

LWVH Policy #9 Inventory/Property Management and Location

It is important to retain information on location and access to League property. This property represents investment in time and member funds. The property involved should be managed for accessibility and protection. No equipment shall be rented or borrowed by any individual or organization.

This list should be reviewed annually in September to make sure that items have not been moved or that locations may no longer be accessible.

Please review Document Retention Policy for management of current document and record storage.

Adopted November 1, 2007
Revised December 3, 2009
Updated September 1, 2011
Updated November 1, 2012
Updated October 13, 2013
Revised November 9, 2015
To add reference to Appendix A

**LWVHC Policy #14 Appendix A
Inventory/Property Management and Location**

Item	Location	Telephone
<u>Equipment</u>		
PA System/Mike	Sharon Burlingame	692-4012
Easel/Notepads	Sharon Burlingame	692-4012
10 x 10 Tent/ Cinderblocks (long sign insert)	Stan Kumor	692-7640
<u>Signs/Display Items</u>		
Banner	Sharon Burlingame	692-4012
Sashes	Sharon Burlingame	692-4012
LWV Foamcore Signs	Sharon Burlingame	692-4012
LWV Laminated Signs	Sharon Burlingame	692-4012
<u>Office/Printer Matter</u>		
Keys to P.O. Box	Sharon Burlingame Bill Wilkes	692-4012
Keys to BRCC Record File	Sharon Burlingame	692-4012
LWV Local Government Handbooks	Sharon Burlingame Renee Kumor	692-4012 692-7640
LWVHC Stationery	Sharon Burlingame Linda Hansma	692-4012 595-9219

Treasurer's Stamp & Pad	Bill Wilkes	891-3578
Chamber of Commerce Keys	Sharon Burlingame	692-4012
Two (2) LVWHC banners 1 purple, 1 white	Sharon Burlingame	692-4012

Fundraising Items/ Related Items

Thank-you Notes/Env	Rose Stone	692-5001
Pamela Warr's Notecards	Rose Stone	692-5001
LWV – Not for Women Only Buttons	Sharon Burlingame Linda Hansma	692-4012 595-9219
Immigration CD's	Lee Luebbe Nan Jennings	694-3710 697-6565

Records/Historic Files/Resource Materials

Records	BRCC	
Historic Files/ Scrap Book	BRCC	
Past Election Files		
League Buttons	Linda Hansma Sharon Burlingame	595-9219 692-4012
Election Related Buttons	Sharon Burlingame	692-4012
Women's History Posters	Sharon Burlingame	692-4012
"Uncovering the Sunshine Laws" (2 C/D's)	Sharon Burlingame	692-4012

Updated - March 2016
Adopted July 2016