

WELLESLEY
BLUE PRINT

CLUB
TREASURER
TOOLKIT
2018



Dear Club 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 club including tracking tickets, memberships, and purchases made through the website. You also keep the club board apprised of the state of the club treasury. 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 club leader. As common financial questions come to our attention, we will make new information available.

We look forward to working with you.

Best regards,



Lesley Robertson '88
Director of Alumnae Engagement Programs



Janet Monahan McKeeney '88
Director of Alumnae Engagement Logistics





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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, club, 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, 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 club treasurer records and tracks the club's income and expenses and helps the club develop a fiscally responsible plan for the year. It is the treasurer's responsibility to keep the board fully informed of the state of the club treasury, and to communicate this to the entire club on an annual basis.



1. Maintain Club Bank Account

The club treasurer and club president should be co-signers on the club bank account. Information about the bank account and club 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 club, its status as a subsidiary 501(c)(3), and the club 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 club bank account. If your club does not use Stripe, any time a purchase is made or dues are paid on your website, those funds go to the WCAA bank account. WCAA will hold your money, but you will need to request a check and then wait for the check to be issued and mailed to you. We strongly encourage clubs to use Stripe. [Setting up your Stripe account](#).

3. Set and Adhere to a Club Budget

Together with the rest of the club board, the treasurer is responsible for establishing an annual club budget. While planning, be aware that typically a club 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**.

Club Dues

The funds collected from dues paying members are used directly to support club events and to keep costs low. They can also be used to defray the cost of events across the board or as Sister Spirit Funds. Club members pay this fee annually. Club dues are tax deductible.

Expense Sources

- **BLUEprint Alumnae Volunteer Training:** The club treasury pays for invited club officers' transportation expenses to and from BLUEprint (at a maximum of \$500), while the Alumnae Association provides room and meals.
- **Club communications:** While we strongly encourage using electronic communication whenever possible, occasional print communications may be helpful to reach out to alumnae without emails. Any printing and postage costs are borne by the club and can be substantial.
- **Sister Spirit Funds:** This is a way to help lessen the financial barriers to entry for alumnae events. Sister Spirit Funds (SSF) serve as financial aid for alumnae who otherwise would not be able to participate. The club can create sponsor tickets which cover more than the cost for one alumna to attend an event, designate a portion of club dues toward SSF, or accept direct donations to the SSF. If you decide to create SSF, we suggest that the board decide ahead of an event the dollar amount of aid available per alum and the total amount of aid the club will put aside for this use. If all the funds are not used, they could either remain as SSF or revert to the club treasury. The aid request process should be simple and entirely **confidential**. Based on the honor code, it should also be non-evaluative. Typically, an alumna who would like to request funds would email a designated club officer (often, but not always the club president) and the treasurer.

4. Facilitate Use of Treasury Funds for Club Gifts

The club may elect to donate a gift to the College, or to their scholarship fund if the club has one, at the end of the fiscal year. If your club does not have an existing scholarship, a club gift can be directed to financial aid, a specific program, or the area of greatest need for the College.

If any portion of the club gift to the College is drawn from membership dues, each dues paying member of the club receives participation credit for that fiscal year. Increased participation positively affects the alumnae engagement score which benefits the College and the WCAA. A club can choose to state on dues forms and the online dues payment page, that a portion of the funds collected by dues will be donated to the College. The club can decide what portion of the dues are donated as a gift to the College and can also decide if they wish to augment that amount with a further contribution from their treasury. If a club makes a gift to the College and that gift is made up, in total or in part, of funds the club collected through membership dues, please indicate that on the club gift form at the end of the fiscal year.

5. Keep Employer ID Number on File

Each club has an IRS issued EIN, identifying the club as a tax-exempt nonprofit subordinate of the Wellesley College Alumnae Association under the 501(c)(3) tax code.

6. Fulfill Record and Reporting Responsibilities

- **Annual Financial Report:** At the close of each fiscal year on June 30, the treasurer is required to submit a financial report to the WCAA. You will receive a link to the financial report for the current fiscal year in the Top 5 on the 5th in May. 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, the WCAA staff will file the federal 990-N form with the IRS in the fall.

Important Date for Treasurers

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

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 club/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 club/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 club/club/SIG and the WCAA so that both the club/club/SIG and the WCAA may maintain their legal standing as non-profits.

While community service can be a large part of a club/club/SIG's engagement, direct financial support of another charity is not permitted. All money collected by the club/club/SIG must be utilized to further the mission of the club/club/SIG, the WCAA, and Wellesley. In other words, funds raised and held in the club/club/SIG's bank account are to be used to connect alumnae to each other, the club/club/SIG, the WCAA, and the College or may be donated to the

club/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 club/club/SIG's mission, and therefore must not occur.

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

Non-Discrimination Policy

Each Wellesley club/club/SIG operates under the umbrella of the Wellesley College Alumnae Association and is closely associated with Wellesley College through the club/club/SIG's mission to connect Wellesley alumnae to the College and to each other. As such, each Wellesley club/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

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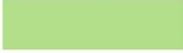
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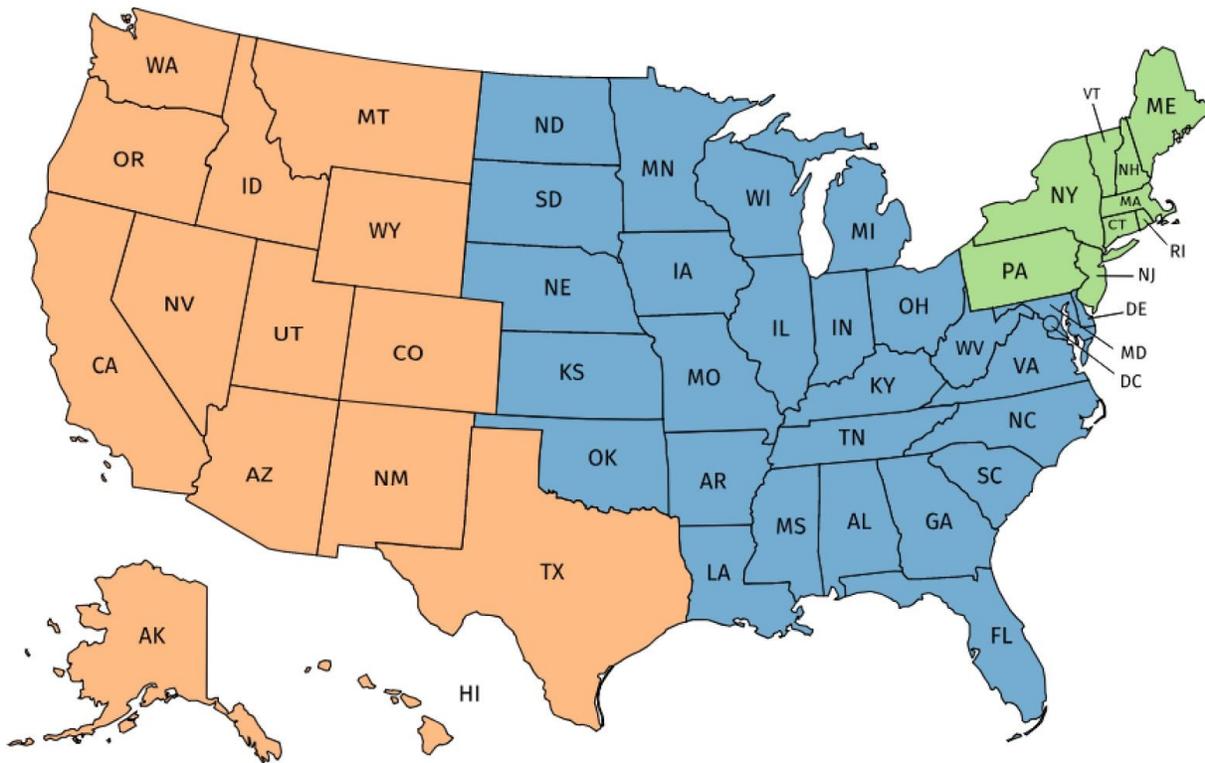
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WCAA Staff Contacts by Region


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