

## Lincoln West Optimist Club Campground Site Process

1. Permission to park and the location of a campsite are given by the Lodge Committee with **approval of the Board of Directors**. The number of campsites is limited. (From official Campground Policies)
2. A member desiring an assigned campsite must submit an application to the Club Secretary who will provide a copy to the Lodge Committee. **There is a minimum waiting period of one year between the date a member applies for membership in the Club and the date that member may submit an application for an assigned campsite.** The Lodge Committee will work with the Board of Directors in assessing member participation for the purposes of initial or continued campsite approval. (From official Campground Policies).
3. In the event that all campsites are occupied, the Secretary will maintain a waiting list.
4. The secretary will bring a new application to the Board after verifying that the applicant has been a member from more than one year and has been active in the club. The Board will then approve the application to go on the Wait list.
5. If applications from more than one member are received on the same date, the secretary will verify the dates the members were registered members on OI. If those dates are the same, the secretary will pull the applicants original membership application and add to the Wait list in date order of when the member applied for application to LWOC.
6. Members applying for a campsite must be current on Club dues.
7. Campsite applicants are expected to be active, participating members in LWOC functions. Active participation is defined as attending LWOC meetings, volunteering for youth events, serving on LWOC committees or LWOC board and activity and visibility at LWOC club events.
8. Current campsite tenants who wish to relocate a camper must send written notification to the Club Secretary who will provide a copy to the Lodge Committee. A waiting list of campsite tenants wishing to re-locate will be maintained by the Club Secretary. (From official Campground Policies)
9. Should a site be vacated, current campsite tenants, (who have followed proper procedures outlined in #8 above), will have first choice to the vacated site. (From official Campground Policies)

10. When a campsite becomes vacant, the first option is to offer the spot to the current campsite tenants who wish to relocate, in descending order. In the event no one on the relocation list desires to move then individuals on the waiting list, in descending order will have the option to that site. **A member who is first on the waiting list may defer accepting an open assigned campsite when his/her name comes to the top of the list. In this situation, the member will retain his/her position at the top of the waiting list for future openings.** (From official Campground Policies)
11. When a campsite application has been denied by either the lodge committee or the board the member must re-submit an application to the Club Secretary who will provide a copy to the Lodge Committee. When the re-submitted application is approved the member will be added to the waiting list.
12. Members assigned to a campsite will pay a one-time assessment of \$250 to help offset the costs of campground maintenance and improvements.