

**International Order of the Rainbow for Girls
Nevada Grand Assembly**



POLICY & DOCUMENT COMPLIANCE CHECKLIST

This Check List is intended to assist the Mother Advisor of each Assembly determine when each authorization, consent or policy must be completed or updated. Additionally, this Check List will ensure that the completed or updated forms are retained or submitted to the appropriate individual within Nevada Grand Assembly. Any questions regarding the information below should be directed to the Supreme Officer.

Name of Document:	Completion/Update:	Requires Signature or Review By:	Copy Retained By:
Incorporation and Acknowledgement of the Supreme Assembly Policies and Procedures	<input type="checkbox"/> REVIEW annually with all Youth Participants, Adult Volunteers and Advisory Board Members	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a
Adult Profile & Certification Form	<input type="checkbox"/> Annually, OR <input type="checkbox"/> Upon commencement of volunteer.	<input type="checkbox"/> Advisory Board Members, <input type="checkbox"/> Grand Deputies, <input type="checkbox"/> Directors and <input type="checkbox"/> Adult Volunteers	<input type="checkbox"/> Supreme Officer
Adult Volunteer Transportation Release and Authorization for Medical Treatment	<input type="checkbox"/> Prior to each travel event, as form is event specific. <i>Form must be completed in duplicate.</i>	<input type="checkbox"/> Adult Volunteers	<input type="checkbox"/> Mother Advisor or her adult designee for this trip/event
Youth Participant Transportation Release and Authorization for Medical Treatment	<input type="checkbox"/> Prior to each travel event, as form is event specific. <i>Form must be completed in duplicate.</i>	<input type="checkbox"/> Youth Participant/ Parent/Guardian	<input type="checkbox"/> Mother Advisor or her adult designee for this trip/event

Affirmation of Driver License and Vehicle Insurance	<input type="checkbox"/> Annually, OR <input type="checkbox"/> Upon change of driver license, vehicle or insurance information.	<input type="checkbox"/> Any Youth Participant that is eligible to provide transportation to other participants under the Travel Policy; AND <input type="checkbox"/> Any Adult Volunteer that provides transportation	<input type="checkbox"/> Supreme Officer <input type="checkbox"/> Assembly
Travel Policy	<input type="checkbox"/> REVIEW annually with all Youth Participants, Adult Volunteers and Advisory Board Members	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a
Code of Conduct and Civility Policy	<input type="checkbox"/> Annually, OR <input type="checkbox"/> Upon commencement of membership/volunteer, OR <input type="checkbox"/> Upon completion of Youth Protection training by the Supreme Officer or her designee.	<input type="checkbox"/> All Youth Participants, AND <input type="checkbox"/> All Adult Volunteers	<input type="checkbox"/> Supreme Officer <input type="checkbox"/> Assembly
Adult Volunteer Media Authorization and Release Form	<input type="checkbox"/> Annually, OR <input type="checkbox"/> Upon commencement of volunteer.	<input type="checkbox"/> All Adult Volunteers	<input type="checkbox"/> Supreme Officer <input type="checkbox"/> Assembly
Youth Participant Media Authorization and Release Form	<input type="checkbox"/> Annually, OR <input type="checkbox"/> Upon commencement of membership.	<input type="checkbox"/> Youth Participant Parent/Guardian	<input type="checkbox"/> Supreme Officer <input type="checkbox"/> Assembly

Confidential Youth Caregiver Information	<input type="checkbox"/> Annually, OR <input type="checkbox"/> Upon commencement of membership, OR <input type="checkbox"/> Upon change of Youth Participant's personal information	<input type="checkbox"/> Youth Participant Parent/Guardian	<input type="checkbox"/> Assembly
Confidential Report of Concern, Confidential Action Log, Subsequent Actions and Resolution Log	<input type="checkbox"/> As needed, in the event of concern that requires the attention of the Mother Advisor, Grand Deputy, Supreme Officer or Grand Executive Board.	<input type="checkbox"/> Adult Volunteer making the report of concern or taking action.	<input type="checkbox"/> Supreme Officer
Assembly Website Checklist	<input type="checkbox"/> Annually, OR <input type="checkbox"/> Upon commencement of the website, OR <input type="checkbox"/> Upon update of the Assembly Website format or content	<input type="checkbox"/> Website Webmaster, AND <input type="checkbox"/> Grand Deputy	<input type="checkbox"/> Supreme Officer
Social Media Guidelines	<input type="checkbox"/> REVIEW annually with all Youth Participants, Adult Volunteers and Advisory Board Members	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a
Annual Report Package Check List Cover Page	<input type="checkbox"/> Annually, due by January 10 th of each calendar year	<input type="checkbox"/> Mother Advisor, Assembly Financial Advisor, Assembly Audit Committee	<input type="checkbox"/> Supreme Officer <input type="checkbox"/> Assembly
Assembly Guide for Financial Transactions, Budget and Audit	<input type="checkbox"/> REVIEW annually with Mother Advisor, Assembly Advisory Board and Assembly Financial Advisor, OR <input type="checkbox"/> Upon installation of new Mother Advisor or Advisory Board member	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a