

WELCOME 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 Chairperson. This includes purchases with cash expenditures from petty cash. IF NOT APPROVED in writing before the purchase, the buyer WILL NOT be reimbursed.

It is the mission of the Committee to greet all overnight visitors and promote the ideals of the Escapee philosophy of sharing and caring.

Committee Members are valuable representatives of our Kofa Ko-Op park.

Members are committed to represent Kofa Ko-Op in a friendly, positive, and knowledgeable manner.

Procedures are provided and maintained for activity continuity.

A member of the Committee will meet with new Leaseholders within their first week to facilitate their transition from Visitor to Membership in a Ko-Op park which includes

- (1) Lotte DePoule will seek permission from the New Leaseholder to place a sign in their yard which will identify them as a Member of KOFA Ko-op.
- (2) Tom Dunkel will call on our new Leaseholder again to answer any questions they may have regarding KOFA Ko-Op and introduce them to our many Committees.

Welcome Committee greeters are asked to be greeters for one week beginning on Monday through Sunday.

The Greeter obtains a list of new and/or returning visitors and number of days staying from the Office Manager each day they are on duty.

The Greeter for the week is encouraged to attend park sponsored activities to ensure the visitor is recognized and feels welcomed.

A monthly report is made of the Greeter's activity and report is given at Board Meetings.

A Welcome Committee golf cart is provided and maintained for the Committee's responsibilities.

A budget is provided for the costs of the Welcome Committee.

Committee Chairperson _____ Date _____

Board Approval _____ Date _____

Revised: February 25, 2022