

WELCOME HOME HOUSING

Organizational Operation

Policies and Procedures

And

Sample Business Card

(Section 10)

Advertising

Organization's needs will be advertised in the organization's newsletter, the NAMI newsletter, volunteer bureau, on our website and others places as needed.

Business Cards

Business cards will be produced for the Executive Program Director and Board members and paid for from the administrative budget.

Email

An email account will be maintained in the home of the Executive Program Director.

Facebook

A Facebook account will be maintained by the Executive Program Director who may give access to another person for administrative purposes.

Insurance

Welcome Home Housing shall maintain Directors and Officer's/EPL insurance in the amount of \$1,000,000 and Commercial General Liability Policy with coverage for each house. General aggregate limit, injury limit, \$1,000,000 and damage to rented premises \$100,000. Insurance is with the NonProfits' Alliance of Ca. (McClatchy Insurance, Dick Limon Agent)

Mail

WHH mail will be sent to the home address of the Executive Program Director. House bills such as utilities are to be sent directly to the Treasurer for payment.

Mailing list and donor list

An organization mailing list and a donor list will be maintained and updated by the Executive Program Director.

Office Location

Currently there is no separate office location for the organization. Rather, the Executive Program Director will maintain a home office.

Telephone Number and Fax number

The main number for the organization will be the home number of the Executive Program Director. That number is to also include a fax line.

Website

Website address is www.welcomehomehousing.org. Changes to website may be suggested by Board members. However the webmaster and Executive Program Director will make the final decision on changes.

WHH

Welcome Home Housing

Name
Board Member

Phone:

Email:

Website: www.welcomehomehousing.org

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