



Special Interests Activity Coordinator Guidelines

Goal: To provide opportunities for new associations and friendships within the context of special interests, activities and/or games to all Cary Newcomers Club, Inc. (CNC) members as stated in our bylaws under Section II.

The purpose of this form is to provide resources and guidance for current and potential activity coordinators.

- 1) All Special Interests (SIs) promoted through the CNC will be open to all members in good standing (currently paid-up dues).
 - a) All SIs will be presented each month in the Club's newsletter as needed. Copy written by a member of each group (or by the SI Chairperson as needed) is to be submitted to the 3rd VP - Newsletter, Webmaster and SI Chairperson by the due date indicated in the previous newsletter.
 - b) Each SI must be financially self-sustaining
 - i) If fees are collected for a group event, checks must be paid to the venue or SI Activity Coordinator per IRS regulations.
 - ii) No checks should be made payable to CNC.
 - iii) Cash should be discouraged. However, all cash received must be accompanied by a cash receipt and held by the SI Activity Coordinator until after the function/event.
 - iv) If an event is planned by a SI that requires a deposit from CNC funds, the Activity Coordinator must complete an Activity Proposal Form (located on the CNC website) during the planning of the event and prior to making any deposit commitment. The Activity Proposal Form must be completed in full and submitted to the Executive Board at least 5 days prior to an Executive Board Meeting for review and approval of the event. All requests for funds are evaluated on a case-by-case basis, must be approved by the Executive Board, and subject to availability of *Special Project Funds*. If approved, advanced funds must be reimbursed from the proceeds of ticket sales for the event within 2 weeks following the scheduled event and an Activity Recap form must be completed and submitted to the Executive Board. Cash should be discouraged. However, all cash received must be accompanied by a cash receipt (copies will be retained by CNC Treasurer until Audit Committee report is presented, and then disposed of as recommended by Audit Committee.)
 - c) In order to encourage all members who wish to participate in any SI, accommodation will be made on a first-come, first-served basis.
 - d) An annual meeting of all SI Activity Coordinators and the SI Chairperson will be held to discuss policies and to develop new interest opportunities.
 - e) The SI Chairperson should be informed of any changes in leadership of a group and of any changes in the status of the group prior to any announcements or changes announced in the CNC Newsletter.
 - f) The SI Chairperson will help solve any problems which may arise in a group.

- 2) Responsibilities of the SI Activity Coordinator include all planning and execution of each entity. This may include but is not limited to finding hosts/hostesses, locations, planning and confirming programs, setting up car pools, and contacting members who sign up for the activity.
- 3) New SI Activity Coordinators will be announced to the membership by the SI Chairperson via the newsletter, General Meeting announcements and General Meeting sign-up sheets. The formation of the new group will begin upon CNC Executive Board approval when a minimum number of club members are interested and/or the leadership is available. A New SI Request (available online or from SI Chairperson) should be submitted to the SI Chairperson who will then accompany the leader to present the new activity to the CNC Executive Board.
- 4) A sign-up sheet for each SI will be available at the monthly General Meetings at the SI tables. The SI Chairperson or their representative will be stationed at the sign-up table at each General Meeting to answer questions.
 - a) Sign-up sheets will be created by the SI Chairperson based on the most recent newsletter submission to keep things consistent. Any additional information or requests to alter the sign-up sheets must be sent to the SI Chairperson. Deadline for these additional updates will be determined by the SI Chairperson to allow time for changes. Changes could include items such as columns/information.
 - b) If there is a change of information about a group's plans as announced in the newsletter or if no newsletter submission was made, the SI Chairperson and Webmaster should be informed of such a change prior to the General Meeting.
 - c) If a group's plans are changed after the General Meeting, the SI Chairperson and Webmaster should be informed and all names on the reservation activity sign up sheet must be notified by the group's representative.
 - d) Sign-up sheets should be picked up by the group's representative after the General Meeting. Information on sign-up sheets left at the General Meeting will be mailed, emailed or phoned to the SI Activity Coordinator (or representative) by the SI Chairperson.
- 5) Changes in SI accessibility to members.
 - a) If a SI no longer accommodates new members, it must become independent of the support of the Club. Sign-up sheets, newsletter and website space, and items bearing the Club Logo will no longer be made available to such a group nor be used after this determination.
 - b) Prior to closing a SI, the SI Chairperson should be notified. SI Chairperson and a member of the closing group will help form a new group. The general membership should be invited to the last event to determine whether the group should proceed with other members or be allowed to dissolve.
 - c) SIs which become too big should "close" to members until there is an opening or reformat to allow for additional members. Continued CNC support for such a group will be determined by the Executive Board on an individual case basis prior to closing the SI.
- 6) Resources are available to SI Activity Coordinators. Please contact the SI Chairperson for more details and requested use.
 - a) CNC Business Cards
 - b) CNC Thank You certificates
 - c) CNC Coffee pots
 - d) Information passed on from previous SI Leaders.