

OSCAR India Foundation

# Filing system

Instructions to be used when saving documents.

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## 1. Introduction

The purpose of the filing system is to provide a quick and easy access to OSCAR's documents. To ensure that everyone finds the document he/she is looking for everyone is required to name each file properly and save it in the respective folder.

The OSCAR filing system is divided into six main topic areas ranging from Administration to Partners. These areas form the main folders. Each main folder has several subfolders according to the needs of OSCAR. The majority of the main folders contain templates and forms, but the programme folders have each one an own toolbox (ie. Football Toolbox).

### 1.2 Instructions to use filing system

1. Save documents based on functions, not academic year. The structure will not be created every year. The structure stays and the year folders will be added when needed.
2. **Name a document** by using the model: **Name \_More information\_ Year\_Month\_\_Day.**  
Do not create own folders or use your own name when you save a document. I.e. The names like; Book1, Letter for Lisa don't help others to find the right document. It will also be really difficult to remember and find the right document in a couple of months.
3. Save only one version in the relevant folder. Do not save the same document to many folders. Besides, delete all files you don't need any more.
4. Every folder has a responsible person to check and keep it in order regularly.
5. All the photos will be saved in one main folder called photos. The photo folder will have the same structure as the main filing system. When filing photos create a folder with the name\_year\_month of the event under the relevant sub-folder.

## 2. Structure of Filing System

Name a document using the model: Name \_More information\_Date (Diwali Camp\_Agenda\_2011)

### 2.1 Main Folders

- Accounts**
- Administration**
- Communications**
- Fundraising**
- Governance**
- Human Resources**
- NGO Model**
- Programs**
- Volunteers and Partners**

### 2.2 Subfolders under the Main Folders

#### **Accounts**

- Audit and Tax
- Bank (empty)
- Budgets
- Expenses receipts
- Incomes receipts
- Toolbox: templates, eg. certificate/receipt for donator

#### **Administration**

- Application –filled applications to different competitions
- Filing system –empty
- Legal Documents –registration, permits from FCRA, banks, agreements,  
How about put together legal documents and registration? What kind of legal documents do you have?
- Calender- timeline, monthly calendar

#### **Communication**

- Annual Report
- Letter PROBLEM –how to divide letters which are for applying
- Logo
- Promotion letter –informing companies, individuals about OSCAR
- Photos (small amount of photos which are the best for promotion purposes)
- Posters –the name of event/organization
- Presentations
- Press coverage
- Style guide

Success story  
Reports  
Documents: Contact details  
Tool box- templates, models for writing a letter

## **Fundraising**

Fundraising plan  
Mumbai Marathon  
Proposals

## **Governance**

Board meeting minutes  
Board meeting agendas  
Board member information

## **Human resources**

Certificates

## **NGO model**

Strategy plan  
Master copy

## **Outside of Mumbai**

Save the documents about the activities in Goa, Orissa etc. here. Prepare subfolders according to the needs.

## **Programs**

Education programme  
Football programme  
Young Leaders Programme

## **Partners and volunteers**

Atma  
Football for hope FIFA  
Add own folder for partner if you need to save minutes. Proposals –with the name of organization's belongs to the proposals, budget-with the name of the organization goes to budgets

## **Event**

Own file for each annual event  
Templates, timetable, instructions for conducting an event  
Reports and proposals of the event goes to communication. The budget of the event to the file, Accounts.

## **Individual files**

## **Photos**