

DOCUMENTATION REVIEW – 2020 DOCUMENT SUBMISSION CHECKLIST

- Please ensure your submitted documents are titled to match the list below
- Do not submit additional documents unless they are in support of specific questions requiring examples or extra information. Make note of this on your form so the connections are clear.
- For any clarification, please refer to the full Documentation Review Form

DOCUMENTATION REVIEW FORM

Submitted ✓	
	1. Completed Documentation Review form

GOVERNANCE

Submitted ✓	
	1. Board of Directors information – board manual/orientation materials, schedule of board meetings for current year, committee Terms of Reference, job descriptions, evaluation/performance review form.
	2. Bylaws
	3. Code of Ethics and/or minutes from board meeting where Code of Ethics was adopted
	4. Meeting minutes – from previous year, including board & committees
	5. Mission Statement and/or Statement of Purpose
	6. Organizational Chart
	7. Strategic Plan

COMMUNITY

Submitted ✓	
	1. Membership documentation for professional affiliations

MANAGEMENT

Submitted ✓	
	1. Exit Interview form
	2 Human Resources Policy
	3. Insurance Policy
	4. Job Descriptions – Staff and Volunteer
	5. Performance and Goal Review forms
	6. Volunteer Policy and Application form
	7. Work Plans

FACILITY

Submitted ✓	
	1. Emergency Preparedness Plan
	2. Facility Management Plan
	3. Lease or Management Agreement with property owner (if applicable)

COLLECTION & ACCESS TO INFORMATION

Submitted ✓	
	1. Care & Handling Guidelines
	2. Collections/Acquisition Committee Terms of Reference
	3. Collections Management Policy
	4. Collections Management Procedures
	5. Condition Report
	6. Incident Report

INTERPRETATION

Submitted ✓	
	1. Exhibition Policy
	2. Interpretation Plan
	3. Outline of Interpretive Offerings

MARKETING & REVENUE GENERATION

Submitted ✓	
	1. Brochure or rack card
	2. Examples of media coverage (newspaper articles, links to online reviews, websites, etc.)
	3. Fundraising Plan
	4. Marketing Strategy
	5. Media releases