

VAHPERD
Policies and Procedures Document
Updated 04-2016

- b. General
 - a. Executive Committee
 - b. Board of Directors (excluding Executive Committee)
 - c. Coordinators, Committee Members, Convention Manager, Journal and Newsletter Editors, Liaisons, etc
 - d. Administrative

- c. Travel
 - a. Executive Committee
 - b. Board of Directors (excluding Executive Committee)
 - c. Coordinators, Committee Members, Convention Manager, Journal and Newsletter Editors, Liaisons, etc
 - d. Students

- d. Honorariums, Salaries, Awards, Grants, and Complimentary Services
 - a. Honorariums
 - b. Salaries
 - c. Awards
 - d. Grants/Scholarships
 - e. Complimentary Services
 - f. Financial Accountability

- e. OHPEP

- f. Conflict of Interest

- g. Investment

- h. Kaleidoscope

I. General

A. Executive Committee

1. VAHPERD related phone calls are reimbursed.
Debit phone cards are issued. Executive Committee members are encouraged to use cards rather than personal phones.
2. Reimbursement requests over \$100 by the Executive Director must be approved by the President.

B. Executive Director

- The VAHPERD credit card will be used for organization purchases only. Reward benefits will be used for "purchasing" gift cards and items that can be used for convention door prizes.
- Any purchase for the organization over \$100 must be approved by the Executive Committee.
- The Executive Director shall have access to a phone that should be used for VAHPERD business only.
- An inventory will be kept for all non-consumable items purchased with VAHPERD money (computer, printer, file cabinet, storage cabinet, phone, etc.) including purchase date, quantity, price, and location kept. It should be labeled as "Property of VAHPERD".

C. Board of Directors (excluding the executive committee)

- a. VAHPERD related phone calls will be reimbursed with pre approval of the Executive Director or the President. Debit Phone cards are not issued to Board Members. Under extenuating circumstances a debit phone card may be issued if approved by the Executive Director and President.

D. Coordinators, Committee members, convention manager, journal editor, liaisons, etc

2. VAHPERD related phone calls will be reimbursed with pre approval of the Executive Director or the President. Debit Phone cards are not issued to Coordinators, Committee members, Journal Editor, Liaisons, etc. Under extenuating circumstances a debit phone card may be issued if approved by the Executive Director and President.

2. The Convention Manager is issued a debit phone card.
3. Attendance to Board meetings must be approved 5 days prior to the meeting.

E. Administrative

- a. An Annual Audit must be made
- b. The Budget shall represent the feedback of the finance committee, and the board.
- c. The Executive Director will send the Executive committee and Finance Committee an investment summary the end of each month.
- d. 10% of the Jump Rope and Hoops for Heart income shall be invested in long-term investments.
- e. For the purpose of conducting Association business, only the Executive Director may sign contracts. The Executive Committee must approve contracts over \$2000.
- f. If any line item is expended over 10% of the proposal figure, Executive Committee approval must be attained.

II. Travel

A. Board of Directors (including the Executive Director)

- a. Travel expenses include:
 1. Land transportation at \$.51 per mile.
 2. Tolls
 3. Room. ½ of double occupancy. Full reimbursement must be approved by the President 5 days prior to the event.
 4. Meals up to \$35 per day
 1. Breakfast.....\$10.00
 2. Lunch.....\$10.00
 3. Dinner.....\$15.00
- e. Registration at state convention is **NOT** reimbursed.
- f. (For Executive Committee members only) Travel and registration fees to SDAHPERD and AAHPERD Conventions reimbursed from specific Executive Committee member line items. Travel expenses to other events are reimbursed from another line item.
- g. (For Executive Committee members only) Travel to the AAHPERD LDC by the Executive Director and the President Elect is reimbursed through their individual budget lines.
- b. Receipts are required for:
 - a. Tolls

- b. Room
- c. Mileage (if applicable)
- d. Registration Fees (Executive Committee only)
 - 1. f. See #1 and 2 above for specific guidelines.
- c. Travel to the AAHPERD LDC by the Vice President Elects is reimbursed up to the allocated budget line item.
- d. To receive reimbursement for travel expenses, all members must complete a VAHPERD Travel Expense Form and follow budgetary reimbursement policies.

B. Coordinators, Committees, Convention Managers, Journal Editors, Liaisons

- 1. Travel expenses include:
 - a) Land transportation at \$.51 per mile.
 - b) Tolls
 - c) Room. ½ of double occupancy. Full reimbursement must be approved by the President 5 days prior to the event.
 - d) Meals up to \$35 per day
 - 1. Breakfast.....\$10.00
 - 2. Lunch.....\$10.00
 - 3. Dinner.....\$15.00

- 2. Receipts are required for:
 - a) Tolls
 - b) Room
 - c) Mileage

- 2.
 - Hoops and Jump Rope for Heart Coordinators may spend up to \$800 of their budget line for travel to conventions. The remaining money must be used for travel involving promotional and developmental activities.
 - Travel for all other coordinators, committees, convention manager, journal editor and liaisons must be approved by the Executive Director or President 24 hours prior to the travel.
 - Travel involving the expense of rooms must be approved by the President 5 days prior to the event.
 - Registration to the state convention will **NOT** be reimbursed.

C. Students

- 1. Travel expenses include:
 - Land transportation at \$.51 per mile.
 - Tolls

Room. ½ of double occupancy. Full reimbursement must be approved by the President 5 days prior to the event.

Meals up to \$35 per day

- Breakfast.....\$10.00
- Lunch.....\$10.00
- Dinner.....\$15.00

Registration

2. Receipts are required for:
 - a. Tolls
 - b. Room
 - c. Registration

3. Students selected to attend the AAHPERD student LDC may be reimbursed up to the allocated line item in the budget. This amount is generally allocated equally between the number of students attending.

III. Honorariums, Salaries, Awards, Grants, and Complimentary Services

A. Honorariums

1. Convention Keynote and paid Speakers:
 - a. All contracts between speakers and VAHPERD must be signed by the Executive Director. Executive Committee and Board members should not commit to a contract or components of the contract prior to the signing of the contract.

1. Components of the Contract might include:
 - Travel (if land \$.51/mile)
 - Fee
 - Meals (not to exceed \$35/day)
 - Room (this is the one situation where a full room may have to be paid)
 - Support systems such as portable mics and LCD projectors.

B. Salaries

1. Convention Manager:
 - a. The convention manager will be paid a salary of \$5,500 per convention. This will be paid in two payments. \$2,750 will be paid three months prior to the convention and the remaining amount within 30 days after the convention contingent on contract adherence.

2. Executive Director:
 - a. The salary of the Executive Director shall be paid \$20,000 in equal monthly payments.

3. Journal Editor:
 - a. The Journal Editor will be paid \$1,000 per issue

4. Newsletter Editor:
 - a. The Newsletter Editor will be paid \$250.00 per issue

5. Website Coordinator:
 - a. The Website Coordinator will be paid \$1,000 per year

C. Awards:

1. Jump Rope and Hoops for Heart:
 - a. Jump Rope for Heart top ten school money raisers receive \$100 gift Certificates. These are obtained from the American Heart Association to purchase equipment.
1. Hoops for Heart top ten school money raisers receive \$100 gift certificates to purchase equipment.

1. Student:

- Frances Mays Award.....\$250
 - Graduate Student Award.....\$250
 - Outstanding Women's Student Athlete Individual Sport.....\$250
 - Outstanding Women's Student Athlete Team Sport.....\$250
- Funding can only come from the interest earned on AIAW Foundation

2. Professional:

Teacher of the Year Reimbursements (VAHPERD, SDAHPERD, and National)

Teacher of the Year Awards and Reimbursement Chart

VAHPERD Award-Winner (see VAHPERD categories listed below in section b.)	Award	\$100
SHAPE Southern District Award Winner	District Travel	up to \$500 total for expenses
SHAPE Southern District Teacher of the Year (see Southern District categories listed below in section c.)	District Travel	up to \$500 total for expenses
	National Travel	up to \$800 for expenses
	Year II District Travel (if a presentation is accepted at the Southern District Convention only)	up to \$500 for expenses
	Year II National Travel (if a presentation is accepted at the National Convention only)	up to \$800 for expenses

No VAHPERD member may submit reimbursement for a previously received award. All reimbursements must follow the guidelines provided in Travel section of the Policy and

Procedures document. Any VAHPERD member who receives any other district or national award may submit a reimbursement request for travel provided he/she receives Board of Director approval prior to travel.

b. VAHPERD categories include:

1. Elementary Physical Education Teacher of the Year
2. Middle School Physical Education Teacher of the Year
3. High School Physical Education Teacher of the Year
4. College/University Physical Educator of the Year
5. Health Education Professional of the Year K-12
6. College/University Health Educator of the Year
7. Recreation Professional of the Year
8. Dance Educator of the Year K-12
9. Adapted Physical Education Teacher of the Year PK-12
10. Supervisor of the Year
11. College/University Dance Educator of the Year

c. Southern District categories include:

1. Elementary Physical Education Teacher of the Year
2. Middle School Physical Education Teacher of the Year
3. High School Physical Education Teacher of the Year
4. Adapted Physical Education Teacher of the Year P-12
5. Dance Educator of the Year K-12
6. Health Education Professional of the Year K-12
7. Sport Professional of the Year Award
8. Recreation Professional for the Year
9. Jump Rope for Heart Coordinator of the Year
10. Hoops for Heart Coordinator of the Year
11. College/University Dance Educator of the Year
12. College/University Health Education Professional of the Year

d. SHAPE America National categories include:

1. Elementary Physical Education Teacher of the Year
2. Middle School Physical Education Teacher of the Year
3. High School Physical Education Teacher of the Year
4. Adapted Physical Education Teacher of the Year P-12
5. Dance Educator of the Year K-12
6. Health Education Professional of the Year K-12

e. Other Professional Awards

1. Coach of the Year (AIAW).....\$100
- a. Award for Coach of the Year can only be funded from interest earned from AIAW Foundation.

f. Past Presidents and Honor Award Recipients

1. Receive Life Membership
2. Free convention registration once retired

D. Grants/Scholarships

Research (awarded by the Research Section).....	\$500
PTA (awarded by the state PTA association).....	\$3000

E. Complimentary Services

President:

1. A hotel suite with adjoining bedroom shall be reserved for the President at the State convention. This is not part of allocated travel expense line for the President.

F. Financial Accountability

Treasurer will provide a financial report 30 days prior to each scheduled board meeting. He/she will send a copy of this report to the Website Coordinator so that it can be posted on the website.

Treasurer will receive and deposit all funds. The Treasurer will write checks, the checks must be signed by either the Executive Director or the VAHPERD President before disbursed.

Treasurer will submit a monthly reconciliation report to the Finance Committee members and any board member who requests the information.

At the Post-Convention Board Meeting, the board of directors will appoint a board member who serves on the Finance Committee to review monthly bank statements online using a special pin access that will be set up by the Treasurer. The pin access will be valid for one year and will only allow the appointee access to review transaction information (bank statements, posted/cancelled checks, etc.).

Outstanding Health and Physical Education Programs
(OHPEP)

Approved by OHPEP steering committee on November 7, 1998 and approved by the Board of Directors January 28, 1999.

POLICY ON FUNDS BEING ASSOCIATED WITH PRESENTATIONS

The OHPEP Committee has developed two types of outreach for promoting Quality Physical Education across the state.

Type One: 20-minute free presentation.

This is provided at no cost to the host school division. OHPEP funds (VAHPERD Budget) will be used to reimburse the presenter for travel and for substitute pay and meals where necessary.

Travel expenses include:

Land transportation at \$.51 per mile.

Tolls

Room. ½ of double occupancy. Full reimbursement must be approved by the President 5 days prior to the event.

Meals up to \$35 per day

- Breakfast.....\$10.00
- Lunch.....\$10.00
- Dinner.....\$15.00

Cost of Substitute (hopefully not necessary for short presentations)

Type Two: Extended presentations

The most popular request has been from school divisions needing Health and Physical Education staff developments. Requests have ranged from one hour to two days. The average is a three-hour workshop. Because the teachers that have agreed to present staff developments have used their personal time for preparation, monetary compensation from the host school division is encouraged. The host school division can pay OPEP presenters if the presenters' own school division is not paying them. If presenters leave their own school division and take a professional day, any money paid by the host school division should be paid to the presenter's school and could be used to buy Physical Education equipment and supplies. If the presenter takes a personal day or does the workshop on a vacation day, they may accept money for their presentation. Negotiation of the amount is between the presenter and the host school division.

Reimbursement

1. Stipend from the school division

2. VAHPERD OHPEP funds will be used to reimburse the presenter for:
 1. substitute pay,
 2. travel,
 3. Meals up to \$35 per day
 - Breakfast.....\$10.00
 - Lunch.....\$10.00
 - Dinner.....\$15.00
 4. lodging
 5. expenses for materials.

Reimbursement forms for approved OHPEP expenses are to be filled out and mailed to the Executive Director who will send checks directly to the presenter.

The State is divided into regions to reduce expenses of OHPEP speakers.

Approved January 28, 2004

Purpose

The purpose of the conflicts of interest policy is to protect VAHPERD's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of VAHPERD and its Associations. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

Definitions

1. Interested Person

Any director, principal officer, or member of a committee with board delegated powers who has a direct or indirect financial interest, as defined below, is an interested person.

a. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment or family:

1. an ownership or investment interest in any entity with which VAHPERD has a transaction or arrangement, or
2. a compensation arrangement with VAHPERD or with any entity or individual with which VAHPERD has a transaction or arrangement, or
3. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which VAHPERD is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

Procedures

1. Duty to Disclose

In connection with any actual or possible conflicts of interest, an interested person must disclose the existence and nature of his or her financial interest to the directors and members of committees with board delegated powers considering the proposed transaction or arrangement

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest, the interested person shall leave the board or committee meeting while the financial interest is discussed and voted

upon. The remaining board or committee members shall decide if a conflict of interest exists

3. Procedures for Addressing the Conflict of Interest

- a. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement
- b. After exercising due diligence, the board or committee shall determine whether VAHPERD can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- c. If a more advantageous transaction or arrangement is not reasonable attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in VAHPERD best interest and for its own benefit and whether the transaction is fair and reasonable to VAHPERD and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

2. Violations of the Conflicts of Interest Policy

- a. If the board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Records of Proceedings

1. The minutes of the board and all committee with board delegated powers shall contain:

1. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
2. the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the

discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Compensation of Committees

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation from VAHPERD for services is precluded from voting on matters pertaining to that member's compensation.

Annual Statements

- b. Each director, principal officer and member of a committee with board delegated powers shall annually sign a statement which affirms that such person:
1. has received a copy of the conflicts of interest policy,
 2. has read and understands the policy,
 3. has agreed to comply with the policy, and
 4. understands that VAHPERD is a non-profit organization and that in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure that the VAHPERD operates in a manner consistent with its exempt purposes and that it does not engage in activities that could jeopardize its status as an organization exempt from federal income tax,, periodic reviews shall be conducted. The periodic reviews shall determine whether compensation arrangements and benefits are reasonable and are the results of arm's-length bargaining.

Use of Outside Experts

In conducting the periodic reviews provided for in Article VII, VAHPERD may, but need not, use outside advisors. If outside experts are used their use shall not relieve the board of its responsibility for ensuring that periodic reviews are conducted.

COMPLIANCE WITH CONFLICT OF INTEREST POLICY

1. I acknowledge that I have received a copy of the VAHPERD Conflict of Interest Policy (key reference 9.26).
2. I have read and understand the policy.
3. I agree to comply with the policy.
4. I understand that the policy applies to all committees and subcommittees having board-delegated powers.
5. I understand that the organization is a charitable organization that must engage primarily in activities that accomplish one or more of its tax-exempt purposes to maintain its tax-exempt status.
6. All potential conflicts of interest are disclosed below.

Name

Date

VAHPERD Responsibility/Title

VAHPERD
Investment Policy Statement

Approved January 25, 2003

Introduction

This statement of Investment Policy has been adopted by the Board of Directors of the Virginia Association of Health, Physical Education, Recreation and Dance (VAHPERD) to provide guidelines for the investment of funds held by the association.

For the purposes of investment risk and to optimize investment returns within acceptable risk parameters, the funds held will be divided into three separate investment pools. The process for determining the dollar amount in each pool is set forth in the “Procedures” section of this document. The three investment pools shall be called “Operating Funds”, “Fixed Income Funds”, and “Equity Funds.”

Procedures

1. The following procedures will be followed to ensure the investment policy statement is consistent with the current financial condition:
 - a. This investment policy shall be reviewed annually by the Finance Committee, which will recommend any necessary revisions to the Board of Directors.
 - b. The Board of Directors will have the final approval on any changes in the policy.

2. The following procedures will be used to determine the dollar amounts to be placed into Operating Funds, Fixed Income Funds, and Equity Funds. Dollars not specifically designated for the Fixed Income or Equity funds will be restricted to investments designated in the “Investment Guidelines” for Operating Funds.
 - a. The Executive Director will recommend to the Finance Committee the dollar amount to be placed in Operating Funds, Fixed Income Funds, and Equity Funds.
 - b. The Board of Directors will approve the dollar amounts to be placed into each fund.

Operating Funds Allocation

A base of \$30,000 to 70,0000 will be kept in Operating Funds in the form of cash and money market funds. It is not included in the allocation model below.

Fixed Income Funds Allocation

A target allocation of 40% is sought.

Type	Minimum	Target	Maximum
Intermediate Fixed Income	25	30	35

High Yield Bonds	8	10	12
------------------	---	----	----

Equity Funds Allocation

A target allocation of 60% is sought

Type	Minimum	Target	Maximum
Large Cap Stocks	25	30	35
Mid /Small Cap Stocks	15	20	25
International Stocks	8	10	12

Ten percent of all American Heart income must be invested in Fixed Income and Equity Funds using the above percentages.

Operating Funds

Purpose

The purpose of Operating Funds is to provide sufficient cash to meet the financial obligations of VAHPERD in a timely manner.

Investment Objectives

The investment objectives of Operating Funds are:

1. Preservation of capital
2. Liquidity
3. To optimize the investment return within these constraints of 1 and 2 above.

Investment Guidelines

Allowable investments:

Operating Fund may be invested as follows:

1. Federally insured Certificated of Deposit not to exceed \$100,000 per institution;
2. Money Market Funds;
3. Interest bearing checking accounts in federally insured banks and savings and loans not to exceed the federally insured amounts;
4. Direct obligations of the US Government, its agencies and instrumentalities.

Maturity

The maturities on investments for the Operating Fund shall be limited to six months or less. The Executive Director shall be responsible for scheduling maturities.

Reporting

The Executive Director shall prepare a report on a quarterly basis to be presented to the Finance and Executive Committees. The report will include interest income year to date

and current yield. A similar report shall be submitted to the Board of Directors on an annual basis.

Fixed Income Funds

Purpose

The purpose of Fixed Income Funds is to meet the expenses occurring as a result of unanticipated activities, improve the return on the funds held for expenditure over the next three to five years, and to manage investment risk.

Investment Objectives

The investment objectives of the Fixed Income Funds are:

1. The preservation of capital;
2. Optimize the investment return;
3. Emergency liquidity.

Investment Guidelines

The investment policies and restrictions presented in this statement serves as a framework to achieve the investment objectives at a level of risk deemed acceptable. These policies and restrictions are designed to minimize interfering with efforts to attain overall objectives, and to minimize excluding any appropriate investment opportunities. The policy allows substantial discretion in the asset allocation and diversification of the assets for the purpose of increasing investment returns or reducing risk exposure. The Executive Director, Executive Committee, and Finance Committee Chair, in consultation with the Investment Advisor/Consultant, have a broad responsibility to shift the commitment of assets among asset classes and mutual funds.

Allowable Investments

The Executive Director and any Investment Advisor/Consultant shall be authorized to invest in Fixed Income Funds as follows:

1. Any investment allowed in Operating Funds
2. High yield Corporate bonds;
3. Foreign government or foreign corporate bonds;
4. The weighted average maturity of the portfolio must be ten years or less;
5. Bond Mutual funds.

Prohibited Investments

Fixed Income Funds will not be invested in equities or equity mutual funds.

Maturity

Fixed Income funds shall be invested in securities appropriate for a three to five year investment horizon.

Reporting

The Executive Director shall prepare a report on a quarterly basis to be presented to the Finance and Executive Committees. The report shall include a schedule of investments, interest income year to date and current yield. A similar report shall be submitted to the Board of Directors on an annual basis.

Equity Funds

Purpose

The purpose of Equity Funds is to provide financial stability, to ensure the real growth of capital to meet future needs of VAHPERD and to enhance the purchasing power of funds held for future expenditure.

Investment Objectives

The objectives of the account should be pursued as a Long-Term goal designed to maximize the return without exposure to undue risk. It is understood that fluctuating rates of return are characteristic of the securities market. The greatest concern should be Long-Term appreciation of the assets and the consistency of the total portfolio returns. Recognizing that Short-Term market fluctuations may cause variations in the account performance, the expectations of the account will be to achieve the following objectives over a three to five year period:

- a. The total return should exceed the increase in the Consumer Price Index by 3% annually.
- b. The total return should exceed the increase in the Treasury Bill Index by a minimum of 3%.
- c. The portfolio should be invested to minimize the likelihood of low negative total returns, defined as one year worse than negative 5%.

Investment Guidelines

The investment policies and restrictions presented in this statement serves as a framework to achieve the investment objectives at a level of risk deemed acceptable. These policies and restrictions are designed to minimize interfering with efforts to attain overall objectives, and to minimize excluding any appropriate investment opportunities. The policy allows substantial discretion in the asset allocation and diversification of the assets for the purpose of increasing investment returns or reducing risk exposure. The Executive Director, Executive Committee, and Finance Committee Chair, in consultation with the Investment Advisor/Consultant, have a broad responsibility to shift the commitment of assets among asset classes, industry sectors, and mutual funds to pursue opportunities presented by Equity Fund constraints of this Investment Policy.

Equities

The part of the portfolio invested in stocks should be representative of the overall stock market. The objective of the stock portfolio is to outperform the appropriate Indices (net of expenses) over a five to ten -year period. Allowable investments include:

1. Large capitalization stocks (\$500 Million market capitalization);
2. Small capitalization stocks;
3. Stocks of foreign corporations;
4. Stocks of real estate investment trusts;
5. Mutual funds investing in instruments meeting the investment guidelines.

Prohibited Investments

The following investments are prohibited:

- I. Private placements;
- II. Letter Stocks;
- III. Options, except in mutual funds;
- IV. Commodity or futures trading, except in mutual funds where the trading objective is to preserve principal;
- V. Short selling;
- VI. Margin transactions

Reporting

The Executive Director shall prepare a report on a quarterly basis to be presented to the Finance and Executive Committees. The report shall contain a schedule of holdings, asset class percentages, performance compared to the objectives and performance compared to the appropriate index. A similar report shall be presented to the Board of Directors on an annual basis.

VAHPERD Kaleidoscope Policies and Procedures

Purpose: Kaleidoscope is a performance opportunity for students and teaching professionals to showcase their dance choreography at the annual VAHPERD convention.

Responsibilities of Dance Division Officers:

Past Vice President of the Dance Division

1. Throughout the year, work closely with convention manager for scheduling of Kaleidoscope performance. A list of the Kaleidoscope facility needs is included.
2. At the January board meeting, submit a presentation application the Past President and/or convention manager with all special facility, budgetary, and program requests.
3. By August 15, contact the dance groups that have been selected by the past chair of the Performance Section. Make sure all guidelines have been followed. Send the Program Information form out for detailed information regarding the program.
4. By October 1, get detailed information from the dance group for the printed concert program. Create a program. It is best to have the performers' proofread statements about their groups before copying. Prior to the convention, have the program copied and ready to hand out at the convention.
5. Arrange for the video taping of all performances.

Vice Presidents Elect of the Dance Division

1. Before November 1, make stickers for the chaperones.
2. At the convention, check-in the dance prior to the performance and direct them to the proper location for dressing, warming up, or making their dance(s). Check with the Past Vice President for convention manager for the assigned location.
3. Serve as Master of Ceremonies (MC) or arrange for one. The MC should welcome all to the performance, and make any necessary short announcements. Work with the Vice President as he or she is the president.

Vice President of the Dance Division

1. Recommend performing groups to past chair of the Performance Section. Provide the contract information for the groups.
2. Encourage Kaleidoscope participation through e-mails and webpage.
3. Check with each section officer prior to convention and make sure he/she is ready for convention and knows his/her responsibilities.
4. Review survey to make improvements for following years.
5. Serve as president for Kaleidoscope presentations.

Chair Elect of the Dance Performance Section

1. By January 15, create an advertisement for Kaleidoscope to be published in the Virginia Journal. It should include date, time, and place. Talk with the convention manager or Past Vice President of Danced for the details and submit information to the journal editor not late than January 15. Check with Vice President for copying and distribution.
2. By October 15, create a handout/flyer to be used at the convention Advertise Kaleidoscope. Submit the flyer to Vice President for copying and distribution.
3. At the convention, serve as an usher for Kaleidoscope. Hand out programs and help with seating. Be sure surveys are in program s and provide place for collection of surveys.

Chair of Dance Performance Section

3. Send contact information for at least 2 dance groups that should perform in Kaleidoscope to the Past Chair. They could be dance clubs, dance teams, university dance companies, etc.
4. By June 15, send an announcement to the Communicator editor about the upcoming Kaleidoscope.
5. Serve back stage at Kaleidoscope. Assist the stage manager.

Past Chair of the Dance Performance Section

1. Contact dance groups that may be interested in performing in Kaleidoscope. Include application and contact information for self when sending out invitations to apply.
2. By July 15, review video of dance groups that want to perform in Kaleidoscope and compile a list in order of preference of which group should perform. Refer to Kaleidoscope guidelines for qualifications/requirements. Forward the names for selected groups and contact information to Past Vice President by August 1.
3. Serve as a Stage Manager for Kaleidoscope. Responsibilities include running the rehearsal, working back stage, getting groups on and off stage, and starting and stopping the music.

Participant Guidelines and Rules

Performers: University Students

University students must be VAHPERD members and register for the convention. These students have full participation rights of all university students.

Performers: High School Students

High school students must register for the convention but may only attend Dance Division sponsored presentations. They do not have to be VAHPERD members.

High school students must be 14 years old prior to the convention unless permission from the Dance Performance Section Chair is required.

Performance: Elementary and Middle School Students.

Elementary and middle school participants are allowed to participate in Kaleidoscope only. They must be chaperoned at all times.

Chaperones, Supervisors, and Program Directors.

All adult professionals (teachers, supervisor, program administrators, and directors) must be a VAHPERD member and register for the convention. These individuals have full participation right.

All chaperones (non professionals) must be registered for the convention at the student rate.

The numbers of chaperones in a group can be no greater than a ratio of 1 adult to 5 students.

Chaperones must remain with their assigned performers at all times and may only attend Dance Division presentations.

General Guidelines and Rules

All VAHPERD regulations for presentations must be followed. See guidelines for speakers that accompany the presentation application form.

Costumes of participants must be age appropriate.

All facilities must be treated with respect and care.

Evening socials are only for professionals (as defined above). Chaperones, high school, middle school, and elementary school participants are not allowed in evening socials.

Group Guidelines and Rules

Six groups will be chosen to perform at each convention. (one elementary or middle, two high school, and three university groups)

A group is defined as students and professionals from one school or program.

No performing group can be more than 20 performers.

Each group is allowed to perform a maximum of 12 minutes. This might be two-six minute pieces, four-three minute pieces, or any combination.

Application Process

A short 5-10 minute video must accompany the application.

A brief description of what is on the video must be included with the video.

If a group has performed in the past 3 years the video tape may not be necessary (as approved by the Past Vice President)

Convention Needs for Kaleidoscope

1. Stage or Ballroom Dance Floor (a minimum 40' wide and 24' deep.)
2. Backstage space should be the same height as the stage if possible.
3. Marley (rubberized flooring that is rolled out and taped together) floor to put over the stage or dance floor.
4. Stereo sound system for cassette and CD.
5. Microphone

6. Pipe and Drape (minimum 6' high or larger) to use for wings and/or backdrop.
7. Lighting brighter over the stage and dimmer over the audience. If budget allows stage lights are preferred. If stage lights are used the Vice President must also arrange for someone to control the lights.
8. Copies of program
9. Walkie-talkies or some form of communication between those working backstage and up front.
10. Garment rack
11. Mirror
12. Refreshments for dancers

Scheduling Considerations

1. Two hour slot for show
2. Have each dance group to report to the performance area one and a half to two hours prior to the show.
3. Time for a dress rehearsal prior to the show (1-2 hours)
4. Time and space for a warm up
5. Dressing room area male and female (easily accessible from stage)
6. Extra large room set up like theatre
7. Time for performers to share ideas and dance experiences before or after the show.

VAHPERD
Kaleidoscope Dance Performance Application Form

Please Print: Please complete all applicable information and send with a 5-10 minute video by June 1st to: (past chair of the Dance Performance Section)

Name of Group _____

Name of School or Organization _____

Name of Contact Person _____

Evening Phone _____ E-mail _____

Would the professional of the group be willing to present a workshop/master class?

Yes _____ (if yes, please submit a VAHPERD presentation form)

No _____

Estimated number of performers attending _____ (not over 20)

Approximate age of performers _____ Approximate grade of performers _____

Number of chaperones _____ (no more than one for every five performers)

Chaperones attending must register for the convention at the student rate.

Please place additional information that might assist in the selection process on the attached forms or the back of this form.

A stereo system will be provided with tape or CD. A place to change costumes will also be provided.

I have read the “policies and Procedures” attached to this application and agreed to abide by them. All VAHPERD regulations for presentations must be followed.

Organization’s official representative _____ Date _____

Submit this form to: (past chair person of the Dance Performance Section)

DEADLINE TO SUBMIT THIS FORM WITH VIDEO IS JUNE 1ST

IMPORTANT!!!!!!

Failure to abide by these guidelines could prevent any future Kaleidoscope performances. By signing the application form to perform you are agreeing to abide by the presentation guidelines of VAHPERD.

VAHPERD

Kaleidoscope Participant Information Form

Congratulations for being selected as one of the presentation groups for the VAHPERD's Kaleidoscope. Please complete this form to make sure your organization is in the program.

Name of Group _____

Name of Group official representative _____

Evening phone _____ E-mail _____

Name of piece 1: _____

Style: _____ Time _____

Choreographer _____

Music Title _____

Composer _____

Name of piece 2: _____

Style: _____ Time _____

Choreographer _____

Music Title _____

Composer _____

Name of piece 3: _____

Style: _____ Time _____

Choreographer _____

Music Title _____

Composer _____

Name of Piece 4: _____

Style: _____ Time _____

Choreographer _____

Music Title _____

Composer _____

Additional information that might be helpful.

I have read the guidelines and agree to abide by them.

Professional Representative _____ Date _____

Submit to: (past Vice President of the Dance Division)

**VAHPERD
Kaleidoscope Event Survey**

Please take a few seconds to fill this out. We appreciate your feed back.

- a. The length of Kaleidoscope was:
1----outstanding 2----good 3----average 4----mediocre 5----poor
- b. The variety of age groups represented was:
1----outstanding 2----good 3----average 4----mediocre 5----poor
- c. The variety of performance pieces was:
1----outstanding 2----good 3----average 4----mediocre 5----poor
- d. The quality of dance skill and choreography was:
1----outstanding 2----good 3----average 4----mediocre 5----poor
- e. My overall thoughts on the evening are:
1----outstanding 2----good 3----average 4----mediocre 5----poor

Fraudulent or Dishonest Conduct and Whistleblower Policy Statement The Virginia Association for Health, Physical Education, Recreation and Dance

The Virginia Association for Health, Physical Education, Recreation and Dance (VAHPERD) maintains a high standard for the ethical conduct of its personnel and seeks to conduct its business activities with utmost propriety. Therefore, it is important to have a clear policy statement on fraud to protect the assets, interests and reputation of VAHPERD.

VAHPERD is required to identify and promptly investigate all instances and allegations of fraudulent activities regarding its funds, documents, equipment that involves staff, members, vendors, or other parties. Good business practice dictates that suspected embezzlement, misappropriation or other fiscal irregularities be promptly identified and investigated.

Fraud in any form will not be tolerated. This policy applies to all employees and will be enforced without regard to past performance, position held, or length of service.

All persons found to have committed fraud relevant to VAHPERD financial affairs shall be subject to punitive action by VAHPERD and investigation by law enforcement agencies when warranted.

Definition and Scope of Fraud—Fraud generally involves a willful or deliberate act with the intention of obtaining unauthorized benefit, such as money or property, by deception or unethical means.

All fraudulent acts are included under this policy and include such things as:

- Embezzlement, misappropriation or other financial irregularities
- Forgery or alteration of documents
- Improprieties in the handling or reporting of money or financial transactions
- Misappropriation of funds, supplies, inventory or any other asset (including furniture, fixtures, or equipment)
- Unauthorized alteration or manipulation of computer files
- Pursuit of a benefit or advantage in violation of VAHPERD's conflict of interest policy
- Authorizing or receiving compensation for goods not received or services not performed
- Authorizing or receiving compensation for hours not worked
- Disclosures in documents filed by the VAHPERD with governmental agencies or other public disclosures made by the VAHPERD that may not be complete or accurate.

**The Virginia Association for Health, Physical Education, Recreation, and Dance
Records Retention Policy**

Destruction Code: R = Recycle, S = Shred, S/R = Shred or recycle as appropriate

Description of Record(s)	Location	Retention	Code
Administrative Records-			
Articles of Incorporation		Permanent	
Amendment, Bylaws, Constitution		Permanent	
Board Agendas and minutes		Permanent	
Business Correspondence		3 years	S/R
Building Blueprints		Permanent	
Committee Agenda and minutes		3 years	S/R
Contracts/Leases		7 years after expiration of contract	S/R
Copyrights		Permanent	
Correspondence-Legal and important matters		Permanent	
Departmental Standard Operating Procedures		Most recent and immediately prior SOP	S/R
Equipment manuals/documentation		Permanent for life of equipment	R
Insurance Policies		Permanent	
Insurance documents/Accident Reports		Open Claims-Permanent. Settled claims-7 years after settlement	S/R
Licenses		Permanent	
Trademark registrations		Permanent	
Financial Records-			
Accounts receivable and payable ledgers		7 years	R
Accounts Receivable Invoices		7 years	R
Annual Audit Reports of CPA's		Permanent	
Annual Incorporation Report to State		Permanent	
Annual Budget		7 years	R
Bank Statements, cancelled checks		7 years	S
Cancelled checks for important payments		Permanent	
Deposit slips		7 years	R
Fixed Assets ledgers, property records		Permanent	
Interim Financial Statements		7 years	R
Investment Statements		7 years	S/R
Invoices from vendors/staff/volunteers		7 years	R
IRS Forms 1099 and 1096		7 years	S
IRS Form W-9 for vendors		7 years beyond final transaction	S
IRS Tax Returns-Form 990, 990T, and	Note 1	Permanent	

5500 and supporting worksheets			
IRS Tax Return-Form 990/990T Public Copy	Note 1	3 most recent years	S
IRS Determination Letter/Group Letter	Note 1	Permanent	
IRS Tax-exemption application Form 1123	Note 1	Permanent	
Membership/Subscriber applications		7 years	S
Payroll records-W-2's, Quarterly Reports		7 years-or longer if subject to retirement plan	S
Payroll supporting documentation		7 years	S
Retirement Plan Document & Amendments		Permanent	
Description of Record(s)	Location	Retention	Code
Retirement Plan Participant Account Stmt.		Permanent	
Timesheets		7 years	R
Year-end cumulative General Ledger		Permanent	
Year-end Trial Balance and Chart of Accounts		Permanent	
Grant/Award Records:			
Grant/Award applications-unfunded		3 years	S/R
Grant/Award applications-funded		7 years beyond final report	S/R
Grant/Award recipient information		Permanent-on IRS Form 990	
Selection Committee records-including criteria		3 years	S/R
Continuing Education Records-			
Continuing Education Documentation		3 years	R
Meetings Records-			
Attendee registration forms		7 years	S/R
Speaker agreements		7 years after expiration of agreement	S/R
Also see Contracts under Administrative Records			
Publications/Other Records:			
Copyright release forms		Permanent – off-site after 1 year	
Copy of Book/Abstract/CD, etc.		Permanent – 1 copy	
Royalty Agreements-See Contracts		7 years after expiration of agreement	S
Advertising contracts-See Contracts		7 years after expiration of contract	S/R
Personnel Records: Before employment-			
Unsolicited and solicited applications		1 year	S
Unsolicited and solicited resumes		1 year	R
Job advertisements		1 year	R

Job advertisements		1 year	R
Personnel Records: After employment-		Retention may be longer if subject to a retirement plan	
Applications		7 years after termination	S
Resumes, position descriptions		7 years after termination	R
Continuing education/training documents		1 year after termination	R
Continuing education/training documents		1 year after termination	R
Employment Contracts		7 years after termination	S
HIPPA Records	Note 2	7 years after expiration or settlement	S
INS I-9 Forms		Longer of 3 years from date of hire or 1 year after termination	S
Withholding forms, ACH authorizations		7 years after termination	S
Network Backup of Records-			
Server Systems/Data files/Email files	Off-site	Monthly rotation	
Server Systems/Data files/Email files	On-site	Nightly	
Server Systems/Data files/Email files	On-Site	Month-end with annual rotation	
Description of Record(s)	Location	Retention	Code
Local Hard Drives	On-Site	See Note below	
Systems Software License Numbers	Off and on-site	Permanent for current version of software	

* If litigation is pending, threatened, or possible, **DO NOT** destroy any record or file until permission is granted by Legal Counsel. Records subject to Federal Government Contract/Grant audits must be retained for the longer of: 7 years after filing of final indirect cost audits/close outs, or until all audit findings are fully resolved and negotiated. The Department Director is responsible for monitoring compliance with the Record Retention and Destruction Policy to ensure that records are consistently and periodically purged and that the records retained are appropriate under this policy. Records kept in electronic format should be archived in accordance with this policy. Note that electronic records are not destroyed **until the hard drive is destroyed**. Print a hard copy of documents listed under this policy. The Department Director is responsible for authorizing the disposal of records. When authorized, shred records containing sensitive and/or confidential information and dispose of shredded material properly. The Department Director should sign and maintain, in their departmental files, a list of the records destroyed.

Notes:

1 Records for organizations that are included under the Group Exemption are maintained at AAHPERD Headquarters.

2 Access to HIPAA records restricted to designated HIPAA authorized privacy officers only.