

Chicagoland Food Science Foundation Leadership Team Handbook

Version 2026 - 2027



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Introduction

The Chicagoland Food Science Foundation (CFSF) is the Foundation of Chicago Section of the Institute of Food Technologists (CSIFT). The Section boundaries encompass the northern part of the State of Illinois and include the Illinois postal zip codes 600-619, 623, 625-627, 463, and 464. However, the Chicago Section IFT accepts local membership from any interested person from any other location who pays a full Member's annual dues. CSIFT supports the Foundation with donations and with providing members of its leadership team serving on the CFSF Board of Directors.

The CFSF is a 501c3 non-profit organization with a mission to grow & support the next generation of food and beverage industry professionals. Our vision is to inspire all ages to be engaged in the science of food.

The Foundation has a leadership team that consists of a Board of Directors (BOD), with a Chair, Past Chair, Chair-Elect Treasurer, Secretary, and additional directors. Three of the Board members have shared positions with Chicago Section. They serve as advisors. The remaining board members are elected to their positions and are designated as independent. The shared members hold the position of Secretary, Past CSIFT Chair and current CSIFT Chair. Independent members cannot hold elected roles in CSIFT. The historical list of Chairs of the Foundation is listed in the Appendix.

The elected directors are chosen from a call for volunteers to be a part of CFSF Board. Prior to the call out, the board will review current skills and assess skills that are needed on the board. Interested volunteers are required to fill out a form that includes why they are interested and what type of skills (*i. e.*, accountant, lawyer, fundraising, etc.) they have that would benefit the Foundation. The Board will review the submitted forms and vote on the candidates. A vote is required for the interested party to be extended an invitation to be on the board.

We are proud of our accomplishments and are eagerly looking forward to the future of extending the reach of our mission and vision.

In an effort to record and document the activities of the Foundation, this Handbook has been prepared to outline Foundation Board Member and Committee leadership responsibilities and activities.

This document will be updated from time to time, and the new issuance date will be recorded on the cover. It will be produced in an adobe.pdf format, published on the Foundation website, and maintained in digital format by the Foundation's Business Office.



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Vision and Mission

Vision: Inspire all ages to be engaged in the science of food.

Mission: Grow & support the next generation of food and beverage professionals.

Founded by the Chicago Section IFT in 2015, the Chicagoland Food Science Foundation (CFSF) was formed to increase awareness of the science of food and to support those already earning degrees to work in the Chicagoland food and beverage industry.

Officers & Board Members

The Chicagoland Food Science Foundation has a leadership team that consists of Officers and Board Members.

Board Member Expectations

Elected Board Members serve a three-year term beginning September 1 of the elected year through August 31 three years later. Officers and board members may be removed for cause or they can resign. The Foundation By-laws and Conflict of Interest / Code of Conduct Policy provide more information concerning this process.

The Board meets monthly September – June usually via conference call. Board members are expected to attend a minimum of two-thirds of all scheduled board meetings – six of the nine meetings – for approximately one hour.

Additional meetings may be scheduled with at least ten (10) days' notice before the meeting and may be in person or an electronic meeting via conference call.

Board members may be excused if due to temporary relocation during the year, due to illness, or other similar challenges. Excused absence is at the discretion of the Board.

Each board member is also expected to lead or be a member of at least one CFSF committee. The current committees include:

- | | |
|-------------------------|-----------------------------|
| a. Audit | e. Governance |
| b. Finance | f. Marketing/Communications |
| c. Fundraising | g. Outreach |
| d. Giving / Scholarship | |

There are sub-committees under several of the committees such as the annual golf outing is a subcommittee of Fundraising. Additional committees or temporary task forces may be developed, *i. e.* Investment, Long-Range planning, or others. There is a commitment to attend a minimum of 2/3 of committee meetings.

In addition to professional expertise, each Board member should have practical experience in one or more of the following areas: marketing, fundraising, business development, investment portfolio management, strategic thinking, and/or social media skills.

Additional qualities of board members include:

- **Encourage accountability.** Board members reinforce a culture of accountability among Board members, and effectively delegate tasks to Committee members.
- **Strategic decision-maker.** Board members are future-focused thinkers who actively lead discussions about the future of food science.
- **Well-networked catalyst.** Board members have contacts in the food industry and can successfully secure support for CFSF events, meetings, and objectives/

Each Board member should commit to these actions:

1. Being an active advocate and ambassador for the values, mission and vision of CFSF.
2. Inviting professional and social contacts to events (i. e. especially fundraisers) hosted by CFSF.
3. Leveraging connections to help CFSF expand its base of volunteers and donors.
4. Raising visibility of CFSF with measurable results in terms of donors, volunteers and community partnerships
5. Working with fellow Board members to fulfill the obligations of Board membership.
6. Preparing for meetings by reviewing materials and bringing the materials to meetings.
7. Remaining informed about the organization, its issues, and its connection to the community.
8. Supporting the charitable contributions operation of the Foundation (e.g., donations and/or fundraising.
9. As needed, using personal and professional contacts and expertise to benefit the Foundation.
10. Effectively collaborating with and respecting the authority of the Foundation's leadership staff.

The Foundation has three delegated Board members coming from CSIFT. This includes the Section Chair, past Chair and Secretary. The current Officers, Board Members, and Committee Chairs for the Foundation are listed on the website. The duties of each of the Officers and elected members are identified in the By-Laws of the Foundation and are summarized with additional detail on the following pages of this document.

Officer & Board Member Responsibilities

Officers

The Foundation Officers are comprised of the Chair, Chair-Elect, Past Chair, Secretary, and Treasurer.

Chair of the Foundation

Term of Office: One year commencing on September 1 (second year of three-year commitment).

Responsibilities:

- Present at least annually at a CSIFT Executive Committee Meeting to share updates and to keep connection between the organizations strong. (Present Annual Report at February meeting)
- Write a Foundation update for the monthly Chicago Section IFT Board meeting.
- Manage the affairs of the Foundation
- Act as Chair and voting member of the Foundation
- Serve as member of the Finance Committee. Preside at all meetings and ceremonies of the members.
- Appoint Committees, including Committee Chairs, no later than September 1.
- Communicate with all Committee Chairs to ensure completion of events
- Work with the Business Office, Committee Chairs, Treasurer and Finance Committee to set the budget. Communicate with the Finance Committee to understand investment strategy as well as funds available.
- Set up a regularly scheduled monthly meeting with the Chairs and Business Office to plan Foundation meetings, monthly agendas, and manage any issues. Usually one week before a Board meeting.
- Present/Connect Annual Report to current sponsors
- Work with Marketing Committee on Social Media communications.
- Meet with Committee Chairs regularly throughout the year.
- Assemble monthly Foundation Meeting Agenda and Packet.
- As needed, acknowledge donations to the Foundation in the form on a thank you email.
- Distribute performance review packets of Management Company and present to Executive Committee.
- Coordinate with the Section for the Management of the contract renewal process - Review due in April with report due in May.
- Coordinate the signing of the Conflict of Interest / Code of Conduct Policy with all new / incoming Committee Chairs, Board members, and Officers.
- Work with Chair-elect and past Chair for strategic planning for the Foundation by setting up monthly Chairs meetings with the three chairs and IAMF.
- Thank outgoing volunteers with cards and small gifts.

Chair-Elect of the Foundation

Term of Office: One year commencing on September 1 (first year of three-year commitment). Official term starts in September but work begins as soon as elected.

Responsibilities:

- Serve as a voting member of the Foundation.
- Preside at Foundation meetings in absence of the Chair and Past Chair.
- Assist the Chair as required on special projects / strategic planning / Big Ideas.
- Work with the Chair on all matters concerning the management of the Foundation.
- Serve on the Marketing Committee, provide input to Marketing Committee Chair for managing Social Media communications on LinkedIn.
- Select meeting dates for the following year.
- Work with Chair and Past Chair for strategic planning for the Foundation.
- Manage social media accounts and fundraising.
- Plan the annual leadership training for June / August.

Past Chair of the Foundation

Term of Office: One year commencing September 1st (third year of three-year commitment).

Responsibilities:

- Serve as a voting member of the Foundation.
- Serve on Board and attend monthly meetings.
- Act as committee chair for the Governance Committee.
- Preside at Foundation meetings in absence of the Chair.
- In August of each year request that the Business Office orders a gavel for the incoming Chair.
- Work with the IAMI office to initiate the call out in early June to recruit new board members and chair for upcoming year that starts September 1.
- Revise handbook as deemed necessary to keep updated with any and all changes. These updates will then need to be approved by the Board.

Secretary of the Foundation

Term of Office: This role is shared with CSIFT. Typically, it is a one-year term commencing on September 1. Limit of 3 consecutive years.

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Responsibilities:

- Record minutes of all meetings. Work with the Business Office to include in the agenda for the next month's meeting for approval at the Board meeting.
- Preside at Board meetings in absence of Chair, Past Chair, Chair Elect, and Treasurer.
- Serve as a voting member of the Board of Directors.

Treasurer of the Foundation

Term of Office: One year commencing on September 1 customarily filled for three (3) years).

Responsibilities:

- Serve as a voting member of the Board of Directors.
- Serve as member of Finance Committee.
- Serve as an active member of the management contract renewal committee; provide financial implications to budget, assets, and cash flow.
- Prepare / Work with Finance Chair to prepare annual budget and its implications to assets and investments for approval by the Board of Directors. Final budget due for approval no later than the June Board meeting.
- Provide Board with financial implications of assets and cash flow when the Board is discussing the addition of a non-budgeted expense.
- Supervise Business Office to receive funds and deposit them in the name of the CFSF. Supervise Business Office to make an account of all disbursements of the Board.
- Coordinate the transfer of signature cards annually.
- Supervise Business Office to issue all payments.
- Approve all checks for reimbursements using the Expense Reimbursement Form signature line.
- Work with Business Office for preparation of financial reports including Balance Sheet, Income Statement, and Budget Report (or Profit & Loss Statement) at minimum on a quarterly basis.
- Work with Finance Committee on management of Investment Accounts designated for Scholarships / Donations. Report balances and performance of Investment Accounts to the Board on a quarterly basis at minimum. Act as primary authorized representative of the Board in making investment transactions (i.e. bond purchases and sales).
- Submit monthly and audited final financial reports to the Board.
- Preside at Board meetings in absence of Chair, Past Chair and Chair Elect.
- Supervise the Tax & Accounting Company that prepares the Section Income Tax Returns on annual basis alongside the Audit Committee.
- Review the annual Audit with the Audit Committee.

Foundation Board of Directors

- The Foundation Board meets from September through June of each year in a business meeting held as scheduled. Additional meetings may be scheduled with at least ten (10) days' notice before the meeting and may be in person or electronic meeting via conference call.
- Each member of the Board is requested to serve on one Committee during each year of his/her term, providing direction to committee leadership and participating in committee reporting during the Board meetings.
- Each member is also required to attend the expected minimum number of Board meetings as documented in the bylaws missing less than 3 consecutive meetings. Miss a total of 3 meetings annually you will be moved to an advisory position.
- Each member is expected to sign a Code of Conduct and Consent of Board Member expectations upon starting term.
- Each member of the board is expected to contribute with time, talent, or treasure.

Foundation Business Office

The Board may employ a contracted Business Office. The duties of the Business Office will vary depending on contractual or volunteer agreements, but shall in general be as follows for general Board and Committee Support:

1. Attending virtual and in-person meetings as invited.
2. Setting up virtual meetings using the virtual meeting platform of choice as requested.
3. Providing reports (as scheduled) on IAMI activities.
4. Providing administrative support to document the agenda and meeting minutes for Board of Directors meetings. The reports included in the agenda and the actual agenda are determined by the Board Chair.
5. Providing data and information on specific issues within 7 days as requested so decisions can be made by leadership. Examples include event reports, scholarship recipient data, and financial reports, etc.
6. Meeting regularly with the Chairs, Treasurer, Finance Chair and other leaders to discuss strategy, meeting agendas, financial reports, or anything else to keep communications open.
7. Supporting the annual Leadership Training by attending and participating as requested by the leadership team.

CSFS current Business Office is:

International Association Management, Inc. (IAM) 13404 S Tall Pines Lane, Plainfield, IL 60544

CSFS Telephone #: (630) 916-4960

CSFS Mailing Address: 13404 S Tall Pines Lane, Plainfield, IL 60544

Role of Committees & Sub-Committees

A Committee can be one of the most productive tools with which the Foundation has to work. Committee members are faced with the challenge of getting involved in the work the Committee was formed to accomplish. Each member's contribution and participation on the Committee will determine the success or failure of the Committee.

Functions of a Committee

The primary function of a Committee is to contribute to the efficient operation of the Foundation. In most cases, Committees are concerned with communicating information and assisting the Board in the decision-making process. The findings of a Committee have a direct impact on the decisions made by Board.

Committee Work Plan

The purpose of the Committee Work Plan is to guide the goal setting exercises of each Committee of CFSF. Each Committee Chair is asked to lead their Committee in a planning exercise to determine their goals and timelines for accomplishing their plans through the year.

The work plan is to be completed and submitted to the Section Chair by **August 30** for discussion at the September Board of Directors meeting.

The following information should be included in the annual committee report.

- Committee Name
- Committee Chair
- List of Committee Members
- Goals for the year
- Committee Meeting schedule
- Planned activities

Committee Chairs

Even with capable members, a Committee without strong leadership is at a disadvantage. Responsibilities of Committee Chairs are defined in relation to each specific Committee. The Chair's role will normally change as the work of the Committee changes.

The success achieved as a Committee Chair will depend largely upon that person's ability to preside over meetings and guide the Committee toward its defined goal. When the Foundation Chair is selecting Committee Chairs, he/she should clearly discuss expectations for the Committee, the time commitment necessary to achieve success and execute the specific duties required during the year.

To assist with achieving success the Committee Chair should:

- Establish goals and schedules and monitor these throughout the year.
- Always begin meetings on time.

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- Conduct meetings from an agenda.
- Briefly and clearly state the reason for the meeting at the beginning. Review the Committee's objectives relative to the Section's objectives. Assure that adequate minutes are maintained and distributed.
- Report the activities of the Board. Attend Board meetings.

There are general responsibilities that are common for all Committee Chairs, which include:

- Developing the Committee organization and structure.
- Scheduling meetings. The Foundation has a Zoom subscription. All conference call committee meetings should use this subscription. Every meeting should invite the following people:
 - Committee members
 - Business Office
 - Foundation Chair

If requested, the Business Office will support your meetings by:

- Taking minutes and setting up the meeting invites.
- Preparing and/or approving agendas.
- Presiding at meetings.

Preparing the Committee's **budget**. Chairs of each Committee shall have budgeting responsibility. Each Committee Chair is responsible for:

- Developing the budget for the following year with adequate detail.
- Calculating the net surplus or loss for the committee budget.

Committee Members

The composition of each Committee is specific to the needs of the Committee. It is likely that the incoming Foundation Chair will work with the selected Committee Chair to appoint Foundation Committees.

As the role of the Chair is to appoint committee chairs, it is up to the discretion of each incoming Foundation Chair to make changes to committees and committee leadership. It is desirable to have Committee Chairs appointed in time to start functioning on September 1.

Unless otherwise noted in the Foundation By-Laws or Committee organization, Committee Chairs and members are appointed for a term of one year. Committee Chair appointments are made by the incoming Chair generally in May to August for the following fiscal year.

When selecting members, it is important to find individuals that are willing to serve and clearly understand what is expected of them. Filling Committees with individuals who do not clearly understand their role or the expectations of their role and commitment they are making will only result in a lack of success of the Committee.

To provide for continuity and for the development of future leaders, it is important that Committees are made up of a balance of successful, experienced members with members that are new to the Foundation. New members provide a fresh outside perspective, while experienced members provide guidance and history.

It is always to the Committee's benefit to appoint members who are knowledgeable and interested in the Committee's area of activity. The Chair should provide the Committee with background and leadership to help the Committee function successfully.

Standing Board Committees

The Foundation depends on its seven Committees to implement the strategies developed by the Board of Directors. Committee leaders/members may devote a few hours a year to selected events or they may lead fundraising efforts on a more regular basis.

Current Foundation Committees.

1. **AUDIT COMMITTEE:** Responsible for ensuring the annual audit is conducted in a satisfactory manner. Time commitment: 2-4 hours/month from December-March annually to review the 3rd party audit reports.
2. **FINANCE COMMITTEE:** Responsible for annual budget, for reviewing all financial reports (monthly), and for presenting financial status to the Board. Time commitment is 1.5 hours/month (Sept-June) and approximately 3 hours/month (April-June) for budgets.
3. **FUNDRAISING COMMITTEE:** Responsible for supporting fundraising events and identifying new fundraising opportunities. Time commitment for fundraising can range from 5-10 hours to provide support for a small event or 10-30 hours for larger events. We will accept anyone interested in supporting at any level!
4. **GIVING COMMITTEE:** Identifies and recommends giving opportunities. Manages the CFSF Competitive Scholarship Program. Time commitment ranges from recommending giving opportunities annually for 1-3 hours (April/May), to serving as a juror for 1-3 hours (April), to supporting the larger activities of the scholarship program for 10-15 hours (Jan-June).

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5. **GOVERNANCE COMMITTEE:** Manages all changes to policies, bylaws, and call for board members. Time commitment: 2-5 hours annually to review policies and recommend updates (May/June and/or Sept/Oct).
6. **MARKETING / COMMUNICATIONS COMMITTEE:** Manages the creation and distribution of marketing and communications materials. Time commitment: 2-3 hours annually for reviewing/updating the marketing and social media strategy, 2-3 hours annually for providing / reviewing content for emarketing (via Constant Contact), 1 hour weekly to post on LinkedIn and Facebook.
7. **OUTREACH / OUTREACH EVENTS:** Drives awareness of CFSF by inspiring today's youth and increasing their awareness of a food science career path. Time commitment: unsure of exact time to creating annual strategies to reach students in grades 6-12 and to plan and execute events such the Chicago High School for Agricultural Sciences Food Science Day. This is a Committee with an opportunity to create a legacy for yourself by shaping it.

The following section provides a more detailed description of the work of each committee.

Audit Committee Procedures

The purpose of the Audit Committee is to review the financial records of the Foundation at least annually.

CFSF policy states that an outside audit is conducted every year. The Audit Committee assists the Business Office with the preparation for the outside audit. This includes assisting with ensuring that the financial records are up to date, the investment income is recorded, deferred revenue is marked as deferred, and assisting the business office with any necessary adjusting journal entries.

The outside audit is usually scheduled for early December. All preparation for the audit should be completed no later than November 15 of that year. The Audit Committee reviews all documents submitted by the Business Office for the audit and reads all reports issued from the auditing company to confirm the accuracy of all statements made by the auditing company. The process includes confirming that QuickBooks balance sheet information/trial balance agrees with bank statements as of August 31.

The Audit Committee is included in all emails between the Business Office and the Treasurer and the Finance Committee for reporting of the monthly financial statements and budget reports. If the Audit Committee identifies any concerns, they should be addressed as quickly as possible.

The Audit Committee should also review the financial records during September of each year as part of closing the books for taxes and when there is a transfer of the Section books to a new Treasurer.

The chair of the Audit Committee is appointed by the incoming Foundation Chair and at least one additional member recruited.

The Audit Committee Chair and members shall be members that are in good standing with the Foundation. The Foundation Treasurer and any other Officer or Members having check signing authority should not serve on this Committee.

The Committee shall meet, at a minimum, twice a year - during September to review the end of fiscal year financial records and in December/January to prepare/review for the annual outside audit. The committee shall review the annual tax return and monitor requirement/compliance with public support test to maintain foundation's status as a publicly supported organization.

At least one member of the audit committee should be present at the golf outing to monitor cash transactions. Non-board member volunteers should not handle cash during the golf outing.

IAMI Support of the Audit Committee

- Provide all reports necessary for the annual audit and tax return preparation by December 20 of each year.
- Communicate monthly to Section leadership (Finance, Audit, Treasurer, and Chairs) regarding the financial matters.

Finance Committee Procedures

The purpose of the Finance Committee is to serve as advisors to the CFSF Board on all CFSF financial matters, to assist the Treasurer and Foundation Chair in preparation of the Annual Budget, and to recommend to the CFSF Board when and how to invest all non- operating funds.

The Finance Committee will work together with all committees and the CFSF Business Office to ensure that the annual budget is a balanced budget that accurately reflects the program and infrastructure goals for the coming year.

Duties:

- Serve as advisor to the Treasurer and Business Office staff on maintenance and monthly reporting of all financial status reports.
- Work with Treasurer and Foundation Chair to develop an Annual Budget during June/July of each year.
- Work with Treasurer to assure proper distribution and investment of income and disbursement of funds dedicated to the Scholarship Funds.
- Work with Treasurer to review Foundation financial reports.
- Convene Finance Committee to decide recommended investments for surplus non-operating funds and provide recommendations to the CFSF Board for vote before investment.
- Develop, maintain, and revise CFSF Financial Policy.
- Participate in development of and review of the Profit and Loss / Budgets for the annual Golf Outing.

The Committee Chair is appointed by the Foundation Chair. The Committee Chair shall appoint/recruit additional members as needed from the Section general membership. Meetings shall be held as needed to conduct above duties.

Financial Policy

Detailed procedures for financial responsibility of the Foundation and Business Office can be found in a document entitled, "CFSF Fiscal Policies and Procedures".

Foundation Budgeting

1. As the budget is developed during the summer of each year, there should be a goal of “reducing costs for the Foundation” as a minimum for most Foundation events. The primary revenue is gained from the Golf Outing and CSIFT donations. Each event should be reviewed during the Budget Review process to determine if appropriate fees are being charged.
2. The budget shall be developed in accordance with the following schedule:
 - Initial request for budget information in April.
 - Submission of requests to Finance Chair / Treasurer by May.
 - Finance Committee Chair submits draft budget to CFSF Board in June for approval at the June business meeting.

IAMI Support of the Finance Committee

1. Providing financial reports to the Treasurer and Finance Committee as scheduled.
2. Communicating to Foundation leadership regarding financial matters as scheduled.
3. Maintaining documents and records necessary to complete the annual taxes prep and audit.
4. Managing the financial records in Quickbooks providing reports as defined in the finance policy.
5. Paying all bills before the due date.
6. Reimbursing all expenses within 30 days of receipt and approval.
7. Making bank deposits (cash and checks) within 5 days of receipt.
8. Creating any necessary invoices.
9. Creating donation receipts as requested by the donor.
10. Signing all event contracts.
11. Assisting with the transfer of funds from CSIFT to CFSF within 5 days of request approval.

Foundation Growth & Engagement

The purpose of the Fundraising Committee is to raise funds to support CFSF's giving mission while driving awareness of the Foundation's charitable mission with students, organizations, and the food industry members who support the profession.

While it is the expectation that each board member will help drive any and all efforts to raise funds for the Foundation, a central committee is required to organize the variety of methods used to bring funds in. The committee needs to develop a fundraising strategy for the upcoming year, determine the volunteer support needed for the activities, and develop and submit the calendar of activities to the board for approval.

Driving awareness of the Foundation's charitable mission is essential to a successful campaign to raise funds.

Fundraising Activities

- **Golf Outing:** To promote awareness of CFSF and to raise funds for scholarships and outreach programs. Usually held the last week of September.
- **Friends of the Foundation:** To drive corporate engagement/giving via the Foundation Sponsor Program. Tied to January-December calendar – push is mid-December and continues through the year.
- **Company-hosted Events.** For several years, IFANCA has hosted a fundraiser in late August.
- **Co-CSIFT Events.** Trivia Night: To promote awareness of CFSF and to raise funds for scholarships and outreach events. Usually held in either January or April in conjunction with CSIFT.
- **Grants.** The Grant Committee reviews grant opportunities to identify potential funds.
- **Online Silent Auction:** To promote awareness of CFSF and to raise funds for scholarships and outreach events. Usually held in February-May culminating in a networking event.
- **Direct Appeal:** To bring in funds from individual as well as corporate donors. Work with Marketing/Communications committee to develop a letter which shows positive impact of Foundation. Often scheduled in late March/early April before tax season ends on April 15.
- **Endowments:** Campaign to be named in wills.

IAMI Support of the Fundraising Committee

Provide project management support overseeing these events.

A. Fund-raising Events

1. Company-hosted events. Support events similar to the IFANCA August events.
2. Co-CSIFT events.
 - a. Support CSIFT fund-raisers such as the annual Trivia Night. (April)

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- b. Support the CSIFT Student Day at the annual Suppliers' Day. (November)
 - c. Support the CSIFT Scholarship Recipient Mentor Program. (August-November)
- 3. Silent Auction. Semi-annually or as included in social events.
 - a. Maintain the online bidding website (before, during, after event).
 - b. Ensure proper marketing is developed and promoted for the event including the website.
 - c. Assist with solicitation and organization of items for raffle prizes and auction sales.
 - d. Assist committee with setting up raffle baskets, taking pictures of raffle items, and organizing items for raffle.
 - e. Upload all photos and descriptions for each item for bidding purposes.
 - f. Provide appropriate tax documentation for winning bidders.
 - g. Manage shipping of auction items; provide office for pickup of auction items.
- 4. Golf Outing. 2-3 staff members on the day of the event. IAMI will provide support and leadership in the planning and activities leading up to the event. This includes:
 - a. Coordinating event registration.
 - b. Coordinating sponsorship and donation solicitation.
 - c. Providing a place for volunteers to organize "goodie bags" or filling goodie bags with
 - d. Ensuring appropriate marketing is developed and communicated.
 - e. Ensuring all promotional event items (golf balls, tshirts, hats, signage, etc.,) are branded with the appropriate Section / Foundation logo.
 - f. Ensuring there are adequate volunteers to sell raffle tickets, help at registration, etc.
 - g. Providing post-event reports.
 - h. Providing cost-analyses to determine golfer and sponsor fees.
- B. **Social Events.** From time to time (perhaps annually?), CFSF will have social events that recognize sponsors, volunteers, and to raise awareness of the work of the Foundation. Current events include the 10th Anniversary Party (2025) and a potential Murder Mystery Night in 2026?

IAMI will provide the following support for these events:

1. Venue selection
 2. Food/beverage selection
 3. Registration set up and management
 4. Webpage and marketing creation
 5. Program support with volunteer leaders
 6. Reports
- C. **Video Contest Support.** CFSF wishes to engage food science students from local universities to create short videos aimed at students in grades 3-12 to increase awareness of the food and beverage industry. IAMI will provide admin support to Foundation leaders similar to the support provided for student scholarships.
- D. **Sponsorship and Donation Solicitation Support**
- a. Maintaining a list of sponsorship opportunities.
 - b. Maintaining a historical list of companies who have sponsored the Foundation.
 - c. Providing appropriate tax documentation to sponsors.
 - d. Contacting current sponsors to renew their annual sponsorships.
 - e. Creating and maintaining letters/templates used to solicit corporate and individual donors.
 - f. Cross-selling CFSF sponsorship to existing event sponsorships as opportunities arise.

Giving Committee

The objective of the Giving Committee is to determine a plan for the most impactful way the Foundation can accomplish its mission: To develop, promote and support the current and next generation of food and beverage industry professionals through food industry awareness and scholarship programs while working in close collaboration with CSIFT.

Currently, the largest segment of giving is in the form of the competitive scholarship program at the college level.

Sub-committees include

1. **Scholarship Committee.** The purpose of the committee is to determine criteria for the scholarships – and any modification needed from previous year’s application
 - Work with IAMI to update application form on-line
 - Work with Marketing Committee on the communication/marketing of the scholarship program for student awareness
 - Jury selection and training
 - Analysis of the Jury Scores to select recipients
 - Communication of recommended recipients for Board Approval
 - Update Recipient and Non-Recipient Letters and work with IAMI so that all students are notified.
 - Ensure all students send in photo, video and permission form for communication of the scholarships
 - Announcement of recipients at Tanner and write article for LinkedIn, CSIFT Newsletter, and CFSF Constant Contact e-Blast
 - Ensure historical information is updated with number of applications, schools, recipients, diversity, etc.
 - Work on process where a financial need-based scholarship can be given
 - Work with Companies wanting Named Scholarships for process, selection, etc.
2. **Other Giving Programs Include:**
 - **4-H Food Science Program**
 - a) Work with the State Extension Office in the Fall of the year to put together a communication plan for them to send to all county extension office to notify 4-H Leaders

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- b) Work with the State Extension Office to do a Food Science Awareness Webinar for all State 4-Her interested in learning about what is the Food Science Project around February when 4-Her sign up for projects for the summer fair.
 - c) Follow-up with State Extension Office in early Spring to ensure communication has happened
 - d) Work with IAMI to send gift cards to State Extension Office to distribute to Counties
 - e) Work with State Extension Office to collect metric numbers on number of 4-H members taking Food Science Program. Collect names and contact information, reach out to recipients to quotes and possible mentor program.
- **IFT Educator Program**
 - a) Work with IFT Feeding Tomorrow staff to put together the program with other volunteers. This program is usually 2 ½ hours and contains content on what is Food Science, Careers in Food and Beverage Industry, how concepts currently taught in school such as Biology, Chemistry, and Nutrition can be taught through food to make it more relatable to students. Develop not only written materials but also experiments that can be conducted virtually and in the classrooms.
 - b) Conduct the program, usually in mid- June.
 - c) Work with Feeding Tomorrow staff to ensure CFSF is represented at the IFT Educator Program through presentation and logo on presentation materials
 - d) Work with IAMI to get funds to IFT for purchase of gift cards for educators
- **Travel Grants to U of I, IIT, and UIC**
 - a) Communicate with universities on planned funding. Work with them to develop metrics on impact funding has done for students.
 - b) Work with IAMI to get funds sent to universities.
- **Other:** Explore other area CFSF would make an impact such as FFA or other Food Science related programs

IAMI Support of the Giving Committee

1. Maintain records of past giving.
2. Attend meetings as invited to establish budgets, etc.
3. Send payments, gift cards, etc., as requested to the organizations identified for donations from CFSF.
4. Manage the scholarship application process annually to reflect changing criteria, etc. Set up the online application 14 days prior to the opening of the application.

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5. Create the emarketing for the scholarship program in time for launching the day the application opens.
6. Communicate with scholarship applicants on the status of their application, respond to applicant questions, and send out reminders to applicants who are missing required items.
7. Download the applications within 3 days of the deadline.
8. Create individual records for each applicant, “clean” the applications to remove applicant names and gender, and assign a number to each applicant.
9. Download references and connect to the individual applications within 3 days of the deadline.
10. Using the juror forms assigned by scholarship committee leadership, upload the individual files to the CFSF Scholarship SharePoint, and provide directions to the jurors a minimum of 14 days after to the close of the application and/or within 48 hours of the jury evaluation period.
11. Provide a consolidated list of juror results to the scholarship committee for determination of recipients within 3 days of completion of the jury evaluations.
12. Sending committee-developed notification letters by email and hard copy to all applicants no later than April 30 or within one week of recipient identification by the scholarship committee.
13. Making scholarship payments to the designated schools in June.
14. Providing historical reports and managing future scholarship funding activities.
15. Creating all documentation required for sharing the scholarship recipient information at the CSIFT Tanner Lecture in May, including inviting recipients to attend.
16. Collecting information from each recipient for use in marketing, the website, the annual report, and at the Tanner lecture.
17. Providing support to gathering information and interviewing past recipients to “share their stories” on the impact of their scholarships longer term working closely with volunteers.

Governance Committee

The Governance Committee is led by the Past Chair. Additional committee members include the Section Board members of the Past Chair and Current Chair. Any other interested volunteers are welcome.

The Governance committee develops proposals to update the by-laws as well as propose other measures to aid the Board in becoming a highly functional operating not for profit organization. A Board member may make a request of the committee to review an issue and make a recommendation to the Board; therefore, they typically meet on an as needed basis.

Objectives:

- Responsible for periodic review of the operating policies and procedures of the Foundation and for making recommendations for any changes to the Board.
- Responsible for any corporate annual reports and such other matters of corporate operation and compliance as the board may request.
- Develop / Update Roles & Responsibilities of Committees and Committee Chairs
- Top-to-bottom assessment of CFSF mission and duties to make sure that it's conforming to the established best practices for board governance committees generally.

Overall direction (mission, vision, values)	Gov	Mgmt.	Both	Recommended
Revise mission, vision, values				Governance
Determine annual goals				Board
Monitor progress on goals				Audit
Recommend policy				Governance
Change bylaws				Board
Governing body effectiveness				
Prepare and administer a governing body self- assessment program				Governance
Prepare and approve a governing body orientation program				Board
Recommend changes in governing body composition				Governance
Recruit new board members				Board

Marketing Committee

The purpose of the Marketing Committee is to seek various relevant media outlets and actively promote CFSF activities to the public using an integrated approach.

The Marketing Committee will be responsible for developing and maintaining a formal marketing/public relations plan and branding strategy for the Foundation. This committee will oversee the Foundation's website and social media presence and assist with all forms of Foundation publications.

As the Marketing Committee is the overall umbrella for several other committees, it is essential that the Marketing Committee provides leadership and coordinates with the leaders of the committees that plan events such as the Golf Outing, other fundraising events and outreach programs.

All marketing materials such as banners, brochures, etc., will require coordination with the Business Office regarding content and use.

Social Media Marketing

Social media marketing includes coordinating and strategizing all the platforms involved in social media. In these efforts, all outlets will be updated with relevant CFSF information, industry news and events, and Chicago-related information.

Utilize the social media strategy to ensure that we have regular posts each week on different topics. Determine which social media provides the most benefit to CFSF and then manage the social media post for that media. To consider:

- Facebook
- LinkedIn
- Instagram

The Social Media volunteer(s) will manage the content and communications and recommend the appropriate communication medium to meet the Foundation's needs.

The Business Office will market events such as the golf outing and other fundraising events.

IAMI Support of the Marketing Committee

1. Creation and documentation of a marketing strategy. The strategy includes event marketing, outreach event marketing and thank yous, donation solicitation, sponsor thank yous, annual report, scholarships, volunteer solicitation, and more.

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2. Collection and creation of content for emarketing campaigns to support the marketing strategy. This includes the promotion of food science awareness and other related activities of the Foundation.
3. Posting content on social media as documented in the social media / communication strategy/plan and within 3 days of a request.
4. Engaging with the social media audience through interactive posts, comments, and discussions.
5. Leveraging educator contacts from Outreach events to follow us on social media.
6. Monitoring comments and responding to online social media comments.
7. Tracking and analyzing engagement metrics to refine the content strategy.
8. Reviewing social media types and creating and maintaining content on those social media sites such as Facebook and YouTube.
9. Modifying current marketing artifacts (flyers, handouts, logos, scholarship recipient signs, About CFSF for sponsor solicitation and awareness, etc.,) within 14 days of the request of the marketing committee and in support of the marketing strategy.
10. Creating new marketing artifacts (such as banners, videos, or others) within the timeframe determined for that specific project as part of the marketing project plan.
11. Collecting content and creating the annual report.
12. Updating website content within 14 days of request. (This request should support the marketing strategy.)
13. Updating of gifting totals quarterly.

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Outreach Committee

The purpose of the Outreach Committee is to promote awareness of food science and careers in the food and beverage Industry to students and teachers in grades K-12. Outreach events / activities normally need to be customized to the schedule and needs of schools and/or events. The committee should always seek new events to expand the Outreach of CFSF. Events can include but are not limited to the following:

1. Food Science Days

- These events are made up of professionals in the Food and Beverage Industry giving small presentations on their careers. These normally last about 20-30 minutes each. Students rotate between different presenters. During presentations, hands-on experiments are suggested to help engage the students. Some schools have the Expo part as one of the rotations while other schools prefer to have the lunch hour time for students to freely explore.
- During the Expo time companies have tabletop displays to show products they make, experiments, ingredients, and talk about their company. CFSF usually has a table at the Expo part of the Food Science Day. These events are normally 4 - 6 hours.

Role of the committee is to:

- Work with School to plan and execute the Food Science Day
- Seek Food and Beverage Professionals to give presentations.
- Seek companies to have a tabletop display
- Determine what experiments will be at the CFSF Booth and ensure all supplies are there the day of event.
- Seek volunteers to help run the day, work the CFSF Booth and make sure things go smoothly.
- CFSF retractable banner and tablecloths are used to promote the foundation.
- Work with IAMI to order CFSF Backpack or other items to hand out at CFSF Table
- Take pictures of the day for communication/marketing of awareness program
- Write Thank You communication to Speakers/Exhibitors (e-mails, LinkedIn, etc.) and provide them with pictures of events for their communication. Tag the companies and individuals on social media.
- Clean-up any supplies and equipment from the event.

2. STEM Nights

These events are traditionally planned by the schools and CFSF has a booth at the STEM Night. At the CFSF booth we had hands-on-experiments for the students to conduct such as sodium alginate/calcium chloride gummy worm, enzymic browning of apples, smells different compounds and guessing identify, and learning about how we taste. New experiments are always added. These events are normally 1 – 2 hours.

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Role of the committee is to:

- Work with School to plan the STEM Night activities.
- Seek volunteers to work the CFSF Booth
- Determine what experiments will be at the CFSF Booth and ensure all supplies are there the day of event.
- CFSF retractable banner and tablecloths are used to promote the foundation.
- Work with IAMI to order CFSF Backpack or other items to hand out at CFSF Table
- Take pictures of the day for communication/marketing of awareness program
- Write Thank You communication to volunteers on social media and tag them along with showcase pictures from the event.
- Clean-up any supplies and equipment from the event.

3. Career Conferences

Partner with other organizations to showcase Food and Beverage Industry by having an CFSF booth at the Career Conference. At the CFSF booth we had hands-on-experiments for the students to conduct such as sodium alginate/calcium chloride gummy worm, enzymic browning of apples, smells different compounds and guessing identify, and learning about how we taste. New experiments are always added. These events are normally 4 - 6 hours.

Role of the committee is to:

- Work with organization partner to plan the Career Conference.
- Seek volunteers to work the CFSF Booth
- Determine what experiments will be at the CFSF Booth and ensure all supplies are there the day of event.
- CFSF retractable banner and tablecloths are used to promote the foundation.
- Work with IAMI to order CFSF Backpack or other items to hand out at CFSF Table
- Take pictures of the day for communication/marketing of awareness program
- Write Thank You communication to volunteers on social media and tag them along with showcase pictures from the event.
- Clean-up any supplies and equipment from the event.

IAMI Support of the Outreach Committee

Provide project management support to:

1. Promoting outreach events and recruiting volunteers through targeted emarketing.
2. Order supplies as directed by event coordinator.
3. Creating day-of content as applicable based on target audience and as directed by event coordinator.
4. Save presentation materials from outreach events in the CFSF Sharepoint.
5. Actively participate in outreach events (at a minimum attending 100% of all food science career day events and 50% of others) capturing key moments through photos and videos as available.

Appendix A: Past Chairs

2015- 2017	Nancy Moriarity
2018 -2021	Laura Saran
2021-2022	Upasana Hariram
2022-2023	Linda Perucca
2023-2024	Jennifer Farrell
2024-2025	Olawumi Yusuff
2025-26	Pat Donahue

Appendix B: Scholarship Recipients

2016

Name	School
Natalie Haag	Iowa State University
Brian Jacobson	University of Illinois
Emily Mayhew	University of Illinois
Janique Tyler	University of Illinois
Luis Vargas-Lopez	University of Illinois
Melissa Wang	University of Illinois
Karen Zheng	University of Illinois

2017

Name	School
Emely Lopez-Barrera	University of Illinois
Candice Mazewski	University of Illinois
Elizabeth Morrow	University of Illinois
Maya Nienaber	University of Illinois
Sindy Palma-Salgado	University of Illinois
Luis Vargas-Lopez	University of Illinois
Morganne Schmidt	Dominican University
Kristen Yi	Cornell University
Karen Zheng	University of Illinois

2018

Name	School
Aimee Buechler	University of Illinois
Catherin Gensler	University of Connecticut
Oguz Kaan-Ozturk	University of Illinois
Emely Lopez-Barrera	University of Illinois
Candice Mazewski	University of Illinois
Karen Zheng	University of Illinois

2019

Name	School
Abigail Boyd	University of Illinois

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Steven Buchholz
Dana Dubinski
Eileen Foerster
Sean Kilker
Sarah O'Donnell
Catherine Rolfe
Morganne Schmidt
Tejashree Shah
Alexander Taylor
Anna Walker
Zhuzhu Wang
Josh Warren
Morgan Weinberg

University of Illinois
University of Illinois
University of Illinois
University of Illinois
IL Institute of Technology
IL Institute of Technology
University of Nebraska – Lincoln
Purdue University
University of Illinois
University of Illinois
University of Illinois
IL Institute of Technology
North Carolina State University

2020

Name

Steven Buchholz
Amaya Butler
Aubrey Duntelman
Eileen Foerster
Meera Patel
Gabriella Rienks
Alexander Taylor

School

University of Illinois
University of Missouri
University of Illinois
University of Illinois
University of Illinois
University of Illinois
University of Illinois

2021

Name

Hunter Adams
Gwendoline Balta
Sarah Batka
Lauren Bock
Karin Cho
Aubrey Duntelman
Samantha Golemba
Dina Graves
Michelle Langnickel
Christopher Reusz
Evgeniya Rybalkina-Evans
Ian Smith
Ava Weyrich

School

Purdue University
University of Illinois
University of Illinois
University of Notre Dame
Iowa State University
University of Illinois
University of Illinois
Clemson University
University of Minnesota
North Carolina State
University of Illinois
Clemson University
University of Kentucky

2022

Name

Corey Anderson
Sydney Balan
Sarah Batka
Aubrey Duntelman
Dina Graves
Cassandra Hansen
Aya Jabi
Michelle Langnickel
Taylor Main
Ian Smith
Regina Taefi

School

University of Louisville
Dominican University
University of Illinois
University of Illinois
Clemson University
Dominican University
University of Illinois
University of Minnesota
Purdue University
Clemson University
University of Southern California

2023

Name

Sarah Batka
Paige Chew
Allison Chhay
Eric Fan
Dina Graves
Daniel Ho
Aya Jabi
Cydney Jackson
Michelle Langnickel
Christopher Reusz
Regina Taefi
Alexander Taylor
Sara Thomason
Mia Wilson

School

University of Illinois at Urbana-Champaign
University of Illinois at Urbana-Champaign
Cornell University
University of Illinois at Urbana-Champaign
Clemson University
Illinois Institute of Technology
University of Illinois Urbana-Champaign
Cornell University
University of Minnesota
North Carolina State University
University of Southern California (distance)
University of Illinois at Urbana-Champaign
Purdue University
Western Illinois University

2024

Name

Yusra Ansari
Sarah Batka
Nathan Chen
Paige Chew
Zylle Constantino
Alaina Cox

School

University of IL
University of IL
University of IL
University of IL
University of IL
University of IL

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Eric Fan
Sanjana Kumar
Christine Lee
Max Rallo
Christopher Reusz
Sara Thomason

University of IL
Stanford University
University of IL
Johnson & Wales University
North Carolina State University
Purdue University

2025

Name

Rory Andrlik
Yusra Ansari
Rory Campagna
Paige Chew
Eric Fan
Alysha Haverkos
Aya Jabi
Jana Jabi
Faustina Krysiak
Tiffany Li
Lucas Nelson
Max Rallo
Christopher Reusz
Hannah Sullivan

School

Purdue University
University of Illinois Urbana-Champaign
Pennsylvania State University
University of Illinois at Urbana-Champaign
University of Illinois Urbana-Champaign
University of Illinois Urbana-Champaign
University of Illinois Urbana-Champaign
University of Illinois Urbana-Champaign
Joliet Junior College
Illinois Institute of Technology
University of Illinois Urbana Champaign
Johnson & Wales University
North Carolina State University
University of Illinois Urbana-Champaign

2026

Name

Jana Jabi
Alexandra Henry
Celia Lindokken
Lucas Nelson
Tracy Paulson
Sarah Sekiguchi
Ella Soodek
Chelsey Stotler
Zoe Rowe
Charlotte Satlak
Nathan Elliott
Diane Makovic
Christopher Reusz

School

University of Illinois Urbana-Champaign
University of Illinois at Urbana-Champaign
University of Wisconsin - Madison
University of Illinois Urbana-Champaign
Kansas State University
University of Illinois Urbana-Champaign
University of Illinois Urbana Champaign
University of Illinois at Urbana Champaign
Saint Louis University
Virginia Tech
Joliet Junior College
Cornell University
North Carolina State University

Appendix C: Fiscal Policy and Procedures

Revision September 2021

General

The finance policy is developed by the Treasurer, Finance Committee, Board Chair and audit committee. Any suggested changes to the policy should be submitted to the Treasurer, Finance Committee, and Board Chair for review and approval by the Foundation Board of Directors.

The Finance Policy will be reviewed no later than January each year.

2. Accounting Procedures

- a. CFSF uses the **accrual basis of accounting**. Throughout the fiscal year, expenses are accrued into the month in which they are incurred. The books are closed no later than 15 days after the close of the month. Fiscal year ends 31 August.
 - 1) Invoices received after closing the books will be counted as a current-month expense.
 - 2) At the close of the fiscal year, this rule is not enforced. All expenses that should be accrued into the prior fiscal year are so accrued, in order to ensure that year-end financial statements reflect all expenses incurred during the fiscal year. Year-end books are closed no later than 90 days after the end of the fiscal year.
 - 3) Revenue is always recorded in the month in which it was earned.
 - 4) Pledges are recorded in the month received.
- b. **Journal entries** are posted in the accounting system by Business Office staff under the guidance of the auditing committee and/or the auditing company engaged to audit the Foundation's finances. This is to be completed on an annual basis in review of the annual financial reports and prior to the completion of the tax returns.
- c. **Bank reconciliations** completed on a monthly basis in preparation for each month's Executive Board meeting and as part of preparing the monthly financial report to the Treasurer and the Finance Chair. The accounting books are closed on the last day of each month.
- d. **QuickBooks/bank statement reconciliation** – Treasurer shall at minimum on a quarterly basis review the reconciliation reports in QuickBooks to ensure the balance sheet accounts align to the bank statements for both the operating and investment accounts.
- e. After the year-end audit is finalized, the fiscal year books will be adjusted as required and closed and locked within QuickBooks.

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3. Storage of Financial Records

CFSF defines a financial record as any record that relates to the finances of the Foundation.

- a. All **accounting records** are stored in the QuickBooks Online Accounting System with real-time backups.
- b. All **financial records** are stored on the Business Office servers with twice daily back-ups to both an onsite hard drive and an offsite cloud system.
- c. All **hard copy financial records** are stored onsite at the Business Office premises for one fiscal year and then moved to the CSIFT storage locker.

4. Internal Controls

These are used to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

- a. Any expenditure not included in the approved budget needs approval by the Foundation Treasurer and the relevant Committee Chair.
- b. Any expenditure in excess of \$1,000 for the **purchase of a single item** needs approval by the Foundation Treasurer and the relevant Committee Chair.
- c. Any expenditure in excess of \$2,500 for the **purchase of a service** to the Foundation should have bids from three (3) vendors if feasible. These bids will be gathered by the appropriate Committee Chair with support from the CFSF Business Office. All bids should be voted on by the Executive Committee.
- d. When funds need to be transferred from one CFSF bank account to another or from CFSF to another organization, the Funds Transfer Request form will be completed, signed by the Chair or if the Chair is not available, by the Treasurer. The approved Funds Transfer Request form will be provided to the CFSF Business Office to complete the transfer. (see Appendix A)
- e. Donations and other payments will be completed using the Payment Request Form. The person making the donation or payment request will complete the form and have it approved by the Chair or if the Chair is not available, by the Treasurer. The approved Payment Request Form will be provided to the CFSF Business Office to make the payment or donation. (see Appendix B)

5. Financial Planning & Reporting

a. Budgeting Process

The **annual budget** is prepared and approved annually for all committees. The budget is prepared by the Finance Committee. The budget is to be approved by the Board of Directors prior to the start of each fiscal year. The budget should be balanced before submitting for approval.

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The Finance Committee will work together with all committees and the CFSF Business Office to ensure that the annual budget is an accurate reflection of program and infrastructure goals for the coming year.

- 1) The Finance Committee prepares the annual budget for the following fiscal year no later than May 30 of each fiscal year and submits it to the Executive Committee for vote in June or prior to the end of the fiscal year August 30.
- 2) The CFSF Business Office uses the Annual Budget template to track income and expense on a monthly basis or as part of its report for the Executive Committee Business Meeting. The report is provided to the Treasurer, Finance Committee Chair, and Foundation Chair and is included in the monthly agenda.

b. Internal Financial Reports

The CFSF Business Office prepares regular **financial reports** on a monthly basis. All reports are finalized no later than 30 days after the close of the prior month.

The CFSF Business Office prepares the following reports on a monthly basis:

Profit and Loss Report

Balance Sheet

Budget Report

- 1) The CFSF Business Office, along with the Treasurer, prepares a **Summary of Investment Accounts** on a monthly basis as part of its monthly finance report.
- 2) The CFSF Business Office provides reports to the Treasurer, Finance Committee Chair, and Foundation Chair a minimum of 3 business days prior to each Board Meeting.

c. Audit Procedures

- 1) Prior to the independent audit each year, IAMI, Treasurer and the audit committee shall review financial records and confirm QuickBooks records (balance sheet) agree with bank statements, confirm that beginning of the year balance sheet accounts agree with ending balances of prior year audited financial statements account balances and confirm that all income and expenses have been reported on the proper income statement account. An **independent audit** is conducted in December annually by an outside auditing firm selected by the Board of Directors.

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- 2) The CFSF Business Office prepares all financial records to assist with the annual audit.
- 3) The audit chair, finance chair, treasurer, or other officer (a minimum of three) shall review and approve the financial statements, audited financial statement report, and the draft tax documents and then present them to the board for their review. The approval of said documents shall be documented in meeting minutes. See also below under tax compliance.
- 4) A Request for Proposal (RFP) shall be done a minimum of every 5 years for the independent audit provider. A separate committee working in conjunction with the Treasurer, Finance Committee, Board Chair and Audit Committee will be created to perform this search.

d. Tax Compliance

- 1) The outside auditing firm completes all required tax return documents following IRS filing requirements.
- 2) The CFSF Business Office provides all necessary financial records to support the creation of the tax return documents.
- 3) The tax returns (IRS form 990 and Illinois Annual Report form AG 990-IL) will be signed by the Executive Director as the primary signer with the Chair as the alternate. The principle officer will be the Executive Director with the address as the CFSF Business office address.
- 4) Tax returns will be reviewed by the audit committee and at least two other officers prior to approval for signature and submission to the IRS.
- 5) A complete copy of the form 990 will be provided to all members of the governing body before filing the form.
- 6) Electronic copies of the tax return documents are stored as part of the CFSF financial records system, and hard copies of the tax return documents are stored according to the procedures concerning the storage of financial records.

6. Revenue & Accounts Receivable

- a. **Invoices** are prepared by the CFSF Business Office for all accounts receivable on an as-needed basis, but most often when customers wish to pay by check and request an invoice. **Outstanding invoices** are managed by the Business Office via emails and phone calls to the customer as needed. Payment terms are 60 days. Invoices more than 60 days overdue may result in the cancellation of the agreement/service invoiced.

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- b. **Revenue Recognition:** All contributions will be recorded in accordance with GAAP. Contributions are recorded as pledged or received and must be credited to the appropriate revenue lines as presented in the annual budget and coded as designated in the organization's Chart of Accounts.
- c. **Payments received via EFT** are deposited directly into the Foundation's Checking Account using the PayPal system that is part of the Foundation's online data management system. Each payment generates a receipt that is sent via email to the purchaser and the CFSF Business Office.
- d. **Payments received via Check** arrive via the CFSF mailing address.
 - 1) The checks are then prepared for deposit – copied, stamped, and brought to the Foundation's bank or deposited online.
 - 2) The copies of the checks and the electronic receipts are used to record the deposit into QuickBooks and then filed.
- e. **Payments received via Cash** are deposited within 5 working days into the Foundation's Checking Account. Cash is counted by two people and signed for by both of them verifying the amount.

7. Expense & Accounts Payable

- a. **Invoice Processing & Approval**
 - 1) Invoices received by the CFSF Business Office **for fees** such as telephone, public storage, and other monthly expenses are paid on the payment schedule via online payments when possible and via check otherwise as per the budget. Exceptions outside of the budget need to be approved by the Board of Directors
 - 2) Invoices received by the CFSF Business Office **for event registrations** and expenses such as golf outings, fund raisers and other events are reviewed by the appropriate Committee Chair for authorization of payment and paid within 30 days of invoicing by check, credit, or debit card.
 - 3) All invoices are stored electronically in the IAMI hosted and onsite servers.
 - 4) Payments are recorded in the QuickBooks accounting software that is accessible only via password.
- b. **Expense Reimbursements:** Reimbursement payments are made via check or online payments issued by the CFSF Business Office for reimbursement of expenses incurred by Board of Directors, Committee Chairs and Committee Members upon receipt of a signed expense reimbursement form. The form is approved and signed by the Committee Chair and the Treasurer or Finance Chair and payment is recorded in QuickBooks.

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- 1) CFSF Business Office staff is reimbursed for travel expenses to and from CFSF events. These expenses are recorded in the monthly IAMI expense report. Expenses are to be approved by the Treasurer.
- 2) The maximum allowable expense for committee meeting expenses is \$50 per person.
- 3) Travel expense for Board or Committee members is not an approved expense except as approved by the Board of Directors prior to the travel.

c. Payments made via check, credit card, debit card, or electronic banking

1) Checks

- i. Checks (paper and electronic) are issued as necessary / requested and are signed by those on the approved signatory list at the Foundation's Bank. Signatories are updated annually during the month of August as responsibilities change at the conclusion of each fiscal year and before the beginning of the next fiscal year.
- ii. Checks more than \$1,000.00 require approval by the Treasurer or Finance Chair or Board Chair.
- iii. Blank checks are stored at the CFSF Business Office.
- iv. All electronic payments paid to IAMI will follow the 5/3 Bank approval processes.

2) **Credit and Debit Cards:** The CFSF Business Office holds the only CFSF credit and debit cards. Payments are approved by the Foundation Chair or the relevant Committee Chair. Payments are made via CFSF Credit and Debit Cards for the following types of payment:

- i. Regular monthly office expenses such as telephone and storage facility rent.
- ii. Expenses for events, board of director meetings, and committee meetings scheduled by CFSF Committee Chairs and Officers.
- iii. Cash for the golf outing.

8. Asset Management

A business checking account for day-to-day operations is administered by the CFSF Business Office under the oversight of the Treasurer and the Finance Chair. All investment accounts are administered by the Treasurer with oversight by Board of Directors. Investment options and risk levels are outlined in the Foundation Investment Strategy.

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- a. A transfer of funds from the business checking account to one or more investment accounts is executed by the CFSF Business Office at the request of the Treasurer on behalf of the Board of Directors. Investment accounts are maintained to fund scholarships and to maintain emergency funds.
- b. When excess funds have accumulated in the business checking account and savings account due to positive income and are not needed for day-to-day operations, the Treasurer and the Board, determines the proper amount of funds to be transferred out of the business checking and savings account. The Treasurer determines to which investment account(s) these funds are transferred to ensure sufficient funds are available for scholarships. Guidelines to be considered can be found in the Foundation Investment Strategy.

Appendix A

Funds Transfer Request

Date of Request:

Person Making Request:

Purpose of / Reason for Request:

Amount of Transfer Requested:

I, _____, request that \$_____ is transferred **FROM**
_____ (Name of Organization) _____ (Bank
Account Name/Number) **TO** _____ (Name of Organization)
_____ (Bank Account Name/Number) on or about _____ (date).

This transfer request is approved by (sending organization) _____

(Chair or Treasurer) on _____ (date).

To be completed by CSIFT / CFSF Business Office

Date transfer is completed: _____

Appendix B

Payment Request Form

Date of Request:

Person Making Request:

Purpose of / Reason for Request:

Payee	Address	Amount

This payment request is approved by _____ (Chair or Treasurer) on
 _____ (date).

To be completed by CSIFT / CFSF Business Office

Date payment completed: _____

End of Policy

Appendix D – Document Retention Policy

Background

As the Foundation grows and continually strives for improvement and accountability by establishing sound governance policies, it has come to the realization that a Document policy should be written and adopted into the Foundation's governance structure. In order to preserve the confidence of our contributors and constituents, we need to focus attention on our governance practices and ensure that our organizing documents, employee handbooks, financial statements and written policies are in order.

As the Foundation moves towards having information available to its members in an electronic form, a policy that documents procedures on who has access to what records, how the records will be stored, what kind of records should be stored, and where records will be stored, etc., is being created.

In the effort to adhere to sound governing practices, the following policies are being adopted;

- Document Retention
- Whistleblower Policy

CFSF will strive to be in compliance with The American Competitiveness and Corporate Accountability Act, popularly known as the [Sarbanes-Oxley Act](#), (SOX) which was passed in 2002. The Act introduced a variety of measures requiring boards to keep closer tabs on, and take more responsibility for, financial transactions and auditing procedures of their corporations.

Document retention policies are one of several good governance policies that the IRS highlights on the Form 990 by asking whether the filing nonprofit has adopted a written record retention policy. A document retention and destruction policy identifies the record retention responsibilities of staff, volunteers, board members, and outsiders for maintaining and documenting the storage and destruction of the organization's documents and records.

The Document Retention Provision Background

Section 802 of SOX makes it a crime to knowingly alter, destroy, conceal or falsify any record or document with intent to impede, obstruct, or influence a federal investigation or the administration of any other federal matter. Violations of this provision are punishable by fines or imprisonment up to 20 years.

We benefit from having an electronic document retention/destruction policy that

- Enables us to comply with various existing state and federal laws and to maintain useful evidence for potential lawsuits.

- Ensures that staff and volunteers follow consistent guidance about document retention and that document destruction/deletion becomes a routine business practice of the nonprofit.
- Safeguards pertinent information and keep confidential documents confidential.
- Specifies that CFSF will adhere to a regular business practice of document destruction according to the schedule referred to in the policy.

The Foundation's Document Retention Policy sets forth the timelines for maintaining various categories of documents (financial, fundraising, personnel, contracts, leases, etc.) in accordance with applicable state and federal requirements and should cover electronically held materials such as e-mails and voice mails as well as printed documents. Including rules requiring destruction at the end of the retention period is advisable, as it would be useful in defending against an alleged violation of Section 802 and in demonstrating that materials were purged in the ordinary course of business.

CFSF Background

In 2023, Chicagoland Food Science Foundation moved copies of its documents, files, reports, and working data to a OneDrive system. This policy establishes who has access to which folders. IAMI has all of the records saved on their servers and in the cloud and only share documents necessary for use by committee leaders. Those records/documents can be modified as needed. By having these working documents on the OneDrive, Foundation members have access to the most up-to-date files for accurate work. This document Retention Policy applies equally to documents saved in the cloud, on a server, or in a filing cabinet.

DOCUMENT RETENTION (ELECTRONIC AND WRITTEN) POLICY

ARTICLE I PURPOSE The purposes of this document retention policy are for Chicagoland Food Science Foundation (CFSF) (the "Organization") to enhance compliance with the Sarbanes-Oxley Act (SOX) and to promote the proper treatment of corporate records of the Organization. The adoption of this document retention policy sets guidelines and facilitates the board of directors' fulfillment of their fiduciary duty of care, establishes transparency and ensures compliance and good governance practices.

ARTICLE II POLICY

Section 1. General Guidelines. Records should not be kept if they are no longer needed for the operation of the business or required by law. Unnecessary records should be eliminated from the files. The cost of maintaining records is an expense which can grow unreasonably if good housekeeping is not performed. From time to time, CFSF may establish retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other

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objectives, such as preserving intellectual property and cost management. Several categories of documents that warrant special consideration are identified below.

While minimum retention periods are established, the retention of the documents identified below and of documents not included in the identified categories should be determined primarily by the application of the general guidelines affecting document retention, as well as the exception for litigation relevant documents and any other pertinent factors.

Section 2. Exception for Litigation Relevant Documents. CFSF expects all officers, directors, and volunteers to comply fully with any published records retention or destruction policies and schedules, provided that all officers, directors, and volunteers should note the following general exception to any stated destruction schedule: If you believe, or CFSF informs you, that CFSF records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until it is determined that the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records.

Section 3. Minimum Retention Periods for Specific Categories.

- (a) Organizational Documents. Organizational records include CFSF's articles of incorporation, by-laws and IRS Form 1023, Application for Exemption. Organizational records should be retained permanently. IRS regulations require that the Form 1023 be available for public inspection upon request.
- (b) Tax Records. Tax records include, but may not be limited to, documents concerning association management fees, proof of contributions made by donors, accounting procedures, and other documents concerning CFSF's revenues. Tax records should be retained for at least seven years from the date of filing the applicable return.
- (c) Recruitment Records. State and federal statutes require CFSF to keep certain recruitment records and any complaints brought against the Foundation or individual volunteers under applicable state and federal statutes.
- (d) Board and Board Committee Materials. Meeting minutes should be retained in perpetuity in the Foundation's OneDrive. A clean copy of all other Board and Board Committee materials should be kept for no less than three years ~~by CFSF~~.
- (e) Press Releases/Public Filings. CFSF should retain permanent copies of all press releases and publicly filed documents under the theory that the Foundation should have its own copy to test the accuracy of any document a member of the public can theoretically produce against the Foundation.
- (f) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of ten years.

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- (g) Marketing and Sales Documents. CFSF should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, generally three years. An exception to the three-year policy may be sales invoices, contracts, leases, licenses, and other legal documentation. These documents should be kept for at least three years beyond the life of the agreement.
- (h) Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to CFSF and are protected as a trade secret where CFSF:
 - 4. (i) derives independent economic value from the secrecy of the information; and
 - 5. (ii) has taken affirmative steps to keep the information confidential. CFSF should keep all documents designated as containing trade secret information for at least the life of the trade secret.
- (i) Contracts. Final, execution copies of all contracts entered into by CFSF should be retained. CFSF should retain copies of the final contracts for at least three years beyond the life of the agreement, and longer in the case of publicly filed contracts.
- (j) Correspondence. Unless correspondence falls under another category listed elsewhere in this policy, correspondence should generally be saved for two years.
- (k) Banking and Accounting. Accounts payable ledgers and schedules should be kept for seven years.
- (l) Insurance. Expired insurance policies, insurance records, accident reports, claims, etc. should be kept permanently.
- (m) Audit Records. External audit reports should be kept permanently. Internal audit reports should be kept for three years.

Section 4. Electronic Mail. E-mail that needs to be saved should be downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the email, as covered elsewhere in this policy.

IAMI, in collaboration with CFSF Board members, are responsible for moving “old” files from the OneDrive. The “old” files will be dated and moved to the cloud. IAMI is responsible for a backup plan for the digital storage they are managing for the Foundation.

Table A

The Table below lists the existing committees in the Foundation and the Folders that those committees have access to on the OneDrive/Sharepoint. Not all members would have access to all folders. This table may be modified as the Foundation's activities change.

Note: The Foundation's Chair, Chair Elect, and Past Chair should have access to all files.

Committee	Folders	Access Rights
Audit & Finance	Audits Taxes Audit Meeting Minutes Bank Statements Budgets Finance Reports Insurance Policy W9 Finance Meeting Minutes	Audit Committee Finance Committee Treasurer
Board of Directors	Leadership Team Lists Meeting Agendas	all
CFSF Chairs	Chair Meeting Agendas IAMI Annual Evaluation	Chair, Chair Elect, Past Chair
Event Pictures	Folders with pictures from all events	All
Fundraising	<i>Individual fundraising event folders with history. Golf outing has separate folder.</i> Donors-Sponsors Grants Meeting Minutes Named Scholarship Donations Silent Auction Sponsorship Program	Fundraising Committee
Giving	Donation History Giving Strategy Meeting Minutes	Giving Committee
Golf Outing	Current and past golf outing files	Golf Outing Committee

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Governance	Board Criteria Board Conflict of Interest Forms Bylaws Call for Board Members CFSF Handbook Incorporation Documents One Drive Access Policy Meeting Minutes	Governance Committee
Marketing	About CFSF Annual Report Badge Ribbons Banner CFSF Pillars CFSF Student videos CFSF Tri-Fold Flyer Donor Card Folder Meeting Minutes Stationary and Logos Event Pictures	All
Outreach/Awareness	Chicago High School Food Science Day CICI Career Conference Expanding Your Horizons IFT Educator Program IIT Student Night Westmore Elementary School York High School Meeting Minutes	Outreach Committee
Scholarship	Current and past scholarship recipient files Historical Information Scholarship Recipient Marketing	Scholarship Committee

Whistle Blower Policy

Background

The Whistle Blower Provision – 3 Sections

- Requires the audit committee to establish procedures for dealing with complaints about suspicious accounting and auditing practices,
- Provides for a civil cause of action at the Department of Labor for whistle blowers who have faced retaliation,
- It is a crime to retaliate against whistle blowers. Of these, only the latter (Section 1107) is not limited by the Act's terms to publicly-traded companies. Violations of this section are punishable by fines or imprisonment up to ten years.

As a matter of good governance, the Foundation has adopted a written whistle blower policy. This also serves as a preventative measure to avoid potential liability,

Whistle Blower / Complaint Resolution Policy

In keeping with the policy of maintaining the highest standards of conduct and ethics, Chicagoland Food Science Foundation (CFSF) will investigate any and all complaints of suspected fraudulent or dishonest use or misuse of its resources or property by staff, board members, consultants, volunteers, or clients. To maintain the highest standards of service, CFSF will also investigate complaints concerning its programs and services.

Staff, board members, consultants, volunteers, clients, and community members are encouraged to report suspected fraudulent or dishonest conduct or problems with services provided, pursuant to the procedures set forth below. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

Reporting. A person's concerns about possible fraudulent or dishonest use or misuse of resources or property, or program operation, should be reported: to the CFSF Chair and/or Past Chair, and Executive Director. If, for any reason, a person finds it difficult to report his/her/they concerns to such person, he/she/they may report the concerns directly to a CFSF Board member. Alternately, to facilitate reporting of suspected violations where the reporter wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

Investigation. All relevant matters, including suspected but unproved matters, will be promptly reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings may be communicated to the reporting person if appropriate. Investigations may be conducted by independent persons such as auditors and/or attorneys. Investigators will endeavor to maintain appropriate confidentiality, but confidentiality is not guaranteed.

No Retaliation. No director, officer, employee, volunteer, or client who in good faith reports suspected fraudulent or dishonest use or misuse of its resources or property or complaints concerning the services it provides and programs CFSF runs shall suffer harassment, retaliation, or other consequence. A volunteer who retaliates against someone who has reported a violation in good faith is subject to termination of their board term and future engagement with CFSF. This Whistleblower/Complaint Resolution Policy is intended to encourage and enable volunteers and others to raise serious concerns within the organization prior to seeking resolution outside the organization. The Policy is in addition to any non-retaliation requirements contained in the CFSF Handbook or required by law.

Individuals making complaints must be cautious to avoid baseless allegations; volunteers who intentionally make false allegations are subject to dissolution of their engagement with CFSF.

End of Policy