

## **Policies for CKCoJ Event Planning Proposals**

Our club has two policies that deal directly with event planning. After discussion at the most recent Board meeting held on 11/20/03 the CKCoJ Board agreed that policy 004 & 005 need to be applied on a regular basis for every event in the planning stages, so that they can make sound financial decisions that impact the entire club.

If you are planning an event, please look for the event planning cost proposal form in this newsletter. It will also be available on our web page in case you may need it in the future. You may submit your own written proposal as long as the information requested on the form is included. The Board appreciates your help.

### **Policies:**

**004.** A Resource Inventory (description, goals, time commitments, materials, personnel, funding, chairman, and due date) will be completed for any Proposed activity and presented to the Board of Directors at a Board meeting. The Board shall approve the activity before further action is taken.

**005.** Committee Chairman duties include coordinating all aspects of a project, maintaining a resource inventory, facilitating activities (support, follow-through), evaluating (report), and recognition.