

WELCOME COMMITTEE GUIDELINES

As a member of KOFA Ko-Op, personal mileage will be reimbursed only with the prior approval of the Board of Directors. All expenditures over \$500. will need to be Board approved. All expenditures must be approved 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 the KOFA Ko-Op Park.

A member of the Welcome Committee will seek permission from the new Leaseholder to place a sign in their yard which will identify them as a new member of the KOFA Ko-Op. They will provide them with a current list of our Committees and encourage them to serve on one or more Committees of their choosing. They will also answer questions or direct them to the proper person for an answer.

Welcome Committee greeters are asked to be greeters for one week beginning on Monday through Sunday. The greeter should also plan on attending the Sunday night Ice Cream Social as ice cream coupons are given out to our first-time visitors during the week inviting them to attend this event. We encourage you to attend this event to make sure your new visitors are recognized and feel welcome.

The Office Staff will have a prepared list of all visitors registered in the Park each day you are on duty. The list will let you know if the visitor is new or if they are returning. It will also give you the dates of their stay. If the Office is closed the daily list can be found in Mailbox 84.

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

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

Chairperson _____ Date _____

Board Liason _____ Date _____

Revised January 2024