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**1. Introduction**

Waco conducts its business based on Articles of Incorporation and Bylaws but also under policies and procedures formulated at WACO meetings and by its various committees. Such policies (often termed as "Standing Rules") are scattered within various minutes and committee manuals. This web page is an attempt to bring all such policies within a single document as a single point of reference.

**2. Grants to Deserving Students**

**2.1 Purpose**

WACO is periodically able to grant financial assistance to Willow residents to encourage students to pursue education, training and enrichment opportunities. This funding falls into two categories:

- A. **Academic/voc-tech grants** to be used at accredited institutions/programs of academic learning and/or vocational training.
- B. **Enrichment grants** to be used by those wanting to participate in activities that promote self-improvement through exploration, interaction, study, discovery, etc.

**2.2 Policy**

- 1) **Grants A** will be limited to \$1,000 per recipient.
- 2) Grants B will be limited to \$250 per recipient.
- 3) Grants will be limited to one per student.

**2.3 Procedure:**

## **A. Academic/Voc-Tech grants Application Process**

- 1) \$1,000 awarded per grant.
- 2) Accredited post-secondary academic or vocational education and training for all ages.
- 3) Application packet to include:
  - a) Application form and letter of introduction that explains intended use of funds and how it will benefit the applicant.
  - b) Supporting documents/materials should include transcripts, two letters of recommendation, portfolios or other material relevant to the application.
- 4) Applications accepted January 1 through April 15.
- 5) A post activity report to be presented to WACO indicating how the grant was spent and if the anticipated benefits were achieved.

## **B. Enrichment Grants Application Process**

- 1) \$250 awarded per grant.
- 2) Enrichment activities (workshops, camps, retreats, academies, lessons, seminars etc.) for K-12 students.
- 3) Application packet to include:
  - a) Application form and letter of introduction that explains intended use of funds and how it will benefit the applicant.
  - b) Supporting documents/materials should include transcripts, two letters of recommendation, portfolios or other material relevant to the application.
- 4) Applications accepted year round.
- 5) A post activity report to be presented to WACO indicating how the grant was spent and if the anticipated benefits were achieved.

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## **3. Community Center**

### **3.1 General Terms & Conditions**

1. Rental/Cleaning deposit is due at the time of reservation.
2. Deposit will be returned subject to two weeks notice of cancellation.
3. Full rental is due two weeks prior to event; checks should be made payable to Willow Area Community Organization (WACO)
4. You may arrange for use of our light and sound system prior to the event.
5. There may be a charge for this.
6. Proof of liability insurance must be provided. (Most Homeowners and Renters insurance include personal liability coverage).

Ref: Planning & Facility Operations Committee pol-009

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### **3.2 Facility Use Terms and Conditions**

1. User is responsible for their own set-up.
2. Events are to be scheduled through the caretaker, 495 6633 or [sched@waco-ak.org](mailto:sched@waco-ak.org). Events may be scheduled to begin on or after 8AM and to finish on or before 10PM. This includes setup and cleanup. Access outside of these hours requires permission from the PFC. Access for other reasons must be arranged with the caretaker ahead of time.
3. The following areas are off-limits. Upstairs, Office, Boiler Room, Pantry and the Kitchen (unless it is included in the agreement).
4. Children must be supervised at all times.
5. Dogs are not allowed in the building except by permission (service dogs excepted).
6. Keep outside doors closed.
7. Do not use thumb tacks/double faced tape to stick anything to the walls. Do not stick anything to the windows.
8. Use a non-combustible surface under candles. DO NOT LEAVE UNATTENDED.
9. No items are to be removed from the building.
10. User is responsible for their own clean-up.
11. WACO will supply trash can liners and floor cleaning equipment. All other cleaning materials must be supplied by the user. Make sure you know where the cleaning equipment is located.

12. Restrooms must be swept.
13. Tables and chairs must be put away. Whenever moving tables and chairs do not drag them across the floor as this causes scuff marks.
14. Tables must be washed with light bleach solution.
15. Floors must be swept (or dust mopped). Floors must be if necessary. ALL decorations or paraphernalia must be removed.
16. All garbage must be removed and placed in the dumpster. Replace liners in bins.

Ref: Planning & Facility Operations Committee pol-006

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### 3.3 Kitchen Use Terms and Conditions

1. User is responsible for their own clean-up.
2. WACO will supply trash can liners and floor cleaning equipment. All other cleaning materials must be supplied by the user.
3. All surfaces are to be given a final wipe down with Windex.
4. Wash down all counter tops, sinks and refrigerator.
5. Clean ovens and stove top if they were used.
6. Clean grill while it is still hot. Use grill brick for final cleaning. Put a light coating of oil on grill when clean.
7. Empty all grease drip trays and clean.
8. Wash inside of hood and run hood filters through the dishwasher.
9. Floors must be swept (or dust mopped). Floors must be wet mopped if necessary.
10. All garbage must be removed and placed in the dumpster. Replace liners in bins.
11. Drain dishwasher and wipe down. Turn off water to high pressure sprayer and to the dishwasher.
12. Place all soiled aprons, towels etc in the basket marked Laundry.

Ref: Planning & Facility Operations Committee pol-007

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### 3.4 Pavilion Use Terms and Conditions

1. Pavilion may be used between 8AM and 10PM.
2. Users with reservations have priority. Otherwise it is first come first served.
3. Use charcoal only in the BBQ.
4. Fires are allowed in the firepit only and must be approved ahead of time.
5. Pets are to remain on leashes. Owners are responsible for cleaning up after their pets and any damage caused by them.
6. Clean up ALL trash/leftovers from the area.
7. Put ALL litter in the litter barrels or in the dumpster.
8. Do not remove picnic tables.
9. Speed Limit is 5 MPH.
10. No Fireworks.
11. No Camping.

Ref: Planning & Facility Operations Committee pol-008

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### 3.5 Free use of Center

The following table identifies the fee(s) required for different users of the Community Center—

	<i>Rental Fee</i>	<i>Cleaning Deposit</i>	<i>Kitchen Fee (if used)</i>	<i>Propane Fee<sup>1</sup></i>
Local Organization	N	N <sup>2</sup>	N	Y
Non profit/Willow	N	≥ 30	N	Y
No dues/Willow	N	≥ 30	N	Y
Borough	N	N	Y	N

Meeting <sup>3</sup>				
State				
Meeting <sup>3</sup>	Y	N	Y	N
Willow Wake	N	≥ 30	Y	N
Other	Y	≥ 30	Y	N

*Notes*

1. If range used.
2. The Vice-Chair may require a deposit for large meetings.
3. Borough or State entity conducting meeting. If meeting held by consultants on behalf of Borough or State, see "Other."

**Definitions**

A *local organizations* is one recognized by WACO. A *non-profit* is a Willow based non-profit; other Willow organizations that do not charge dues or fees may also use the Center without paying rental. A *wake* is a wake, celebration of life or similar for a Willow resident. Where indicated a *Cleaning Deposit* is required if 30 or more people are expected.

Ref: Planning & Facility Operations Committee pol-002 Rev 2

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## **4. Expense Claims**

### **4.1 Policy**

Officers of WACO are allowed to approve spending on behalf of WACO within certain guidelines.

1. Overall spending shall not exceed the amount of the approved budget.
2. All spending shall be within the amounts of the line items of the budget.
3. The Vice-Chair may authorize spending from the Building Maintenance line of the budget.
4. The Secretary may authorize spending from the Office Supplies line of the budget.
5. The Chair may authorize spending from all lines with the approval of the Treasurer.
6. The Treasurer may authorize spending from all lines with the approval of the Chair.

### **4.2 Procedure**

1. If needed, an advance shall be requested from the Treasurer and signed for.
2. Receipts shall be supplied to the Treasurer with an Expense Report, signed by the authorizing officer. ([Download](#) an expense claim (PDF))
3. In the event that the advance is greater than the expenses and therefore there is cash over, a deposit slip shall also be generated.

Ref: WACO General meeting May 1, 2006

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## **5. Cash Controls**

### **5.1 Policy**

Any event conducted by WACO that generates cash shall have a member of the Ways and Means Committee or elected board member assigned by the Treasurer, who shall be responsible for cash handling and reporting with the following rules:

1. All cash transactions shall be signed by two people.
2. The person assigned by the Treasurer shall be responsible for making sure that the Chair of the event understands the procedures to be followed.
3. No more than \$300 in cash shall be accumulated, except for large events like the Winter Carnival and Bingo.

### **5.2 Procedure**

1. At intervals to be determined by the Treasurer's representative, cash will be collected, counted and signed for by two people on a deposit slip. The two people would preferably be the Chair of the event and the Treasurer's representative.

2. When decided by the Treasurer the deposits shall be recorded on the Cash Control form(s) for the event.
3. Deposits shall be kept in locked money bags.
4. The bank deposits shall be recorded on the Cash Control form(s) and kept with the same.
5. The Treasurer shall provide a report for the event showing income, expenses and profit/loss, in the month following the event.

Ref: Officers' Meeting November 13, 2006

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## **6. Organizations wishing to use WACO's gaming permit**

### **6.1 Policy**

WACO may allow another organization to use their gaming permit. The request must be made at a WACO general meeting or board meeting.

### **6.2 Procedure**

- All money collected will be paid into WACO's Gaming Account.
- Raffle tickets will show:
  - WACO's gaming permit number.
  - That WACO is sponsoring the raffle on behalf of the organization.
  - The date, time and location of the drawing.
  - The price of the ticket.
- If a raffle, the organization will provide WACO with a "raffle record" as defined by The State of Alaska Gaming Unit:
  1. The number of raffle tickets printed;
  2. The number of raffle tickets sold;
  3. The number of unsold raffle tickets;
  4. The prize collected for a raffle ticket;
  5. The raffle prizes;
  6. The date and location of the raffle drawing;
  7. The raffle prizes claimed;
  8. The name, address, telephone number and the prize won for each prize winner;
  9. The disposition of unclaimed raffle prizes.

Ref: Gaming Committee

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## **7. Spend WACO's Money**

### **7.1 Purpose**

Should WACO have funds in excess of the amount required to fund operations and event start up costs, such funds may be spent for community related projects.

A mechanism is required to both document priorities and to record potential projects in need of funding.

### **7.2 Policy**

WACO will maintain a list of outstanding requests for funds/assistance. Items on this list will be prioritized based on the following principles:

1. Items required to preserve the existence of WACO Inc;
2. Projects that improve the Community Center and its surroundings, replace damaged or obsolete equipment or improve use/operation of the Community Center through new equipment and facilities;
3. Assistance to Willow or local communities in the event of some disaster;
4. Projects requested by committees of WACO that are of general benefit to the entire community;
5. Projects requested by community groups recognized by WACO that are of general benefit to the entire community;

6. Projects requested by others in the community that are of general benefit to the community.

Funds may only be disbursed if it is the opinion of the Ways & Means Committee that sufficient money exists to maintain operation of the Community Center and event start up costs for the following twelve months.

### **7.3 Procedure**

Each request for funds should be submitted to WACO and show the following information:

1. Description of item or project requiring funding;
2. Requested funds (min/max if exact price unknown);
3. Description of the benefit to the community;
4. Date funds are required, or "when available";
5. Amount of matching funds available (if any);
6. Organization/committee making request.

A master list will be maintained by the Ways and Means Committee. As items are added to the list, the list will be (re-) prioritized at the next board meeting.

When funds are available to fund the next prioritized request, the Treasurer will authorize the expense with approval of the Chair of WACO.

The list of requests and current priority will be published on the WACO notice board and web site.

Ref: Ways & Means Committee; Board Meeting Mar 17, 2008

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## **8. Emergency Supply Storage**

### **8.1 Purpose**

WACO has a storage building external to the Community Center but within the grounds; part of this building is intended for storing materials that would help the community in the event of an emergency. Storage is not insulated or heated.

Organizations or local groups involved in emergency preparedness or response may apply for use of a storage area.

### **8.2 Procedure**

WACO will provide storage at no charge to the organizations identified in the original grant request

1. Community Emergency Response Team;
2. Willow Dog Musers Association;
3. Red Cross;
4. Willow Area Community Organization.

Should one of those organizations not wish space, or no longer wish space, application may be made to the Board for use of the vacated space.

### **8.3 Policy**

Use of emergency storage is granted by the Board under the following conditions of use

- The space is intended for storage of emergency supplies and materials only;
- Volatile materials (propane, gas, etc) may not be stored (see list posted inside door);

- Materials etc., stored in this manner are the responsibility of the owning organization. WACO is not responsible for any damage or theft of materials stored on its property;
1. Insurance of materials stored, if desired, is the responsibility of the owning organization;
  2. Electrical outlets and lighting are provided in each storage area; owning organizations are expected to use these responsibly (not heat storage at WACO's expense, for example);
  3. The owning organization will provide a lock for its storage area; WACO will be provided a key and the names and telephone numbers of other key holders;
  4. WACO will not permit access to storage areas by non key-holders except for Borough/State officials (i.e: Fire Marshal);
  5. Access to storage is allowed 24/7 but may be curtailed should WACO host a special event;
  6. WACO will ensure that access is possible during winter months;
  7. WACO will wish to "audit" each storage area once a year, or upon request (i.e: of a Fire Marshal); organizations that fail to use their storage area efficiently, or that store non-emergency materials may be subject to eviction.

Ref: Planning & Facility Operations Committee, WACO Board Meeting, January 18, 2010

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