

Purpose/Summary

To define guidelines governing the Activities Committee and its management of campground social activities.

Applies To

The Activities Committee, Dogwood Lake Lot Owners Association members who participate in those activities.

Process Owner

Vice President, Board of Directors

Authority Reference

Dogwood Lake Campground Rules and Regulations

A. Introduction

The Dogwood Lake Campground Activities Committee plans and executes activities that benefit Association members, both socially and for the purpose of raising funds (donations) that are used to further enhance the campground.

B. Requirements

1. An Activities Chairperson shall be appointed by the Board. That person shall remain in that position until he/she resigns or until terminated by the Board. At the discretion of the Board, a person serving as Activities Chairperson may be terminated from that position due to inappropriate conduct, violation of rules, etc.
2. The Activities Committee shall be overseen by the Vice President. The Vice President is responsible for coordinating with the DWL Board of Directors and approving the activities schedule, fundraising activities and the use of funds raised.
3. Funds raised by the Activities Committee shall be managed by the Activities Chairperson and reported on at the monthly meeting. The Activities Chairperson is responsible to periodically close out the register and deposit the funds into the Activities account.
4. Expenditure of funds over \$250 from the activities account for any one item purchased must be approved by the DWL Board of Directors before being spent.
5. Events shall be open to all Association members and must be designed in a manner that protects the welfare and safety of the participants.
6. Any activities utilizing the clubhouse or pool after normal operating hours shall be coordinated with the Caretakers by the President.
7. The Activities Committee shall be responsible for the rental of the Clubhouse and purchasing inventory for the clubhouse.
8. Any fundraising activities to benefit DWL not organized by the Activities Committee, shall be coordinated with the Committee to ensure no conflicts with planned activities and to determine how funds raised should be handled.
9. The Activities Chairperson shall ensure volunteers sign in on the roster sheet located in the clubhouse when necessary.

10. Association members participating in campground activities are responsible for their own conduct and will be held accountable for any damage to property, harm to another person, etc.

C. Process

1. Each year, the Activities Committee prepares an activities schedule of events that will be held. The list is coordinated with the DWL Board of Directors by the Vice President. This list is then communicated to the Association members via Facebook, website and posting in the Clubhouse or other means.
2. The Activities Chairperson can enlist the support of other volunteers from the Association to assist in planning and execution of social activities. These volunteers may be members of the committee or may be called as needed.
3. Before each event, a reminder should be posted to the DWL Facebook page. Signs may also be posted on the gate, in the bathhouses, clubhouse or other places deemed appropriate. Signs must be removed after the event.
4. If an event is cancelled or postponed, it will be communicated via the DWL Facebook page.
5. After each event, volunteers record their time spent in the Activities Log in the Clubhouse.
6. Clubhouse rental:
 - a. The Activities Chairperson and Caretaker shall coordinate Clubhouse rental requests to ensure there are no conflicts with scheduled activities or Park business.
 - b. The Activities Chairperson collects the rental fee and deposit check. Rental fees are deposited into the Activities bank account. Deposits are returned to the renter after the scheduled date if the Clubhouse is left in good order.

Approved by:

/signed Marsha Meyer

Marsha Meyer, Vice President
DWL Board of Directors