**Bristol Organizations March 2019**

**List of Policy and Procedures**

Sample Accident & Injury Reports

Sample Accident Investigation Report

Sample Accounting Manual - Blue Avocado

Sample Accounting Policies and Procedures Manual

Sample Adult Waiver of Liability Form

Sample Annual Report Checklist (PDF)

Sample Applicant Information Release Form

Sample Applicant Rejection/Acknowledgement Letter

Sample Audit Bid Letter

Sample Audit Opinion for Business Entity

Sample Authority to Enter into Procurement Agreements

Sample Audit Opinion Letter

Sample Audit Compilation Letter

Sample Audit Review Opinion Letter

Sample Blog and Personal Web Page Guidelines

Sample Blogging Policy

Sample Bloodborne Paththogens Policy

Sample Board/Staff Agreement for Financial Accountability

Sample Board of Directors Matrix

Bring Your Own Device Policy ((BYOD)

Sample Business Continuity Planning for Non Profits

Sample By-Laws for a Non Profit

Sample Policy on AIDS

Sample Compensable Work Sheet

Sample Compensation Policy

Sample Computer Use Policy/Agreement

Sample Conflict of Interest - Procurement Policy

Sample Confilct of Interest Concerns

Sample Conflict of Interest Policy

Sample Corporate Sponsorship Term Sheet

Sample Crisis Communications Plan

Sample Discipline Documentation Form

Sample Document Retention Policy

Sample Donor Bill of Rights

Sample Driving Record Check

Sample Drug Testing Policy and Procedure

Sample Drug Testing Concent form

Sample Effective Job Performance Feedback

Sample Educational Record Check

Sample Effective Job Performance Feedback Outline

Sample Emergency Seccession Plan

Sample Employee Absence Policy

Sample Employee coaching Script

Sample Employee Discipline Aids

Sample Employee Feedback Script

Sample Employee Time Sheet

Sample Employee Manual

Sample Employment Agreement

Sample Employment Ending Checklist

Sample Employment Reference Check

Sample Employment Reference Phone Script

Sample Employment Safety Agreement

Sample Evaluating Your Executive Director Procedure

Sample eWorkplace HR Policy

Sample Family & Medical Leave Policy

Sample Financial Management Guide for Non Profits (PDF)

Sample Financial Policy

Sample Fiscal Policies and Procedures Template

Sample Financial Procedures Manual

Sample Fund Development Plan

Sample Fund Development Policy

Sample Fundraising Appeals Speech

Sample General Work Rules

Sample Gift Acceptance Policy

Sample Grooming, Piercing & Tattoo Policy

Sample Harassment Policy

Sample Hazard Communications Plan

Sample Hourly Employee Attendance Policy

Sample Independent Contractor Agreement

Sample Internal Audit Policy

Sample Internet and Email Policy

Sample IRS 990 Disclosure Requirements Policies

Sample Job Analysis Checklist

Sample Job Candidate Evaluation Form

Sample Job Offer Letter Format

[Sample eWorkplace HR Policy](http://www.bristolorganizations.org/images/Sample_eWorkplace_HR_Policy.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Family & Medical Leave Policy](http://www.bristolorganizations.org/images/Sample_Family_and_Medical_Leave_Policy.doc" \t "http://www.bristolorganizations.org/null)  
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[Sample Financial Policy](http://www.bristolorganizations.org/images/Sample_Financial_Policy.doc" \t "http://www.bristolorganizations.org/null) [Sample Fiscal Policies and Procedures Template](http://www.bristolorganizations.org/images/Sample_Fiscal_Policies_and_Procedures_Template.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Financial Procedures Manual](http://www.bristolorganizations.org/images/SAMPLE_FINANCIAL_PROCEDURES.doc" \t "http://www.bristolorganizations.org/null)  
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[Sample General Work Rules](http://www.bristolorganizations.org/images/Sample_of_General_Work_Rules.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Gift Acceptance Policy](http://www.bristolorganizations.org/images/Sample_Gift_Acceptance_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Grooming, Piercing & Tattoo Policy](http://www.bristolorganizations.org/images/Sample_Grooming,_Piercing_and_Tattoo_Policy.doc" \t "http://www.bristolorganizations.org/null)  
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Sa[mple Independent Contractor Agreement](http://www.bristolorganizations.org/images/Sample_INDEPENDENT_CONTRACTOR_Agreement.doc" \t "http://www.bristolorganizations.org/null)  
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[Sample IRS 990 Disclosure Requirements Policies](http://www.bristolorganizations.org/images/Sample_IRS_990_Disclosure_Requirement_Policies.doc" \t "http://www.bristolorganizations.org/null)

[Sample Job Analysis Checklist](http://www.bristolorganizations.org/images/Sample_Job_Analysis_Checklists.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Job Candidate Evaluation Form](http://www.bristolorganizations.org/images/Sample_Job_Candidate_Evaluation_Form.doc" \t "http://www.bristolorganizations.org/null)  
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[Sample Job Requirements Checklist](http://www.bristolorganizations.org/images/Sample_Job_Requirements_Checklist.doc" \t "http://www.bristolorganizations.org/null)

[Sample Joint Venture Policy](http://www.bristolorganizations.org/images/Sample_Joint_Venture_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Letter to Corporation for Gift](http://www.bristolorganizations.org/images/Sample_of_Letter_to_Corporation_Requesting_a_Gift.doc" \t "http://www.bristolorganizations.org/null) [Sample Layoff Letter](http://www.bristolorganizations.org/images/Sample_Law_Suit_Proof_Checklist.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Media Policy](http://www.bristolorganizations.org/images/Sample_Media_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Minor Waiver of Liability Form](http://www.bristolorganizations.org/images/Sample_Minor_Waiver_of_Liability.doc" \t "http://www.bristolorganizations.org/null)

[Sample Newsletter Back Page](http://www.bristolorganizations.org/images/Sample_Newsletter_Back_Page.doc" \t "http://www.bristolorganizations.org/null) [Sample Newsletter Front Page](http://www.bristolorganizations.org/images/Sample_Newsletter_Front_Page.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Non Profit Board Policies](http://www.bristolorganizations.org/images/Sample_Nonprofit_Board_Policies.doc" \t "http://www.bristolorganizations.org/null)

[Sample Non Profit By-Laws](http://www.bristolorganizations.org/images/Sample_By-Laws_for_a_Non_Profit.doc" \t "http://www.bristolorganizations.org/null)[Sample Non Profit Procurement Policy](http://www.bristolorganizations.org/images/Sample_Non-Profit_Procurement_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Non Profit Marketing Plan](http://www.bristolorganizations.org/images/Sample_nonprofit-marketing-plan-template.doc" \t "http://www.bristolorganizations.org/null)

[Sample General Work Rules](http://www.bristolorganizations.org/images/Sample_of_General_Work_Rules.doc" \t "http://www.bristolorganizations.org/null) [Sample Letter Request for Corporate Gift](http://www.bristolorganizations.org/images/Sample_of_Letter_to_Corporation_Requesting_a_Gift.doc" \t "http://www.bristolorganizations.org/null) [Sample Occupational Health and Safety Policy](http://www.bristolorganizations.org/images/Sample_Occupational_Health_and_Safety_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Organization Chart](http://www.bristolorganizations.org/images/Sample_Organization_Structure.doc" \t "http://www.bristolorganizations.org/null)[Sample Organizational Systems Checklist](http://www.bristolorganizations.org/images/Sample_Organizational_Systems_Checklist_for_Non_Profits.doc" \t "http://www.bristolorganizations.org/null)

[Sample Password Policy](http://www.bristolorganizations.org/images/Sample_Password_Policy_Template.docx" \t "http://www.bristolorganizations.org/null)

[Sample Policy on Taking Public Policy Stands](http://www.bristolorganizations.org/images/Sample_Policy_on_Taking_Public_Policy_Stands.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Progressive Employee Dicipline Policies](http://www.bristolorganizations.org/images/Sample_Progressive_Employee_Discipline_Policy.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Records Retention Policy](http://www.bristolorganizations.org/images/Sample_Record_Retention_Policy_Sample.doc" \t "http://www.bristolorganizations.org/null) [Sample Risk Mgmt. Checklist for Boards](http://www.bristolorganizations.org/images/Sample_Risk_Management_Checklist_for_Boards.doc" \t "http://www.bristolorganizations.org/null)

[Sample Risk Management Policy](http://www.bristolorganizations.org/images/Sample_Risk_Management_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Sexual Harrassment Policy](http://www.bristolorganizations.org/images/Sample_Risk_Management_Policy.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Sexual Harassment Statement](http://www.bristolorganizations.org/images/Sample_Sexual_Harassment_Statement.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Slip and Fall Checklist](http://www.bristolorganizations.org/images/Sample_Slip_Fall_Checklist.doc" \t "http://www.bristolorganizations.org/null)

[Sample Smoke Free Workplace](http://www.bristolorganizations.org/images/Sample_Smoke_Free_Workplace_Policy.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Social Media Policy](http://www.bristolorganizations.org/images/Sample_Social_Media_Policy.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Strategic Plan Template](http://www.bristolorganizations.org/images/Sample_Strategic_Plan_Template.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Telecommuting and Flex Work Agreement](http://www.bristolorganizations.org/images/Sample_Telecommuting_and_Flex_Work_Agreement.doc" \t "http://www.bristolorganizations.org/null)  
[Sample Telephone Reference Check Form](http://www.bristolorganizations.org/images/Sample_Telephone_Reference.doc" \t "http://www.bristolorganizations.org/null)

[Sample Temporary Help Screening Worksheet](http://www.bristolorganizations.org/images/Sample_Temporary_Help_Screening_Worksheet.doc" \t "http://www.bristolorganizations.org/null)

[Sample for Developing Guidelines for Corporate Sponsors](http://www.bristolorganizations.org/images/Sample_Term_Sheet_for_Developing_Policy_Guidelines_on_Corporate_Sponsorships.doc" \t "http://www.bristolorganizations.org/null)

[Sample Termination Meeting Checklist  
  
Sample Transportation Policy](http://www.bristolorganizations.org/images/Sample_Termination_Meeting_Checklist.doc" \t "http://www.bristolorganizations.org/null)

[Sample Travel and Other Expense Reimbursement Policy](http://www.bristolorganizations.org/images/Sample_Travel_and_Other_Expense_Reimbursement_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Violence Prevention Policy](http://www.bristolorganizations.org/images/Sample_Violence_in_the_Workplace_Prevention_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Volunteer Policy](http://www.bristolorganizations.org/images/Sample_Volunteers_Policy.doc" \t "http://www.bristolorganizations.org/null)[Sample Volunteer Bill of Rights](http://www.bristolorganizations.org/images/Sample_Volunteer_Bill_of_Rights.doc" \t "http://www.bristolorganizations.org/null)

[Sample Volunteer Tracking Form PDF](http://www.bristolorganizations.org/images/Sample_Volunteer_Tracking_Form.pdf" \t "http://www.bristolorganizations.org/null)  
  
[Sample Vote by Email Policy](http://www.bristolorganizations.org/images/Sample_Vote_by_Email_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Waiver Packet of Forms](http://www.bristolorganizations.org/images/Sample_Waiver_Packet.doc" \t "http://www.bristolorganizations.org/null)  
  
[Sample Whistleblower Policy](http://www.bristolorganizations.org/images/Sample_Whistleblower_Policy.doc" \t "http://www.bristolorganizations.org/null)

[Sample Whistleblower Policy – alternative](http://www.bristolorganizations.org/images/Sample_Whistleblower_Policy_Alternate.doc" \t "http://www.bristolorganizations.org/null)  
  
  
[Sample Work Injury Forms TN/VA Workers Comp. PDF](http://www.bristolorganizations.org/images/Sample_Work_Injury_Form_TN_and_VA_Workman_s_Comp.pdf" \t "http://www.bristolorganizations.org/null)

[Sample Workplace Safety Rules](http://www.bristolorganizations.org/images/Sample_Workplace_Safety_Rules.doc" \t "http://www.bristolorganizations.org/null)

[Sample Workers Compensation Claims Checklist](http://www.bristolorganizations.org/images/Sample_Workers_Compensation_Claims_Checklist.doc" \t "http://www.bristolorganizations.org/null)

[Sample Templates for Non Profits](http://www.bristolorganizations.org/images/Samples_and_Templates_for_Nonprofit.doc" \t "http://www.bristolorganizations.org/null)

[Sample Employee Manual – SCORE as example](http://www.bristolorganizations.org/images/Sample_Employee_Manual_for_SCORE.doc" \t "http://www.bristolorganizations.org/null)

Sample Purchasing Forms (MS Excel)

[Purchase Request Form (MS Excel)](http://www.bristolorganizations.org/images/Sample_Purchase_Request.xls" \t "http://www.bristolorganizations.org/null)

[Purchase Order Form (MS Excel)](http://www.bristolorganizations.org/images/Sample_Purchase_Order-_Excel_Format.xls" \t "http://www.bristolorganizations.org/null)

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[Request for Quotation Form (MS Excel)](http://www.bristolorganizations.org/images/Sample_Request_for_Quotation.xls" \t "http://www.bristolorganizations.org/null)

[Verbal or Telephone Quote (MS Excel)](http://www.bristolorganizations.org/images/Verbal-Telephone_Quote.xls" \t "http://www.bristolorganizations.org/null)

[Purchase Requisition Log (MS Excel)](http://www.bristolorganizations.org/images/Sample_Requisition_Log.xls" \t "http://www.bristolorganizations.org/null)

[Sample Proforma Profit and Loss (Estimated) (MS Excel)](http://www.bristolorganizations.org/images/Sample_Profit_Loss_Format.xls" \t "http://www.bristolorganizations.org/null)

[Sample Fundraising Schedule (MS Excel)](http://www.bristolorganizations.org/images/Sample_Fundraising_Schedule.xls" \t "http://www.bristolorganizations.org/null)

[Sample Strategic Plan Weakness Schedule (MS Excel)](http://www.bristolorganizations.org/images/Sample_Strategic_Plan_Weakness_Schedule.xls" \t "http://www.bristolorganizations.org/null)

[Sample Strategic Plan Threat Schedule (MS Excel)](http://www.bristolorganizations.org/images/Sample_Strategic_Plan_Threats_Schedule.xls" \t "http://www.bristolorganizations.org/null)

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