

ACTIVITIES COMMITTEE GUIDELINES 2024-2025

Since we belong to a KO-OP, personal mileage will be reimbursed only with the prior approval of the Board of Directors. Any expenditure over \$500 will need to be Board approved. All expenditures must be approved in writing by the Committee or Liaison Board Member before monies are spent. This includes purchases with cash expenditures from petty cash. If NOT APPROVED in writing before the purchase, the buyer WILL NOT be reimbursed.

1. A Chairperson, Co-Chairperson, Secretary, Treasurer and Co-Treasurer are required to administer this Committee.
 - a. Minutes of all meetings shall be taken by the acting Secretary with copies being submitted to the Chairman, Co-Chairman, Treasurer, Co-Treasurer and Activities Liaison.
 - b. The Activities Chairs and Committee will maintain in communication with the Board Liaison.
 - c. Monthly and yearly reports will be given orally and submitted in writing at each monthly Board meeting as well as the annual meeting. The report will be made by a representative of the committee or by a Board member, if necessary.
2. All Activities subcommittees should be posted for sign-ups by the day of the Annual Meeting.
3. Activities Treasurer/Co-Treasurer needs to be familiar with Excel or willing to learn. Treasurer/Co-Treasurer or Chairpersons, if needed, should remove money from the popcorn, coffee, soda machine, ice cream in fridge, White Elephant table and cash box used for meals.
 - a. All collected money must be counted weekly or as needed. Submit counted and rolled money to the KO-OP office for deposit into the Activities account. The Chairperson or Co-chairperson will submit vouchers for any bills resulting from scheduled activities. (This may be done as needed.) All requests for funds are to be disbursed by the office at the request of the committee chairperson.
 - b. \$25.00 cash will be retained in the cash box from Sunday Ice Cream sales to be used for change.
 - c. Any Activities expenditures above \$500 must be first approved by the KO-OP board.
4. All activities or fund-raising activities of the KO-OP requiring the use of the clubhouse, north or south patios, or culinary craft room shall be coordinated, supervised and approved by the Chairperson or Co-chairperson.
 - a. The host of the activity needs to have a clean-up committee who does the cleanup and sees to it that any used linens are laundered, floors and surfaces cleaned, garbage cans emptied and tables returned to pre-activity positions.
 - b. A signed agreement will be required for your reservation.

5. All activities will be noted on the Activities calendar.
 - a. The Activities calendar on the website will be kept up-to-date by the Chairperson/Co-Chairperson of the Activities Committee. A printed calendar is available by request.
 - b. Regularly scheduled activities may be canceled when other events of general interest are scheduled.
 - c. Buying of all supplies for activities, including food, napkins, paper products, cleaning products, etc. will be purchased by the buyer or chairpersons and will be the responsibility of the Activities Committee.
 - d. Puzzles and games stored in the game cupboard will be maintained by a member of the Activities Committee.
 - e. A golf cart is assigned to the Activities Committee.
 - f. Maintenance of bulletin boards:
 - Activities Board on west wall of clubhouse
 - Bulletin boards on N. wall of east foyer
 - Sales notices – on a dated 3x5 card will be removed after 1 month.
 - Business cards may be posted for one season only
 - Larger notices require approval of Chairperson

CHAIRPERSON

DATE

BOARD APPROVAL

DATE