

Document Checklist

New Community Partner

| Document | Description | Signatures Needed |
|---|---|--|
| Fiscal Sponsorship Letter of Agreement (or LOA) | This document is the legal fiscal agreement between your group and Seattle Parks Foundation (the Fiscal Sponsor). It includes responsibilities of both parties and services provided by the Foundation (see <i>Community Partner Services Factsheet</i> for a summary). | Two members of your group, your Seattle Parks Foundation staff steward. |
| Project Addendum | This is the legal description of the project that Seattle Parks Foundation has agreed to sponsor: project description, budget, contacts, partners. It is attached to the Fiscal Sponsorship agreement; an individual partner can have multiple Projects. | Two members of your group, your Seattle Parks Foundation staff steward. |
| Photo Release | You should retain copies of this document in case you photograph volunteers or group members for publication. | Each volunteer or group member photographed should sign a photo release. |

Documents to Keep Track of During a Project

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|--|---|--|
| Itemized, dated receipts, with items purchased visible | Receipts either scanned or photographed flat in good light. | Helpful to have the line item that the receipt is attached to written on or in the margins of the scanned document. |
| Invoices W-9 Form (SPF can provide, or you can get a copy at IRS.gov) | All invoices should have: <ul style="list-style-type: none"> ■ The name and address of vendor or consultant AND a W-9 form filled out (if they are not a corporation or an LLC). ■ Project relevant to the invoice ■ An hourly or stipend rate ■ Invoice time frame ■ Compensation listed separately from reimbursements | Groups should have one person, two people at the most, designated as the submitter of invoices. This creates consistency and accountability for the group. |
| Spreadsheet of Expenses | It is helpful to keep a document listing all expenses and whether they have been submitted or reimbursed, and who the check is payable to, if there are multiple reimbursements | |
| Spreadsheet of Contacts | It is helpful to track volunteers and steering committee members to streamline communications, e.g. send out event announcements, thank yous. | |