

NAACP YOUTH & COLLEGE DIVISION  
Healthy Unit Checklist:  
COVID-19



**Unit Accessibility**

How digitally accessible is your unit on your campus and in the broader community?

1. Does your unit have an active social media account  Y  N
2. Does your unit's social media account follow the @naacp\_yc page on IG?  Y  N
3. Does the unit have an e-mail address?  Y  N
4. Does the unit publish a newsletter?  Y  N
5. Does your unit have a website?  Y  N

**Unit Operations (General)**

1. Has your unit secretary/advisor completed the NAACP Membership Portal Training?  Y  N
2. Has your unit identified a virtual meeting platform?  Y  N
3. Does the unit have at least one virtual general body meeting per month?  Y  N
4. Does the unit Executive Committee meet virtually (at least twice per month)?  Y  N
5. Do your unit officers understand their roles and responsibilities?  Y  N
6. Does your unit President use Parliamentary procedures to virtually conduct meetings?  Y  N
7. Does your unit use an agenda to guide each virtual meeting?  Y  N

**Unit Operations (Financial)**

1. Does the unit have a bank account (checking only)?  Y  N
2. Does the unit have an Employee Identification Number or EIN?  Y  N
3. Are the unit President, Treasurer and Advisor listed as the only authorized check signers on the unit bank account?  Y  N
4. Does your unit have an annual budget?  Y  N

5. Has your unit submitted the annual budget? Y N

6. Has your unit submitted the Annual Financial report to the finance department via email - annualfinancialreport@naacpnet.org Office by the March 1<sup>st</sup> deadline?

2019    2020     2021

### **Unit Compliance**

1. Have your unit officers and executive committee members received Training? Y N

2. Do you have a minimum of 25 members? Y N

3. Has your unit completed the Officer's Update Form from the National Office?  
Y N

4. Does your unit have active standing committees?

a. Armed Services (College Chapters Only) Y N

b. Community Coordination (Youth Councils Only) Y N

c. Education Y N

d. Employment and Economic Development Y N

e. Entertainment (Youth Councils Only) Y N

f. Finance/Fundraising Y N

g. Health Y N

h. Housing and Community Planning (College Chapter Only) Y N

i. Juvenile Justice Y N

j. Membership Y N

k. Political Action Y N

l. Press and Publicity Y N

m. Program and Research Y N

n. Youth Employment & Economic Development (Youth Councils On. Y N

5. Do Unit Officers and Standing Committee Chairs bring written reports to the monthly meetings? Y N

6. Has your unit completed the Quarterly Report to the State, Regional, & National Office? Y/N

January 15<sup>th</sup> Y N

April 15<sup>th</sup> Y N

July 15<sup>th</sup> Y N

October 15<sup>th</sup> Y N

7. Are you planning to have representation to all NAACP conferences and conventions?

A. State Conference ? (Dates vary per State Conferences) Y N

B. Regional Conference? (Dates vary per Region) Y N

C. National Convention? (July) Y N