

## CONTINUITY OF OPERATIONS ESSENTIALS – FAQs from VIRTUAL TOWN HALL

- 1) Will the coronavirus stimulus bill provide assistance to nonprofits?

The bill's contents are still becoming clear; LANO and GNOF are adding resources to their websites. Here is an [initial analysis by the National Council of Nonprofits](#). Also, GNOF will be hosting a webinar Tuesday, March 31 at 1pm on the federal, state, and local policy response. [Register here.](#)

- 2) For a small organization, what are the three most important aspects of a virtual disaster box to work on now?

**From the LANO COOP Disaster Preparedness Handbook: 1) board and volunteer contact info; 2) your pre-evacuation report; use it as a post-evacuation report; 3) on-line progress and website applications tool.**

- 3) For a larger organization?

**From the LANO COOP Disaster Preparedness Handbook: jump right in to Disaster Toolbox Checklist.**

- 4) Do you recommend a daily call/meeting with staff; if so what should be on the agenda?

**Good remote management and leadership does not necessarily require a daily meeting, but staying connected is important. In any event, make employees' work is traceable/accessible; keep employees engaged; create an atmosphere of trust. Using Zoom or another platform so you can see each other when meeting is helpful.**

- 5) Can you recommend a good data collection tool?

**Two options here are Survey Monkey and Google Forms.**

- 6) Can you recommend places to seek funding in this time of pandemic?

**Go to your loyal donors, even those who have not given five or even seven years back. Make your case specifically and clearly: for what do you need it, and how much do you need. If you have a story to share, share it. Offer the possibility of branding the gift. For a more detailed set of considerations regarding fundraising, see our Nonprofit Essentials: [Short Term Financial Responsiveness](#).**

- 7) How can we keep staff and volunteers engaged?

**The communication piece is the most important. Stay connected - google chat, text; a phone call can provide even more of a boost. Provide them with tasks they can do at home. For a more detailed set of considerations regarding communication, see our Nonprofit Essentials: [Communications](#).**

- 8) What is the best way to continue operations now?

**Do not aim for perfection. Even if you don't have a COOP plan, continue your work as you can. If you can, work on your COOP plan. And do not neglect to take care of yourself.**

9) How do we manage the stress of this new situation?

**Consider appointing someone to coordinate mental health for staff and volunteers.**

10) Where can we find all the virtual town hall materials on the website?

<https://www.gnof.org/covid19-nonprofits/>