



Chairperson Document Package 10/19/2018

Helpful Tips

-Always check the club calendar on the web before planning your activity

-Always have ExComm approval of your plan, your budget, flyers and tickets (a copy of budget sheet for each excomm board member is required, total (9)

Contracts must be submitted to the president 2 weeks prior to your request for budget approval.

- **Caution**, per SOP no chair may profit or accept remunerations, discounts or compensation, unless specified in a contract with our club, approved by EXCOM. (see SOP for details)

-Always make sure to keep the ExComm informed of changes of plan and potential budget over runs

-Be sure to state no-refunds on your tickets and or flyers

-Contact music Chair (Sandi Senator ssenator@comcast.net) for

advice & prices before making your recommendation to ExComm

NOTE; the same entertainer may only be used 2 years in a row for the same event.

Helpful Tips continued

-When food or drinks are being purchased for your event, make sure you have a written understanding between you and the supplier on the price, including the tax, and tip

-No smoking at ticket selling tables

- Chairs planning events at Recreation Centers; All hours at RC's are billed to the club and must be included in your budget. This includes band set up & tear down, caterer arrival time, decoration

time, and clean up time. Please coordinate the timing and planning with the Vice President before submitting your budget or flyer to the board. (Mark the shark at markthesharkdj@gmail.com)

-Storage Shed--To store or retrieve supplies from shed contact Carolyn Barger Shed Manager at 352-259-2758

Helpful Tips continued

- Events / Parties that have seating assignments must be reviewed by the board at an Excomm meeting prior to any seats being assigned or tickets being sold at phlockings. Excomm seating assignments will be determined at this time

- Tickets (with assigned seats or tables); assure that the members can keep their ticket or ticket stub; at the event to substantiate they are in the correct seat.

- ALL Flyers and Tickets, require Excomm approval before printing and or posting. For Posting on web send to Steve Larson

(sklarson01@gmail.com), For Posting on face book send to Gypsy Ginchereau (gypsygewells@gmail.com).

- For Printing-- Contact Carol O'Neal 751-0035

coneal71@gmail.com; She has the club printers both color and

black and white and will fulfill your printing needs

Any other posting and or printing requires Excomm approval.

Helpful Tips continued

- For Flyers contact Gypsy Ginchereau at gypsygewells@gmail.com

- If you need trucking, contact Vinny Caso vinnyatv13@gmail.com ;

- All Expenditures must be turned in to the Treasurer within 30

Days after the event

-It is the policy of TVPHC that all non-PH members sign a Waiver

Form if they are participating in Club events

-Read the by-laws & SOP, on our web page and excerpts in

attached package

-Remember the words in our code of conduct (treat fellow members and guests with respect). You as a Chair are a leader, and should set an example, by demonstrating the very highest of standards.

POINT Criteria for all Volunteering

Contribution

- 2 hour minimum contribution (1 point)
- 5 hour minimum contribution (2 points)
- Maximum points (3)

The chairperson/ shall report awarded points to the volunteer coordinator each calendar month.

Budget Sheet for The Villages Parrot Heads Activities/Events

Event: _____ Date: _____

Chair: _____ Phone: _____

Place of Event: _____ Time: _____

Additional Information:

Income [Estimated]

Number of tickets to be sold _____

Ticket price _____

50/50 _____

Baskets _____

Other Income (list) _____

Total Income _____

Expenses [Estimated]

Room rental _____

Food Total _____ [Tax: _____ Gratuity _____]

Drinks _____

Entertainment _____

Supplies & additional Printing _____

Decorations _____

Other (list) _____

Total Expenses _____

Amount requested from The Club _____

Presented to EXCOMM for Approval :

Amount Approved _____ Signature _____ Date: _____

Signature of Activity/Event Chair: _____

Original copy to Treasurer...Please make a copy for your records

Wrap-up Sheet for The Villages Parrot Heads

Activities/Events

Event: _____ Date: _____

Chair: _____ Phone: _____

Place of Event: _____ Time: _____

Income:

Number and price of tickets sold _____

Other income (list) _____

TOTAL INCOME: _____

Expenses:

Room Rental: _____

Printing: _____

Food: _____

Decoration: _____

Entertainment: _____

Misc. List:

TOTAL EXPENSES: _____

PROFIT/ LOSS _____

Attach all receipts for incurred expenses.

Inventory all unused items (napkins, plates, decorations etc.) and give the report and items to the EXCOMM member in charge of your event.

List all member volunteers along with the number of days /hours worked on a separate sheet of paper and attach to this report. Email this list to the Volunteer Trustee no later than 30 days following the event.

List all receipts paid for by The Club prior to the event:

THE VILLAGES PARROT HEAD CLUB

LIABILITY WAIVER AND RELEASE FORM FOR ADULT NON-MEMBERS OF THE VILLAGES PARROT HEAD CLUB AND COVENANT NOT TO SUE

Name of Event: _____ Date: _____

Location: The Villages, Florida

In consideration of The Villages Parrot Head Club, a PHIP Chartered Chapter/Club, hereinafter referred to as "THE CLUB", permitting me to engage in the activities of THE CLUB as a non-member and, specifically, the above-named event (hereinafter "THE EVENT"), I the undersigned participant, on my own behalf and on behalf of my heirs, personal representatives, administrators, successors, and assigns, hereby waive and release any and all claims, demands, causes of action, suits, and right I, or anyone on my behalf, might have against THE CLUB, its respective officers, directors, employees, agents, and Executive Committee members (hereinafter the "RELEASED PARTIES") for personal injury (including death), loss or damage to my property which I, or anyone claiming by or through me, may have against THE CLUB and THE RELEASED PARTIES, as a result of my taking part in THE EVENT and activities sponsored by, sanctioned by, approved by, or located on the premises used by THE CLUB and/or the RELEASED PARTIES.

This Waiver and Release extends to any and all claims I have or later may have against THE CLUB and/or the RELEASED PARTIES resulting from or arising out of their performance of their duties whether or not such claims result from negligence (except willful negligence) on the part of any or all of THE CLUB and/or the RELEASED PARTIES with respect to THE EVENT or with respect to the conditions, qualifications, instructions, rules or procedures under which THE EVENT is conducted, or from any other cause. **I UNDERSTAND THAT, BY MY EXECUTION OF THIS WAIVER AND RELEASE, I AGREE NOT TO SUE ANY OR ALL OF THE RELEASED PARTIES AND/OR THE CLUB FOR ANY INJURY RESULTING TO MYSELF OR MY PROPERTY ARISING FROM, OR IN CONNECTION WITH, THE PERFORMANCE OF THEIR DUTIES IN SPONSORING, PLANNING, OR CONDUCTING THE EVENT.**

I am voluntarily participating in THE EVENT sponsored and/or conducted by THE CLUB and I expressly agree to assume the entire risk of any accidents or personal injury, including death, which I might sustain to my person and property as a result of my participation in THE EVENT. Any negligence (except willful negligence) on the part of any or all of the RELEASED PARTIES and/or THE CLUB in performing their duties is hereby now and forever waived and released. This instrument shall remain in full force and effect indefinitely.

I have read and understand the foregoing provisions of this Liability Waiver and Release Form for Adult Non-Members of the Villages Parrot Head Club and Covenant Not to Sue, and I have voluntarily executed this instrument on the date set forth above.

THIS IS A RELEASE – READ BEFORE SIGNING

- PARTICIPANT NO. 1 -

- PARTICIPANT NO. 2 -

Signature _____

Signature _____

Print Name _____

Print Name _____

**THIS FORM MUST BE SIGNED AND RETURNED TO THE VILLAGES PARROT HEADS CLUB PRIOR
TO OR AT THE TIME OF THE EVENT**

Article V of THE VILLAGES PARROT HEADS CLUB BYLAWS

Article V: Committee Chairperson(s)

A. A person approved by the EXCOMM to plan and oversee The Club's events/activities, Phins Up Shop and Travel Committee; supervise and organize committee members; and/or maintain communications through The Club's website.

B. Responsibilities of Chairperson(s)

1. Events/activities Chairpersons shall:

- a) Prepare and present on operating budget sheet to the EXCOMM for approval at least ninety (90) days prior to the event/activity (if applicable). All contracts and/or agreements for an event/activity shall be presented for approval before signing by the President or his/her designee takes place (if applicable).
- b) Not print tickets until the EXCOMM approves all information provided along with prices/fees (if applicable).
- c) Not distribute announcements, flyers, and/or brochures for such events/activities utilizing the Club's name and/or logo to Club members and/or the general public without prior approval of the EXCOMM (if applicable).
- d) Report to the EXCOMM person in charge of their activity/event.
- e) Present receipts for all expenditures to be reimbursed for to the Treasurer (if applicable).
- f) Turn over all monies collected to the Treasurer within ten (10) days of receipt unless previously arranged with the Treasurer. Ascertain that all checks received have been made payable to "The Villages Parrot Heads Club, Inc.", with the exception of any monies paid by members directly to outside entities, i.e., hotels, individual event registrations, vendors, etc. Not, under any circumstances spend monies from that collected. Return any unspent monies from the final approved budget to the Treasurer within ten (10) days following the event (if applicable).
- g) Prepare and present to the EXCOMM an Activity/Event Wrap-up Sheet within thirty (30) days of completion of the event/activity (if applicable).

2. Phins Up Shop Chairperson(s) shall additionally:

- a) Submit a requisition order for EXCOMM approval prior to purchasing any/all merchandise for sale over an amount determined by the EXCOMM.
- b) Have all merchandise pricing approved by the EXCOMM member overseeing the Phins Up Shop.
- c) Submit all monies collected from sales to the Treasurer within seven (7) days of the sale/order.
- d) Submit a complete inventory of all merchandise to the Treasurer on a quarterly basis with reconciliation of purchases and sales sheets.
- e) Document any merchandise given away or donated for The Club functions or other Parrot Heads Clubs' charities/fund raisers, etc., regarding cost and selling price and submit such documentation to the Treasurer.
- f) Sell any samples or free merchandise given to The Club with proceeds going to the Treasurer.
- g) Obtain prior approval of the EXCOMM member overseeing the Phins Up Shop to sell any merchandise as "sales" or "samples" for a reduced price. Sale receipts for such merchandise shall be noted as a reduce price sale.

3. The Travel Committee Chairperson(s) shall additionally:

- a) Have prior EXCOMM approval before notifying The Club members of up-coming travel opportunities.
- b) Submit all correspondence regarding finances to the Treasurer.
- c) Submit a manifest of travelers to include names, contact information, and any payment information to the Treasurer prior to travel.
- d) Receive EXCOMM approval prior to any travel event to use properties of The Club.
- e) Purchase any merchandise using The Club's name or logo through the Phins Up Shop.