

## ACTIVITIES COMMITTEE GUIDELINES

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 Okayed 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 (optional), Secretary and 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, Activities liaison and to the Webmaster for publication.
  - b. The Activity Chair and committee will maintain 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 subcommittees should be posted for sign-ups by the day of the Annual Meeting.
3. Activity Treasurer/Co-Treasurer 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, along with that from the White Elephant table and soda machine must be counted monthly. Submit counted and rolled money to the KO-OP office for deposit into the Activity account. The Chairperson or Co-chairperson will submit vouchers for any bills resulting from scheduled activities. (This may be done throughout the month). All requests for funds are to be disbursed 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 will be coordinated/supervised by the Chairperson or Co-chairperson.
  - a. The host of the activity needs to have a clean-up committee who does the clean-up and sees to it that any used linens are laundered, floors and surfaces cleaned, garbage cans emptied and tables returned to pre-activity positions.
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 Activity Committee. There shall be an additional printed calendar for general distribution.
- 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. as well as seasonal decorations, will be the responsibility of the Activity Committee.
- d. Puzzles and games stored in the game cupboard will be maintained by a member of the Activity Committee.
- e. A golf cart is assigned to the Activity Committee.
- f. Maintenance of bulletin boards:
  - Activities Board on west wall of clubhouse.
  - Bulletin boards on N. wall of east foyer
    - Sales notices – on dated a 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

Revised: March 2022