

WWN Policies and Procedures Manual

Section 10

Activities

October 22, 2024 Rev 2

Duties, Policies and Procedures Pertaining To: Activities

A. Policies/Duties

1. There shall be Chairperson and other volunteers. The Activities Chairperson shall be responsible for:
 - a. Recruiting members for standing subsidizes and non- subsidizes activities and to plan and organize activities of interest to the WWN members
 - b. Providing or helping recruits to provide sign-up sheets, documentation and verify with Calendar Chairperson date is available.
 - c. Ensuring the events Chairperson provides information for their planned event is provided to the WWN Newsletter.

B. Procedures

1. If needed, assist the Budget Committee in preparing an activities budget.
2. The Activities Chairperson will attempt to find an Event Chairperson from the membership to assist and host events. The Event Chairperson may host non subsidized events if approved by Board. Any additional events unless previously approved by the Board would be on a voluntary basis and should be supported by those attending. If volunteers are not forthcoming, events may not be held.
3. Help Event Chairperson complete the following forms if applicable.
 - a. Income and Expense Report
The Income or Expense Report form is used to report income for an event, to request expense reimbursements, to request advance funds, and to request funds for cancellations, if made within the appropriate timeframe for cancellation.
 1. It is to be filled out by the Event Chairperson. The Activities Chairperson should be available to help if needed.
 2. This form should be submitted to the Treasurer, with receipts attached and signed Event Chairperson.
 3. A copy should be filed in the Activities Binder.

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4. Standing budgeted activities and Other WWN subsidized events:
All subsidized events are determined based on how much has been budgeted for the events, but the Board should be aware of what is being spent.
 - a. **Annual Picnic** - WWN subsidizes the Annual Picnic by paying for the decorations, prizes, and a portion of WWN members meals upon prior approval of the Board.
 1. The Event Chairperson should provide the event information (date, cost to members and to non-members) deadline for reservations, place, time, etc. to the Newsletter Editor no later than the Board Meeting in April. The Picnic may be held at a park of the Event Chairperson's choice. An Income and Expense Report is required for the advances and should be provided to the Treasurer for a check to be issued.
 2. A Newsletter article should be provided to remind the membership about the Picnic and to announce if Event Chairpeople are needed. The Newsletter article needs to be published by the end of April. Once Event Chairpersons have volunteered, the Picnic details should be included in the Newsletters printed the end of May, June and July.
 3. The amount subsidized by the Board for the Annual Picnic will be the amount budgeted.
 - b. **Christmas Party** - WWN subsidizes the Christmas party by paying for the decorations, prizes, and a portion of WWN members meals upon prior approval of the Board.
 1. The Chairperson should provide the party information (date, cost to members and to non-members) deadline for reservations, place, time, etc. to the Newsletter Editor no later than the Board Meeting in October.
 2. Members are responsible for paying for the activity at the time of sign-up. If not, a reservation is not confirmed until paid. Payment is not allowed at the event.
 3. If a Chairperson wishes to, he/she may call the member when the time is closer to the event to remind them, they signed up, but didn't pay.
 - c. **St. Pat's Dinner** - WWN subsidizes the St. Pat's Dinner by paying for the decorations, prizes, and a portion of WWN members meals upon prior approval of the Board. Board approval should be obtained no later than the November Board meeting, since this is the last Board meeting until the end of January and should be included in the Newsletter published in December.
 1. Event Chairperson should finalize the cost of the meal from the venue as soon as possible.
 2. Members are responsible for paying before the event. If payment not received by the deadline, there is no reservation.
5. Newsletter Articles:
 - a. Detailed articles regarding the upcoming activities should be provided at least two months, preferably three months, before the date of the event to the Newsletter Editor at a monthly Board meeting by the Activities Chairperson or the Event Chairperson.

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6. Sign Up Sheets:
 - b. Sign-up Sheets should be created by the Event Chairperson and placed on the sign-up tables and retrieved at the end of the General meeting. If needed, the Activities Chairperson should be available to help in this area.

7. Final counts and facility notification:
 - a. Final counts should be available one to two weeks prior to the activity unless the establishment requires earlier notification.

8. Cancellations:
 - a. All activity documentation presented to the membership must contain the cancellation deadline. The deadline is generally one or two weeks prior to the activity, depending on the final preparation requirements.

9. Receipts:
 - a. Receipts are required for all expenditures and submitted to the Treasurer with the Income and Expense Report.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson.