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# Sample Policies and Procedures Table of Contents

In Chapter 1, you learned that having policies and procedures promotes standardized practices that ultimately ensure safety, support staff member retention, and promote high-quality programming.

***Directions:*** *Use this sample table of contents to guide the development of your policies and procedures manual or handbook. You may decide to use all or some of the policies and procedures listed here, and you may decide to add policies and procedures specific to your program. Make sure your handbook is available in multiple formats (online and in print), at all of your locations, and in the languages spoken in your program.*

**Facilities Policy:** To ensure a safe and secure environment that adheres to local building codes and licensure requirements

Facilities Procedures pg XX

Safety/Security

Indoor/Outdoor Maintenance

Emergency

Licensure

Weather Conditions

Special Facilities Procedures (e.g., pools, computer labs, gymnasiums)

Fire Escape Procedures

**Development Policy:** To secure diversified funds and goods for programming, to convene and respond to stakeholder groups, and to disseminate information broadly

Development Procedures pg XX

Board Stewardship

Fundraising

Communications

Reporting

Conflict of Interest

**Accounting Policy:** To uphold accounting practices to the highest standard and within the specifications of the designated business model/tax code

Accounting Procedures pg XX

Internal Controls

Financial Planning

Reporting, Revenue/Accounts Receivable

Expense/Accounts Payable

In-Kind Contributions

Asset Management

**Staff/Personnel Policy:** To hire and retain staff members without bias and in the interest of their professional development

Staff/Personnel Procedures pg XX

Recruitment/Hiring

Background Checks

Supervision

Promotion

Salaries/Benefits

Leave/Vacation

Staff Member Dismissal

Substitute Procedures

**Program and Participant Policy:** To be equitable in the recruitment, enrollment, and retention of participants; to promote the strengths of each participant and to offer high-quality programs where youth can learn and develop

Program and Participant Procedures pg XX

Enrollment/Wait Lists

Participant Inclusion

Attendance

Activity Planning and Implementation

Medical History and Intervention

Behavior Supports and Management

Discipline

Mandated Reporting

Transportation

Pick-Up and Dismissal

Bus Policies

Field Trips

**Data and Evaluation Policy:** To use evaluation studies and participant data ethically in program improvement efforts and for research

Data and Evaluation Procedures pg XX

Data Use

Data Storage, Security, and Sharing

Privacy and Guardianship

FERPA

Family Consent/Youth Assent for Surveys and Other Data Collection

Reporting

**External Relations/Liability Policy:** To protect the organization/program, staff members, and participants from potential harm or exposure

External Relations/Liability Procedures pg XX

Social Media

News Media

Advocacy

Consent (e.g., photo, information)

Other Employment

Conflict of Interest

Intellectual Property