[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 |  |
|[ ]   |  |
|[ ]   |  |
|[ ]   |  |