

SNOWBOUNDERS SKI CLUB, INC.
STANDARD OPERATING PROCEDURES

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UPDATED Sept. 28, 2007
[Additions/changes Oct 4, 2007](#)
[Additions/changes Oct. 13, 2007](#)
[Additions/changes Oct. 24, 2007](#)
[Additions/changes Dec. 30, 2021](#)

General Information and yearly forms requirement.

Board of directors has responsibility to oversee the below:

The Ski Club shall be organized and operated as per the corporate By-Laws, **operating procedures** and standard business guide lines. **No “one person” shall make policy on how their office shall be operated without Board of Director approval.**

Important Numbers / Info:

- a.) Business year: June 1 to May 31
- b.) Employer identification number 95-XXXXX02 (tax & Banking)
- c.) P.O. Box: 6333 Sunkist Station, Anaheim 92816 (3 keys) renewal semi-annually
- d.) Checking Account ; (B of A - Kramer/Yorba Linda Blvd.)
- e.) Savings Account: _ (same branch)
- f.) Travel Account: _ (same branch)
- g.) California Seller of Travel (CST): 2083051-40 (expires August 31, yearly)
- h.) Participant in the California Travel Consumer Restitution Fund [TCRF] , (CST requirement)
- i.) Corporation number: C0545926, filed May 17, 1968
- j.) Web Site: Snowbounders.org
- k.) Domain name registration: SNOWBOUNDERS.ORG
- l.) E-mail address: sbsc@snowbounders.org
- m.)
- n.)
- o.)

Forms/filing requirements:

1) Federal and State tax filings.

(Note: because we have filed tax forms in the past, we have to file the forms yearly, regardless of gross receipts.)

Reference IRS notice CP-299 received August 20, 2007. Federal tax filings change.

The Pension Act of 2006 requires us to file an annual electronic notice for tax periods beginning after December 31, 2006, if we are not required to file form 990 (or 990ez), return of Organization Exempt From

Income Tax, because our gross receipts are normally \$25,000 or less.

The returns are due at the tax address by the middle of the fifth (5th) month (October 15) after the close of the business year. Copies of the completed tax forms shall be submitted to the President by August 15. The President shall present these tax forms to the Board of Directors (BOD) for review no later than September 15. Upon approval, the President or Treasurer shall sign the forms, have copies made for the treasury's files and the original submitted to the appropriate taxing agency prior to October 15 . They shall be sent by certified mail. The receipt shall become part of the clubs records.

2) Franchise Tax Board.

Upon receipt of notice, the treasurer shall submit a check to the tax board.

This fee has historically been \$10.00 paid to the Franchise Tax Board,

P.O.Box 942857, Sacramento, CA 94257, Tel: (800) 852-5711.

This form is used to maintain our corporate status in an active status

Form SI-100, Statement of Information (Domestic Nonprofit Corporation)

3.) **California Seller of Travel (CST) Registration. (<http://ag.ca.gov/travel>)**

Annual Renewal:

You must annually renew your registration prior to its expiration regardless of whether or not you are sent a notice to renew.

IT IS IMPORTANT THAT YOU MAKE AND KEEP COPIES OF THE BLANK FORMS AND YOUR COMPLETED APPLICATION. YOU WILL NEED THEM FOR FUTURE REFERENCE AND AMENDMENTS.

- a) Registration form, part I and II
- b) Attachment 100
- c) Attachment 300

As with most not-for-profit volunteer organizations, the officers change yearly. If your expiration date occurs prior to the organizations annual elections than the current Designated person and/or officers are required to file the registration renewal. After the elections (within 10 days) you must file attachment 500 updating your registration information with the SOT Program if there is a change in any of the information requested in your original registration papers and in subsequent renewal forms. There is no filing fee for an amendment. The amendment may be in letter form or use attachment 500.

If the original designated person and/or officers filing the original or renewal registration application changes, than Attachment 600 – Transfer of ownership interest, must be filed with attachments 100, 300, 400, or 500 if applicable. *(If attachment 300 not filed, than the designated registrant assumes the responsibility as the Trip Account administrator).*

The Club will be issued a Certificate of Registration with a registration number and expiration date when your registration is complete. The Certificate must be displayed so that your members can see and read it. Your California Seller of Travel registration number must appear on all advertising materials. (All officers should review the “Sample Disclosure Language For Use by All CST) The CST registration number does not indicate approval by the California Attorney General or the State of California of your solicitations or any aspect of your business (Club).

Total fees for renewal registration; \$100.00 paid to: “Department of Justice”
Seller of Travel Program
Office of the Attorney General
Department of Justice
300 South Spring Street, Suite 1702
Los Angeles, CA 90013-1230

4.) **Travel Consumer Restitution Fund (TCRF)**

The CLUB has paid the initial fee and fines to participate in the TCRF. The registered CST may be assessed a future fee to replenish the Restitution fund. This fee is set at a maximum of \$200 per CST location (1) per year

TCRC
P.O. Box 6001
Larkspur, CA 94977-6001
Tel: (415) 464-3031

5.) **Vouchers:**

Required form for reimbursements of out of pocket and trip expenses. With attached receipts. Identifies the person requesting the reimbursement, who requested it and who authorized it. Form then submitted to the treasurer. This form to be filed with the yearly treasurer records. These records to become part of the Club records and remain on file for seven (7) years max. All vouchers must have two signatures before the treasurer can write a check, the requestor and authorized by the President or Vice President prior to any disbursement of funds.

6.) **Membership application: (required yearly)**

Required to become and/or renew membership in the Snowbounders Ski Club. Contains waiver required by insurance carrier. Maintained in club records for A minimum of three (3) years and not longer than seven (7) years.

7.) **Club Waiver:**

Required from non-members and/or guest attending a club function. Contains the insurance carriers waiver Filed in club records for 18 months from date of event.

8.) **Trip Application:**

Required from ALL members and/or guest participating in a Snowbounders Ski Club sponsored trip. Contains the waiver, and information vital to the club in the event of accident. Should accompany trip leader while on trip, and maintained in club records for 18 months from date of event.

9.) **Checking account signatures:**

The President and Board of Directors shall determine the **Bank signature card** requirements on the club checks. The **two** checking accounts should have, as a minimum, the President and Treasurer and Vice President. Consideration can be given to the long and short trips vice presidents. All checks are to be signed by the Treasurer and approved by the President or Vice President.

The savings account access shall be limited to the Treasurer, President and Vice president.

The signature card must be updated anytime there is a change in signing officers. A letter requesting the required change is required along with a copy of the minutes noting the current officers for the bank records. The signature card authorization is maintained at Bank of America located at Kramer and Yorba Linda Blvd.

10.) **ATM Cards:**

The Club has one ATM card to access both checking accounts. The card is coded for "deposit only" with the bank. The treasurer maintains the card and the associated PIN number. The President and Vice President should know the PIN number for emergency purposes.

11.) ANNUAL BUDGET

The president and vice-president are responsible for presenting a budget to the Board of Directors no later than August. The budget will contain any and all fixed and subsidized cost anticipated for the coming year in office. Based on this budget the seasonal membership fees are defined.

12.) TRAVEL COMPENSATION

All travel compensation received from travel agents and/or lodging shall be made known to the Board of Directors. No one person may benefit from a free lodging or travel without Board of Directors approval..

13.) REFUNDS

All refunds shall be reviewed with the Vice President of Long/ Short trips and approved by the Board of Directors. In general, if an excess of net profit will be greater than \$20.00pp, a refund of said excess may be refunded.

14.) TRIP/EVENT (FUNDS) RECORDING

A record shall be maintained for all checks received by, "Member, Check number, Amount & Date" by the person in charge of the event/trip. A copy shall be given the treasurer with the checks/cash within 5 days of receipt.

This will later help in reconciling the account at the completion of the event/trip. The treasurer will issue receipts

for all checks/cash received. Where possible, copies of all checks received shall be made. At the completion an "Income/Expense" report will be prepared for the club president for presentation to the Board of Directors.

15.) ORANGE COUNCIL OF SKI CLUBS (FWSA)

The Club has the option to have two (2) members as delegates to the Orange Council of Ski Clubs.

It is recommended the Snowbounders provide at least one (1) representative to attend these meetings.

The Orange Council meets monthly (normally the first Monday of the month). The Council is the Clubs link to the Far West Ski Association (FWSA), National Ski Council Federation, and other ski clubs within Orange County. There is currently no fee to be a member of the Orange Council. The Orange Council is also the link to the FWSA Europe and domestic trips and events. The council president is on the Board of Directors of the FWSA and attends quarterly board of directors meetings. In addition the Council is a member of the National Ski Council Federation, and a representative of the Council attends an annual meeting.

Membership in the Orange Council of Ski Clubs also includes membership in the Far West Ski

Association at no cost to the Club. This provides for discounted insurance policies and other gratuities

available If the club is not a member of the Orange Council then each member of the club will have to join the FWSA with a \$20 individual membership fee to participate in FWSA trips/events. To participate in FWSA scheduled events/functions requires membership in FWSA.

16.) Far West Ski Association (FWSA) (Information)

The FWSA is an organization of 20 ski councils from Washington, Oregon, California, Nevada, Arizona, and New Mexico with the possibility of Idaho and Utah becoming members. There are meetings held

quarterly where the president of the council is a member of the board of directors.

The association has an annual convention sponsored by different councils each year which is open to all

members of ski clubs belonging to a council. During the convention the following awards for clubs/councils are distributed to winners in the below listed categories. These awards are for recognition

of persons for their contribution to skiing or volunteer work within the clubs. In addition to the awards

there is a silent auction/dance on Friday evenings open to the public.

On Saturday there are meetings with different travel agencies, and seminars on different topics related

to ski club operation.

Saturday evening is the banquet where the awards are presented. Sunday has the elections and voting

on bylaw, operating procedure revisions. There is a brief board of directors meeting and the convention is closed.

Members of the Snowbounders Ski Club can be nominated for several of the following awards in recognition for their contribution to organized skiing.

MAN AND WOMAN OF THE YEAR. Chosen by their peers at club level for each club, from this

selection a representative couple is selected at the Council level. Then there is a third judging at the FWSA

level for the Far West representative. The winner receives a paid week at Big White/Silver Star for two,

the runner ups receive a three day trip.

Charity Award. This is a new award (2006) where a club/council can document their efforts or contributions to a charitable/handicap organization. The winning club receives a \$100 donation to any charity of their choosing.

WEB SITE AWARD. The Outstanding Web Site Award is given to the club whose web site is judged best based on layout, content, frequency of updates, usefulness, navigation, ease of use and club size.

TOLLAKSON AWARD. is presented to an outstanding club based on an evaluation of their structure, organization, skiing, sports, social events and giving to the community.

WENTWORTH AWARD. Is given to the club whose newsletters are judged best based on layout, content, and club size. (class A, AA, AAA, AAAA)

SAFETY AWARD. The Safety Award has been bestowed on the person within FWSA who does the most to promote safe skiing and safety programs. The winner is awarded a week of skiing in Aspen with airfare, lodging, lift tickets and rentals.

WESTERN SKI HERITAGE AWARD. The Western Ski Heritage Award has been sponsored by Steamboat Ski & Resort Corporation since its inception in 2000. The Western Ski Heritage Program will recognize the best effort to find, preserve, document and share the history of skiing in the West. The winner is awarded 5 days of skiing in Steamboat with lodging and lift tickets.

HANS GEORG AWARD. Is given for distinguished accomplishment and long term contribution to skiing. This award is given to an individual who has contributed significant achievements to skiing, not necessarily organized skiing.

SCHATZI WOOD AWARDS. Is given to the FWSA woman who has, through efforts in ski club, council, region, national or international activities, made a decisive contribution to skiing during either the past two years or in a prior year.

J. STANLEY MULLIN AWARD. Is given to the FWSA man who has, through efforts in ski club, council, region, national or international activities, made a decisive contribution to skiing during either the past two years or in a prior year.

JIMMIE HEUGA AWARD. Is given to the individual who, like Jimmie, has demonstrated courage and skill in three areas – the ski slope, the human body, and the courageous heart.

JORDAN-REILY AWARD. Recognizes a one or two year activity and achievement in the Association's Public Affairs program – area development, skier safety, liability protections, governmental affairs, taxation, and transportation. This award may also be given to an individual in government or the ski industry.

TOMMI TYNDALL AWARD. Is given to the ski area or ski area operator who has made a distinguished contribution to skiing in the past year or in prior years.

BILL MACKEY AWARD. Is given for outstanding service to the skiing public by a ski industry or ski area employee.

BILL BERRY AWARD. Is awarded for print coverage of skiing. This award is given for outstanding service to skiing and is presented to writers for either a featured article or hard news.

PRESIDENT'S AWARD. Is given to the individual who the president of the FWSA feels has done the most to advance the immediate goals of the Association during the previous year.

WARREN MILLER AWARD. Is for Modern Media Coverage of skiing. This award is given for outstanding service to skiing by cinematographers, photographers, radio or television broadcasters.

TERRY SMITH AWARD. Is bestowed on the outstanding individual who has greatly contributed to the advancement of intra-mural skiing.

JOE ROSS AWARD. The Joe Ross winner is the club champion of the “qualifier” GS race at the annual Far West Ski Week.

OUTSTANDING COUNCIL AWARD The Outstanding Newsletter and Web Site award is given the Council based on best layout, content, frequency of updates, and usefulness

PRESIDENT
(presops.ski)

~~THIS ELECTED POSITION EXEMPTS THE PERSON FROM THE YEARLY MEMBERSHIP FEES.~~

THE PRESIDENT (he/she) SHALL HAVE OVERALL RESPONSIBILITY FOR THE OPERATIONS OF THE CLUB AND SHALL PRESIDE AT ALL MEETINGS OF THE GENERAL MEMBERSHIP AND ALL EXECUTIVE MEETINGS. HE/SHE SHALL BE RESPONSIBLE FOR APPOINTING OFFICERS TO FILL VACATED ELECTED POSITIONS (*subject to Board approval*), CLUB REPRESENTATIVES AND COMMITTEE CHAIRPERSONS, WITH THE EXCEPTION OF TRIPS. HE/SHE SHALL ALSO BE RESPONSIBLE FOR COLLECTION OF FINANCIAL REPORTS OF ALL CLUB ACTIVITIES WITHIN TWO WEEKS OF THE ACTIVITY AND SHALL PROVIDE SUCH INFORMATION TO THE BOARD OF DIRECTORS AT ITS NEXT MEETING.

HE/SHE SHALL SCHEDULE, an EXECUTIVE MEETING AS REQUIRED. HE/SHE SHALL OVERSEE THE OTHER OFFICERS AND COMMITTEE MEMBERS TO INSURE TRIPS AND EVENTS ARE GOING AS PLANNED. HE/SHE SHALL ASSIST, IF REQUIRED, IN SCHEDULING, MARKETING AND PLANNING OF TRIPS AND/OR EVENTS. HE/SHE SHALL INSURE ALL CLUB BUSINESS IS CONCLUDED AND A DATE AND LOCATION FOR THE NEXT EXECUTIVE MEETING IS AGREED UPON.

SPECIAL MEETINGS MAY BE CALLED BY THE PRESIDENT AS DEEMED NECESSARY. HE/SHE SHALL REVIEW WITH EACH COMMITTEE CHAIRPERSON AND EXECUTIVE OFFICER A BUDGET FOR THE COMING SEASON. THIS REVIEW SHALL BE CONDUCTED AT THE EXECUTIVE COMMITTEE MEETING TO BE HELD IN MID-JULY. THE RESULTS OF THESE BUDGETS SHALL BE COMBINED INTO FORMALIZED BUDGET FORM TO BE PRESENTED FOR REVIEW AND APPROVAL BY THE BOARD OF DIRECTORS AT ITS OCTOBER MEETING.

HE/SHE SHALL SCHEDULE AN EARLY JUNE EXECUTIVE COMMITTEE MEETING TO BE HELD AS A JOINT, OLD AND NEW OFFICERS TO TRANSFER ALL INFORMATION AND ACTIVITY REPORTS. THE THREE KEYS TO THE CLUB POST OFFICE BOX LOCATED NEAR STATE COLLEGE OFF LINCOLN (SUNKIST STATION) ARE HELD, ONE EACH, TO THE PRESIDENT, SECRETARY, TREASURER.
NO longer maintain a P.O. Box

IMMEDIATELY AFTER THE ELECTION RESULTS ARE MADE KNOWN, HE/SHE SHALL SELECT THE TREASURER. THIS APPOINTMENT MUST BE RATIFIED BY THE BOARD OF DIRECTORS PRIOR TO THE BANQUET IN MAY.

ALL APPOINTED OFFICERS, REPRESENTATIVES OF THE CLUB AND COMMITTEE CHAIRS, EXCEPT AS OTHERWISE NOTED IN THE BY-LAWS, SHALL BE APPOINTED BY THE PRESIDENT.

AS PRESIDENT-ELECT, HE/SHE IS ALSO THE SEVENTH MEMBER OF THE BOARD OF DIRECTORS. UPON THE EXPIRATION OF HIS/HER TERM OF OFFICE, SHALL HOLD THE POSITION OF PAST PRESIDENT AND ATTEND EXECUTIVE COMMITTEE MEETINGS AND PROVIDE GUIDANCE AS NEEDED. HE/SHE SHALL MAINTAIN THE STATUS OF THE PAST PRESIDENT UNTIL A NEW PRESIDENT IS ELECTED.

HE/SHE SHALL INSURE THAT COPIES OF ANY OUTGOING CORRESPONDENCE FROM ANY OFFICE ARE PROVIDED TO THE SECRETARY FOR CLUB RECORDS.

MAIN ITEMS OF CONCERN IN THE APPROXIMATE ORDER OF LISTING SHALL BE GIVEN PRIORITY FROM TIME OF TAKING OFFICE:

- A. SELECT THE PERSON FOR THE OFFICE OF TREASURY (*subject to Board approval*).
- B. ESTABLISH SHORT TRIP SCHEDULE WITH TRIP LEADERS AND/OR SHORT TRIP V.P.
- C. BUDGET, SET MEMBERSHIP DUES AS SOON AS POSSIBLE TO GET MONEY INTO TREASURY TO COVER EXPENSES.
- D. STAY CLOSE TO ALL SCHEDULED EVENTS TO DETERMINE IF CANCELLATIONS ARE IN ORDER.
- E. START PREPARING A SCHEDULE FOR SHORT TRIPS AND LONG RANGE PLANNING FOR THE FOLLOWING SEASON.
- F. PLAN TO ATTEND THE TRAVEL SHOWS WITH THE SHORT AND LONG TRIP VICE-PRESIDENTS.
- G. PLAN TO ATTEND THE FAR WEST SKI ASSOCIATION CONVENTION.
- H. INITIATE PLANNING FOR PROGRESSIVE DINNER.
- I. INITIATE PLANNING FOR END OF SEASON BANQUET.
- J. SET UP GENERAL MEETING DATES AND SELECT LOCATION FOR MEETINGS.
- K. APPOINTMENT OF CHAIRPERSONS FOR KEY POSITIONS WITHIN THE CLUB.

ADMINISTRATIVE VICE PRESIDENT
(advpops.ski)

~~THIS ELECTED POSITION EXEMPTS THE PERSON FROM THE YEARLY MEMBERSHIP FEES.~~

THE ADMINISTRATIVE VICE PRESIDENT'S DUTIES ARE TO PLAN AND OVERSEE ALL SOCIAL FUNCTIONS OF THE SKI CLUB. THIS DOES NOT INCLUDE SOCIAL FUNCTIONS INVOLVING LONG TRIPS, SUCH AS PRE- AND POST-PARTIES, OR FUNCTIONS DURING A WEEKEND SHORT TRIP.

THE MAJOR FUNCTION FOR THE YEAR SHOULD BE TENTATIVELY PLANNED AT THE BEGINNING OF THE CALENDER YEAR. THE MAIN EVENTS THAT HAVE BEEN PLANNED FOR THE YEAR IN THE PAST INCLUDE THE BANQUET, THE PICNIC, ICE CREAM SOCIAL, THE PROGRESSIVE CHRISTMAS DINNER. OTHER EVENTS CAN BE ADDED AT ANY TIME, AND EVENTS CAN BE DELETED IF IT IS THOUGHT THAT PEOPLE HAVE LOST INTEREST IN THEM. ANY EVENT MUST BE ADVERTISED IN THE FLYER AND AT MEETINGS FOR A MINIMUM OF TWO MONTHS BEFORE THE EVENT.

FOR THE BANQUET, WHICH IS HELD IN MAY, A SITE SHOULD BE SCOUTED OUT BY SEPTEMBER OF THE PREVIOUS YEAR. IF YOU WAIT MUCH LONGER YOU MAY FIND THAT YOUR PREFERRED HOTEL/RESTAURANT IS ALREADY BOOKED. MANY PLACES ARE BOOKED A FULL YEAR IN ADVANCE, SO PREPARE EARLY.

FOR THE ICE CREAM SOCIAL, PLAN PLENTY OF TIME IN ADVANCE. TRY TO FIND SOMEONE WHO HAS A SWIMMING POOL, OR AT LEAST A JACUZZI. HAVE AT LEAST THREE KINDS OF HOMEMADE ICE CREAM, PLUS PLENTY OF FOOD AND DRINKS.

FOR THE PROGRESSIVE DINNER, GET PEOPLE TO VOLUNTEER THEIR HOMES BY SEPTEMBER AT THE LATEST. TRY TO GET THREE HOMES THAT ARE RELATIVELY CLOSE TOGETHER. PLAN WELL IN ADVANCE. MAKE SURE EVERYONE KNOWS THAT THERE IS A GIFT EXCHANGE AND THAT IT IS A SEMI-DRESSY EVENT. THE ADVERTISEMENT SHOULD STATE THE MIN/MAX COST FOR THE GIFT EXCHANGE.

OTHER EVENTS THAT WE HAVE HAD IN THE PAST THAT HAVE BEEN FUN ARE TOGA PARTIES, HAYRIDES, LUAUS, HALLOWEEN PARTIES, WINE TASTINGS, BEER TASTINGS, (GREAT FOR OCTOBERFEST) KENTUCKY DERBY PARTIES AND OTHER SPORTING EVENT PARTIES SUCH AS SUPER BOWL OR WORLD SERIES OR OLYMPICS, OR EVEN A SUNDAY BRUNCH FOR THE HECK OF IT.

~~THIS ELECTED POSITION EXEMPTS THE PERSON FROM THE YEARLY MEMBERSHIP FEES,~~

- ALSO:
1. CHAIRMEN SUBMIT FINANCIAL/EVENT REPORTS AS PER BY-LAWS.
 2. PRICING OF EVENTS TO INCLUDE PREDETERMINED PERCENTAGE OF SURPLUS.
 3. PROPOSED SCHEDULE OF EVENTS SHALL BE PRESENTED TO THE EXECUTIVE COMMITTEE FOR APPROVAL AND PROVIDE PRE-COSTING FINANCIAL AND EVENT REPORT AS PER BY-LAWS.

TREASURER
(treasuop.ski)

~~THIS APPOINTED POSITION EXEMPTS THE PERSON FROM THE YEARLY MEMBERSHIP FEES.~~

THE TREASURER SHALL BE IN CHARGE OF THE FINANCIAL AFFAIRS OF THE CLUB, AND SHALL MAINTAIN THE FINANCIAL RECORDS. HE/SHE SHALL BE RESPONSIBLE FOR THE FILING OF THE ANNUAL STATE AND FEDERAL TAX STATEMENTS. THE TREASURER SHALL BE APPOINTED BY PRESIDENT-ELECT FOLLOWING HIS/HER ELECTION AND BEFORE THE ANNUAL BANQUET. THIS APPOINTMENT MUST BE RATIFIED BY THE CURRENT BOARD OF DIRECTORS.

THE TREASURER IS RESPONSIBLE FOR HANDLING THE FINANCIAL TRANSACTIONS OF THE CLUB:

- RECEIVE MONIES FROM THE CLUB OFFICERS, EVENTS CHAIRPERSON AND FROM TRIP CAPTAINS FOR TRIPS.
- TIMELY DEPOSITS OF THESE MONIES MUST BE MADE TO THE RESPECTIVE BANK ACCOUNT (TRAVEL OR GENERAL)
- PAYMENTS FOR VARIOUS EVENTS, TRIPS OR FUNCTIONS ARE ACCOMPLISHED BY VOUCHER SYSTEM. **THE REQUESTER FOR REIMBURSEMENT OR PAYMENT** PREPARES A VOUCHER AND HAS IT APPROVED BY AN EXECUTIVE OFFICER
THEN PRESENTS IT TO THE TREASURER.
THE ADMINISTRATIVE VICE PRESIDENT APPROVES ONLY EVENTS AND OTHER EXPENSES.
THE LONG AND SHORT TRIPS VICE PRESIDENTS APPROVE TRIP EXPENSES **INCURED BY ASSIGNED TRIP LEADERS.** THE PRESIDENT APPROVES VOUCHERS WRITEN BY THE TRIP V.P.
THE PRESIDENT HAS THE AUTHORITY TO APPROVE ANY OF THE ABOVE.
- CARTE BLANCHE AUTHORITY IS GIVEN TO THE TREASURER FOR PAYMENTS FOR PHONE BILLS, POSTAL BOX RENT, FILING FEES AND TREASURER'S EXPENSES.
- THE TREASURER'S SIGNATURE GOES ON ALL CHECKS PLUS ONE OF THE ABOVE NOTED OFFICERS AS RECORDED ON THE BANK SIGNATURE CARD. ALL CLUB CHECKS SHALL HAVE TWO SIGNATURES (**INTERNAL CONTROL REQUIREMENT**)
- THE TREASURER IS RESPONSIBLE FOR THE GENERATION OF STATE AND FEDERAL TAX FORMS. THE RETURNS ARE DUE AT THE TAX ADDRESS BY THE MIDDLE OF THE FIFTH MONTH AFTER THE CLOSE OF THE BUSINESS YEAR (OCTOBER 15). COPIES OF THE TAX FORMS FOR THE STATE AND FEDERAL TAXES SHALL BE SUBMITTED TO THE PRESIDENT BY AUGUST 15. THE PRESIDENT SHALL PRESENT THESE TAX FORMS TO THE BOARD OF DIRECTORS

12/30/2021

SNOWBOUNDERS SKI CLUB, INC.

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FOR **REVIEW** NO LATER THAN SEPTEMBER 15. UPON APPROVAL THE PRESIDENT SHALL SIGN BOTH STATE AND FEDERAL FORMS, COPIES SHALL BE MADE FOR THE TREASURER AND SECRETARY'S FILES AND THE ORIGINAL SUBMITTED TO THE APPROPRIATE TAXING AGENCY PRIOR TO OCTOBER 15 BY THE PRESIDENT. IT SHALL BE SENT BY CERTIFIED MAIL.

- ~~• THE TREASURER IS IN POSSESSION OF ONE OF THREE KEYS TO THE POST OFFICE BOX 6333, SUNKIST STATION ON LINCOLN IN ANAHEIM IN ORDER TO PICK UP BANK STATEMENTS. THE PRESIDENT AND ONE OTHER PERSON HAVE THE OTHER TWO KEYS.~~
- THE TREASURER PREPARES A MONTHLY FINANCIAL REPORT WITH COPIES TO MEMBERS OF THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS BY THE FIRST MEETING OF THE MONTH.
- AN END OF YEAR (5-31) REPORT IS PREPARED AND DELIVERED WITH THE BOOKS TO THE COMMITTEE SELECTED BY THE PRESIDENT FOR REVIEW AND PREPARATION OF TAX RETURNS AS A NON-PROFIT ORGANIZATION.

LONG TRIPS VICE PRESIDENT
(longtpop.ski)

~~THIS ELECTED POSITION EXEMPTS THE PERSON FROM THE YEARLY MEMBERSHIP FEES.~~

THE LONG TRIP VICE PRESIDENT SHALL BE RESPONSIBLE FOR ALL ARRANGEMENTS AND FUNDS FOR SPECIAL (OUT OF STATE) SKI TRIPS. HE/SHE SHALL BE THE CHAIRMAN OF THE SPECIAL SKI TRIP COMMITTEE AND SHALL APPOINT MEMBERS TO SERVE ON THE COMMITTEE, AND SHALL BE RESPONSIBLE FOR THE FINANCIAL REPORT AND ROSTER TO THE PRESIDENT WITHIN TWO WEEKS OF THE TRIP TERMINATION.

THE FINANCIAL REPORT SHALL CONSIST OF AN INCOME/EXPENSE REPORT IN A FORM ACCEPTABLE TO GOOD ACCOUNTING PRACTICES AND A ROSTER OF PERSONS PARTICIPATING IN THE TRIP INCLUDING THEIR PAYMENTS BY CHECK NUMBER. THE REPORT SHALL REFLECT ALL INCOME ie; FREE TRAVEL, FREE LODGING PLUS OTHER GRATUITY PROVIDED BY THE CARRIERS, LODGING OR TRAVEL AGENCY. EXPENSES SHALL BE DETAILED TO THE BEST OF YOUR ABILITY. THE REPORT SHOULD BE USED BY THE TREASURER TO CONFIRM HIS/HER LEDGER INPUTS, AND LATER USED AS A GUIDE TO THE NEXT VICE PRESIDENT IN PLANNING HIS/HER TRIPS.

THE LONG TRIPS VICE PRESIDENT WILL PROPOSE, BY THE MARCH BOARD MEETING, THE LONG TRIPS RECOMMENDED FOR THE FOLLOWING SKI SEASON.

THE PLAN WILL BE SUBMITTED TO THE BOARD USING THE "TRIP PLAN AND BUDGET" FORM FOR APPROVAL AND WILL INDICATE THE RATIONAL INVOLVED IN SELECTING THE VARIOUS TRIPS.

THE LONG TRIPS VICE PRESIDENT , BY HIM/HERSELF OR THROUGH A TRAVEL AGENT(S) SHALL:

- FIND LODGING AND TRANSPORTATION (AIR AND GROUND) FOR THE PLACE(S) SELECTED THAT ARE A REASONABLE PRICE FOR THE QUALITY DESIRED. MORE THAN ONE BID IS RECOMMENDED. THIS SHOULD BE DONE NO LATER THAN AUGUST.
- SECURE DEPOSIT(S) ,VIA BOARD APPROVAL, TO HOLD SPACE AND PRICES.

FINAL PRICING FOR THE TRIP(S) MAY INCLUDE PRE AND POST PARTY, GROUND TRANSPORTATION TO THE AIRPORT (if arranged), POSTAGE, TELEPHONE, CANCELLATION CONTINGENCIES, TIPS, AND ANY OTHER ADDED FEATURES OF THE TRIP, SUCH AS CLUB RACE. A PAYMENT SCHEDULE THEN NEEDS TO BE ESTABLISHED BASED ON THE VARIOUS CANCELLATION DATES. BY THE FIRST MEETING IN SEPTEMBER, THERE SHOULD BE ADVERTISING IN THE NEWSLETTER AND BE TAKING SIGN-UPS.

THE LONG TRIPS VICE PRESIDENT MAY RUN THE TRIPS OR FIND TRIP CAPTAINS.

- AN ITINERARY NEEDS TO BE ESTABLISHED AND DISSEMINATED.
- ROOMING LISTS NEED TO BE MADE AND MAILED TO THE LODGING COMPANY.

-A HOST FOR THE PRE-PARTY NEEDS TO BE FOUND.

**-CONFIRMATION OF ALL TRANSPORTATION AND LODGING NEEDS TO BE
MADE, AND MAY INCLUDE TRANSPORTATION FROM ANAHEIM TO THE AIRPORT.**

AFTER THE TRIP(S) HAS CONCLUDED:

- A COMPLETE FINANCIAL REPORT NEEDS TO BE PRESENTED TO THE PRESIDENT FOR PRESENTATION TO THE BOARD OF DIRECTORS.
- REFUNDS (IF NEEDED) ARE MADE. ANY SURPLUS OVER A PRE-DETERMINED PERCENTAGE SHALL BE REFERRED TO THE BOARD OF DIRECTORS FOR DISPOSITION.
- A HOST FOR THE POST-PARTY NEEDS TO BE FOUND.

SHORT TRIPS VICE PRESIDENT
(shortop.ski)

~~THIS ELECTED POSITION EXEMPTS THE PERSON FROM THE YEARLY MEMBERSHIP FEES.~~

THE SHORT TRIPS VICE PRESIDENT SHALL BE RESPONSIBLE FOR ALL ARRANGEMENTS AND FUNDS FOR ALL SKI TRIPS WITHIN THE STATE OF CALIFORNIA THE TIMING AND THE ASSIGNING OF RESPONSIBILITIES IN ORDER TO PERFORM THE FUNCTION OF SHORT TRIPS VICE PRESIDENT ARE DETAILED BELOW:

JUNE

REVIEW NEXT SEASON'S SHORT TRIP PLANS.
WEEKEND SCHEDULE (IF REQUIRED)
NUMBER OF TRIPS
POTENTIAL CLASHES WITH LONG TRIPS
CLUB RACES (IF SCHEDULED) DATE FINALIZED
(RACES TO BE HELD DURING A LONG TRIP SELECTED BY THE LONG TRIPS V.P.)
NUMBER OF BUSES PER TRIP/ OR SETUP CAR POOLS
ACCOMMODATIONS
ESTABLISH CONTACT WITH ACCOMMODATION SERVICES.
UPDATE QUOTES FOR CONDOS, IF AVAILABLE
LOOK AT OPTIONS, IF NECESSARY
TRANSPORTATION
CONTACT BUS COMPANY AND UPDATE QUOTES FOR BUSES,
IF AVAILABLE CONSIDER OPTIONS, IF NECESSARY.

PRESENT THE TRIP PLANS TO EXECUTIVE COMMITTEE AND BOARD OF DIRECTORS AS SOON AS POSSIBLE. DECISIONS MAY BE REQUIRED.

JULY/AUGUST

FINALIZE PLANS FOR NEXT SEASON.
SCHEDULE ESTABLISHED
CONTRACTS FOR BUSES AND ACCOMMODATIONS OBTAINED, REVIEWED (PARTICULARLY FOR CANCELLATION POLICIES), APPROVED BY THE EXECUTIVE COMMITTEE AND SIGNED.
PREPARE DETAILED BUDGETS FOR:
ACCOMMODATIONS
TRANSPORTATION
FOOD
BEVERAGES
MISCELLANEOUS,

THEREBY ESTABLISHING A TRIP PRICE, INCLUDING PREDETERMINED PERCENTAGE OF SURPLUS, BASED ON THE PRICE ON THE NUMBER OF PEOPLE PER TRIP. PRESENT THE BUDGET TO THE PRESIDENT AND SUBSEQUENTLY TO THE BOARD OF DIRECTORS IN AUGUST.

REQUEST PAYMENT OF ANY NECESSARY DEPOSITS.

APPOINT NECESSARY SUPPORT STAFF:

SKI TRIP CAPTAINS

FOOD CHAIRMAN

WRITE FLYER ARTICLE TO UP-DATE MEMBERS WITH THE LATEST INFORMATION ON SHORT TRIPS.

• SEPTEMBER

FIRST MEETING IN SEPTEMBER, BEGIN SIGN-UPS FOR ALL SHORT TRIPS.

FLYER ARTICLE ON SHORT TRIPS EXPLAINING PRICE, TRANSPORTATION, ACCOMMODATIONS, AND ANYTHING ELSE OF NOTE. UPDATE SHORT TRIP INSTRUCTION FOR TRIP CAPTAINS, FOOD CHAIRMAN.

• OCTOBER

CONDUCT MEETING OF TRIP CAPTAINS, FOOD CHAIRMAN. PROVIDE ON OR BEFORE

THIS MEETING, DETAILED INSTRUCTIONS OF HOW TO RUN A SHORT TRIP.

MAJOR POINTS TO COVER INCLUDE:

-SIGN UP POLICIES

-CANCELLATION POLICIES

-BUDGETS

-SUPPORT REQUIRED

-ADVERTISING

-TRIP FINANCIAL REPORTS

-TIMING OF KEY EVENTS

-HANDLING MONEY RECEIVED AND REQUEST FOR EXPENSES.

-POST TRIP FLYER ARTICLES

-MAINTAIN AN RECORD OF ALL PARTICIPANTS AND CHECKS RECEIVED FOR CLUB RECORDS

• NOVEMBER THROUGH MAY

-CONTINUE MONITOR TRIP SIGN-UP NUMBERS

-ESTABLISH VIABILITY OF EACH TRIP DEPENDENT UPON CANCELLATION POLICIES AND DATES.

-REQUEST PAYMENTS FOR ACCOMMODATIONS AND BUSES WHEN DUE.

-APPROVE PAYMENTS OF FOOD, AND SHORT TRIP EXPENSES.

-CALL BOTH BUS AND ACCOMMODATIONS PEOPLE TO CONFIRM RECEIPT OF OUR PAYMENT AND THAT THE RESERVATIONS ARE AS PREVIOUSLY REQUESTED. THIS SHOULD BE DONE NO LATER THAN A WEEK AFTER PAYMENT IS DUE. IT IS ALSO RECOMMENDED TO CALL BOTH AGAIN ONE OR TWO DAYS BEFORE THE TRIP TO INSURE THERE ARE NO CHANGES.

-REVIEW FOR APPROVAL, NON-APPROVAL, OR ESTABLISH SUM DUE FOR

REFUNDS DEPENDENT UPON:

-CLUB CANCELLATION POLICY

-PROFITABILITY OF TRIP

-ANY EXTRANEIOUS CIRCUMSTANCES

- REQUEST FROM TRIP CAPTAINS FINANCIAL REPORTS & ROSTER WITHIN TWO WEEKS AFTER THE TRIP COMPLETION. IF NO TRIP CAPTAIN, THEN RESPONSIBILITY LIES WITH SHORT TRIP V.P.

- REMIND TRIP CAPTAINS OF THE POST TRIP FLYER ARTICLES.

- RECONCILE FINANCIAL TRIP REPORTS WITH TREASURER REPORTS.
THIS IS MORE DIFFICULT TO COMPLETE AFTER EACH TRIP DUE TO DELAYED INCOME AND EXPENSE ITEMS. HOWEVER, COMPLETE AS QUICKLY AS POSSIBLE EACH TRIP RECONCILIATION. THIS HELPS COMPLETE TOTAL YEAR SHORT TRIP FINANCIAL RESULTS AT THE END OF THE SEASON.

- PRESENT TO THE EXECUTIVE COMMITTEE AND THE BOARD OF DIRECTORS SHORT TRIP FINANCIAL RESULTS AND ROSTER WITHIN TWO WEEKS OF EACH TRIP.

- PROPOSE TO THE EXECUTIVE COMMITTEE THE SHORT TRIP SCHEDULE FOR THE FOLLOWING SEASON. THIS SHOULD BE SUBMITTED NO LATER THAN THE END OF JANUARY.

- RESERVE DESIRED ACCOMMODATIONS, INCLUDING OPTIONS FOR THE FOLLOWING SEASON
BASED UPON THE APPROVED SCHEDULE.

- PLAN THE DATE FOR THE CLUB RACES FOR THE FOLLOWING SEASON. THIS SHOULD BE COORDINATED WITH THE CLUB RACE CHAIRPERSON AND/OR THE LONG TRIPS VICE PRESIDENT.

TRIP POLICY

The following is the SNOWBOUNDERS SKI CLUB's policy regarding trips, as approved by your Board of Directors. It is being published to promote a thorough understanding of the Club policy and to enhance enjoyment of everyone involved. The terms of this policy apply to ALL trips, so please read it and become familiar with it.

Each trip cost shall be established to cover all known expenses, the club treasury shall not subsidize any expenses without approval of the Board Of Directors. Refunds for cancellations, after the established cancellation date, shall not be refunded prior to the trip completion and shall have any club expenses/fees deducted.

I. SIGN-UP, DEPOSIT AND PAYMENT OF TRIP COSTS

- A. Only SNOWBOUNDER SKI CLUB members are eligible to go on any trip offered by the club.
- B. Each trip will have assigned a designated trip leader, who will collect all monies and properly completed sign-up form for each event and trip. Minimum age is 21, unless prior approval by a majority of the club officers and Board of Directors.
- C. Sign-ups are on a first come, first served basis, with monies separate for each event and trip. No one will be considered as being on the trip and no spots will be held until appropriate deposits are received by the Trip Leader or Trip Chairman.
- D. Each trip will have published in the Ski Scoop its total cost and a payment schedule, including the California Sell of Travel registration number (CST). Adherence to this schedule is necessary and late payment will be assessed a \$10.00 penalty. A person is signed-up for a trip only upon receipt of full payment.
- E. A balance due date will be clearly published for each trip. Non-payment by the specified date may be considered a cancellation and will be subject to the rules as stated below.

II. STAND-BY LIST

- A. A member wishing to be placed on an already full trip, will be first placed on a stand-by list in the order that deposits are received.
- B. The stand-by member must furnish the Trip Leader and/or Trip Chairman with a current home and work telephone number.
- C. In the event of an opening, all reasonable efforts will be made to contact the member at the top of the list, before moving to the next.
- D. Once a stand-by accepts and is confirmed, they are subject to all of the applicable terms of this policy.
- E. Members on the stand-by list may cancel at anytime and receive a full refund. Refusal of an offer to accept an opening on your trip will be considered a stand-by cancellation.

III. CANCELLATIONS

- A. Each trip will have published in addition to its payment schedule, a cancellation penalty schedule. It is your obligation to become familiar with it and to abide by its terms.
- B. Receipt of your deposit monies indicates that you have read, understand and agree to this schedule for each trip you have deposited.
- C. In the event of a cancellation the member must personally and directly inform the Trip Leader and/or Trip Chairman.
- D. The Trip Leader and/or Trip Chairman will use all reasonable efforts to find a replacement.
- E. A member is considered replaced and the replacement confirmed when the replacement pays for their spot in full.
- F. After the minimum cancellation penalties have been met, (\$25.00 within seven (7) days of the trip), the member may be entitled to a refund of any of their costs that are recovered by the club.
- G. No-shows will be charged the total trip cost.
- H. The club will not transfer funds from one trip to another.
- I. The Board reserves the right to delay any final refund decision until after the trip is completed and a final accounting prepared.
- J. The Board reserves the right to cancel any trip for any reason.
- K. This policy applies to ALL member cancellations, for whatever reason.

IV. ROOMING ASSIGNMENTS

- A. All rooming assignments will be made by the Trip Leader.
- B. The club will make every effort to provide the requested lodging.

V. MISCELLANEOUS

- A. All departure times will be announced well in advance of the trip date. Be there on time or you will be left behind.
- B. All members will conduct themselves in a manner that best reflects the club as a whole.
- C. Snowbounders ski club assumes no responsibility for personal injury, legal confrontations or property destruction caused by or suffered by any member.
- D. Use of illegal drugs or minors drinking alcoholic beverages will not be tolerated. Offenders will be asked to immediately leave the trip, without refund, and are subject to loss of club membership.
- C. The Board will review all non-compliance and complaints in regards to administration of this policy.

EXECUTIVE SECRETARY
(excsecop.ski)

~~THIS ELECTED POSITION EXEMPTS THE PERSON FROM THE YEARLY MEMBERSHIP FEES.~~

THE EXECUTIVE SECRETARY SHALL KEEP A RECORD OF ALL THE MINUTES OF ALL REGULAR AND SPECIAL CLUB MEETINGS, AND SHALL BE THE CUSTODIAN OF ALL CLUB RECORDS INCLUDING THE MONTHLY FINANCIAL RECORDS AND A COPY OF THE FEDERAL AND STATE TAX FORMS APPROVED BY THE BOD.

AT THE BEGINNING OF THE YEAR, THE EXECUTIVE SECRETARY WILL ESTABLISH A NOTEBOOK IN WHICH ALL CLUB RECORDS WILL BE KEPT. INCLUDED IN THE NOTEBOOK SHOULD BE GENERAL MEETING MINUTES, EXECUTIVE MEETING MINUTES, BOARD MEETING MINUTES, FLYERS, NEWS LETTERS, CLUB CORRESPONDENCE, AND MONTHLY FINANCIAL REPORT SUMMARIES. THE NOTEBOOK SHALL BE MAINTAINED FOR THE DURATION OF THE ELECTED TERM. THE NOTEBOOK CONTENTS SHALL BE STORED AS PART OF THE CLUB HISTORICAL RECORDS FILE LOCATED IN THE CLUB STORAGE AREA.

IT IS THE EXECUTIVE SECRETARY'S RESPONSIBILITY TO TAKE AND TRANSCRIBE ALL MINUTES MENTIONED ABOVE OR APPOINT A DESIGNEE.

OTHER RESPONSIBILITIES (assignable):

MAY/JUNE - BADGES - ALL STAR TROPHY COMPANY, PLACENTIA
AUGUST - MEMBERSHIP CARDS
DECEMBER - ROSTER
MONTHLY MAIL -SUNKIST POST OFFICE, ANAHEIM (if assigned key)
WHEN NEEDED: BUSINESS CARDS - CLUB PINS

BOARD OF DIRECTORS

(bodops.ski)

CONSISTS OF SEVEN MEMBERS:

- A. THREE ELECTED EACH YEAR FROM THE GENERAL MEMBERSHIP (MUST HAVE BEEN A MEMBER IN GOOD STANDING FOR TWO YEARS) .
- B. THE SEVENTH MEMBER IS THE CURRENT PRESIDENT DURING HIS/HER TERM OF OFFICE .
- C. THEY WILL SELECT A CHAIRMAN (MUST HAVE BEEN PRIOR MEMBER OF THE BOARD OF DIRECTORS) ,

DUTIES OF THE BOARD:

- A. UP-DATE, MAINTAINING AND ENFORCING THE BY-LAWS AND OPERATING PROCEDURES .
- B. REVIEW FINANCIAL AND EVENT REPORTS PRESENTED AS REQUIRED BY THE BY-LAWS AND OPERATING PROCEDURES .
- C. REVIEW, ACCEPT/REJECT ALL OFFICERS' BUDGETS AND SCHEDULES PER THE TIME TABLE REQUIRED IN THE BY-LAWS AND OPERATING PROCEDURES .
- D. DEVELOP AND MAINTAIN POLICIES AND PROCEDURES FOR THE OFFICERS AND CHAIRMAN .
- E. HAVE MONTHLY MEETINGS, USUALLY ONE PER MONTH, OR AS DEEMED NECESSARY BY THE CHAIRMAN OF THE BOARD OF DIRECTORS .
- F. MAINTAIN MINUTES AND RECORDS OF BOARD OF DIRECTORS MEETINGS AND PROVIDE COPIES TO ALL BOARD MEMBERS AND TO THE CLUB SECRETARY FOR THE PERMANENT CLUB FILES .
- G. PROVIDE THE ELECTION COMMITTEE TO CONDUCT CLUB ELECTIONS AS PER BY-LAWS AND OPERATING PROCEDURES .
- H. MAINTAIN RECORDS OF INDIVIDUAL INVOLVEMENT PERTAINING TO AWARDED LIFE MEMBERSHIPS. THE NUMERICAL VALUES PROVIDE A FRAMEWORK FOR DETERMINING THIS AWARD .
- I. DETERMINE VALID CANDIDATES FOR THE SPIRIT AWARD FROM THOSE NOMINATIONS AT ELECTION TIME. IT IS NOT REQUIRED TO AWARD EITHER THE SPIRIT AWARD OR LIFE MEMBERSHIP .

ELECTION COMMITTEE
(elecops.ski)

THE ELECTION COMMITTEE CONSISTS OF THE THREE SECOND YEAR BOARD MEMBERS AND/OR ANY REPLACEMENTS OF THESE MEMBERS. THE ELECTION COMMITTEE SHALL:

1. PRESENT AN ARTICLE IN THE FEBRUARY FLYER (ONE MONTH BEFORE NOMINATIONS) ENUMERATING THE QUALIFICATIONS REQUIRED TO BE A CANDIDATE FOR EACH OFFICE OR POSITION, AND THE DUTIES OF EACH.

2. CONDUCT NOMINATIONS FROM THE GENERAL MEMBERSHIP AT THE FEBRUARY, MARCH, APRIL MEETINGS (WITH EXCEPTION OF THE SPIRIT AWARD, AS SPECIFIED IN ARTICLE VII SECTION III: PARAGRAPH 3).

3. INSURE THAT THE QUALIFICATIONS OF EACH NOMINEE FOR EACH OFFICE SATISFIES THE BY-LAW REQUIREMENTS AND THEIR ACCEPTANCE OF THAT NOMINATION, AND, IF MORE THEN ONE NOMINEE, OBTAIN A BRIEF ARTICLE FROM EACH NOMINEE FOR THE FLYER. A NOMINEE MAY RUN FOR ONLY ONE OFFICE.

4. PRESENT ALL NOMINEE ARTICLES TO THE FLYER EDITOR, AS WELL AS A FORMAL BALLOT (WHICH MUST BE PRINTED ON WATER-MARK PAPER TO PREVENT TAMPERING) TO BE INCLUDED IN THE APRIL FLYER. THIS WILL ALLOW AMPLE TIME FOR RECEIPT OF SAME BY MEMBERS TO FACILITATE VOTING WHETHER BY MAIL (TO BE RECEIVED BY THE CLUB PRIOR TO THE DATE OF THE MAY ELECTION MEETING), OR IN PERSON AT THE MEETING. THERE WILL BE ONE BALLOT PER MEMBER INCLUDED IN THE FLYER.

5. COUNT THE BALLOTS AFTER THE ELECTION AT THE MAY ELECTION MEETING. THIS IS A SECRET BALLOT ELECTION. THE ELECTION COMMITTEE MAY APPOINT A COMMITTEE TO ASSIST IN COUNTING BALLOTS, TO MAINTAIN THAT A COMMITTEE OF THREE PEOPLE COUNT BALLOTS. HOWEVER, ANY TIES RESULTING MUST BE RESOLVED AT THIS TIME BY JUST THE ELECTION COMMITTEE.

6. ANNOUNCE AT THE MAY ELECTION MEETING ALL NEW OFFICERS WITH THE EXCEPTION OF THE HOST, HOSTESS, AND THE SPIRIT AWARD RECIPIENT (THESE WILL BE ANNOUNCED AT THE AWARDS BANQUET).

7. SEND AN ARTICLE TO THE FLYER EDITOR RIGHT AFTER THE ELECTION ANNOUNCING THE NEW OFFICERS. AFTER THE AWARDS BANQUET, THEY WILL PROVIDE THE HOST, HOSTESS AND SPIRIT AWARD RECIPIENT'S NAMES TO THE FLYER EDITOR FOR PUBLICATION.

EXAMPLE OF AN INCOME / EXPENSE REPORT

TRIP: _____
DATE: _____
TRIP LEADER: _____

INCOME:

TOTAL MONEY RECEIVED: _____ (1)
LESS REFUNDS: _____ (2)
TOTAL NET INCOME: _____ (3)

EXPENSES:

TRIP EXPENSE: _____ (4)
GROUND TRANSPORTATION: _____ (5)
FOOD: _____ (6)
BEVERAGE: _____ (7)
LODGING: _____ (8)
_____ (9)
_____ (10)
_____ (11)
_____ (12)

TOTAL EXPENSE: _____ (13)
TOTAL INCOME/(LOSS):to club _____ (14)
LESS ADMINISTRATIVE FEE _____ (15)
FINAL PROFIT / (LOSS) TO CLUB _____ (16)

******* GOOD ACCOUNTING REQUIRES RECEIPTS FOR ALL EXPENSES**

- (1) TOTAL MONEY received for the event/trip/ (attach list of participants and check numbers of all checks received.)**
- (2) TOTAL REFUNDS – Attach list of names and the individual refunds.**
- (3) The GROSS income for tax purposes.**
- (4) COST OF TRIP – Lodging/air fare or cost to travel agent. (attach list of payments made.)**
- (5) COST of club expense for ground transportation – if applicable.**
- (6) COST expended for party(s).**
- (7) COST expended for wine ect.**
- (8) – (12) additional cost incurred by club.**
- (13) TOTAL of ALL expenses fro trip/event**
- (14) TOTAL income minus TOTAL expenses**
- (15) ADMINISTRATIVE FEE – if applicable**
- (16) FINAL PROFIT/ (LOSS) TO CLUB**

The trip leaders records have to be maintained independent of and reconciled with the treasury records before presentation to the club president.

Total number of persons on the trip (attach list of names)

Maintain a record of all checks received for trip records and also provide a copy of the list to the treasurer when submitting the checks.

CHECK REQUEST

PAYEE/Pay to the Order of: _____

Total Amount: \$ _____

EVENT: _____

Date: _____

Attach receipts to the back of this form

Date:	Discreption of Expenses Incurred	Amount

Approval: _____
(President or Admin V.P)

TITLE: _____

Ck requested by: _____

Title: _____

1: return to requester: _____

2: mail to requester: _____

OR

3: mail check to payee at:

FOR OFFICE USE ONLY:

Check Number:	_____
Date paid:	_____
Trip/Event:	_____

**VOUCHER
 #**

Assigned by Treasurer

CHECK / CASH RECEIPT RECORD
 (Alternative to photo copies)

EVENT:

	SURNAME	FNAME	CHECK NUMBER	DATE ON CHECK	AMOUNT OF CHECK	COMMENTS:
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						

TOTAL: _____

**EVENT
 LEADER:** _____

DATE: _____

SIGNATURE: _____

NOTE:

Event Leader to make two copies, one for his/her records and one to be given to the treasurer with the checks/cash.
 Used to reconcile account at completion of event.

RECEIVED
BY:

DATE:
