[Organization Name]

Disaster Go-Bag 🡆 Contents Checklist

**Updated By:** Click or tap here to enter text. **Date Updated:** Click or tap to enter a date.

**Organizational Documents**

**Notes**

|  |  |  |
| --- | --- | --- |
|  | Charter/articles of incorporation |  |
|  | Board bylaws |  |
|  | Budget |  |
|  | Your COOP plan / documents |  |
|  | Your most recent Form 990 tax filing |  |
|  | IRS-issued 501(c)(3) determination letter |  |
|  | Standards certification binder |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Program Administration Documents**

**Notes**

|  |  |  |
| --- | --- | --- |
|  | Insurance policies |  |
|  | Memoranda of understanding (MOUs) |  |
|  | Grants and contracts |  |
|  | Property leases and deeds |  |
|  | Program reports |  |
|  | Personnel policies |  |
|  | Organizational process documents (expense management procedures, etc.) |  |
|  | Audit documentation |  |
|  | Business services contact information |  |
|  | Land and buildings inventory |  |
|  | Office inventory |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Financial Information and Documentation**

**Notes**

|  |  |  |
| --- | --- | --- |
|  | Bank account information |  |
|  | Budget projections |  |
|  | Investment information |  |
|  | Aged receivables |  |
|  | General ledger |  |
|  | Depreciation schedule |  |
|  | Chart of accounts |  |
|  | 1099 vendor report |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Communications and Contact Information**

**Notes**

|  |  |  |
| --- | --- | --- |
|  | Employee and staff volunteer contact info |  |
|  | Board and other volunteer contact info |  |
|  | Funders and donors contact information |  |
|  | Clients directory / contact information |  |
|  | Communication plan |  |
|  | Business contacts |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Technology and Facilities Information**

**Notes**

|  |  |  |
| --- | --- | --- |
|  | Data backup information |  |
|  | Computer and network inventory |  |
|  | Equipment inventory |  |
|  | Office inventory |  |
|  | Photo or video inventory |  |
|  | Backup copies of software and licenses |  |
|  | Special equipment inventory |  |
|  | Software licensing information |  |
|  | Cloud software and online services logins |  |
|  |  |  |
|  |  |  |
|  |  |  |