WELLESLEY BLUEPRINT

CLASS TREASURER TOOLKIT

2018
Dear Class Treasurer,

Thank you.

First and foremost, we would like to thank you for your time, your enthusiasm, your hard work, your patience, your energy, your diligence, and your leadership. As treasurer, you are responsible for all financial matters for your class including tracking class dues, class life memberships, expense reimbursements, and keeping the class board apprised of the class treasury with a long term focus on Reunion planning. This is truly an important role.

We recognize all the things you do and appreciate them greatly. We are here to help you fulfill fiduciary responsibilities and work with you to find potential solutions to any challenges you may face.

We are excited to share this BLUEprint Toolkit and additional resources with you to support your development as a class leader. In addition to formal documents such as roles and responsibilities, we plan to add content as we learn of outstanding or common financial questions.

We look forward to working with you.

Best regards,

Lesley Robertson ’88  Janet Monahan McKeeney ’88
Director of Alumnae Engagement Programs  Director of Alumnae Engagement Logistics
# Table of Contents

Wellesley College Alumnae Association Mission .................................................. 4

Volunteer Tenets .................................................................................................. 4

Role Responsibilities ............................................................................................ 5
  1. Maintain Class Bank Account ................................................................. 5
  2. Install and Work with Stripe ................................................................. 5
  3. Set and Adhere to a Class Budget .......................................................... 5
  4. Facilitate Use of Treasury Funds for Class Gifts ...................................... 6
  5. Keep Employer ID Number on File ....................................................... 7
  6. Fulfill Record & Reporting Responsibilities .......................................... 7

Important Dates for Treasurers ........................................................................... 7

Online Resources ................................................................................................. 8

WCAA Policies and Guidelines ............................................................................ 8
  Appropriate Use of Alumnae Information ................................................... 8
  Charitable Donations ....................................................................................... 8
  Non-Discrimination Policy ............................................................................. 9

WCAA Contact Information .................................................................................. 10

WCAA Staff Contacts by Class .......................................................................... 11
Wellesley College Alumnae Association Mission

*The mission of the Wellesley College Alumnae Association is to support the institutional priorities of Wellesley College by connecting alumnae to the College and to each other. The Association will serve as a lifelong resource to alumnae and will encourage alumnae to contribute to the continued excellence of the College.*

Volunteer Tenets

All alumnae volunteers are guided by the Wellesley College Alumnae Association (WCAA) mission. We are always looking for alumnae interested in sharing their time, energy, and spirit as volunteers for Wellesley. The following tenets are designed to guide you in your volunteer role(s).

As a Wellesley volunteer, you agree to:

- Treat all alumnae and staff with respect and civility in person, in email, in print, and social media.
- Commit to a role that suits your skills and capacity.
- Commit to being inclusive and address issues of diversity along numerous demographic lines (e.g., race, class, gender identity, sexual orientation, ethnicity, age, ability, religion, geography, etc.) in all facets of your volunteer work.
- Communicate regularly with alumnae volunteers and WCAA staff.
- Actively seek opportunities to engage new alumnae.
- Resolve any conflicts in a transparent and open manner.
- Acknowledge any potential conflicts of interest and recuse oneself when appropriate.
- Keep your contact information current at [alum.wellesley.edu](mailto:alum.wellesley.edu), including address, email, and phone number. As a volunteer, you must agree to be contacted by the WCAA or other alumnae via any of these channels.
- Recognize that your actions will reflect on and speak for not only you, but for other alumnae and the College.
Role Responsibilities

The class treasurer solicits annual dues from classmates and is responsible for promoting the class lifetime membership program. It is the treasurer’s responsibility to keep the board fully informed of the state of the class treasury, and to communicate this to the class on an annual basis.

1. Maintain Class Bank Account

The class treasurer and class president should be co-signers on the class bank account. Information about the bank account and class signatories must be kept on file in the WCAA. If you need any documentation to open or document a bank account, such as a letter from the WCAA verifying the non-profit status of the class, its status as a subsidiary 501(c)(3), and the class EIN and supporting documentation, please reach out to your staff contact in the WCAA.

2. Install and Work with Stripe

Stripe is an interface which allows payments and purchases made on your website to go directly to your class bank account. If your class does not use Stripe, anytime a purchase is made or dues are paid on your website, those funds go to the WCAA bank account. WCAA will keep track of your money, but you will need to request a check and then wait for the check to be issued and mailed to you. It is far simpler and faster to use Stripe. Setting up your Stripe account.

3. Set and Adhere to a Class Budget

Together with the rest of the class board, the treasurer is responsible for establishing a class budget. Budgets may be set annually or on a five year cycle. While planning, be aware that typically a class should maintain a minimum of funds sufficient to cover transportation expenses for alumnae training such as BLUEprint, other anticipated expenses such as hard copy mailings, and any event costs. It is very important that the treasurer keep accurate records of all treasury matters during their term as well as the records for the previous seven years.

Annual Dues

Class dues are used directly to support class events and to keep costs low. Class members pay this fee annually. Dues sent are deposited directly into the class bank account if the class is using Stripe.
Class Dues Notices
After consultation with the Board, each year the treasurer should send a class dues notice to classmates, typically in a newsletter or email. The notice should explain that class dues are tax deductible. However the dues are used solely to support class activities and do not count as gifts to the College. It is very important to highlight the distinction between dues paid to the class and donations made to the College. Work with the website chair to ensure that the website is set up to allow online dues payment, and be sure to use Stripe so that any membership funds go directly into the class account.

A Class Life Membership (CLM) is a donation which, combined with other CLMs from your class, is used to purchase shares in the Wellesley College endowment on behalf of the class. The investment will pay dividends to the class which can be used to fund class activities such as Reunion. The endowment investment dividends are a wonderful way to grow the class treasury, but they are not tax deductible.

Sources of Expense:

- **BLUEprint Alumnae Volunteer Training:** After the first class Reunion, the class treasury pays for class officers’ transportation expenses to and from BLUEprint, while the Alumnae Association provides room and meals.

- **Mini reunions:** A portion of class treasury funds may be used to publicize mini reunions. Some classes opt to subsidize the cost of mini reunions or offer financial aid in the form of sister funds.

- **Class communications:** While we strongly encourage using electronic communication whenever possible, print communications may be helpful to reach out to alumnae without emails.

- **Reunion and record books:** The class treasury provides seed money for Reunion and the class record book. The treasurer should ensure that funds are set aside for these initiatives as part of setting the class budget. Reunion and the record book must be self-supporting, unless the class officers elect to subsidize some portion of the projects.

- **The 60th Reunion class:** After the 60th Reunion, the class treasury is typically turned over to the WCAA to be managed according to class specifications.

4. Facilitate Use of Treasury Funds for Class Gifts
The class may elect to add a portion of treasury funds to the total class gift to the College at Reunion. A class vote, in accordance with the class constitution, is necessary to allot funds for this purpose. When determining the amount of any such gift, class officers should remember that the treasury should maintain sufficient funds to cover transportation expenses for BLUEprint, seed money for the next Reunion, and other anticipated expenses.
5. Keep Employer ID Number on File

When a class graduates, the WCAA files an application with the IRS for an employer ID number (EIN) for the class. The IRS assigns each class an EIN, identifying the class as a tax-exempt nonprofit subordinate of the Wellesley College Alumnae Association under the 501(c)(3) tax code. A copy of the certificate is mailed to the original class treasurer who saves it in her files, which are passed on to successive treasurers.

6. Fulfill Record & Reporting Responsibilities

- **Class Financial Records:** The treasurer must keep track of all financial transactions and class life members and record all dues payments made by classmates. She may obtain lists of classmates from the WCAA office to facilitate record keeping. A list of fully paid life members who have been added during the previous fiscal year and a check for the total lifetime dues amount is due to the WCAA each year by June 10.

- **Annual Financial Report:** At the close of each fiscal year on June 30, the treasurer is required to submit a financial report to be kept on file in the WCAA. The form must be completed and received no later than July 15.

- **IRS Form 990-N:** If the WCAA receives the annual financial report by the July 15 deadline, we will file the federal 990-N form with the IRS in the fall.

- **Audit:** Once the treasurer has closed the books after Reunion in the fifth year, the books must be audited before the handoff to the new class treasurer. The audit does not need to be completed by a professional accountant—a classmate can conduct this audit.

**Important Dates for Treasurers**

- **June 10:** The list of new class lifetime members and a check for all new class lifetime membership funds is due

- **July 15:** Annual financial report due to WCAA

*Note:* In Reunion years only, the outgoing class treasurer is responsible for closing out the books on Reunion by September 1. The annual financial report and IRS form 990-N are still both due on July 15, as the fiscal year still ends on June 30. The treasurer has until September 1 to close out the books on Reunion. Any financial transactions that take place after July 1 are in the new fiscal year. As such, when transferring the books, the outgoing and incoming treasurers must review these transactions carefully, as the incoming treasurer is responsible for reporting on and accounting for them at the end of that fiscal year.
Online Resources

Here are some other helpful resources for volunteers.

WCAA Policies and Guidelines

Appropriate Use of Alumnae Information

Current alumnae volunteers may be given access to alumnae information. The information provided is for official Wellesley College alumnae use only. Use of the information for any non-Wellesley College Alumnae Association purpose - including but not limited to solicitation of any kind; reproducing and storing in a retrieval system by any means, electronic or mechanical; photocopying; or use of the addresses or other information for any mailing other than alumnae related events - is strictly prohibited. Any misuse of the data may result in legal action from the Wellesley College Alumnae Association.

The information provided is maintained by the Wellesley College Alumnae Association database and is accurate as of the date it was retrieved.

Wellesley College takes seriously its responsibility to protect the privacy of the members of the Wellesley College community. We have recently updated our Privacy Notice, which should make it easier for you to understand what information we collect, why we collect it, and how it’s used.

If you have any questions about appropriate usage of either alumnae information, contact alumnae@wellesley.edu.

Charitable Donations

Each Wellesley class/club/SIG is a 501(c)(3), a non-profit organization, whose mission is to connect Wellesley alumnae to the College and to each other. Each class/club/SIG operates under the umbrella of the Wellesley College Alumnae Association and as such must operate in a manner that upholds the shared mission of the class/club/SIG and the WCAA so that both the class/club/SIG and the WCAA may maintain their legal standing as non-profits.

While community service can be a large part of a class/club/SIG’s engagement, direct financial support of another charity is not permitted. All money collected by the class/club/SIG must be utilized to further the mission of the class/club/SIG, the WCAA, and Wellesley. In other words, funds raised and held in the class/club/SIG’s bank account are to be used to connect alumnae to each other, the class/club/SIG, the WCAA, and the College or may be donated to the
class/club/SIG’s scholarship fund, if applicable, or as a gift to the College. Direct financial support of another 501(c)(3) is outside the class/club/SIG’s mission, and therefore must not occur.

If you have any questions about a class/club/SIG's financial responsibilities, please contact alumnae@wellesley.edu.

Non-Discrimination Policy
Each Wellesley class/club/SIG operates under the umbrella of the Wellesley College Alumnae Association and is closely associated with Wellesley College through the class/club/SIG’s mission to connect Wellesley alumnae to the College and to each other. As such, each Wellesley class/club/SIG is expected to share Wellesley College’s commitment to providing equal opportunity in employment and education to all employees, students, and applicants of Wellesley College. Wellesley College policy strictly prohibits discrimination or harassment on the basis of race, religion, color, sex/gender, age, ethnic or national origin or ancestry, veteran status, physical or mental disability, pregnancy, sexual orientation, gender identity or expression, genetic information, veteran or military status, membership in Uniformed Services, or any category protected by applicable state and federal laws. Wellesley College is committed to making its programs and campus accessible and compliant with all applicable non-discrimination laws. Sexual harassment, including sexual violence, is a form of gender discrimination that is illegal and prohibited by College policy. Retaliation against any individual for making a complaint regarding this type of conduct or for participating in the investigation of such a complaint, is not tolerated.

If you have any questions about this non-discrimination policy, contact alumnae@wellesley.edu. You can also review the College’s website for more information.
WCAA Contact Information

Wellesley College Alumnae Association
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Alumnae Engagement Team

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## WCAA Staff Contacts by Class

<table>
<thead>
<tr>
<th>CLASS YEARS</th>
<th>WCAA CONTACT</th>
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<tbody>
<tr>
<td>1940s</td>
<td>Janet Monahan McKeeney ’88</td>
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<td>2010s</td>
<td>Darcy Kupferschmidt ’12</td>
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<tr>
<td>CE/DS</td>
<td>Tulika Verma</td>
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