PFLAG [Chapter Name] Administration Notes

Last updated [date]

Next Update [3 months prior to next board transitions]

# PFLAG National Contacts

| Role | Name | Contact |
| --- | --- | --- |
| Regional Director |  |  |
| Chapter Engagement Coordinator |  |  |
| PFLAG National |  | PFLAG National  1625 K St NW  Suite 700  Washington, DC 20006  Please contact [info@pflag.org](https://default.salsalabs.org/Tbbf840b9-7ab7-4b96-a245-e6d545f805bf/510fea6a-321a-4d63-9e1d-acd8a3812c4d) with questions. |

# Online Accounts

## General chapter email account

Username:

Password:

Procedure: *Who should access the email? How often? Who replies to which emails?*

Settings: *Are there any filters? Forwarding? Blocked addresses?*

Google Groups (if applicable): *What is it used for? Who is the administrator?*

## Google Drive

Folders: *What folders exist? What goes in which folder?*

Documents:

* Bylaws
  + Latest chapter bylaws
  + Latest PFLAG National bylaws
* Governance
* Meeting minutes and agendas
* Treasurer’s/financial reports
* Chapter documents
  + Chapter affiliation agreement
  + Leadership roster
  + Letter of commitment
  + Trademark and Trade Name License Agreement
  + Letter of verification
  + Group exemption letter
  + Bylaws
  + Articles of Incorporation
* Forms
  + Membership
  + Donation
  + Events (if applicable)
  + Volunteer (if applicable)
* Photos

## Member Portal

The Member Portal serves as your centralized hub for all things PFLAG! Here, you can manage your chapter's membership details, unlock exclusive members-only resources, and tap into the National membership benefits extended to chapter members.

Once you have activated your account, you can [login here: pflag.org/memberlogin](http://pflag.org/memberlogin). To Activate your account, please follow the steps below.

**For members who were a part of your chapter leadership before Oct 1, 2023:**

* Go to [pflag.org/memberlogin](http://pflag.org/memberlogin)
* Click “Forgot Password”
* Enter your email address\*
* You will receive an email with instructions on creating your new password

*\*Please note that the email used must be the same email address entered by your chapter. Unsure of what email to use? Check in with your chapter leadership or contact a member of our staff.*

**For members who joined after Oct 1, 2023, including new leadership:**

The chapter will need to add all new members to the Member Portal first!

* Go to [pflag.org/memberlogin](http://pflag.org/memberlogin)
* Click the “Register Here” button
* Enter your information, including your first and last name, email address\*, and preferred password
* Click “Sign Up” to create your account
* You will receive an email containing a validation email with a code that needs to be entered into the registration form.

The chapter will then need to add all new board members to the Leader Directory page once they have activated their account

*\*Please note that the email used must be the same email address entered by your chapter. Unsure of what email to use? Check in with your chapter leadership or contact a member of our staff.*

# Marketing

## Canva

<https://www.canva.com/>

Login:

Password:

## Website

URL:

Login:

Password:

*Note payment details if paying for domain name and/or hosting services*

## Zoom

Username:

Password:

(if not tied to email account)

Link for meetings:

## Social Media

| Channel | Account | Password | Access |
| --- | --- | --- | --- |
| Facebook |  |  |  |
| Instagram |  |  |  |
| Youtube |  |  |  |
| X |  |  |  |
| Other |  |  |  |

### Social media procedure

Procedure: *What gets posted? Who posts? How often?*

## Communications

### Communications for the monthly support meeting: *How is meeting announced? When? To whom and on what platform(s)?*

Newsletter: *Who writes it? Whom is it sent to? What does it include?*

Membership drive: *When is the membership drive announced? To whom? On what platform(s)?*

# PO Box (if applicable)

Address:

Procedure: *Where is the PO Box located? Who checks it? How often? How is it paid for/when is payment due?*

# Finances

## Bank Account(s)

Bank:

Account number:

Routing number:

Check Signers:

Card Holders:

## Grants (if applicable)

*What grants has the chapter gotten? What deliverables is it responsible for? Who is taking that on?*

## Donations

*What platform(s) does the chapter receive donations on? How/where are they deposited? Make sure to include login information for each online donation platform.*

## Check Deposits

*How are checks received? How/where are they deposited?*

## Memberships

Chapter Dues Levels:

Process:

## Insurance

Provider:

Cost per year:

Payment Cycle:

Username:

Password:

## [Annual Filings](https://pflag.org/leader-resource/annual-chapter-responsibilities/)

Due by February 15th annually (because PFLAG’s fiscal/tax year ends on Sept 30th, these filings are required 5 months out from that date which makes it February 15th)

Chapter EIN: XX-XXXXXXX

PFLAG National’s EIN: 95-3750694 (the National EIN should never be used by the chapter, please only use your chapter’s EIN)

[IRS](https://www.irs.gov/charities-non-profits/annual-electronic-filing-requirement-for-small-exempt-organizations-form-990-n-e-postcard):

990-N with the IRS to confirm gross receipts are under $50k

Username:

Password:

[State](https://docs.google.com/document/d/160oFo99eg8yI3nvty0o8GK4mH2gy67jx2gZn7zNgJKY/edit?usp=sharing):

PFLAG National:

* Annual report
  + Chapter ID:
* Membership and board roster updates
* Dues payment ($15/household)
  + Chapter dues levels: