

TREASURER and VICE TREASURER

Function

The Treasurer and Vice Treasurer exist to ensure PACT™ remains financially sound. This is accomplished by tracking money flowing through the organization, ensuring controls are established and adhered to and reporting back to the Board on PACT™ financial status. All activities related to the Finance function are the responsibility of the Treasurer and Vice Treasurer. The following sections describe this function in more detail.

Policies and Practices

The following policies and practices have been established to guide the finance function:

Financial reporting for PACT™ consists of:

- A monthly report for the Board showing past month financial information and comparison to previous year. These data points will be included in the monthly board meeting agenda and minutes
- An annual budget overview for the membership, in the members only section of the website
- These are covered in more detail in Financial Reporting section.

All money flowing into the organization must go through the Vice Treasurer. All money flowing out of the organization must go through the Treasurer.

The Vice Treasurer deposits all funds into PACT™ 's checking account.

Only Board members may request disbursement of PACT™ funds. The President, prior to disbursement, must approve all expenditures. The Vice President approves expenses incurred by the President or expenses requiring approval in the President's absence.

PACT™ fiscal year begins on January 1 and ends on December 31.

Receipts for monthly meeting fees will be provided to any member requesting one. The Vice Treasurer will create receipts specific to each meeting, listing the date of the meeting on the receipt. A Check Request form must be kept in PACT™ 's records for each disbursement from PACT™ 's checking account.

The Treasurer will pay all disbursements (mailed) within two weeks of receipt, unless otherwise requested on the Check Request form.

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Procedures

Various procedures have been established to ensure the efficient operation of the finance function. These procedures are documented on the following pages.

Processing Incoming Funds – Checks & Cash

All funds flowing into PACT™ are forwarded to the Vice Treasurer who deposits them in PACT™ 's checking account. The primary sources of funds for PACT™ are membership dues, monthly meeting fees, vendor of the month fees and workshop fees.

- The basic procedures for processing any incoming funds are the same. The procedures vary slightly when processing monthly meeting fees.
- The basic procedures are as follows with variations for processing monthly meeting fees noted:
- Money is sent (from any Board member) to the ViceTreasurer. Along with the money, documentation explaining the purpose, the person sending the funds must provide source and amount of the funds. (Note that for membership dues, this should include member's name, company name, membership type and amount.)

Monthly meeting fees are received from the Host at the end of each monthly PACT™ meeting. The " PACT™ Meeting Fee Tally" form is used to document the needed information about the incoming funds.

Note: The Vice Treasurer directly accepts membership dues received at the monthly meeting. The Vice Treasurer should verify the amount is accurate, the amount of prepaid meeting fees is accurate and indicate as such on the new member form.

- The Vice Treasurer reviews the documentation to ensure it is adequate and contacts the person sending the funds if more detail is required.

Vice Treasurer endorses checks (using stamp); and deposits all funds in PACT™ 's checking account.

. All funds should be deposited within two weeks of receipt.

- Vice Treasurer sends all documentation of deposits to the Treasurer.
- A deposit receipt is maintained by the Treasurer until deposit occurs on monthly checking statement from the bank. All other documentation is filed in the financial records.
- Treasurer updates Quick Books with deposit information.

Processing Incoming Funds – PayPal(Credit Card)

PACT accepts paypal payments for members and guests who would like to use a credit card. At each monthly meeting, the treasurer shall have his/her laptop available at the guest sign-in table to process credit card transactions whenever possible.

Paypal payments may also be made for the following items;

Membership dues

Workshops

Pre-paid guests

Vendor of the month

Mailing labels

When a paypal payment is sent to the treasurer via email, treasurer shall print a copy and file it for the specific item. At least twice a month, the treasurer will go to the PACT paypal website and transfer money from the paypal account to the PACT TCF checking account. Once transferred, the deposit must be put into the check registry and in quickbooks.

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Invoicing Vendor of the Month

- An invoice will be created for the Vendor of the Month using QuickBooks one month prior to the meeting (Monday after the PACT member meeting) and sent to both the Vice Treasurer and the Host/Vendor Volunteer

The Host/Vendor Volunteer will email it with a letter to the Vendor of the Month detailing the payment terms.

Payment should be mailed to the Vice Treasurer before the meeting, submitted via PayPal as a special fee or must be collected by the Vice Treasurer at the meeting in which they are the Vendor of the Month.

Processing Expenditures

The Treasurer is responsible for processing all of PACT™'s expenditures. The primary expenditures incurred by PACT™ are meeting site costs, speaker fees, workshops costs, operating expenses (e.g., stationery, name tags, copying costs, etc.) and miscellaneous expenses (e.g., awards, etc.).

A Check Request Form is completed to provide control and documentation for all PACT™ expenditures. (See the "Check Request Form" section for instructions on use of this form.)

The procedures for processing expenditures using this form are as follows:

- The Treasurer receives completed and approved Check Request form.
- The Treasurer reviews request to ensure documentation is complete and the President has approved the expenditure. Note: while the President must approve all expenditures, the Treasurer should pay attention to the frequency and timing of more regular expenditures and notify the Board of any suspicious activity.
- The Treasurer writes and mails a check as specified on the approved Check Request Form, completes the "Paid By," "Date Paid" and "Check Number" fields on the Check Request form, and files the Check Request form (and copy of receipt/invoice) in the financial records. All expenditures should be processed within two weeks of receiving the check request form.
- The Treasurer updates QuickBooks with the expenditure information.

Monthly Meetings

The Vice Treasurer assists with the monthly PACT™ meeting by performing the following activities before, at, and after the meeting:

Before the Meeting

- Checks with Membership Chairman for free quest passes and PayPal site for prepaid guests
- Prints meeting forms (see Summary of Vice Treasurer duties page 10-7)

At the Meeting

- Arrives by 7:15 a.m. and gives cash box, receipts, name tags, pens, and signs to the host; assists the host as needed.
- Ensures that the Vendor of the Month fee has been collected prior to the start of the meeting and confirms this with the President.
- Collects the cash box, name tags, pens, signs and "PACT™ Meeting Fee Tally" form from the host at the end of the meeting. Accepts membership dues and validates amount on new member forms. Ensures that membership forms collected at the meeting are given to the Membership Chair(s).

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After the Meeting

- Validates information on "PACT™ Meeting Fee Tally" and forwards to Treasurer for filing in financial records.
- Deposits meeting fees collected into PACT™ 's checking account.
- Sends all deposit information to the Treasurer for updating in QuickBooks.

Money Market Account

PACT™ currently has a money market account with the UVEST Financial Services. The Treasurer will review this account regularly and make recommendations to the Board every six months on any moneys to be added or withdrawn from the account. Quick Books will be updated quarterly to reflect changes in Dividend/Income Value indicated on quarterly statements.

Check Requests

The Check Request Form was established to provide control over and documentation of PACT™ expenditures. This form is used by all Board members to request that a bill be paid or that an individual be reimbursed for an expense incurred. Note that only Board members may request disbursement of PACT™ funds. A sample of this form is found on page 10- 5. Additional blank forms may be obtained from the Treasurer or from the PACT SharePoint site. All fields on the form must be completed.

Instructions for using this form are as follows:

Person Requesting Check – must be a board member

Date of Check Request – date the request was made

Expenditure Month – PACT™ tracks money on an accrual basis, we need to know in what month the expense actually occurred for that year.

Purpose of Expenditure – document what the expenditure is and the purpose of the expenditure.

Invoice or Receipt Attached – Make every attempt to obtain a receipt or invoice. If no invoice or receipt is available, document why.

Payable to -- indicate to whom the check is to be made out to.

Send Check to -- list the name and address of the individual or company where the check is to be sent.

Send the completed Check Request form to the President for approval. The President is responsible for ensuring the expenditure is for an acceptable purpose and amount. Any questions will be directed back to the requester. (The Vice President approves the President's expenses and expenses requiring approval in the President's absence.)

After the President approves the expenditure and signs and dates the form, it is forwarded to the Treasurer for payment.

The Treasurer writes a check and sends it to the individual or company specified on the form. Then completes the bottom three items on the form. The form and copy of the receipt or invoice are filed and kept by the Treasurer. Note: it is the responsibility of the requester to ensure adequate lead-time exists to obtain appropriate approval and to process the request.

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PACT™ Check Request Form

(NOTE: All requests should be accompanied by an invoice or receipt.)

PERSON REQUESTING CHECK:

DATE OF CHECK REQUEST:

EXPENDITURE MONTH:

PURPOSE OF EXPENDITURE:

INVOICE/RECEIPT ATTACHED: YES NO

AMOUNT OF CHECK:

PAYABLE TO:

SEND CHECK TO:

FOR APPROVAL SEND TO: President
Company
Address
Phone

CHECK WILL BE PAID BY: Treasurer
Company
Address
Phone

----- DO NOT COMPLETE THIS SECTION -----

APPROVED BY:

DATE APPROVED:

PAID BY:

DATE PAID:

CHECK NUMBER:

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Summary of Treasurer Duties

Prepares all financial data for the PACT™ Board meetings each month, including:

Monthly financial data points to be included in monthly board meeting agenda and minutes

QuickBooks P&L reports – Year to date vs Budget and Year to date previous year comparison.

QuickBook reports will be posted on the PACT™ SharePoint site

.Works with Executive Committee to establish budget process and the proposed budget for review by the Board.

Annual budget, including detailed comments will posted on the Members Only section on the PACT™ website in January

Writes out all checks that have been authorized by the President, Vice President or Past President.

These include:

- Checks to PACT™ suppliers
- Checks to PACT™ Board members for expenses
- Checks to PACT™ members for expenses

Signs off on the Monthly meeting tally sheet prepared by the Host Company and the Vice Treasurer.

Trains Vice Treasurer on duties when elected. This includes:

- Running the financial aspects of the meeting
- Making deposits
- Auditing the statements
- Preparing statements for month end

Holds one key to the PACT™ Safe Deposit Box and prepares an annual inventory of the contents.

Coordinate safe deposit signatures with President and Vice President.

File Tax Form 990 by May 15th.

Write summary of monthly financial status for publication for members only section of website.

Treasurer orders name plate for the Hall of Fame plaque in June.

- Responsible for managing the Vendor/Host of the Month Coordinator. This includes:
- Providing backup support for the Vendor/Host coordinator.
See Vendor/Host Coordinator duties and description

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Summary of Vice Treasurer Duties

- Holds all PACT™ related monthly meeting equipment. This includes:
- PACT™ signs
- Clipboards
- Pens
- Names tags
- Stickers

Receipts

- Brings the following forms to each meeting:
- Tally sheet (3)
- Guest sign in sheet (4 1 free guest passes 3 paying guesting including PayPal)
- Guest receipts (3 part form – precut – 21)
- Membership receipts (3 part form – precut – 12)
- Orders supplies for Treasurer and Vice Treasurer and any administrative supplies. These include:
- Board name tags
- Monthly meeting name tags
- Stickers
- Signs
- Other miscellaneous supplies.
- Awards
- Introduces Vendor of the Month to the President prior to the start of the business meeting.
- Trains the host companies on monthly meeting protocol on collecting money.
- Tallies all incoming money from monthly meetings. This includes:
- Guest fees
- Vendor of the Month payments (if any – payments could have been mailed in)
- Advertising
- Guest Passes (if applicable based on Board approval)
- Collects all money from Membership.
- Makes all PACT™ deposits.
- Submits all deposit slips to Treasurer for reconciliation.
- Audits Treasurer statements at the end of each month.
- Holds one key to the PACT™ Safe Deposit Box. Conducts inventory of said box.
- Attends and participates in budget preparation meeting with Executive Committee.
- Ensures payment is received from Vendor of the Month prior to the start of each monthly PACT™ meeting.

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Financial Reporting

The Treasurer is responsible for ensuring all financial information is adequately documented and that the Board is informed about PACT™'s financial position. Several methods/documents exist to assist with the financial reporting function.

Financial Records -- These are paper documents that show the purpose and amount of all monies flowing through the organization. The individual providing funds to, or requesting funds from, the Treasurer; must provide this documentation (e.g., Check Request form, receipts, etc). These paper documents are currently filed in the PACT™ Treasurer's kit that is passed on to the newly elected Vice Treasurer each year.

Year-to-date Meeting and Monthly Meeting Summary -- the Treasurer prepares this report for the PACT™ Board meetings. It contains information on meeting expenses, money collected and profit/loss detail. **Note:** expenses and deposits should be shown in the month that they were incurred, rather than when they may actually have been paid/deposited. The Board reviews this information to ensure that program activities and the fee structure are adequate. QuickBooks is currently used for these financial records.

Annual Financial Statement -- A financial statement is prepared annually to close out PACT™'s books. The actual Statement is provided to the Board and to any members that requests a copy. In addition, the Board or any PACT™ member may request ad-hoc requests for PACT™'s financial status at any time.

Annual Budget -- The Treasurer will work with all Board members to develop a budget for the upcoming year. The Treasurer will develop Budget, Budget-to-Actual, and Comparison spreadsheets from this information. The "Actual" and Comparison spreadsheets will be updated each quarter and reviewed at the Board meeting.

Workshops – Checks for workshops will be given to the Vice Treasurer, and paypal payments will be processed by the treasurer.

Tax Forms -- The IRS requires Form 990 to be filed for all organizations claiming "Not-For-Profit" status. Form 990 and any accompanying documentation is due by May 15 each year. The Treasurer is responsible for gathering the required information and filing these forms on time.

Bank Information

PACT™'s Checking Account:
Bank: Twin City Federal (TCF)
601 Marquette Avenue
Minneapolis, MN 55402
(Any TCF location can be used!)

Authorized Signers:
Treasurer – Elaine Clark
President – Robert Nutting
Vice President –

Bank Deposits

The following information may be helpful in preparing the bank deposit:

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- Each check must be listed on either the deposit slip or on an adding machine (calculator) tape. (PACT™ owns a calculator for this purpose.)
- Each check must be endorsed. A "for deposit only" stamp exists to streamline this process and is passed on to the newly elected Treasurer each year.

Reconciling the Bank Statement

The Treasurer will receive the bank statement. He/she is responsible for reconciling the statement and working with the bank to resolve any discrepancies. The bank statement is filed with the financial records.

Safe Deposit Box

The original Articles of Incorporation, Certificates of Deposit, and any other important documents that the Board deems appropriate, will be kept in the PACT™ safe deposit box. The current box is located at:

It is the responsibility of the Treasurer to retrieve information as requested. Arrangements will be made to transfer the name of the safe deposit box and the keys to this box to the incoming Treasurer.

The safe deposit box is to be inventoried annually at the time of Vice Treasurer transition.

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Vendor/Host Coordination

The Vendor/Host Coordinator is a role within the Treasurer's responsibilities. These responsibilities may be performed by the Treasurer or by another PACT™ member who assists the Treasurer. This role assists with the monthly PACT™ meetings by securing Hosts and Vendors of the Month for each month.

Vendor/Host Volunteer Coordinator

Name	Company	E-mail Address	Phone Number

General Procedures

The Vendor/Host Coordinator assists with the monthly PACT™ meetings by performing the following activities prior to, during and after the meeting:

Prior to Meeting

- Annually, recruits Vendor and Host of the Month and maintains that list.
- This list will be distributed to all board members and if there are any changes, all board members will receive an update.
- Secures a Host; sends him/her a confirmation letter and hosting information; ensures that the webpage coordinator person is notified of Host name, web page address four weeks prior to the meeting.
- Secures a Vendor of the Month; sends a confirmation letter, attaches the invoice from QuickBooks which was provided by the Vice Treasurer and a copy of the Vendor of the Month guidelines. All of this is done four weeks prior to the meeting. (Monday after the member meeting.)
- Sends a reminder notice to both the Vendor and Host of the Month one week prior to the meeting.

At the Meeting

- Arrives as close to 8:00 as possible to ensure information-sharing tables are set up properly.
- Assists the Host or Vendor of the Month as needed.

After the Meeting

- Sends thank you note to the Host of the Month.

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PACT™ Host of the Month

PACT™ looks to its membership to help "host" the monthly meetings. Each month one (or more) PACT™ member organizations volunteers to:

- Assist with member and guest sign-in at the meeting.
- Help get signs and materials set up for the PACT™ meeting.
- Work with the Vice-Treasurer to balance money collected with attendance taken.

Please note that more than one PACT™ member organization can work together to host a PACT™ meeting, in case a member does not have enough local personnel to accomplish the task on their own.

Recognition of the Host of the Month is done in that month's PACT™ on the PACT™ website and at the meeting.

Host Duties

Primary responsibilities as host are to assist with member and guest sign-in at the meeting. The following list of materials and duties provide the details you need to host the meeting.

At the meeting:

You should arrive at the meeting site no later than 7:15. To speed up the registration process, it is recommended that there are three people at the registration table. If you are unable to arrange for three people, contact the Host Coordinator to arrange for a PACT™ Board member to help out.

The Vice Treasurer will be there at that time and will have the following items:

- Cash box with \$75 for change.
- Meeting Fee Tally form.
- PACT™ name tags.
- Meeting fee receipts and membership receipts.
- Pens and markers.
- Registration signs.
- Work with the Vice Treasurer to arrange materials on the Registration table located outside the meeting room.
- Post the registration signs.
- Establish separate lines for guests and members.
- Arrange the cash box, the Membership listing, PACT™ name tags, meeting fee receipts, markers and the Guest Information forms based on the lines established.
- Direct the Vendor of the Month to the tables inside of the room. **Note:** Only the Vendor of the Month is allowed to put information on the tables in the room. All others must put their information on the information-sharing table.

For Members

- Check off each member's name on the Membership listing.
- Give them a PACT™ nametag.

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Note: PACT™ memberships are based on individual memberships. Therefore, it is not appropriate for someone to use other person's membership (even if they work for the same company). If someone says they are representing someone else from their company, refer them to the PACT™ board member at the table. The PACT Board member will explain the policy regarding proprietary membership.

For Guests

- Ask each guest to fill out a Guest Information form provided prior to entering the meeting room.
- Verify that the guest information is complete and legible. This is crucial for our money count at the end of the meeting and to ensure all guests receive future mailings.
- Collect \$30.
- Give them a PACT™ nametag with a guest sticker on it.
- Provide a Meeting Fee Receipt, **Note:** If someone does not have the fee, direct that person to the Treasurer.
- Print a prepay guest form with any guests that may have prepaid using Paypal.
- Use the treasurer's laptop to process paypal payments when available, or take information and process after the meeting.

For New-Member Registration

Note: If someone has questions regarding membership, direct that person to the Membership Chair(s).

For Speakers/Presenters

- They do not pay the meeting fee.
- Provide them with a PACT™ nametag.
- If they are members check off their names on the Membership listing.
- If they are guests, they may fill out a Guest Information form.

Other information

The Vice Program Chair handles all audio/visual equipment, extra tables, food and beverage arrangements. If any questions or needs arise during the meeting, direct them to the Vice Program Chair.

Once the program has begun (9:30ish), have two people count heads of all attendees. This number is to be included on the Meeting Tally form.

You are expected to be at the registration table from 7:15 until approximately 9:45. In order to complete the PACT™ host responsibilities in a timely and effective manner, please reserve this time period for PACT™ host duties. After 9:45, work with the Treasurer to count the money. Use the Meeting Tally Fee to "balance" the money received with the Membership listing, Guest Information forms and the Membership Application forms. Make sure the Treasurer is aware of any discrepancies.

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PACT™ Vendor of the Month Guidelines

The purpose of the Vendor of the Month program is twofold:

To provide PACT™ members who are vendors with a forum for explaining their particular products/services to the PACT™ membership.

To provide PACT™ practitioner members with products and services they may be interested in purchasing/leasing.

Guidelines have been established to ensure that these presentations do not become a "hard sell." These guidelines are found on the following pages:

PACT™ is not to be referenced in any printed vendor materials, as PACT™ does not authorize, subsidize or recommend vendor products or services to the PACT™ membership. Also, vendors may not give out prizes during their Vendor of the Month presentation. Small trinkets may be given to all members, as part of promotional material but giving 'prizes' to only a few members is not acceptable as this may lead to competition between vendors.

Vendor members are encouraged to keep PACT™ members informed about their products and services as Vendor of the Month.

How the Program Works

Only PACT™ members may participate.

One vendor each month.

Yearly sign-up in September and then on a first-come basis thereafter.

- Only once per calendar year. You can repeat the following year only if there are available slots open after all other vendor members have had an opportunity to sign-up.
- Cost is \$75 for the monthly meeting presentation. Payment can be mailed to the Vice Treasurer or paid at the meeting. Payment must be received prior to the presentation.
- Prior to the monthly PACT™ meeting the Vendor/Host coordinator will confirm your requested month.
- PACT™ is not to be referenced in any printed vendor materials, as PACT™ does not authorize, subsidize or recommend vendor products or services to the PACT™ membership.
- You may put brochures or other literature on all the meeting tables (not just the vendor table).

Presentation Format

- 5 minute maximum.
- Inform, encourage, explain, demonstrate or provide an opportunity for PACT™ members to get to know you. No hard sell.
- No sales of products or services at meetings.
- Vendors will provide all equipment needed for their Vendor-of-the-Month presentation, excluding an LCD projector. If added equipment must be rented from the meeting facility, financial responsibility for payment is the responsibility of the vendor.

At the Monthly PACT™ Meeting

- Before the meeting begins, the Vendor of the Month may put brochures or other literature on the tables. **Note:** too many different brochures will cause more confusion than just one simple pamphlet. There are other pieces of paper on the tables (e.g. presentation handouts, presentation evaluations, needs and leads, etc.).

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- The Vendor of the Month representative will be introduced during the information exchange portion of the monthly PACT™ meeting. The representative may use this opportunity to make a brief presentation about his/her company, product and/or vendor service. The announcement may be up to five minutes in length.
- During networking time and after the meeting, the vendor may demonstrate, display, and/or meet with PACT™ members.
- In order to avoid vendor competition, prizes or large gifts are not allowed. Small trinkets that all PACT™ members and guests receive are acceptable (e.g. pens, Post-it Notes®, etc.).

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Instructions for PACT™ Letters:

NOTE: Use of email for the purpose of communicating information about the PACT™ programs is acceptable. However, when sending a thank you, a formal letter is preferred.

Type envelopes for addressee listed on letter.

Distribute letters as follows:

Host Notice

Send original of letter and copy of host responsibilities (attachment) to addressee in PACT™ via email.

Vendor Notice:

- Send original of letter, invoice and copy of vendor responsibilities (attachment) to addressee in PACT™ via email. Sample Communications Templates

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Sample Thank You Letter/Email to PACT™ Hosts

<date>

<host name>
<host address>

PACT™ Hosts,

Thank you very much for serving as the hosts for the last PACT™ meeting. I appreciate your time and effort greeting people and collecting money at the door. Hopefully you got a chance to meet several new people as you checked off their names! Active members such as you help make PACT™ a success. Thanks for your help!

Sincerely,

<host coordinator name>
PACT™ Host Coordinator

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Sample/Email Letter to Hosts

<date>

<host name>

<host address>

<host phone number>

<host name>,

Attached you will find the 'official' list of PACT™ host duties.

In order to speed up the registration process, we need 3 people to sit at the table the morning of the PACT™ meeting. If this will be a problem, please let me know and I will try to arrange for others to help you at the table.

The last responsibility of host is to have a great time at the PACT™ meeting taking everyone's money and meeting all of the members. The Vice Treasurer (<Vice Treasurer name>) will meet you at 7:15 the morning of the meeting (<meeting date>) to provide you with the cash box, membership listing, etc.

If you have any questions or concerns regarding your responsibilities, please feel free to give me a call at <phone number>. Thanks for being a host!

Sincerely,

<name of host coordinator>

PACT™ Vendor/Host Coordinator

cc: <membership person name and phone number>

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Sample Letter/Email to Vendors

<date>

<vendor name>

<vendor address>

<vendor name>,

Your company is scheduled to be the PACT™ Vendor-of-the-Month in <month>. Attached you will find a copy of the official responsibilities. Basically as Vendor of the Month, you will be able to put your company's brochure on the tables and you will also have a maximum of 5 minutes during the PACT™ business meeting to explain the services your company provides.

Also, as part of the Vendor of the Month, PACT™ would like to include a description of your company on the PACT™ website. A link to your company's web site will also be included, if applicable and if you provide this information. Please send a short description of what you would like on the web site to <Webmaster>.

If you would like to use a PC presentation (e.g. PowerPoint, etc.), please bring your own laptop. Projection equipment is available. If you wish to use this projection system, please arrive by 8:00 a.m. for setup. If you need other equipment, please contact <Vice Program Chair Name> at <phone number>. If additional equipment is needed, you will need to cover any associated costs.

There is a \$75 fee that must be paid in advance in order to be the PACT™ Vendor of the Month. Attached is an invoice for payment. If this fee is not paid in advance, you will forfeit the PACT™ Vendor of the Month opportunity. You can either mail the check to our Vice Treasurer--<Name>, or give the check to our Vice Treasurer--<Name>, at the next PACT™ meeting. Payment must be received prior to your presentation.

If you have any questions or concerns, please feel free to give me a call at <phone number>.
Thanks!

Sincerely,

<Vendor coordinator name>

PACT™ Vendor/Host Coordinator

cc: <webmaster>

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Sample Article for Vendor/Host Sign-up Process

Vendor and Host Sign-up Process

It's time for the Vendor of the Month and Host of the Month sign up!

Vendor of the Month Sign-up:

The Vendor of the Month is an opportunity for PACT™ vendor members to provide a 5-minute presentation during the Information Exchange portion of the PACT™ meeting. If you have not been a Vendor of the Month during (YEAR), you are eligible to be a Vendor of the Month in <year>. The sign-up for the (YEAR) Vendor of the Month spots will be on a first come, first served basis. The sign-up process will begin at 9 AM (not a minute earlier!) on MONDAY, SEPTEMBER <date> Call xxx-xxx-xxxx and leave your name, company, and phone number. The first 12 will be called back to arrange Vendor of the Month spots for (YEAR) and the remainder will be put on a waiting list in case cancellations occur.

Note: You must be a PACT™ member to participate.

Host of the Month Sign-up:

The Host of the Month helps PACT™ by sitting at the registration table to help collect the money (which is a ton of fun as you get to meet everyone and get names and faces in sync!). The sign-up for the (YEAR) Host of the Month spots will also be on a first come first served basis. The sign-up process will begin at 9 AM (not a minute earlier!) on MONDAY, SEPTEMBER <date> Call xxx-xxx-xxxx and leave your name, company, and phone number. The first 12 will be called back to arrange Host of the Month spots for (YEAR) and the remainder will be put on a waiting list in case cancellations occur.

If you have questions, please contact _____, the Vendor/Host Coordinator at xxx-xxx-xxxx.

Note: You must be a PACT™ member to participate.