

REQUEST FOR BOARD APPROVAL FOR EVENT

TYPE OF EVENT: SERVICE EVENT _____ FUND RAISER EVENT _____

EVENT DATE OR DATES _____

NAME OF CONTACT PERSON FOR EVENT _____

FUNDS NEEDED TO PURCHASE _____ FOR EVENT. WHAT WILL
BE PURCHASED _____

LIST OF VOLUNTEERS AND THEIR HOURS OF WORK: _____

Use back side for additional names and hours

How will this event benefit our Rotary Club _____

Date presented to board _____

Date Board Approved _____

PUYALLUP ROTARY CLUB

POLICY AND PROCEDURES FOR CLUB EVENTS

The club has two types of events:

SERVICE EVENTS

These are events where we are there to help others such as passing out candy at Halloween to kids in the Mall, serving breakfast for Seniors or serving breakfast at the Pierce County Fair or any event that our club may provide funds to do the event but no sales are made.

FUND RAISING EVENTS

These are events that the club puts on to raise funds for the club such as the Golf Tournament, The Crab Feed and the Seattle to Portland Bike Ride or any other event in the Puyallup area. Funds raised for these events could be for a particular project or for service for the youth and the community.

The Board has approved that the following events do not need prior Board approval but the coordinator of the event must supply the Board with the results of the event:

1. The Golf Tournament
2. The Crab Feed
3. The STP (Seattle to Portland Bike Ride)
4. The Rotary BBQ and the Rotary Christmas Party
5. Pierce County Fair Breakfast

Any other event must have Board approval prior to being held. To Receive Board approval you must submit a written request at the Board

meeting at least one month prior to the event. The request must include all of the following items:

1. The date or dates of the event
2. The name of the contact person for the event.
3. How much money will be needed to purchase food items in advance.
4. Itemization of what items will be purchased.
5. A list of all volunteers showing their name and their work times.
6. A brief description of how the club and the community will benefit from having this event.

Within 7 days after the event, sooner if possible, a report must be submitted to the board and must contain the following:

1. How much money was collected for the event.
2. How much food was left that was not used, any un-opened items that were returned for credit and how much money was received for the returns..
3. Any leftover food that was donated and to whom it was donated..
4. Remarks of how to improve this event next time it is held.

All events must have a sign that states where the funds raised are going and all Rotary volunteers must wear their rotary shirts.

DRAFT

10-30-19

11-13-19

1-8-2020