

North American Street Newspaper Association
Session #3
Building Infrastructure
Handout

Office Space

- Find permanent office space.
- Set certain hours/days vendor can pick up papers
- Set certain times for new vendor training - eventually (Avoid training as much as possible outside these times) – first get as many vendors in the door as possible.
- Create rules for office and hours/rules for phone and computer usage (if you offer them.)

Technology

- Acquire updated computers
- Acquire updated software
 - Free software via Techsoup.org
- Set up a computer network and/or a shared drive for everyone in office to access
- Establish website, no matter how basic, and corresponding e-mail addresses
 - Wordpress is a good open source option
- Establish Facebook page

Record Keeping: VENDORS

- Record all paper sales transactions
- Give every vendor a unique number and keep a file on each permanent vendor
- Create process for what to do when vendor break code of conduct and document infractions
- Create documents for vendor training and basic outline of how training works

Record Keeping: BUSINESS

- Track all monthly expenses and income (QuickBooks is recommended but you can start basic in Excel)
 - Save all receipts
 - Keep carbon copies of all bank deposit slips
 - Try to make as many purchases as you can with debit card
- Reconcile checkbook monthly
- Keep an ongoing list of contacts for all the paper's suppliers (printers, producers of vendor vests, office supplies, etc)
- Establish an editorial schedule