition and treatment of interpreters
- Support the rights of Deaf and hearing people

If you would like to donate to our organization please contact Taylor Collis at (916) 548-6747 or taylor.collis@hotmail.com. Thank you for your time.

Sincerely,

Erica West Oyedele, NIC
President, Sacramento Valley RID
SaVRID Costco Membership # 111807751810

Sacramento Valley Registry of Interpreters for the Deaf qualifies as a non-profit organization under Section 501(c)(3) of the Internal Revenue Code. Our Tax Exempt ID Number is 51-0256392. As such, persons making donations to SaVRID may deduct their contributions.

2010-2011 SaVRID Officers

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